

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

**BOARD MEETING MINUTES
February 8, 2024**

1. OPENING

The February 8, 2024, Regular Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Kretzmann at 4:00 p.m. The Pledge of Allegiance was led by Mr. Kretzmann. Mr. Kretzmann, Mr. Stepp and Mrs. Carter were present at roll call. Also present were Jim Roberts, CJ Gilcher, Kathy Killen, Nick Eippert, Josephine Carrelli, 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. Gilcher added a resolution to approve an amended development agreement for SWL Schools to the Operations Director report.

Mr. Kretzmann made a motion, second by Mrs. Carter, to approve the agenda as amended. Upon roll call vote, all voted aye. Motion carried. Agenda adopted.

3. APPROVAL OF MINUTES

Mr. Kretzmann made a motion, seconded by Mr. Stepp to approve the meeting minutes from the January 18, 2024, Regular Meeting.

Upon roll call vote, all voted aye. Motion carried.

4. PAYMENT OF BILLS

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

5. COMMUNICATIONS

There were no communications to report.

6. PUBLIC COMMENTS

There were no public comments.

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7. EXECUTIVE DIRECTOR'S REPORT

RMP DEVELOPMENT UPDATE:

Mr. Platte said he continues to work with Mr. Roberts and Mr. Eippert on various projects but doesn't have anything specific to report but would answer any questions the Board may have. He is happy to see the Kirkersville agreement on the agenda and thinks it will be a great thing for the Village and The District.

TAP/CAPACITY FEE/BILLING RATES DISCUSSION:

Joe Crea from Raftelis attended the meeting to go over some alternative options on the tap and capacity fees and billing rates. He said construction costs have increased quite a bit from the original study done in 2022. The initial rate recommendations were for a 5-year period but given the dynamic nature of the regional growth, he said this is something that we should be looking at every year or two to make sure it is capturing the latest information. He discussed the delay of the debt elimination being phased out and went over a couple of different options for that to happen.

Mrs. Carter said it would be helpful for her to have a couple of different models in front of her so she can see the variations and the timelines. She said it was difficult to do that based on the power point presented. She said while we are growing dramatically, we still have a responsibility to our customers and wants to make sure it is not done lightly and without enough research on her part.

Mr. Stepp recognizes information has changed over the last year and said that is ok, as long as they have the data and the ability to communicate what they are doing and why they are doing it. He said he appreciates having more information this meeting. He said he can get onboard with whatever they need to do, as long as they can communicate that and understand the reasons behind it.

Mr. Kretzmann asked about the tap and capacity fees.

Mr. Gilcher said they were presented at the last meeting and have not changed.

Mr. Crea said the recommended levels there was below the maximum amount they can justify charging based on industry standard practices but also keeps the District comparable to some of the peers and regional comparisons, and also trying to promote that new customers are paying their share of the growth required to serve them throughout the service area.

Mr. Kretzmann said every conversation they have starts with the statement that they are not going to burden the existing customers with the cost to grow.

Mr. Stepp asked when the last time tap and capacity fees were increased.

Mr. Gilcher said in 2010 the tap fees were changed. There was also some changes to the fire protection fees. The District lowered the fee from 40% to 30% to help with the tap fee for fire protection.

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Mr. Kretzmann said he would like to see recommendations at the next meeting For the tap/capacity fees and the billing rates. He said he would also like to see the scenarios That Mrs. Carter asked for and asked to see them as far in advance as possible to give them time to review and hopefully make a decision at the next meeting.

Mrs. Carter asked if there was a plan to have gradual increases on the rates and tap and capacity fees, so it is not such a dramatic increase in the future.

Mr. Roberts said yes, that is the approach they are going to take. He said there is nothing in writing right now but that has been part of the discussion. He said there would be a re-evaluation every year.

DISCUSSION ON RECORDING/ARCHIVING MEETINGS:

Mr. Roberts said the board meetings are currently audio recorded and live streamed but he thinks it would be beneficial to have the video archived so people have the ability to watch them at their leisure. He said due to the limitations we currently have, it would be a trade off to have them archived instead of live streamed. There is anywhere between 2-5 people who watch the live streams so he doesn't think it would be a major issue. He said he thinks it would be more transparent if people could watch the meetings anytime and not just live. He asked the Board for their thoughts and input on the topic.

Mr. Kretzmann asked if there was any additional cost.

Mr. Roberts said they would be on YouTube and we have already the equipment to record so there would not be a huge cost to do it.

Mrs. Carter asked why they couldn't live stream and archive.

Mr. Roberts said mainly staffing, he doesn't want to have to ask someone else to attend the Meetings to be able to do both. Mr. Gilcher said the live stream isn't the best quality.

He said it cuts in and out and thinks a camcorder would have better quality video and audio.

Mrs. Carter said it does make her uncomfortable when we have audience members who record the meetings, and rightfully so, but we do not have a video to refer back to ourselves.

Mr. Stepp said he has no issue with that. He thought it would be done as part of the building remodel but if the ability is there and doesn't cause a burden, he is completely supportive of it.

Mr. Kretzmann told Mr. Roberts he should pursue that and present it to them at the next meeting.

