

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

**BOARD MEETING MINUTES  
November 23, 2021**

**1. OPENING**

The November 23, 2021, Regular Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Kretzmann at 4:00 p.m. Mr. Kretzmann, Mr. Platte, and Mr. Stepp were present at roll call. Also present were Josephine Carrelli, CJ Gilcher, 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. Kretzmann made a motion, second by Mr. Stepp, 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, second by Mr. Stepp to approve the minutes of the Regular Meeting of November 9, 2021, as presented.

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

**4. PAYMENT OF BILLS**

Mr. Kretzmann 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.

**6. PUBLIC COMMENTS**

Mr. Bill Langel wanted to stop in and see if any progress had been made with their property issue. Mr. Gilcher stated the only thing he could add is that Mr. King continues to work with developers in that area to come up with a possible funding solution for the project.

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**7. GENERAL MANAGER'S REPORT**

**HOLLOW ROAD WATERLINE EXTENSION PROJECT:**

Mr. Gilcher stated that Phase I is substantially complete. They are continuing hydrostatic testing and bacteriological testing and the booster station is substantially complete. They are moving forward to get the final punch list out to the contractor to continue to progress on the project.

**WATER TREATMENT PLANT TRUCK #16:**

Mr. Gilcher stated there was an automobile accident a couple of weeks ago and the insurance company has determined the truck to be a total loss. It was a no injury accident. The Board authorized Mr. Gilcher to seek a replacement truck and he will bring a resolution to the board for purchase once he finds one.

**RESOLUTION TO APPROVE AMENDMENTS TO THE EMPLOYEE HANDBOOK:**

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

**RESOLUTION:**

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

**R 2021-104**

**RESOLUTION TO ACCEPT THE CHANGES TO THE DISTRICT'S EMPLOYEE HANDBOOK AS PRESENTED (ATTACHED SUMMARY)**

**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. 2021-104 WAS APPROVED.**

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**RESOLUTION TO APPROVE AGREEMENT WITH THE OHIO DEFERRED  
COMPENSATION TO ADD AND ADOPT THE ROTH 457 OPTION:**

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

**RESOLUTION:**

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

**R 2021-105**

**RESOLUTION TO ENTER INTO THE AGREEMENT WITH THE OHIO DEFERRED  
COMPENSATION TO ADD AND ADOPT THE ROTH 457 OPTION.**

**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. 2021-105 WAS APPROVED.**

**8. OFFICE MANAGER'S REPORT**

**GENERAL LIABILITY INSURANCE RENEWAL:**

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

**RESOLUTION:**

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

**R 2021-106**

**RESOLUTION TO ACCEPT THE GENERAL LIABILITY INSURANCE PROPOSAL  
PRESENTED BY WICHERT INSURANCE FOR THE SOUTHWEST LICKING  
COMMUNITY WATER AND SEWER DISTRICT FOR THE YEAR 2021, EFFECTIVE  
DECEMBER 25, 2021, IN THE AMOUNT OF \$75,517 AWARDED TO SELECTIVE.**

**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**

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**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. 2021-106 WAS APPROVED.**

**RESOLUTION TO CERTIFY DELINQUENTS TO THE LICKING COUNTY AUDITOR:**

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

**RESOLUTION:**

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

**R 2021-107**

**RESOLUTION TO CERTIFY DELINQUENTS TO THE LICKING COUNTY AUDITOR AS ATTACHED.**

**IT IS FOUND AND DETERMINED THAT ALL FORMAL ACTIONS OF THIS BOARD CONCERNING AND RELATING TO THE PASSAGE OF THIS RESOLUTION WERE PASSED IN AN OPEN MEETING OF THIS BOARD AND THAT ALL DELIBERATIONS OF THIS BOARD AND OF ANY OF ITS COMMITTEES THAT RESULTED IN SUCH FORMAL ACTION, WERE IN MEETINGS OPEN TO THE PUBLIC, IN COMPLIANCE WITH ALL LEGAL REQUIREMENTS INCLUDING SECTION 121.22 OF THE OHIO REVISED CODE.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2021-107 WAS APPROVED.**

**WATER SHUT OFFS:**

Mrs. Carrelli stated that water shut offs would occur next week after the Thanksgiving holiday. She stated there are currently 37 customers on the list. Door tags will be left on Monday 11/29 to those who haven't paid and shut offs are scheduled for Wednesday, December 1, 2021.

**9. ATTORNEY'S REPORT**

There was no attorney report.

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**10. EXECUTIVE SESSION**

Mr. Platte made a motion, second by Mr. Stepp, to enter into executive session Pursuant to Ohio Revised Code 121.22 (G)(3) Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. The 3 board members were included in the executive session and the District's attorneys Mr. Matt Teetor and Mr. Steve Teetor joined via telephone. AND

Pursuant to Ohio Revised Code 121.22 (G)(8) To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, personal financial statement of an applicant for economic development assistance that involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project. The 3 board members and Mr. Gilcher were invited into the executive session.

Upon roll call vote, all voted aye.

Entered executive session at 4:14 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 5:14pm

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

**11. TRUSTEES' COMMENTS**

Mr. Platte made a motion, second by Mr. Kretzmann to change the time of the December 9, 2021, meeting from 4:00pm to 2:00pm making it a special meeting.

