

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

**BOARD MEETING MINUTES
March 14, 2024**

1. OPENING

The March 14, 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 and Mr. Stepp were present at roll call. Also present were Jim Roberts, Nick Eippert, Josephine Carrelli, Kathy Killen 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. Stepp made a motion, second by Mr. Kretzmann, to approve the agenda as presented. 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 February 29, 2024, Regular Meeting.

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

4. PAYMENT OF BILLS

Mr. Stepp 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.

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, Mr. Gilcher and Mr. Eippert on the various projects the District has going on right now. He said there have been discussions on two developments related to the Kirkersville area that some decisions need to be made on. He said he has been working on some revenue calculations to see how it can all work out and make sure the District benefits as best as they can from the cost incurred as directed by the Board. He also continues to look for raw water resources and is happy to help the District try to locate those facilities. He said he is always happy to answer any questions.

RESOLUTION TO APPROVE-AGREEMENT WITH AECOM TECHNICAL SERVICES FOR THE OUTVILLE ROAD ELEVATED STORAGE TANK AND BOOSTER STATION PROJECT:

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

RESOLUTION:

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

R 2024-033

WHEREAS: THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT HAS DETERMINED THE NEED TO CONSTRUCT THE OUTVILLE ROAD ELEVATED STORAGE TANK AND BOOSTER STATION EXPANSION PROJECT TO SERVICE EXISTING AND FUTURE CUSTOMERS, AND;

WHEREAS: THE EXECUTIVE DIRECTOR RECOMMENDS THAT THE DISTRICT ENTER INTO AN ENGINEERING AGREEMENT WITH AECOM TECHNICAL SERVICES, INC. TO PROVIDE DESIGN SERVICES AS DESCRIBED IN THE SCOPE OF SERVICES, AND;

THEREFORE: THE BOARD OF TRUSTEES APPROVES THE CONTRACT WITH AECOM TECHNICAL SERVICES, INC., IN AN AMOUNT NOT TO EXCEED \$339,100.00 AND HEREBY AUTHORIZES THE PRESIDENT OF THE BOARD OF TRUSTEES TO SIGN THE CONTRACT ATTACHED HERETO PENDING FINAL REVIEW BY DISTRICT LEGAL COUNSEL, 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

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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. 2024-033 WAS APPROVED.

RESOLUTION TO APPROVE-AGREEMENT WITH STRAND ASSOCIATES, INC. FOR THE MORSE ROAD-PUTNAM ROAD WATERLINE EXTENSION AND BOOSTER STATION PROJECT:

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

RESOLUTION:

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

R 2024-034

WHEREAS: THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT HAS DETERMINED THE NEED TO CONSTRUCT THE MORSE ROAD-PUTNAM ROAD WATERLINE EXTENSION AND BOOSTER STATION PROJECT TO SERVICE FUTURE CUSTOMERS, AND;

WHEREAS: THE EXECUTIVE DIRECTOR RECOMMENDS THAT THE DISTRICT ENTER INTO AN ENGINEERING AGREEMENT WITH STRAND ASSOCIATES, INC. TO PROVIDE DESIGN SERVICES AS DESCRIBED IN THE SCOPE OF SERVICES, AND;

THEREFORE: THE BOARD OF TRUSTEES APPROVES THE CONTRACT WITH STRAND ASSOCIATES, INC., IN AN AMOUNT NOT TO EXCEED \$622,000.00 AND HEREBY AUTHORIZES THE PRESIDENT OF THE BOARD OF TRUSTEES TO SIGN THE CONTRACT ATTACHED HERETO PENDING FINAL REVIEW BY DISTRICT LEGAL COUNSEL, 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. 2024-034 WAS APPROVED.

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RESOLUTION TO APPROVE-CHANGE ORDER #002 WITH ROCK WATER DRILLING COMPANY:

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

RESOLUTION:

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

R 2024-035

WHEREAS: THE EXECUTIVE DIRECTOR HAS REVIEWED AND RECOMMENDS APPROVAL OF CHANGE ORDER #002 TO ROCK WATER DRILLING COMPANY FOR INCREASES IN QUANTITIES USED AND OTHER ITEMS AS SHOWN ON THE ATTACHED CHANGE ORDER #002, AND;

THEREFORE: THE BOARD OF TRUSTEES APPROVES CHANGE ORDER #002 IN THE AMOUNT OF \$3,193.00 WITH ROCK WATER DRILLING COMPANY FOR AN ADJUSTED CONTRACT PRICE IN AN AMOUNT NOT TO EXCEED \$112,625.00.

