

**SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT
P.O. BOX 215, ETNA, OH 43018**

**BOARD MEETING MINUTES
November 12, 2020**

1. OPENING

The November 12, 2020 Regular Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Kretzmann at 4:00p.m. The Pledge of Allegiance was led by Mr. Kretzmann. Mr. Kretzmann, Mr. Platte, and Mr. Hagy were present at roll call. Also present were Kathy Killen and CJ Gilcher. The meeting was live streamed for public viewing.

2. ADOPTION OF AGENDA

Mr. Platte made a motion, second by Mr. Hagy, to approve the agenda as amended adding under the General Manager's Report a discussion item of 2 relocations scheduled for next Monday. Upon roll call vote, all voted aye. Motion carried. Agenda adopted.

3. APPROVAL OF MINUTES

Mr. Kretzmann made a motion, second by Mr. Hagy to approve the minutes of the Regular Board Meeting of October 29, 2020 as presented. Upon roll call vote, all voted aye. Motion Carried.

4. PAYMENT OF BILLS

Mr. Platte moved to approve payment of the bills as presented. Mr. Kretzmann seconded. Upon roll call vote, all voted aye. Motion carried.

5. COMMUNICATIONS

There were no communications to report at this meeting.

6. GENERAL MANAGER'S REPORT

COVID 19/CARES ACT SICK LEAVE POLICY:

Mr. Gilcher stated that the Governor gave an address yesterday evening and readdressed the mask order policy. Mr. Gilcher stated that the District has been following the policy since it was originally enacted. Mr. Gilcher stated that the District has had two confirmed Covid-19 positive employees and currently has one employee in Quarantine. Mr. Gilcher stated that the District has another possible Covid-19 positive employee.

SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT

P.O.Box 215 Etna, Ohio 43018
69 Zellers Lane Pataskala, Ohio 43062
Phone (740)927-0410 Fax (740)927-4700

Mr. Gilcher stated that he has been working with Mr. Albers and Ms. Hetzel to come up with some sort of policy that covers the requirements of the Cares Act. Mr. Gilcher presented two different draft policies for the Board to review. Mr. Gilcher stated that per the CDC guidelines that District employees are considered Critical Infrastructure workers. Mr. Gilcher stated that because the District employees are considered Critical Infrastructure workers, the District can work beyond the Cares Act policy.

Mr. Gilcher discussed the differences in the two draft policies with the Board in detail.

Mr. Gilcher stated that he has placed another staff member with the District Accountant to train on specific job areas to ensure appropriate cross training. Mr. Hagy stated that he agreed with the cross training.

Mr. Kretzmann stated that he would like to see a recommendation regarding the COVID-19/Cares Act Sick Leave Policy from the Interim General Manager at next week's Board meeting.

WELLFIELD EXPLORATION UPDATE:

Mr. Gilcher stated that the District recently drilled 2 test holes and have been monitoring the well levels prior to testing this week. Mr. Gilcher stated that it looks promising.

HOLLOW ROAD PHASES 1 & 2 WATERLINE EXTENSION UPDATE:

Mr. Gilcher stated that at the last Board meeting resolutions were approved to enter into a cooperative agreement with Ohio Water Development Authority to seek funding. Mr. Gilcher stated that he wanted to give an update on the Bids. Mr. Gilcher stated that for the Hollow Road Waterline Extension Phase 1 and Lexington Woods Booster station project, the low bidder for the pipeline portion was Tucson Incorporated for the amount of \$2,811,703.54 and the low bidder for the booster station portion was Tribute Construction for the amount of \$979,394.00. Mr. Gilcher stated that for the Hollow Road Waterline Extension Phase II project, the low bidder was Fields Excavating for the amount of \$1,180,364.60.

RELOCATIONS:

Mr. Gilcher stated that there were two relocations scheduled for next Monday. The first relocation is scheduled on Broad Street in Harrison Township near Ellington Village and is a turn lane project. This is scheduled for Monday, November 16th at 10:00 p.m.

Mr. Gilcher stated that the second relocation is scheduled in the City of Pataskala on Broad Street for the National Road Car Wash. This is scheduled for Monday, November 16th at 9:00 a.m.

