

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

**SPECIAL BOARD MEETING MINUTES
September 30, 2021**

1. OPENING

The September 30, 2021, Special 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 Kathy Killen, 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 September 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. Platte seconded. Upon roll call vote, all voted aye. Motion carried.

Mr. Platte stated that the legal costs continue to decrease.

5. COMMUNICATIONS

There were no communications at this meeting.

6. PUBLIC COMMENTS

Mr. Jim Duffy stated that he applauded the Board and appreciates them for stating that they expect developers to share in the costs of future expansion.

Mr. Tom Warner stated that he was here to listen to the discussion on the State Route 310/Refugee Road Sanitary Sewer project.

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7. GENERAL MANAGER'S REPORT

TIMMONS TEST WELL PROJECT UPDATE:

Mr. Gilcher stated that the screen is installed and have developed the well. The full 72-hour test will be done next week.

HOLLOW ROAD WATERLINE EXTENSION PROJECT UPDATE:

Mr. Gilcher stated that in Phase I all the hydrostatic testing is complete. He stated that in Phase II there are some main line tie-ins being done and some directional boring. He stated that they are still having issues with American Electric Power with getting power to that site.

RCAP RATE STUDY UPDATE:

Mrs. Killen stated that she and Mr. Gilcher had a meeting via webinar with Mr. Cannon to discuss the rate study and the clarifications that Mr. Cannon needed. Mrs. Killen stated that she, Mr. Gilcher, Mr. Holton, and Mr. Sims will be meeting soon to discuss the Capital Improvement Plan so that she can forward any changes to Mr. Cannon. Mr. Kretzmann directed Mrs. Killen to tentatively schedule a meeting with Mr. Cannon for November 9, 2021 at or after 2:00 p.m.

RESOLUTION TO APPROVE ENGINEERING AGREEMENT WITH AECOM TECHNICAL SERVICES, INC.:

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

RESOLUTION:

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

R 2021-081

- 1. WHEREAS THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT HAS DETERMINED THE NEED TO CONSTRUCT THE PATASKALA CORPORATE PARK AND SURROUNDING AREAS SANITARY SEWER PROJECT TO SERVICE EXISTING AND FUTURE CUSTOMERS, AND**
- 2. WHEREAS THE ACTING GENERAL MANAGER RECOMMENDS THAT THE DISTRICT ENTER INTO AN ENGINEERING AGREEMENT WITH AECOM TECHNICAL SERVICES, INC. TO PROVIDE SANITARY SEWER DESIGN SERVICES AS DESCRIBED IN THE SCOPE OF SERVICES, AND;**

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3. **THEREFORE, THE BOARD OF TRUSTEES APPROVES THE CONTRACT WITH AECOM TECHNICAL SERVICES, INC. IN AN AMOUNT NOT TO EXCEED \$349,152.80 AND HEREBY AUTHORIZES THE PRESIDENT OF THE BOARD OF TRUSTEES TO SIGN THE CONTRACT ATTACHED HERETO PENDING FINAL REVIEW BY DISTRICT LEGAL COUNSEL, 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. 2021-081 WAS APPROVED.

8. OFFICE MANAGER'S REPORT

Mrs. Killen provided a copy of the water shut off list. She stated that 11 customers were shut off for non-payment on Wednesday, September 29, 2021. All but four of those have paid and have been turned back on at this time.

RESOLUTION TO CERTIFY DELINQUENTS TO THE LCA:

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

RESOLUTION:

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

R 2021-082

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

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. 2021-082 WAS APPROVED.

Mrs. Killen stated that Mrs. Carrelli has started the process of looking into the 2022 insurance renewals.

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9. ATTORNEY'S REPORT

Mr. King stated that he used a different format than Mr. Albers used for the AECOM contract.

10. EXECUTIVE SESSION

Mr. Platte made a motion, second by Mr. Stepp, to enter executive session pursuant to Ohio Revised Code 121.22 (G)(1) To consider the appointment, employment, promotion, or compensation of a public employee or official. The 3 board members, Mr. King, Mr. Gilcher, Mr. Sims, and Mr. Holton were included in the executive session. 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.