GENERAL UPDATES:

Mr. Roberts said the Executive Committee of the Ohio Public Works Commission, District 17, met today and approved a \$500,000 grant for the Kirkersville project. They also approved a 1.9-million-dollar 0% loan for the same project. He said he was very appreciative of it.

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8. OPERATIONS DIRECTOR'S REPORT

RESOLUTION TO APPROVE-PURCHASE OF A CHEVROLET SILVERADO 1500 WT FOR THE CONSTRUCTION DEPARTMENT:

Mr. Gilcher presented a resolution for the Board's consideration and approval.

RESOLUTION:

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

R 2024-013

RESOLUTION TO AUTHORIZE THE PURCHASE OF A 2023 CHEVROLET SILVERADO 1500 WT FOR THE CONSTRUCTION DEPARTMENT IN THE AMOUNT NOT TO EXCEED OF \$45,000.00 FROM COUGHLIN CHEVROLET, PATASKALA, OHIO.

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. 2024-013 WAS APPROVED.

RESOLUTION TO APPROVE-PURCHASE OF A CHEVROLET SILVERADO 1500 WT FOR THE WASTEWATER SYSTEMS/COLLECTIONS DEPARTMENT:

Mr. Gilcher presented a resolution for the Board's consideration and approval.

RESOLUTION:

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

R 2024-014

RESOLUTION TO AUTHORIZE THE PURCHASE OF A 2023 CHEVROLET SILVERADO 1500 WT FOR THE WASTEWATER SYSTEM – COLLECTIONS DEPARTMENT IN THE AMOUNT NOT TO EXCEED OF \$45,000.00 FROM COUGHLIN CHEVROLET, PATASKALA, OHIO.

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UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2024-014 WAS APPROVED.

RESOLUTION TO APPROVE HIRE OF HUNTER ROY FOR THE CONSTRUCTION INSPECTIONS POSITION WITHIN THE CONSTRUCTION DEPARTMENT:

Mr. Gilcher presented a resolution for the Board's consideration and approval.

RESOLUTION:

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

R 2024-015

- 1. RESOLUTION TO HIRE HUNTER ROY FOR THE CONSTRUCTION INSPECTIONS POSITION AT \$27.78 PER HOUR PENDING SUCCESSFUL BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG SCREENING.**
- 2. 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 REVISED CODE OF OHIO.**

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2024-015 WAS APPROVED.

RESOLUTION TO APPROVE THE CUBES AT ETNA 70-BUILDING D USE & HOOKUP:

Mr. Gilcher presented a resolution for the Board's consideration and approval.

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RESOLUTION:

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

R 2024-016

WHEREAS: THE DISTRICT ENTERED INTO A DEVELOPERS AGREEMENT WITH ETNA PARK 70, LLC. FOR THE CUBES AT ETNA BUILDING D PROJECT ON JUNE 27, 2023; AND

WHEREAS: ETNA PARK 70, LLC.. HAS COMPLETED THE REQUIRED WATER AND SANITARY SEWER LINE IMPROVEMENTS TO THE SATISFACTION OF THE DISTRICT; AND

THEREFORE: THE BOARD OF TRUSTEES GRANTS CONDITIONAL ACCEPTANCE AND HEREBY APPROVES THE WATER AND SEWER INFRASTRUCTURE FOR USE AND HOOK UP IN THE CUBES AT ETNA BUILDING D PROJECT; UPON COMPLIANCE WITH AND PROVISION OF ALL ITEMS REQUIRED IN DISTRICT RULES & REGULATIONS SECTIONS 609 AND 610; AND

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. 2024-016 WAS APPROVED.

RESOLUTION TO APPROVE DEVELOPMENT AGREEMENT WITH OXFORD CIRCLE, LLC FOR THE DRAYTON HALL PROJECT:

Mr. Gilcher presented a resolution for the Board's consideration and approval.

RESOLUTION:

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

R 2024-017

- 1. RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT WITH OXFORD CIRCLE DEVELOPMENT LLC. FOR THE DRAYTON HALL PROJECT;**

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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.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2024-017 WAS APPROVED.

RESOLUTION TO APPROVE AMENDED AGREEMENT WITH STRAND ASSOCIATES, INC. FOR THE SR 161 MINK STREET WATERLINE EXTENSION PROJECT:

Mr. Gilcher presented a resolution for the Board's consideration and approval.

RESOLUTION:

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

R 2024-018

WHEREAS: THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT HAS DETERMINED THE NEED TO CONSTRUCT THE SR 161 MINK STREET WATERLINE EXTENSION PROJECT TO SERVICE FUTURE CUSTOMERS WITH A HIGH-QUALITY DEPENDABLE SUPPLY OF DRINKING WATER AND;

WHEREAS: THE EXECUTIVE DIRECTOR RECOMMENDS THAT THE DISTRICT AMEND THE ENGINEERING AGREEMENT WITH STRAND ASSOCIATES, INC. TO PROVIDE DESIGN SERVICES AS DESCRIBED IN THE AMENDMENT NO. 1 OF THE AGREEMENT BETWEEN THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT AND STRAND ASSOCIATES, INC. DISTRICT CONTRACT NO.2023-001 ATTACHED HERETO; AND

THEREFORE: THE BOARD OF TRUSTEES APPROVES THE AMENDED ENGINEERING AGREEMENT WITH STRAND ASSOCIATES, INC. IN AN AMOUNT NOT TO EXCEED \$264,750.00 AND HEREBY AUTHORIZES THE PRESIDENT OF THE BOARD OF TRUSTEES TO SIGN THE AMENDMENT PENDING FINAL REVIEW BY DISTRICT LEGAL COUNSEL.

