

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

**BOARD MEETING MINUTES  
March 25, 2021**

**1. OPENING**

The March 25, 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. The Pledge of Allegiance was led by Mr. Kretzmann. Mr. Kretzmann, Mr. Platte, and Mr. Stepp were present at roll call. Also present were Kathy Killen and CJ Gilcher. The meeting was live streamed for public viewing.

**2. ADOPTION OF AGENDA**

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

There were no communications to report.

**6. GENERAL MANAGER'S REPORT**

**HOLLOW ROAD WATERLINE EXTENSION PROJECT:**

Mr. Gilcher stated that Phase 1 began construction this week. Phase 2 started directional boring across Morse Road near Lynd's Fruit Farm.

**RESOLUTION TO APPROVE HOLLOW ROAD WATERLLINE EXTENSION,  
PHASE 1 PROJECT CHANGE ORDER #002:**

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 2021-018**

- 1. THE GENERAL MANAGER HAS RECEIVED AND RECOMMENDS APPROVAL OF CHANGE ORDER #002 TO TUCSON, INC. FOR INCREASES IN QUANTITIES USED AND OTHER ITEMS AS SHOWN ON ATTACHED CHANGE ORDER #002.**
- 2. THE BOARD OF TRUSTEES HEREBY APPROVES CHANGE ORDER #002 IN THE AMOUNT OF \$144,996.51 FOR A TOTAL ADJUSTED CONTRACT PRICE OF \$2,956,700.01 WITH TUCSON, INC. FOR THE HOLLOW ROAD WATERLINE EXTENSION, PHASE 1 PROJECT.**
- 3. 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. 2021-018 WAS APPROVED.**

**RESOLUTION TO APPROVE USE & HOOK UP FOR THE BROADMOORE COMMONS PHASE 4 PROJECT:**

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

**RESOLUTION:**

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

**R 2021-019**

- 1. WHEREAS THE DISTRICT ENTERED INTO A DEVELOPER'S AGREEMENT WITH D.R. HORTON – INDIANA, LLC. DBA WESTPORT HOMES, INC. FOR BROADMOORE COMMONS, PHASE 4, WATER AND SANITARY SEWER ON JANUARY 30, 2020; AND,**
- 2. WHEREAS WESTPORT HOMES, INC. HAS COMPLETED THE REQUIRED WATER AND SANITARY SEWER LINE IMPROVEMENTS TO THE SATISFACTION OF THE DISTRICT; AND**

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3. **THE BOARD OF TRUSTEES APPROVES THE WATER AND SEWER INFRASTRUCTURE FOR USE AND HOOK UP IN BROADMOORE COMMONS, PHASE 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. 2021-019 WAS APPROVED.**

**RESOLUTION TO RESCIND RESOLUTION 2021-015 APPROVING THE HIRE OF GRANT CLARK FOR THE WATER TREATMENT OPERATOR POSITION:**

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

**RESOLUTION:**

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

**R 2021-020**

1. **WHEREAS RESOLUTION 2021-015 PROVIDED TO HIRE GRANT CLARK FOR THE FULL TIME WATER TREATMENT OPERATOR POSITION; AND**
2. **WHEREAS THE BOARD OF TRUSTEES DESIRE TO RESCIND THE OFFER OF EMPLOYMENT; AND**
3. **THEREFORE, THE BOARD OF TRUSTEES HEREBY RESCINDS RESOLUTION 2021-015 EFFECTIVE IMMEDIATELY.**
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. 2021-020 WAS APPROVED.**

**RESOLUTION TO APPROVE USE & HOOK UP FOR THE BROADMOORE COMMONS PHASE 7 PROJECT:**

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

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**RESOLUTION:**

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

**R 2021-021**

1. **WHEREAS THE DISTRICT ENTERED INTO A DEVELOPER'S AGREEMENT WITH D.R. HORTON – INDIANA, LLC. DBA WESTPORT HOMES, INC FOR BROADMOORE COMMONS, PHASE 7, WATER AND SANITARY SEWER ON AUGUST 13, 2020; AND**
2. **WHEREAS WESTPORT HOMES, INC HAS COMPLETED THE REQUIRED WATER AND SANITARY SEWER LINE IMPROVEMENTS TO THE SATISFACTION OF THE DISTRICT; AND**
3. **THE BOARD OF TRUSTEES APPROVES THE WATER AND SEWER INFRASTRUCTURE FOR USE AND HOOK UP IN BROADMOORE COMMONS, PHASE 7; 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. 2021-021 WAS APPROVED.**

**RCAP AGREEMENT:**

Mr. Gilcher presented a copy of the RCAP agreement for the Board's review. He stated that he will submit it to legal counsel for review and then present the Board with a resolution at the next Board meeting.

**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 2021-022**

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

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**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. 2021-022 WAS APPROVED.**

Mrs. Carrelli stated that water shut offs for non-payment would be next week. 108 notices were sent out at the beginning of the month and there are currently 21 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. Kretzmann, to enter into executive session pursuant to Ohio Revised Code 121.22 (G)(2)- To consider the purchase of property for public purposes and;  
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 subject of pending or imminent court action.

Upon roll call vote, all voted aye.

Entered executive session at 4:13 p.m.

The three Board Members and Mr. Gilcher were included in the executive session for the (G)(2) session.

The three Board Members and the attorney were included in the executive session for the (G)(3) session.

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

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

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Mr. Platte made a motion, second by Mr. Stepp, to enter into executive session pursuant to Ohio Revised Code 121.22 (G)(8), for the purpose of considering confidential information:

1. Related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statement of an applicant for economic development assistance,
2. And
3. The information is:
  - 3.1 Directly related to a request for economic development assistance that is to be provided or administered under Ohio Revised Code Chapter 715, or other permissible Code Section, or that involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project; and
  - 3.2 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.

Upon roll call vote, all voted aye.

Entered executive session at 5:08 p.m.

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 6:00 p.m.

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

**10. TRUSTEES' COMMENTS**

Mr. Platte stated that Nate Strum resigned from Grow Licking County and will be working for the City of Gahanna. He wished him good luck for his future endeavors.

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**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 6:01 p.m.

**ATTEST:**



**TRENT STEPP, SECRETARY**

**SWLCWSD  
OFFICE REPORT  
03/25/21**

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	\$687,022.50	\$0.00	\$0.00	\$0.00	\$687,022.50
Sewer	\$1,320,917.88	\$1,351,113.99	\$466,810.22	\$0.00	\$0.00	\$0.00	\$466,810.22
<b>Total</b>	<b>\$2,796,567.40</b>	<b>\$3,099,680.71</b>	<b>\$1,153,832.72</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,153,832.72</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	\$458,570.44	\$0.00	\$0.00	\$0.00	\$458,570.44
Sewer	\$6,085,751.09	\$6,246,711.20	\$1,033,016.63	\$0.00	\$0.00	\$0.00	\$1,033,016.63
<b>Total</b>	<b>\$8,808,823.67</b>	<b>\$9,044,595.32</b>	<b>\$1,491,587.07</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,491,587.07</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 03/23/21	As of 03/22/20
	\$19,924,349.70	\$16,710,047.12
*Does not allow for future expenses		
Loan Payment Due 07/01/21	\$3,000,000.00	\$3,200,000.00
<b>Balance Available</b>	<b>\$16,924,349.70</b>	<b>\$13,510,047.12</b>