The 3 board members, Mr. King, and Mr. Teetor (via telephone conference) were included in the executive session. 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, Mr. King, and Mr. Gilcher were included in the executive session.

Upon roll call vote, all voted aye.

Entered executive session at 2:18 p.m.

Mr. Platte made a motion, second by Mr. Stepp to return from executive session.

Upon roll call vote, all voted aye.

Returned from executive session at 4:15pm

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

11. TRUSTEES' COMMENTS

EMPLOYMENT ACTIONS:

Mr. Platte 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 2021-083

- 1. WHEREAS THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT HAS AN OPENING FOR THE CONSTRUCTION SUPERVISOR POSITION DUE TO THE RETIREMENT OF THE CURRENT CONSTRUCTION SUPERVISOR AND;**
- 2. THE ACTING GENERAL MANAGER RECOMMENDS THAT KENNY LEMMON BE PLACED AS THE CONSTRUCTION SUPERVISOR AND;**
- 3. THEREFORE, THE BOARD OF TRUSTEES HEREBY APPOINTS KENNY LEMMON AS THE CONSTRUCTION SUPERVISOR BEGINNING OCTOBER 4, 2021 WITH COMPENSATION AT \$31.00 PER HOUR 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. 2021-083 WAS APPROVED.

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

RESOLUTION:

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

R 2021-084

RESOLUTION TO HIRE CHRISTOPHER HALL FOR THE WATER TREATMENT OPERATOR POSITION AT \$21.00 PER HOUR PENDING SUCCESSFUL BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG SCREENING.

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. 2021-084 WAS APPROVED.

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

RESOLUTION:

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

R 2021-085

RESOLUTION TO HIRE ELI MCCANCE FOR THE WATER TREATMENT OPERATOR POSITION AT \$21.00 PER HOUR PENDING SUCCESSFUL BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG SCREENING.

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. 2021-085 WAS APPROVED.

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

RESOLUTION:

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

R 2021-086

RESOLUTION TO HIRE KYLE SCHRADER FOR THE WATER TREATMENT OPERATOR POSITION AT \$30.00 PER HOUR PENDING SUCCESSFUL BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG SCREENING.

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. 2021-086 WAS APPROVED.

Mr. Platte stated for the record that all these people hired were at the recommendation of the General Manager.

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**STATE ROUTE 310/REFUGEE ROAD SANITARY SEWER PROJECT
DISCUSSION:**

Mr. Platte stated that there are several developments interested in this project. He stated that he recommends the costs should be spread among the developers. He stated that staff should take the cost of the lift station and spread it evenly by user. Mr. Platte stated that the relief sewer should be paid by those that benefit from it that live on State Route 310. Mr. Platte stated that he feels the Board has been very clear that existing customers should not have to pay for new development costs.

Mr. Stepp inquired if the lift station is in the Capital Improvement plan. Mr. Gilcher stated that it is.

Mr. Kretzmann made a motion, second by Mr. Stepp to change the October 28, 2021 at 4:00 p.m. to October 27, 2021 at 2:00 p.m.

Mr. Stepp stated that he stands firm in that he does not want existing customers to have increased costs due to future development.

Mr. Stepp stated that he sent correspondence to the Etna Township Trustees that expressed an interest in cooperative financing. He stated that he would love a cooperative posture from Etna Township with the District.

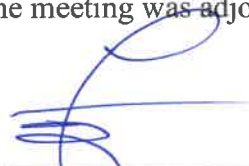
Mr. Stepp wanted to make the Board aware that earlier this week the Etna Township Board of Zoning appeals met for a use variance regarding a contiguous property with the District. He stated the variance was denied.

Mr. Stepp stated that when talking about renovation of the Administration facility that discussions should include various technology (archiving video stream, etc.) that helps the staff in the future.

12. ADJOURNMENT

Mr. Platte made a motion, second by Mr. Kretzmann that the meeting would be adjourned. Upon Roll Call vote, all voted aye. The meeting was adjourned at 4:35 p.m.

ATTEST:



TRENT STEPP, SECRETARY