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

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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. 2024-018 WAS APPROVED.

RESOLUTION TO APPROVE AMENDED DEVELOPMENT AGREEMENT 2023-004 WITH THE SOUTHWEST LICKING SCHOOL DISTRICT BOARD OF EDUCATION AND TO AUTHORIZE THE BOARD PRESIDENT TO EXECUTE THE AMENDMENT:

Mr. Gilcher presented a resolution for the Board's consideration and approval.

RESOLUTION:

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

R 2024-019

- 1. RESOLUTION TO APPROVE THE AMENDED DEVELOPMENT AGREEMENT 2023-004 WITH THE SOUTHWEST LICKING SCHOOL DISTRICT BOARD OF EDUCATION, AND TO AUTHORIZE THE BOARD PRESIDENT TO EXECUTE THE AMENDMENT;**
- 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.**

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2024-019 WAS APPROVED.

Mr. Stepp asked if there were any updates on the Wagram WWTC.

Mr. Gilcher said they are still excavating for the oxidation ditches. He said he sent some pictures to the Board. He said when the weather breaks, they will be starting the mat for the rebar and to start pouring concrete.

9. OFFICE MANAGER'S REPORT

RESOLUTION TO CERTIFY DELINQUENT CHARGES TO THE LICKING COUNTY AUDITOR:

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Mrs. Carrelli said this is for delinquents in January. The last meeting in January was before the due date so it was not approved in January.

Mrs. Carrelli presented a resolution for the Board's consideration and approval:

RESOLUTION:

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

R 2024-020

RESOLUTION TO CERTIFY DELINQUENTS TO THE LICKING COUNTY AUDITOR

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. 2024-020 WAS APPROVED.

10. ATTORNEY'S REPORT:

RESOLUTION TO APPROVE-INTERGOVERNMENTAL COOPERATION AGREEMENT WITH VILLAGE OF KIRKERSVILLE

Mr. Eippert presented a resolution for the Board's consideration and approval:

RESOLUTION:

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

R 2024-021

RESOLUTION TO APPROVE THE INTERGOVERNMENTAL COOPERATION AGREEMENT BETWEEN THE VILLAGE OF KIRKERSVILLE AND THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT REGARDING THE PROVISION OF POTABLE WATER TO RESIDENTS AND BUSINESSES WITHIN THE VILLAGE.

BE IT RESOLVED BY THE BOARD OF TRUSTEES AS FOLLOWS:

THE BOARD APPROVES THE EXECUTION THE INTERGOVERNMENTAL COOPERATION AGREEMENT, ATTACHED HERETO AND INCORPORATED HEREIN, AND AUTHORIZES THE EXECUTIVE DIRECTOR TO TAKE THE STEPS NECESSARY TO IMPLEMENT THE AGREEMENT.

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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. 2024-021 WAS APPROVED.

11. EXECUTIVE SESSION

There was no executive session.

12. TRUSTEES' COMMENTS

Mr. Stepp said he appreciates the updates on Wagram. He said he has people reach out to him with questions so he likes to follow the progress and make sure everything is staying on schedule. He appreciates the continued efforts by a number of people related to that project.

Mr. Kretzmann said he wanted to make everyone aware that they have reached an understanding on the legal issue with Mr. Carlisle. He said it is not finalized yet but is supposed to be soon and once it is, there will be more to say.

13. ADJOURNMENT

Mr. Stepp 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 4:49 p.m.

ATTEST:



Melissa Carter, Secretary

**SWLCWSD
OFFICE REPORT
02/08/24**

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	\$48,625.00	\$0.00	\$0.00	\$0.00	\$48,625.00
Sewer	\$1,127,636.52	\$783,297.36	\$48,845.50	\$0.00	\$0.00	\$0.00	\$48,845.50
Total	\$2,636,763.39	\$2,224,735.79	\$97,470.50	\$0.00	\$0.00	\$0.00	\$97,470.50

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	\$280,392.76	\$0.00	\$0.00	\$0.00	\$280,392.76
Sewer	\$6,661,980.99	\$6,885,871.54	\$565,777.81	\$0.00	\$0.00	\$0.00	\$565,777.81
Total	\$9,745,728.25	\$10,376,036.76	\$846,170.57	\$0.00	\$0.00	\$0.00	\$846,170.57

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

	As of 02/07/24	As of 02/06/23
Cash in Bank	\$22,302,347.00	\$22,716,182.58
*Does not allow for future expenses		
Loan Payment Due 07/01/24	\$2,500,000.00	\$2,500,000.00
Balance Available	\$19,802,347.00	\$20,216,182.58