

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

BOARD MEETING MINUTES

January 4, 2024

1. OPENING

The January 4, 2024, Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mrs. Carrelli at 4:00p.m. The Pledge of Allegiance was led by Mrs. Carrelli. Mr. Kretzmann, Mr. Stepp and Mrs. Carter were present at roll call. Also present were Jim Roberts, Josephine Carrelli, CJ Gilcher, Kathy Killen, Nick Eippert, and those members of the public who signed the sign in sheet. The meeting was also live streamed for public viewing.

2. ADOPTION OF AGENDA

Mr. Kretzmann made a motion, second by Mr. Stepp, to approve the agenda as presented. Upon roll call vote, all voted aye. Agenda adopted.

3. ELECTION OF OFFICERS

Mrs. Carrelli declared that all offices of the Southwest Licking Community Water and Sewer District were vacant pursuant to the District's By-Laws and that nominations for the President, Vice-President, Secretary, and Treasurer of the Board for the 2024 calendar year were necessary at this time.

Mrs. Carrelli asked for a nomination for President. Mrs. Carter moved to nominate and elect Mr. Kretzmann for President. Mr. Kretzmann seconded the Motion.

Mrs. Carter made a motion to close nominations for President, seconded by Mr. Stepp. Upon roll call vote, all voted aye. Motion carried. Nominations closed.

Upon roll call vote, all voted aye. Motion carried. Mr. Kretzmann is President.

Mr. Kretzmann asked for a nomination for Vice-President. Mr. Kretzmann moved to nominate and elect Mr. Stepp for Vice-President. Mrs. Carter seconded the Motion.

Mr. Kretzmann made a motion to close nominations for Vice President, seconded by Mrs. Carter. Upon roll call vote, all voted aye. Motion carried. Nominations closed.

Upon roll call vote, all voted aye. Motion carried. Mr. Stepp is Vice President

Mr. Kretzmann moved to nominate and elect Mrs. Carter for Secretary. Mr. Stepp seconded the Motion.

Mr. Kretzmann made a motion to close nominations for secretary, seconded by Mr. Stepp. Upon roll call vote, all voted aye. Motion carried. Nominations closed.

Upon roll call vote, all voted aye. Motion carried. Mrs. Carter is Secretary.

Mr. Kretzmann moved to nominate and elect Mrs. Carter for Treasurer. Mr. Stepp seconded the Motion.

Mr. Kretzmann made a motion to close nominations for Treasurer, seconded by Mrs. Carter. Upon roll call vote, all voted aye. Motion carried. Nominations closed.

Upon roll call vote, all voted aye. Motion carried. Mrs. Carter is Treasurer.

4. ORGANIZATIONAL RESOLUTIONS

RESOLUTION TO APPROVE EXPENDITURE APPROPRIATION FOR 2024:

RESOLUTION:

Mr. Kretzmann made a motion, second by Mr. Stepp.

R 2024-001

BE IT HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT THAT TO PROVIDE FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES OF SAID BOARD OF TRUSTEES, DURING THE FISCAL YEAR, ENDING DECEMBER 31, 2024, FOLLOWING SUMS BE AND THE SAME ARE HEREBY SET ASIDE AND APPROPRIATED FOR THE SEVERAL PURPOSES FOR WHICH EXPENDITURES ARE TO BE MADE FOR AND DURING SAID FISCAL YEAR, AS FOLLOWS, VIZ: THAT THERE BE APPROPRIATED FROM THE ENTERPRISE FUND FOR THE FOLLOWING EXPENSES:

OPERATING	\$ 3,265,023.53
COLLECTIONS	\$ 1,188,311.98
CONSTRUCTION	\$ 805,291.11
ADMINISTRATIVE	\$ 1,642,208.36
DEBT PAYMENT	\$ 5,000,000.00
CAPITAL EXPENSE	\$ 1,250,000.00
TOTAL APPROPRIATIONS	\$13,150,834.98

THAT IT IS FOUND AND DETERMINED THAT ALL FORMAL ACTIONS OF THIS BOARD OF TRUSTEES CONCERNING AND RELATING TO THE ADOPTION OF THIS RESOLUTION WERE ADOPTED IN AN OPEN MEETING OF THIS BOARD OF TRUSTEES, AND THAT ALL DELIBERATIONS OF THIS BOARD OF TRUSTEES AND OF ANY OF ITS COMMITTEES RESULTING IN SUCH FORMAL ACTION, WERE IN MEETINGS OPEN TO THE PUBLIC, IN COMPLIANCE WITH THE LAW, INCLUDING SECTION 121.22 OF THE REVISED CODE OF OHIO.