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. 2024-035 WAS APPROVED.

BRADLEY PAYNE ADVISORS-ENGAGEMENT LETTER:

Mr. Roberts presented a proposal from Bradley Payne Advisors. He said they are a municipal bond advising company. He said with all of the projects going on, we need someone with the expertise to help us and make sure we are meeting all requirements. He said they would be working in conjunction with Joe Crea and the team at Raftelis.

Mr. Kretzmann made a motion, seconded by Mr. Stepp, to authorize Mr. Roberts to sign engagement letter with Bradley Payne Advisors.

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

THE INCENTIVE REVIEW GROUP-ENGAGEMENT LETTER:

Mr. Roberts said this is also required for the Bradley Payne Advisors engagement.

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Mr. Kretzmann made a motion, seconded by Mr. Stepp, to authorize Mr. Roberts to sign engagement letter with The Incentive Review Group.

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

COMMUNICATIONS AND PUBLIC AFFAIRS SERVICES:

Mr. Roberts said this has been a topic of discussion for the past year or so. He has met with a couple of different companies that offer this type of service and is recommending we utilize 30PR as a PR firm, to help us update our website, our logo and help with our messaging, branding, and other PR items. The initial proposal is for 2 months, at \$8,000/month.

Mr. Stepp made a motion, seconded by Mr. Kretzmann, to approve the proposal with 30 PR for the initial 2-month time frame for \$16,000 and for Mr. Roberts to sign the proposal.

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

MARCH 28, 2024, MEETING DISCUSSION:

Mr. Roberts said there was some discussion at the last meeting about possibly changing this meeting date and wanted to bring it back up for discussion.

Mr. Stepp said he would not be able to attend the meeting on March 28, 2024.

Mr. Kretzmann said they could have the meeting with 2 trustees and did not see a need to change it at this time.

BIA PRESENTATION:

Mr. Roberts said he sent a copy of the presentation he used for the BIA to the Board a couple of weeks ago. He said he and Mr. Gilcher attended and thought it went very well. He said the presentation also triggered about 4-5 in person meetings that they have had from people that were there with additional questions. He said there would be two more public presentations next week. One will be for the Newark Rotary on Tuesday and the other will be for the Newark/Heath Rotary and will be Thursday morning. He said the presentation will be tweaked a little bit for the different audiences.

GENERAL UPDATE ITEMS:

Mr. Roberts said that since the last Board meeting he has had a lot of meetings. He said they have met with Congressman Balderson and his team and felt like it was a productive

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meeting. He also said they had their first meeting with the head of City of Columbus Water and Sewer Department. He has also had meetings with the Village of Millersport, The Ohio EPA, The Johnstown, Alexandria, Granville group and the New Albany Company. He continues to meet with all the different people and players who are affiliated with the District and will continue to develop and build those relationships.

Mr. Stepp asked if there were any updates on the Refugee Road Lift Station project or The Wagram project.

Mr. Roberts said Wagram continues to go fine. He said at the last project update meeting, they were about a week off schedule but have things in place to try and get back on schedule. He said the Lift Station project is also going very well. He said the pump station is active, but not in operation yet. He said all of the moving pieces and parts are actual there, and that is what they have been waiting for.

Mr. Roberts also wanted to mention the eclipse event on April 8. He said the District Staff would be having a little get together to watch the eclipse and invited the Board to attend as well.

8. OPERATIONS DIRECTOR'S REPORT

Mr. Gilcher was not present at this meeting.

9. OFFICE MANAGER'S REPORT

Mrs. Carrelli had nothing to present.

