

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

**BOARD MEETING MINUTES  
February 25, 2021**

**1. OPENING**

The February 25, 2021 Regular Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Kretzmann at 4:00p.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, Kathy Killen and CJ Gilcher. The meeting was 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, second by Mr. Stepp to approve the minutes of the regular meeting of February 11, 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. Platte seconded. Upon roll call vote, all voted aye. Motion carried.

**5. COMMUNICATIONS**

Mr. Gilcher stated there was a letter sent by St. Albans Township for the record.

**6. GENERAL MANAGER'S REPORT**

**RESOLUTION TO APPROVE BILL OF SALE FOR THE ELLINGTON VILLAGE  
SECTION 4 PROJECT SANITARY:**

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

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**RESOLUTION:**

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

**R 2021-013**

- 1. WHEREAS THE DISTRICT ENTERED INTO A DEVELOPMENT AGREEMENT WITH WESTPORT HOMES, INC. FOR THE ELLINGTON VILLAGE SECTION 4 PROJECT ON MARCH 27, 2018, AND**
- 2. WESTPORT HOMES, INC. HAS COMPLETED ALL REMAINING PUNCH LIST ITEMS AND HAS FULLFILLED ITS CONTRACTUAL REQUIREMENTS REGARDING THE CONSTRUCTION OF THE SEWER LINE INFRASTRUCTURE, AND**
- 3. THE BOARD OF TRUSTEES APPROVES OF SAID BILL OF SALE FOR THE SEWER LINE FACILITIES IN ELLINGTON VILLAGE SECTION 4, AND**
- 4. 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. 2021-013 WAS APPROVED.**

**RESOLUTION TO APPROVE BILL OF SALE FOR THE ELLINGTON VILLAGE SECTION 4 PROJECT WATER:**

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

**RESOLUTION:**

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

**R 2021-014**

- 1. WHEREAS THE DISTRICT ENTERED INTO A DEVELOPMENT AGREEMENT WITH WESTPORT HOMES, INC. FOR THE ELLINGTON VILLAGE SECTION 4 PROJECT ON MARCH 27, 2018, AND**
- 2. WESTPORT HOMES, INC. HAS COMPLETED ALL REMAINING PUNCH LIST ITEMS AND HAS FULLFILLED ITS CONTRACTUAL REQUIREMENTS REGARDING THE CONSTRUCTION OF THE WATER LINE INFRASTRUCTURE, AND**

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3. **THE BOARD OF TRUSTEES APPROVES OF SAID BILL OF SALE FOR THE WATER LINE FACILITIES IN ELLINGTON VILLAGE SECTION 4, AND**
4. **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. 2021-014 WAS APPROVED.**

**RESOLUTION TO HIRE GRANT CLARK FOR THE WATER TREATMENT OPERATOR POSITION**

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

**RESOLUTION:**

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

**R 2021-015**

**RESOLUTION TO HIRE GRANT CLARK FOR THE WATER TREATMENT OPERATOR POSITION AT \$20.00 PER HOUR PENDING SUCCESSFUL BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG SCREENING.**

**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. 2021-015 WAS APPROVED.**

**SOLAR PANEL DISCUSSION:**

Mr. Gilcher stated he received a couple of questions regarding possible contamination from solar panel sites. He said he did some research and it appears the concern is when the panels are disposed of, not when they are in service so he sees little to no risk for contamination.

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Mr. Kretzmann asked him if he would put something in writing regarding his suggestions or recommendations regarding the solar panel site.

**RATE STUDY UPDATE:**

Mr. Gilcher stated Mrs. Killen was present to provide some answers to questions that have come up regarding the rate study as she has been handling it. Mrs. Killen stated she got some clarification on the cost. The initial quoted price was for one service and since we have customers who have water only, sewer only and combined water and sewer we would need a water study and a sewer study so it would double the cost. She also said they cannot start on the updated study until the 2020 financials are complete. This would make the start date around May and taking around 3 months to complete.