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

Mr. Platte made a motion, second by Mr. Stepp, to schedule the organizational meeting for Monday, January 3, 2022 at 4:00pm.

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

Mr. Platte made a motion, second by Mr. Kretzmann to renew the District's membership with  
CORD starting in January 2022. (The Coalition of Ohio Regional Districts)

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

Mr. Platte made a motion, second by Mr. Stepp to authorize Mr. Gilcher to seek Request for  
Qualifications for the SR 310 Refugee Rd pump station and trunk link sewer project.

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

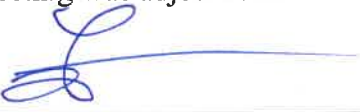
Mr. Stepp stated that he has had discussions and/or meetings with the Etna Trustees  
to be to get to know them and establish a good relationship. He said they are mostly  
gathering information at this time, but it has been very cordial and positive.  
Mr. Stepp also stated he was thankful for the organization that we have. He stated  
through his first year he has become much more aware of the work, effort and  
commitment that goes into running a water and sewer district more so than he was  
able to recognize as a customer. He wanted to thank the District staff for the  
commitment they have and the work they do. He said it is evident that the employees  
care about the work they do and care about the residents they serve.

Mr. Kretzmann wanted to thank Mrs. Killen and Mr. Gilcher for their work with Mr.  
Cannon on the rate study. He stated we should use the model that Mr. Cannon  
provided as much as possible as it contained a lot of information. He stated the Board  
will be thinking about what to do with the rates and it could be discussed at the next  
meeting.

**12. ADJOURNMENT**

Mr. Kretzmann made a motion, second by Mr. Stepp that the meeting would be  
adjourned. Upon Roll Call vote, all voted aye. The meeting was adjourned at  
5:23 p.m.

ATTEST:

  
\_\_\_\_\_  
**TRENT STEPP, SECRETARY**

SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT

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69 ZELLERS LANE, PATASKALA, OH 43062

740-927-0410

BOARD MEETING

November 23, 2021, 4:00pm (And streamed online for public viewing)

SIGN BELOW:

NAME

ADDRESS

PHONE

Jim Duffy	27 Daisy Dr	
Barb + Bill Lange	894 Hazelton-Etna Rd	
Gary Burkholder	254 Trail East	

**SWLCWSD  
OFFICE REPORT  
11/23/21**

1) Connection Fees Collected

	2019	2020	1st Qtr. 2021	2nd Qtr. 2021	3rd Qtr. 2021	4th Qtr. 2021	Total 2021
Water	\$1,475,649.52	\$1,748,566.72	\$693,098.50	\$1,135,495.70	\$637,879.93	\$463,698.30	\$2,930,172.43
Sewer	\$1,320,917.88	\$1,351,113.99	\$473,988.22	\$853,707.00	\$504,981.84	\$179,450.00	\$2,012,127.06
<b>Total</b>	<b>\$2,796,567.40</b>	<b>\$3,099,680.71</b>	<b>\$1,167,086.72</b>	<b>\$1,989,202.70</b>	<b>\$1,142,861.77</b>	<b>\$643,148.30</b>	<b>\$4,942,299.49</b>

2) Billing Charges

	2019	2020	1st Qtr. 2021	2nd Qtr. 2021	3rd Qtr. 2021	4th Qtr. 2021	Total 2021
Water	\$2,723,072.58	\$2,797,884.12	\$692,733.08	\$757,185.18	\$807,024.43	\$268,538.17	\$2,525,480.86
Sewer	\$6,085,751.09	\$6,246,711.20	\$1,556,968.03	\$1,693,913.31	\$1,695,684.28	\$569,447.89	\$5,516,013.51
<b>Total</b>	<b>\$8,808,823.67</b>	<b>\$9,044,595.32</b>	<b>\$2,249,701.11</b>	<b>\$2,451,098.49</b>	<b>\$2,502,708.71</b>	<b>\$837,986.06</b>	<b>\$8,041,494.37</b>

3) Capacity Fees

	2019	2020	1st Qtr. 2021	2nd Qtr. 2021	3rd Qtr. 2021	4th Qtr. 2021	Total 2021
Water	\$99,555.30	\$185,357.50	\$17,722.50	\$62,897.50	\$36,280.00	\$0.00	\$116,900.00
Sewer	\$109,980.30	\$196,337.50	\$14,247.50	\$60,117.50	\$53,515.00	\$0.00	\$127,880.00
<b>Total</b>	<b>\$209,535.60</b>	<b>\$381,695.00</b>	<b>\$31,970.00</b>	<b>\$123,015.00</b>	<b>\$89,795.00</b>	<b>\$0.00</b>	<b>\$244,780.00</b>

4) Assessment Revenue

	2019	2020	2021	Total 2021
1st Half	\$695,562.52	\$472,378.86	\$302,195.30	\$302,195.30
2nd Half	\$547,574.19	\$370,687.93	\$249,139.14	\$249,139.14
	\$1,243,136.71	\$843,066.79	\$551,334.44	\$551,334.44

Cash in Bank	As of 11/19/21	As of 11/18/20
	\$22,824,851.95	\$19,582,490.03
*Does not allow for future expenses		
Loan Payment Due 07/01/22	\$3,000,000.00	\$3,200,000.00
<b>Balance Available</b>	<b>\$19,824,851.95</b>	<b>\$16,382,490.03</b>