Mrs. Killen stated this was based on the budget that was approved by the Board in June.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2024-001 WAS

APPROVED.

RESOLUTION TO APPROVE DEPRECIATION APPROPRIATIONS FOR 2024:

RESOLUTION:

Mr. Kretzmann made a motion, second by Mr. Stepp.

R 2024-002

1. **RESOLUTION TO APPROPRIATE \$3,900,000.00 FOR DEPRECIATION EXPENSE FOR THE FISCAL YEAR 2024 AND IN ACCORDANCE WITH THE AUDITOR'S RECOMMENDATION FOR COMPLIANCE WITH ANNUAL DEPRECIATION.**
2. **THAT IT IS FOUND AND DETERMINED THAT ALL FORMAL ACTIONS OF THIS BOARD OF TRUSTEES CONCERNING AND RELATING TO THE ADOPTION OF THIS RESOLUTION WERE ADOPTED IN AN OPEN MEETING OF THIS BOARD OF TRUSTEES, AND THAT ALL DELIBERATIONS OF THIS BOARD OF TRUSTEES AND OF ANY OF ITS COMMITTEES RESULTING IN SUCH FORMAL ACTION, WERE IN MEETINGS OPEN TO THE PUBLIC, IN COMPLIANCE WITH THE LAW, INCLUDING SECTION 121.22 OF THE REVISED CODE OF OHIO.**

Mrs. Killen stated that this was a standard resolution that was required by the State of Ohio Auditors.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2024-002 WAS APPROVED.

RESOLUTION TO ESTABLISH PAY SCHEDULE FOR 2024:

RESOLUTION:

Mr. Kretzmann made a motion, second by Mr. Stepp.

R 2024-003

RESOLUTION TO ESTABLISH PAY SCHEDULE FOR 2024

EMPLOYEES OF THE DISTRICT SHALL BE PAID 26 TIMES A YEAR ACCORDING TO THE SCHEDULE KEPT ON FILE BY THE DISTRICT ACCOUNTANT. BOARD MEMBERS SHALL BE PAID MONTHLY FOR ANY MONTH THEY SERVED AS A QUALIFIED BOARD MEMBER ON THE FIRST DAY OF THAT SAME MONTH. BOARD MEMBERS SHALL RECEIVE THAT PAY FOR THAT MONTH ON OR AFTER THE DATE OF THE LAST REGULAR MEETING OF THE MONTH.

THAT IT IS FOUND AND DETERMINED THAT ALL FORMAL ACTIONS OF THIS BOARD OF TRUSTEES CONCERNING AND RELATING TO THE ADOPTION OF THIS RESOLUTION WERE ADOPTED IN AN OPEN MEETING OF THIS BOARD OF

TRUSTEES, AND THAT ALL DELIBERATIONS OF THIS BOARD OF TRUSTEES AND OF ANY OF ITS COMMITTEES RESULTING IN SUCH FORMAL ACTION, WERE IN MEETINGS OPEN TO THE PUBLIC, IN COMPLIANCE WITH THE LAW, INCLUDING SECTION 121.22 OF THE REVISED CODE OF OHIO.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2024-003 WAS APPROVED.

RESOLUTION TO ESTABLISH MILEAGE REIMBURSEMENT FOR 2024:

RESOLUTION:

Mr. Kretzmann made a motion, second by Mrs. Carter.

R 2024-004

RESOLUTION TO ESTABLISH MILEAGE REIMBURSEMENT FOR 2024

ELIGIBLE EMPLOYEES AND OFFICERS OF THE DISTRICT SHALL BE REIMBURSED THE 2024 IRS FOR THE BUSINESS USE OF PERSONNEL VEHICLES, AS APPROVED BY THE GENERAL MANAGER, BOARD ACTION, OR THE EMPLOYEE RULES.

