

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

**BOARD MEETING MINUTES  
July 29, 2021**

**1. OPENING**

The July 29, 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 Josephine Carrelli, CJ Gilcher, Andrew King, 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 July 8, 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 to report.

**6. PUBLIC COMMENTS**

Mr. Jim Duffy stated he read through the report provided at the last meeting regarding the Refugee Road sewer study and thought the cost seemed pretty high. He asked if it was to replace the existing pipes or would they run a new bigger one beside the old one.

***SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT***

P.O.Box 215 Etna, Ohio 43018  
69 Zellers Lane Pataskala, Ohio 43062  
Phone (740)927-0410 Fax (740)927-4700

Mr. Gilcher stated it was a high level cost estimate and they wouldn't know the actual number until the engineering costs and the project was bid. He thinks it was for replacement. He explained the process for replacement.

Ms. Deb Moore wanted to know who was going to pay the \$10 million for the upgrades. She wanted the Board to reassure the customers that they would not be responsible for the cost. She said the developer should be completely responsible to pay for the upgrades as they chose the land to develop.

Mr. Kretzmann responded and said the intent of the Board has always been for the developer to pay the cost for the upgrades.

Mr. Duffy said it would have been nice to prepare for future development when the pipes were initially installed and hoped it was something they are thinking about during current construction.

Mr. Kretzmann stated they could only use the tools they had available at that time. Mr. Stepp added that there are more financial tools today to be able to utilize than there would have been during the creation of the District.

**7. GENERAL MANAGER'S REPORT**

**TIMMONS TEST WELL PROJECT UPDATE:**

Mr. Gilcher stated they are still waiting on the well screen. It was projected to be constructed in 6 weeks and is shipped out of California and they are still in the time frame for that to happen.

**HOLLOW ROAD WATERLINE EXTENSION PROJECT:**

Mr. Gilcher stated they continue to head north on SR310. Mr. Gilcher and Mr. Sims went to view the booster station in production last week and had no complaints. It should be delivered to the site in the next couple of weeks.

***SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT***

P.O.Box 215 Etna, Ohio 43018  
69 Zellers Lane Pataskala, Ohio 43062  
Phone (740)927-0410 Fax (740)927-4700

**RESOLUTION TO APPROVE ENGINEERING AGREEMENT WITH CDM SMITH FOR THE AMENDMENT #1 TO THE SANITARY SEWER SERVICE STUDY FOR HAZELTON ETNA ROAD AND REFUGEE ROAD SERVICE TERRITORY:**

Mr. Gilcher stated that he and staff has had a chance to review the study and has come up with some options they want to explore to hopefully bring the cost down a little bit.

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

**RESOLUTION:**

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

**R 2021-072**

**THAT THE BOARD HEREBY APPROVES THE ENGINEERING AGREEMENT WITH CDM SMITH, FOR THE AMENDMENT #1 TO THE SANITARY SEWER SERVICE STUDY FOR THE HAZELTON-ETNA ROAD (SR310) AND REFUGEE ROAD SERVICE TERRITORY, AS PRESENTED.**

**IT IS FOUND AND DETERMINED THAT ALL FORMAL ACTIONS OF THIS BOARD CONCERNING AND RELATING TO THE PASSAGE OF THIS ORDINANCE 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. 2021-072 WAS APPROVED**

**RESOLUTION TO APPROVE ELLINGTON VILLAGE SECTION 8-1 USE & HOOK UP:**

Mr. Gilcher presented a resolution for the Board's consideration and approval: He stated he did not receive the maintenance bond yet.

**RESOLUTION:**

Mr. Kretzmann made a motion, second by Mr. Platte to conditionally approve the use and hook up once maintenance bond has been received and accepted.

***SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT***

P.O.Box 215 Etna, Ohio 43018  
69 Zellers Lane Pataskala, Ohio 43062  
Phone (740)927-0410 Fax (740)927-4700

**R 2021-073**

**WHEREAS: THE DISTRICT ENTERED INTO A DEVELOPERS AGREEMENT WITH DR HORTON-INDIANA, LLC, DBA. WESTPORT HOMES FOR ELLINGTON VILLAGE, SECTION 8, PART 1 WATER AND SANITARY SEWER ON OCTOBER 22, 2020; AND**

**WHEREAS: DR HORTON-INDIANA, LLC, DBA. WESTPORT HOMES HAS COMPLETED THE REQUIRED WATER AND SANITARY SEWER LINE IMPROVEMENTS TO THE SATISFACTION OF THE DISTRICT; AND**

**THE BOARD OF TRUSTEES APPROVES THE WATER AND SEWER INFRASTRUCTURE FOR USE AND HOOK UP IN ELLINGTON VILLAGE, SECTION 8, PART 1; 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. 2021-073 WAS APPROVED.**