Mr. Kretzmann inquired about a centralized location for the water haulers. Mr. Gilcher stated that this is planned on the Capital Improvement Plan for next year. Mr. Hagy inquired about potential locations and potential chemical hazards if placed at the Water Treatment Facility. Mr. Gilcher stated that he and the staff would have to look into that.

SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT

P.O.Box 215 Etna, Ohio 43018
69 Zellers Lane Pataskala, Ohio 43062
Phone (740)927-0410 Fax (740)927-4700

7. OFFICE MANAGER'S REPORT

Mrs. Killen presented the Board with a health insurance packet from Medical Mutual for 2021. The proposed increase for this plan is 18%. Mrs. Killen stated that this plan has the same coverage that the District employees currently have. Mrs. Killen stated that Mrs. Carrelli is awaiting additional quotes.

8. ATTORNEY'S REPORT

Mr. Albers was not present at this meeting.

9. EXECUTIVE SESSION

There was no executive session.

10. TRUSTEES' COMMENTS

There were no trustees' comments at this meeting.

11. ADJOURNMENT

Mr. Platte made a motion, second by Mr. Kretzmann that the meeting would be adjourned. Upon Roll Call vote, all voted aye. The meeting was adjourned at 4:30 p.m.

ATTEST: 
CHARLES HAGY, SECRETARY

SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT

P.O. BOX 215, ETNA, OH 43018

69 ZELLERS LANE, PATASKALA, OH 43062

740-927-0410

BOARD MEETING

November 12, 2020 4:00pm (Streamed online for public viewing)

SIGN BELOW:

NAME

ADDRESS

PHONE

**SWLCWSD
OFFICE REPORT
11/12/20**

1) Connection Fees Collected

	2018	2019	1st Qtr. 2020	2nd Qtr. 2020	3rd Qtr. 2020	4th Qtr. 2020	Total 2020
Water	\$875,871.45	\$1,475,649.52	\$253,173.97	\$350,140.16	\$550,117.00	\$447,642.93	\$1,601,074.06
Sewer	\$946,372.18	\$1,320,917.88	\$150,738.00	\$279,937.38	\$504,530.00	\$265,170.61	\$1,200,375.99
Total	\$1,822,243.63	\$2,796,567.40	\$403,911.97	\$630,077.54	\$1,054,647.00	\$712,813.54	\$2,801,450.05

2) Billing Charges

	2018	2019	1st Qtr 2020	2nd Qtr. 2020	3rd Qtr. 2020	4th Qtr. 2020	Total 2020
Water	\$2,688,381.03	\$2,723,072.58	\$648,839.33	\$694,813.17	\$774,823.78	\$232,240.55	\$2,350,716.83
Sewer	\$5,996,518.12	\$6,085,751.09	\$1,489,128.68	\$1,561,567.15	\$1,663,541.94	\$517,939.55	\$5,232,177.32
Total	\$8,684,899.15	\$8,808,823.67	\$2,137,968.01	\$2,256,380.32	\$2,438,365.72	\$750,180.10	\$7,582,894.15

3) Capacity Fees

	2018	2019	1st Qtr. 2020	2nd Qtr. 2020	3rd Qtr. 2020	4th Qtr. 2020	Total 2020
Water	\$40,310.00	\$99,555.30	\$66,165.00	\$25,020.00	\$25,715.00	\$37,182.50	\$154,082.50
Sewer	\$73,670.00	\$109,980.30	\$77,145.00	\$25,020.00	\$25,715.00	\$37,182.50	\$165,062.50
Total	\$113,980.00	\$209,535.60	\$143,310.00	\$50,040.00	\$51,430.00	\$74,365.00	\$319,145.00

4) Assessment Revenue

	2018	2019	2020	Total 2020
1st Half	\$744,583.96	\$695,562.52	\$472,378.86	\$472,378.86
2nd Half	\$655,144.64	\$547,574.19	\$370,687.93	\$370,687.93
Total	\$1,399,728.60	\$1,243,136.71	\$843,066.79	\$843,066.79

Cash in Bank	As of 11/09/20	As of 11/08/19
	\$19,052,285.64	\$17,003,837.94
*Does not allow for future expenses		
Loan Payment Due 01/01/21	\$3,200,000.00	\$3,200,000.00
Balance Available	\$15,852,285.64	\$13,803,837.94