After much discussion it was decided that Mrs. Killen will reach out to RCAP to have a contract drafted to be presented at the next meeting. The timeline will change to a start date of around July. This will allow more time to gather additional information regarding capital improvements and potential revenue so we have the most accurate up to date information possible to make the most informed decision regarding the rate increase.

**7. OFFICE MANAGER'S REPORT**

**RESOLUTION TO CERTIFY DELINQUENTS TO THE LCA:**

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

**RESOLUTION:**

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

**R 2021-016**

**RESOLUTION TO CERTIFY TO THE LICKING COUNTY AUDITOR DELINQUENT CHARGES FOR SERVICE.**

**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. 2021-016 WAS APPROVED.**

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Mrs. Carrelli stated that water shut offs for non-payment would be next week. 127 notices were sent out at the beginning of the month and there are currently 30 customers left on the list.

**8. ATTORNEY'S REPORT**

Mr. Albers was not present.

**9. EXECUTIVE SESSION**

Mr. Platte made a motion, second by Mr. Stepp, to enter into executive session pursuant to Ohio Revised Code 121.22 (G)(2)- To consider the purchase of property for public purposes.

Upon roll call vote, all voted aye.

Entered executive session at 4:24pm.

The three Board Members and Mr. Gilcher were included in the executive session.

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

Return from executive session at 4:50pm

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

**10. TRUSTEES' COMMENTS**

Mr. Platte stated he would like to meet the new hire and any employees that were hired over the last year as he has not had the change to personally meet them and welcome them to the District. He asked Mr. Gilcher to try and set up a time to do that.

Mr. Kretzmann asked if there were any decisions on opening the office back up to the public. Mr. Gilcher stated we are now starting to move forward with gaining entry back into homes to make meter repairs or replacements as we have not been doing that for the last year. He stated he would like to see how that goes and have some conversations with the staff before we make any decision on opening the office back up. Mr. Kretzmann asked if there were many complaints. Mrs. Carrelli stated they do get a customer every now and then that tries to come in but they see the sign and call

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the office. She is not aware of any complaints and has procedures in place to still be able to issue permits and get customers signed up on payment plans with limited contact.

**11. ADJOURNMENT**

Mr. Platte 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 4:53 p.m.

**ATTEST:**



**TRENT STEPP, SECRETARY**

**SWLCWSD  
OFFICE REPORT  
02/25/21**

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	\$584,732.94	\$0.00	\$0.00	\$0.00	\$584,732.94
Sewer	\$1,320,917.88	\$1,351,113.99	\$355,750.00	\$0.00	\$0.00	\$0.00	\$355,750.00
<b>Total</b>	<b>\$2,796,567.40</b>	<b>\$3,099,680.71</b>	<b>\$940,482.94</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$940,482.94</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	\$224,975.05	\$0.00	\$0.00	\$0.00	\$224,975.05
Sewer	\$6,085,751.09	\$6,246,711.20	\$510,534.37	\$0.00	\$0.00	\$0.00	\$510,534.37
<b>Total</b>	<b>\$8,808,823.67</b>	<b>\$9,044,595.32</b>	<b>\$735,509.42</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$735,509.42</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	\$0.00	\$0.00	\$0.00	\$17,722.50
Sewer	\$109,980.30	\$196,337.50	\$14,247.50	\$0.00	\$0.00	\$0.00	\$14,247.50
<b>Total</b>	<b>\$209,535.60</b>	<b>\$381,695.00</b>	<b>\$31,970.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$31,970.00</b>

4) Assessment Revenue

	2019	2020	2021	Total 2021
1st Half	\$695,562.52	\$472,378.86	\$0.00	\$0.00
2nd Half	\$547,574.19	\$370,687.93	\$0.00	\$0.00
<b>Total</b>	<b>\$1,243,136.71</b>	<b>\$843,066.79</b>	<b>\$0.00</b>	<b>\$0.00</b>

Cash in Bank	As of 02/23/21	As of 02/22/20
*Does not allow for future expenses	\$19,241,819.43	\$15,780,055.51
Loan Payment Due 07/01/21	\$3,000,000.00	\$3,200,000.00
<b>Balance Available</b>	<b>\$16,241,819.43</b>	<b>\$12,580,055.51</b>