**RESOLUTION TO APPROVE DEVELOPMENT AGREEMENT WITH THE CARTER JONES LUMBER COMPANY:**

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

**RESOLUTION:**

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

**R 2021-074**

- 1. RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT WITH THE CARTER-JONES LUMBER COMPANY, FOR THE CARTER LUMBER – ETNA, OHIO PROJECT;**
- 2. 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,**

***SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT***  
P.O.Box 215 Etna, Ohio 43018  
69 Zellers Lane Pataskala, Ohio 43062  
Phone (740)927-0410 Fax (740)927-4700  
**INCLUDING SECTION 121.22 OF THE REVISED CODE OF OHIO.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2021-074 WAS APPROVED.**

**8. 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 2021-075**

**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. 2021-075 WAS APPROVED.**

Mrs. Carrelli provided a copy of the water shut off list. She stated there were 28 tags left on Monday 7/26 and 6 customers were shut off for non-payment on Wednesday 7/28. 4 of those have paid and been turned back on at this time.

**9. ATTORNEY'S REPORT**

Mr. King stated he continues to work on the projects that the board is aware of. He stated the attorney David Hodge that was at the meeting with the property owners regarding the sewer study has continued to reach out to Mr. King and keep the landowners informed of the status.

***SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT***

P.O.Box 215 Etna, Ohio 43018  
69 Zellers Lane Pataskala, Ohio 43062  
Phone (740)927-0410 Fax (740)927-4700

**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 subject of pending or imminent court action. The 3 board members, Mr. King and Mr. Steve Teetor (via telephone conference) was included in the executive session. AND

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 were included in the executive session. Mr. Gilcher also joined the executive session.

Upon roll call vote, all voted aye.

Entered executive session at 4:17 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 5:10pm

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. Stepp to accept the resignation of Kollin Johnson. Upon roll call vote, all voted aye. Motion Carried.

Mr. Platte made a motion, second by Mr. Stepp to authorize the posting of the position for a Water treatment operator. Upon roll call vote, all voted aye. Motion Carried.

Mr. Platte stated the Board needs to retain special legal counsel.

Mr. Platte made a motion, second by Mr. Stepp to approve the engagement letter with McMahon DeGulis llp in an amount not to exceed \$5,000.00.

Mr. Kretzmann asked for a summary of the purpose for these service.

***SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT***

P.O.Box 215 Etna, Ohio 43018  
69 Zellers Lane Pataskala, Ohio 43062  
Phone (740)927-0410 Fax (740)927-4700

Mr. Platte stated it was an environmental law firm and would be working on service territory issues regarding to the 208 plan and will help guide the Board through the process. Upon roll call vote, all voted aye. Motion Carried.

Mr. Stepp wanted to again state that he continues to stand firm in his belief that existing customers should not be responsible for the costs for future development.

Mr. Kretzmann stated that has always been the desire of the Board.

**12. 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 5:16 p.m.

ATTEST:

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

**SWLCWSD  
OFFICE REPORT  
07/29/21**

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	\$267,297.40	\$0.00	\$2,095,891.60
Sewer	\$1,320,917.88	\$1,351,113.99	\$473,988.22	\$853,707.00	\$214,761.00	\$0.00	\$1,542,456.22
<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>\$482,058.40</b>	<b>\$0.00</b>	<b>\$3,638,347.82</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	\$0.00	\$0.00	\$1,449,918.26
Sewer	\$6,085,751.09	\$6,246,711.20	\$1,556,968.03	\$1,693,913.31	\$0.00	\$0.00	\$3,250,881.34
<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>\$0.00</b>	<b>\$0.00</b>	<b>\$4,700,799.60</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	\$695.00	\$0.00	\$81,315.00
Sewer	\$109,980.30	\$196,337.50	\$14,247.50	\$60,117.50	\$0.00	\$0.00	\$74,365.00
<b>Total</b>	<b>\$209,535.60</b>	<b>\$381,695.00</b>	<b>\$31,970.00</b>	<b>\$123,015.00</b>	<b>\$695.00</b>	<b>\$0.00</b>	<b>\$155,680.00</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	\$0.00	\$0.00
	\$1,243,136.71	\$843,066.79	\$302,195.30	\$302,195.30

Cash in Bank	As of 07/27/21	As of 07/2620
	\$21,736,864.02	\$15,884,303.39
*Does not allow for future expenses		
Loan Payment Due 01/01/22	\$3,000,000.00	\$3,200,000.00
<b>Balance Available</b>	<b>\$18,736,864.02</b>	<b>\$12,684,303.39</b>