10. ATTORNEY'S REPORT:

OUTVILLE RD. PROPERTY ACQUISITION UPDATE:

Mr. Eippert said that yesterday, March 13, he and Mr. Kretzmann were in Newark for the closing on the Outville Road property. He said this is the property that the booster station and the water tower will be located. He said the closing went smoothly and thanked Mr. Kretzmann for his flexibility getting it done. He also said they did all their due diligence on the property so there will be no unknown surprises. There are some wetlands in a very small area on the property that will probably not be utilized anyway. He said there was an environmental site assessment, and they got the thumbs up from everybody.

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11. EXECUTIVE SESSION

Mr. Kretzmann made a motion, seconded by Mr. Stepp to enter into executive session pursuant to section 121.22 (G)(1) of the Ohio Revised Code-To consider the appointment, employment, or compensation of a public employee or official.

The Board, Mr. Roberts, and Mr. Eippert were included in this executive session. AND

Pursuant to section 121.22 (G)(3) of the Ohio Revised Code-To conference with an Attorney concerning disputes involving the public body that are the subject of pending or Imminent litigation.

The Board, Mr. Roberts, and Mr. Eippert were included in this executive session. Mr. Teetor joined via telephone. AND

Pursuant to section 121.22 (G)(8) of the Ohio Revised Code, for the purposes of considering Confidential information related to negotiations with a political subdivision.

This information is directly related to a request for development assistance that is to be Provided or administered under Chapter 715 of the Revised Code, or involves public Infrastructure improvements or the extension of utility services that are directly related to An economic development project. The Board hereby determines that the executive session Is necessary to protect the interests of the applicant or the possible investment or expenditure Of public funds to be made in connection with the economic development project. The Board, Mr. Roberts, Mr. Eippert and Mr. Platte were included in this executive session.

Upon roll call vote, all voted aye. Entered executive session at 4:35 p.m.

Mr. Kretzmann made a motion, second by Mr. Stepp to return from executive session. Upon roll call vote, all voted aye.

Returned from executive session at 6:25 p.m.

Mr. Kretzmann stated No resolution, rule, or formal action was taken during the executive sessions.

12. TRUSTEES' COMMENTS

RESOLUTION:

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

R 2024-036

RESOLUTION TO HIRE JOHN SINGLETON FOR THE CONSTRUCTION INSPECTIONS POSITION AT \$28.94 PER HOUR PENDING SUCCESSFUL BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG SCREENING.

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DISCUSSION:

Mr. Roberts said the team has gone through the interview process with Mr. Singleton and he brings a lot of experience. He said the inspector that was hired a few weeks ago came with no experience so he can help mentor. He said they are excited for him to join the team. He said he also comes with a lot of established relationships, and he thinks he will be a good fit.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2024-036 WAS APPROVED.

Mr. Stepp made a motion to accept a mutual release in the lawsuit that has been pending against the District with Selective Insurance Company to pay John Carlisle and his attorney Zashin & Rich, per the agreement that Selective Insurance made with John Carlisle and Zashin & Rich.

There was no second to the motion.

13. ADJOURNMENT

Mr. Stepp 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 6:28 p.m.

ATTEST:



Melissa Carter, Secretary

**SWLCWSD
OFFICE REPORT
03/14/24**

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	\$168,963.60	\$0.00	\$0.00	\$0.00	\$168,963.60
Sewer	\$1,127,636.52	\$783,297.36	\$120,625.50	\$0.00	\$0.00	\$0.00	\$120,625.50
Total	\$2,636,763.39	\$2,224,735.79	\$289,589.10	\$0.00	\$0.00	\$0.00	\$289,589.10

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	\$569,778.06	\$0.00	\$0.00	\$0.00	\$569,778.06
Sewer	\$6,661,980.99	\$6,885,871.54	\$1,143,508.18	\$0.00	\$0.00	\$0.00	\$1,143,508.18
Total	\$9,745,728.25	\$10,376,036.76	\$1,713,286.24	\$0.00	\$0.00	\$0.00	\$1,713,286.24

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 03/12/24	As of 03/11/23
	\$23,110,946.37	\$17,444,321.28
*Does not allow for future expenses		
Loan Payment Due 07/01/24	\$2,500,000.00	\$2,500,000.00
Balance Available	\$20,610,946.37	\$14,944,321.28