THAT IT IS FOUND AND DETERMINED THAT ALL FORMAL ACTIONS OF THIS BOARD OF TRUSTEES CONCERNING AND RELATING TO THE ADOPTION OF THIS RESOLUTION WERE ADOPTED IN AN OPEN MEETING OF THIS BOARD OF TRUSTEES, AND THAT ALL DELIBERATIONS OF THIS BOARD OF TRUSTEES AND OF ANY OF ITS COMMITTEES RESULTING IN SUCH FORMAL ACTION, WERE IN MEETINGS OPEN TO THE PUBLIC, IN COMPLIANCE WITH THE LAW, INCLUDING SECTION 121.22 OF THE REVISED CODE OF OHIO.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2024-004 WAS APPROVED.

RESOLUTION TO ESTABLISH RECORDS COMMISSION FOR 2024:

RESOLUTION:

Mr. Kretzmann made a motion, second by Mrs. Carter.

R 2024-005

RESOLUTION TO ESTABLISH RECORDS COMMISSION FOR 2024.

CONSISTENT WITH R.C. 149.412 THE BOARD APPOINTS THE PRESIDENT OF BOARD OF TRUSTEES, THE DISTRICT ACCOUNTANT, THE CHIEF LEGAL COUNSEL, AND THE OFFICE MANAGER, WHO WILL SERVE AS A NON-STATUTORY APPOINTEE.

THAT IT IS FOUND AND DETERMINED THAT ALL FORMAL ACTIONS OF THIS BOARD OF TRUSTEES CONCERNING AND RELATING TO THE ADOPTION OF THIS RESOLUTION WERE ADOPTED IN AN OPEN MEETING OF THIS BOARD OF TRUSTEES, AND THAT ALL DELIBERATIONS OF THIS BOARD OF TRUSTEES AND OF ANY OF ITS COMMITTEES RESULTING IN SUCH FORMAL ACTION, WERE IN MEETINGS

OPEN TO THE PUBLIC, IN COMPLIANCE WITH THE LAW, INCLUDING SECTION 121.22 OF THE REVISED CODE OF OHIO.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2024-005 WAS APPROVED.

RESOLUTION TO ESTABLISH RULE UNDER R.C 121.22 (F) AND SET THE REGULAR MEETINGS FOR 2024:

RESOLUTION:

Mr. Kretzmann made a motion, second by Mrs. Carter.

R 2024-006

RESOLUTION TO ESTABLISH RULES FOR NOTIFICATION OF PUBLIC MEETINGS AND SETTING FORTH THE REGULAR MEETING SCHEDULE FOR CALENDAR YEAR 2024.

WHEREAS, SECTION 121.22(F) OF THE REVISED CODE REQUIRES THAT A PUBLIC BODY ESTABLISH, BY RULE, A REASONABLE METHOD OF NOTIFY THE PUBLIC OF MEETINGS;

WHEREAS, THE BOARD OF TRUSTEES DESIRES TO ESTABLISH RULES TO NOTIFY THE PUBLIC OF MEETINGS OF THE BOARD OF TRUSTEES;

WHEREAS, THE BOARD OF TRUSTEES DESIRES TO SET THE REGULAR MEETING SCHEDULE FOR CALENDAR YEAR 2024; AND

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES AS FOLLOWS:

I. 2024 REGULAR MEETING SCHEDULE.

A. THE REGULAR MEETING SCHEDULE FOR ALL REGULAR BOARD OF TRUSTEES MEETINGS IN CALENDAR YEAR 2024 SHALL BE:

1. ADVERTISED IN A NEWSPAPER OF GENERAL CIRCULATION;
2. POSTED CONSPICUOUSLY AT THE DISTRICT'S OFFICE; AND
3. POSTED ON THE DISTRICT'S WEBSITE.

B. EXCEPT AS DEPICTED BELOW IN SUBSECTION C, ALL REGULAR MEETINGS SHALL BE HELD ON THE SECOND AND LAST THURSDAY OF EACH MONTH AT 4:00 P.M. AT THE DISTRICT'S ADMINISTRATIVE OFFICE LOCATED AT 8675 YORK ROAD, PATASKALA, OHIO, UNLESS OTHERWISE ANNOUNCED.

