

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

**BOARD MEETING MINUTES
November 9, 2021**

1. OPENING

The November 9, 2021, Regular Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Kretzmann at 2:00 p.m. The Pledge of Allegiance was led by Mr. Kretzmann. Mr. Kretzmann, Mr. Platte, and Mr. Stepp were present at roll call. Also present were Josephine Carrelli, CJ Gilcher, Kathy Killen and Andrew King. The meeting was also live streamed for public viewing.

2. ADOPTION OF AGENDA

Mr. Platte added an executive session to the agenda pursuant to ORC 121.22 G1. Mr. Gilcher added a National Road well field update to the general manager report. Mr. Kretzmann made a motion, second by Mr. Stepp, 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, second by Mr. Stepp to approve the minutes of the Special Meeting of October 27, 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

There were no public comments.

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7. GENERAL MANAGER’S REPORT

NATIONAL ROAD WELL FIELD UPDATE:

Mr. Gilcher stated he is still waiting on a final report from the geologist. He is moving forward with the lot split applications to the Village of Kirkersville and the Licking County Planning Commission. He also stated they would be drilling a small diameter test well on the south side of the Nelson Trust Property south of SR 40.

HOLLOW ROAD WATERLINE EXTENSION PROJECT:

Mr. Gilcher stated the testing continues at the booster station. Phase I is substantially complete and there should be final completion in the next couple of weeks. They are continuing hydrostatic water testing and doing driveway replacements for Phase II.

RESOLUTION TO APPROVE CONTRACT AMENDMENT TO THE 2020 WATER SERVICE CONTRACT WITH THE CITY OF PATASKALA:

Mr. Gilcher stated there is a time delay on the construction of the interconnect. They have not been able to get a contractor to perform the work and the costs have increased higher than what was originally approved. The City of Pataskala has asked to extend the contract deadline by 18 months.

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

RESOLUTION:

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

R 2021-101

WHEREAS: THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT AND THE CITY OF PATASKALA ENTERED INTO THE WATER SERVICE CONTRACT PURSUANT TO DISTRICT RESOLUTION 2020-033 ON MARCH 26, 2020; AND

WHEREAS: SECTION 19 OF THE 2020 WATER SERVICE CONTRACT STATES THAT NO CONTRACT AMENDMENTS, MODIFICATIONS, OR WAIVERS “SHALL BE VALID UNLESS IN WRITING AND SIGNED BY THE PARTIES.”; AND

WHEREAS: THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER

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DISTRICT AND THE CITY OF PATASKALA JOINTLY AGREE THAT THE SIX-MONTH STATE ROUTE 310 INTERCONNECTION PROJECT COMPLETION DEADLINE CONTAINED UNDER SECTION 14A OF THE 2020 WATER SERVICE CONTRACT MUST BE AMENDED; AND

THEREFORE: THE BOARD OF TRUSTEES HEREBY AUTHORIZES AND DIRECTS LARRY KRETZMANN, PRESIDENT, BOARD OF TRUSTEES TO EXECUTE THE AMENDMENT TO SECTION 14A OF THE WATER SERVICES CONTRACT, AS ATTACHED HERETO AS EXHIBIT A 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 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. 2021-101 WAS APPROVED.

RESOLUTION TO APPROVE USE & HOOKUP FOR THE 70 EAST LOGISTICS-PHASE II PROJECT:

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

RESOLUTION:

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

R 2021-102

WHEREAS: THE DISTRICT ENTERED INTO A DEVELOPERS AGREEMENT WITH AHS ETNA, LLC., FOR THE 70 EAST LOGISTICS – PHASE II PROJECT ON APRIL 8, 2021; AND

WHEREAS: AHS ETNA, 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 70 EAST LOGISTICS – PHASE II PROJECT; UPON COMPLIANCE WITH AND PROVISION OF ALL ITEMS REQUIRED IN DISTRICT RULES &

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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. 2021-102 WAS APPROVED.

RESOLUTION TO RESCIND RESOLUTION# 2021-086 TO HIRE KYLE SCHRADER FOR THE FULL TIME WATER TREATMENT OPERATOR POSITION:

Mr. Gilcher stated Mr. Schrader received a counteroffer from his current employer that the District cannot match.