C. REGULAR MEETINGS FOR CALENDAR YEAR 2024 ARE AS FOLLOWS:

JANUARY 4, 2024	MARCH 28, 2024	JUNE 13, 2024
JANUARY 18, 2024	APRIL 11, 2024	JUNE 27, 2024
FEBRUARY 8, 2024	APRIL 25, 2024	JULY 11, 2024
FEBRUARY 29, 2024	MAY 9, 2024	JULY 25, 2024
MARCH 14, 2024	MAY 30, 2024	AUGUST 8, 2024

AUGUST 29, 2024
SEPTEMBER 12, 2024
SEPTEMBER 26, 2024

OCTOBER 10, 2024
OCTOBER 31, 2024
NOVEMBER 14, 2024

NOVEMBER 27, 2024*
DECEMBER 12, 2024
DECEMBER 19, 2024*

D. NO LESS THAN TWENTY-FOUR HOURS PRIOR TO THE TIME OF A REGULAR MEETING, A NOTICE SHALL BE POSTED CONSPICUOUSLY AT THE DISTRICT OFFICE AND ON THE DISTRICT WEBSITE.

E. ANY PERSON, INCLUDING NEWS MEDIA ORGANIZATIONS, UPON REQUEST MAY OBTAIN REASONABLE ADVANCE NOTIFICATION OF ALL MEETINGS.

II. SPECIAL MEETINGS.

A. IN ACCORDANCE WITH THE BYLAWS OF THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT, THE PRESIDENT OF THE BOARD OF TRUSTEES OR THE PRESIDENT'S DESIGNEE, SHALL FURNISH WRITTEN OR ORAL NOTIFICATION OF ANY SPECIAL MEETING, UNLESS THE BOARD ITSELF HAS SCHEDULED SUCH SPECIAL MEETING AND IN SO SCHEDULING HAS ALREADY RECEIVED NOTICE OF THE MEETING DATE AND TIME.

B. A STATEMENT OF THE DATE, TIME, PLACE AND PURPOSE OF SPECIAL MEETINGS SHALL BE POSTED AT THE DISTRICT OFFICE NO LATER THAN TWENTY-FOUR HOURS IN ADVANCE OF SUCH MEETING. ANY INDIVIDUAL OR NEW MEDIA ORGANIZATION THAT DESIRES TO BE GIVEN ADVANCE NOTICE OF SPECIAL MEETINGS BE PROVIDED SAID NOTICE.

III. EMERGENCY MEETINGS.

A. IN THE EVENT OF AN EMERGENCY REQUIRING IMMEDIATE OFFICIAL ACTION, THE BOARD MAY HOLD AN EMERGENCY MEETING.

B. IN ACCORDANCE WITH THE BYLAWS OF THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT, THE PRESIDENT OF THE BOARD OF TRUSTEES OR PRESIDENT'S DESIGNEE SHALL FURNISH WRITTEN OR ORAL NOTIFICATION TO THE OTHER BOARD MEMBERS.

C. THE PRESIDENT OF THE BOARD OF TRUSTEES OR PRESIDENT'S DESIGNEE SHALL IMMEDIATELY NOTIFY THE NEWS MEDIA THAT HAVE REQUESTED ADVANCED NOTIFICATION OF THE TIME, PLACE, AND PURPOSE OF THE MEETING. THE DISTRICT SHALL MAKE BEST EFFORTS TO POST THE NOTICE ON THE WEBSITE NOTIFY OTHER PERSONS REQUESTING ADVANCE NOTICE OF MEETINGS.

IV. THAT IS FOUND AND DETERMINED THAT ALL FORMAL ACTIONS OF THIS BOARD OF TRUSTEES CONCERNING AND RELATING TO THE ADOPTION OF THIS RESOLUTION WERE ADOPTED IN AN OPEN MEETING OF THIS BOARD OF TRUSTEES, AND THAT ALL DELIBERATIONS OF THIS BOARD OF TRUSTEES AND OF ANY OF ITS COMMITTEES RESULTING IN SUCH FORMAL ACTION, WERE IN MEETINGS OPEN TO THE PUBLIC, IN COMPLIANCE WITH THE LAW, INCLUDING SECTION 121.22 OF THE OHIO REVISED CODE.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2024-006 WAS APPROVED.

5. PAYMENT OF BILLS

Mrs. Carter moved to approve payment of the bills as presented. Mr. Stepp seconded. Upon roll call vote, all aye. Motion carried.

6. COMMUNICATIONS

There were no communications.

7. PUBLIC COMMENTS

There were no public comments.

8. EXECUTIVE DIRECTOR REPORT

Mr. Roberts wanted to thank the staff for putting the agenda together for the meeting. He said there are a lot of details that go into that and is appreciative of the Team for making sure nothing gets missed.