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

RESOLUTION:

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

R 2021-103

WHEREAS: RESOLUTION 2021-086 PROVIDED TO HIRE KYLE SCHRADER FOR THE FULL TIME WATER TREATMENT OPERATOR POSITION; AND

WHEREAS: THE BOARD OF TRUSTEES DESIRE TO RESCIND THE OFFER OF EMPLOYMENT; AND

THEREFORE: THE BOARD OF TRUSTEES HEREBY RESCINDS RESOLUTION 2021-086 EFFECTIVE IMMEDIATELY.

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. 2021-103 WAS APPROVED.

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RCAP RATE STUDY-SPECIAL MEETING:

Mrs. Killen stated that Wayne Cannon who is working on the rate study needed more time to complete the study. She stated she is hopeful he will be ready by November 23, 2021.

Mr. Kretzmann made a motion, second by Mr. Stepp to schedule a special meeting on November 23, 2021, at 2:00pm to review and discuss the rate study.

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

Mr. Kretzmann asked Mrs. Killen to stay in contact with Mr. Cannon and if he cannot make it on November 23, to ask him for a set date that he can commit to.

8. OFFICE MANAGER'S REPORT

GENERAL LIABILITY INSURANCE RENEWAL:

Mrs. Carrelli stated she has not received the renewal yet. The agent is still working on it to make sure we get the best rate possible. She will have something for the next meeting.

9. ATTORNEY'S REPORT

Mr. King provided the board with the application required to apply for funds from the County. He said the County would be prioritizing their projects first and whatever is left will be shared based on the application process. The applications are due January 4, 2022, and the Commissioners hope to decide on the distribution of those funds in February.

Mr. Gilcher stated the County is looking to fund construction projects that serve existing customers or underserved communities. He stated there are a couple of projects that meet those criteria that the District will be applying.

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)(1) To consider the appointment, employment, dismissal, promotion, demotion or compensation of a public employee or official. The 3 board members and Mr. King were invited into the executive session.

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Upon roll call vote, all voted aye.

Entered executive session at 4:22 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 4:53pm

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

11. TRUSTEES' COMMENTS

Mr. Stepp provided an information packet regarding the District planning area, service areas and capital improvement plans and the proposed costs and provided that to the other Board members. He stated he thought it would be helpful to have all the information in one place instead of having to find it all on multiple documents as we move forward over the next few years.

Mr. Platte asked if the lowering of the riser on Duncan Dr was completed. Mr. Gilcher stated that yes it was completed.

Mr. Platte stated he wanted to congratulate the newly elected officials in the area and looks forward to working together with local partners as we move forward in 2022.

Mr. Kretzmann stated he asked the staff to provide some information regarding the District debt and has a document with some of that background information to have available for the rate study meeting.

Mr. Stepp and Mr. Platte congratulated Mr. Kretzmann on his reappointment to the Board by Harrison Township.

12. ADJOURNMENT

Mr. Stepp made a motion, second by Mr. Platte that the meeting would be adjourned.
Upon Roll Call vote, all voted aye. The meeting was adjourned at 4:59 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 9, 2021, 4:00pm (And streamed online for public viewing)

SIGN BELOW:

NAME

ADDRESS

PHONE

**SWLCWSD
OFFICE REPORT
11/09/21**

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	\$414,395.30	\$2,880,869.43
Sewer	\$1,320,917.88	\$1,351,113.99	\$473,988.22	\$853,707.00	\$504,981.84	\$129,204.00	\$1,961,881.06
Total	\$2,796,567.40	\$3,099,680.71	\$1,167,086.72	\$1,989,202.70	\$1,142,861.77	\$543,599.30	\$4,842,750.49

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
Total	\$8,808,823.67	\$9,044,595.32	\$2,249,701.11	\$2,451,098.49	\$2,502,708.71	\$837,986.06	\$8,041,494.37

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
Total	\$209,535.60	\$381,695.00	\$31,970.00	\$123,015.00	\$89,795.00	\$0.00	\$244,780.00

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
Total	\$1,243,136.71	\$843,066.79	\$551,334.44	\$551,334.44

Cash in Bank	As of 11/05/21	As of 11/04/20
	\$24,443,705.05	\$19,257,561.23
*Does not allow for future expenses		
Loan Payment Due 01/01/22	\$3,000,000.00	\$3,200,000.00
Balance Available	\$21,443,705.05	\$16,057,561.23