He said he would be meeting with the BIA of Central Ohio on February 14, 2024, and the Newark/Heath Rotary on March 21, 2024. He said the intent of these meetings is to get out a Positive message about who we are, where we've been and where we're heading as a District.

Mr. Kretzmann asked about what kind of communication there was between the District, Johnstown and Granville. Mr. Roberts said he has been meeting with them almost weekly. He met with them yesterday and has another meeting planned on Monday. He said there was a representative from Framework that is helping facilitate the meetings who has been a good resource, and it is good to have a third-party witness to some of the conversations happening.

Mr. Roberts stated that a referendum on the agreement with Kirkersville has been submitted to the Clerk of Council so it will be sent to the Board of Elections. He said he would be having a meeting with Kirkersville in the next week or two to talk about what it looks like moving forward either way.

Mr. Roberts said he wanted to mention that the January 18 meeting looks like it could be a pretty full meeting.

He also stated the table for the Groundhog breakfast the District reserved has been filled with staff members and Mr. Kretzmann.

Mr. Roberts said he met with Licking County Commissioners today along with Mr. Gilcher and Mr. Eippert, and Union Township to discuss the sanitary sewer in the Luray area. He said it was a very positive meeting and that he would be putting together an MOU to solidify the agreements they will have there. The District will be taking over the sewer on the North side of I-70 that the County currently operates,

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

and The County will continue to operate their sewer on the South side of I-70. The details are still to be finalized and determined.

9. OPERATIONS DIRECTOR REPORT

Mr. Gilcher had nothing to present.

Mr. Stepp asked him if there was any progress on the electric at the Refugee Rd pump station. Mr. Gilcher said the contractor is waiting for wire to run between AEPs transformer and the contact transformer cabinet. He said the contractor was unaware it was required by them, they thought AEP was to supply it. The wire is on order and once it is in, everything will get hooked up and they can do some testing.

10. OFFICE MANAGER'S REPORT

Mrs. Carrelli had nothing to present.

11. ATTORNEY'S REPORT

Mr. Eippert had nothing to present.

12. EXECUTIVE SESSION

There was no executive session.

13. TRUSTEES' COMMENTS

Mr. Kretzmann said let's continue to move forward and be good neighbors and do what we can to move the community forward.

14. ADJOURNMENT

Mr. Kretzmann made a motion, second by Mrs. Carter, that the meeting would be adjourned. Upon Roll Call vote, all voted aye. The meeting was adjourned at 4:23 p.m.

ATTEST:



Melissa Carter, Secretary

**SWLCWSD
OFFICE REPORT
01/04/24**

1) Connection Fees Collected

	2022	2023	1st Qtr. 2024	2nd Qtr. 2024	3rd Qtr. 2024	4th Qtr. 2024	Total 2024
Water	\$1,509,126.87	\$1,441,438.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sewer	\$1,127,636.52	\$783,297.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$2,636,763.39	\$2,224,735.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

2) Billing Charges

	2022	2023	1st Qtr 2024	2nd Qtr. 2024	3rd Qtr. 2024	4th Qtr. 2024	Total 2024
Water	\$3,083,747.26	\$3,490,165.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sewer	\$6,661,980.99	\$6,885,871.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$9,745,728.25	\$10,376,036.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

3) Capacity Fees

	2022	2023	1st Qtr. 2024	2nd Qtr. 2024	3rd Qtr. 2024	4th Qtr. 2024	Total 2024
Water	\$41,133.13	\$39,615.00	\$0.00	\$0.00	\$0.00		\$0.00
Sewer	\$40,438.12	\$116,925.50	\$0.00	\$0.00	\$0.00		\$0.00
Total	\$81,571.25	\$156,540.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

4) Assessment Revenue

	2022	2023	2024	Total 2024
1st Half	\$164,451.34	\$109,578.58	\$0.00	\$0.00
2nd Half	\$141,199.87	\$84,707.87	\$0.00	\$0.00
Total	\$305,651.21	\$194,286.45	\$0.00	\$0.00

Cash in Bank	As of 01/03/24	As of 01/02/23
	\$21,005,012.25	\$22,471,833.67
*Does not allow for future expenses		
Loan Payment Due 07/01/24	\$2,500,000.00	\$2,500,000.00
Balance Available	\$18,505,012.25	\$19,971,833.67