

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

**BOARD MEETING MINUTES  
March 10, 2022**

**1. OPENING**

The March 10, 2022, 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, Kathy Killen, 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. 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. Stepp made a motion, second by Mr. Platte to approve the minutes of the Regular Meeting of February 24, 2022, 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.

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**6. PUBLIC COMMENTS**

Mr. Gary Burkholder asked if the District was aware of any water line relocations that would be needed for a project on Pike St. in Etna Township.

Mr. Gilcher stated he received a call from Bill Lozier and their engineer about this project. They are looking at the existing alignment of the water main in relation to the storm line that is going in on Pike St. He said they completed some spot measuring on water line depths to make sure there is no interference. He stated they provided the engineer with those measurements and has not heard back from them yet.

Mr. Frederick stated he met Mr. King at the St. Albans Township Trustee meeting and appreciated his comments that night. He said he was aware the District was currently looking to purchase property from Lanndale Farms and wanted to know how much of the parcel would be purchased.

Mr. Platte stated the District would be purchasing a portion of the parcel on the corner but not the entire parcel. Mr. Frederick asked for a time frame for construction for the wastewater plant going in at that site. Mr. Platte stated the design should be completed this year; construction should start around 2024 with the build out in 2025.

Mr. Frederick also stated he felt that the District has not fully complied with the service agreement that was signed in 2010 with the County Commissioners. He specifically stated the agreement says there will be meetings with the Townships, and he doesn't think that has ever happened. He stated he would like to see some better communication between the District and the Township.

Mr. Kretzmann stated they have met with St. Albans over the years for anything that needed to be discussed so it is just a matter of coordinating the two entities to get together and talk. Mr. Platte added that the District did send a letter to try to set up a meeting with the County Commissioners and the Township and the District never received a response.

Mr. Mark Evans stated he was speaking as a resident and not as a trustee. He wanted to reiterate concerns he has about Mr. King and asked the Board to reconsider his employment with the District.

In his trustee capacity, Mr. Evans wanted to thank the District for working with Etna Township, especially on the sewer capacity issue, moving forward.

**7. GENERAL MANAGER'S REPORT**

**WAGRAM WASTEWATER TREATMENT CENTER RFO SELECTION PROCESS:**

Mr. Gilcher stated the Committee met last Friday and AECOM was selected for the design of the new Wastewater Treatment Facility. He said the firms were contacted and they are scheduled for a meeting next Friday, March 18, with AECOM to go over the scope of services.

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**PATASKALA TRACTOR SUPPLY SANITARY SEWER SERVICE ISSUE UPDATE:**

Mr. Gilcher stated the contractor has paid the \$400 fine and cleaned the sanitary sewer main and the lift station as required after hitting the service line, so they are now allowed to proceed with the project.

Mr. Kretzmann asked the fine was determined. Mr. Gilcher stated it is listed in the deposit fees and charges schedule. This fine will be reviewed during the capacity and tap fee review.

**RESOLUTION TO APPROVE AGREEMENT WITH CDM SMITH FOR THE SR 161 ELEVATED WATER STORAGE TOWER PROJECT:**

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

**RESOLUTION:**

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

**R 2022-019**

**WHEREAS: THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT HAS DETERMINED THE NEED TO CONSTRUCT THE SR161 ELEVATED WATER STORAGE TANK PROJECT TO SERVICE CURRENT AND FUTURE CUSTOMERS WITH A HIGH QUALITY DEPENDABLE SUPPLY OF DRINKING WATER AND;**

**WHEREAS: THE GENERAL MANAGER RECOMMENDS THAT THE DISTRICT ENTER INTO AN ENGINEERING AGREEMENT WITH CDM SMITH TO PROVIDE DESIGN SERVICES AS DESCRIBED IN THE SCOPE OF SERVICES, AND**

**THEREFORE: THE BOARD OF TRUSTEES APPROVES THE CONTRACT WITH CDM SMITH IN AN AMOUNT NOT TO EXCEED \$293,000.00 AND HEREBY AUTHORIZES THE PRESIDENT OF THE BOARD OF TRUSTEES TO SIGN THE CONTRACT ATTACHED HERETO.**

**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. 2022-019 WAS APPROVED.**

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**RESOLUTION TO APPROVE DEVELOPMENT AGREEMENT WITH MARONDA HOMES FOR THE HOMESTEAD OF BORDERS PLACE, SECTION 3, PART 2 PROJECT:**

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

**RESOLUTION:**

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

**R 2022-020**

- 1. RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT WITH MARONDA HOMES, LLC. OF OHIO, FOR THE HOMESTEAD OF THE BORDERS PLACE, SECTION 3, PART 2 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, INCLUDING SECTION 121.22 OF THE REVISED CODE OF OHIO.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2022-020 WAS APPROVED.**

**PROPOSED AUDIT FINANCE MEETING-MAY 12, 2022, 3:00PM:**

Mr. Gilcher stated Mrs. Killen has been speaking the District CPA, Mr. Paul Rennick and is proposing an audit finance meeting be scheduled for May 12, 2022, at 3:00pm, right before the regular meeting.

Mr. Kretzmann made a motion, second by Mr. Platte, to schedule an audit finance meeting on May 12, 2022, at 3:00pm at the District office.

Upon roll call vote all voted aye. Motion carried.

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**8. OFFICE MANAGER'S REPORT**

Mrs. Carrelli had nothing to present.

**9. ATTORNEY'S REPORT**

Mr. King stated there may be some conversations with Jersey Township moving forward about some slight differences in service areas but overall, the agreement has continued to carry through. He stated he had the opportunity to attend the St Albans Trustee meeting to go over ongoing projects in the 161 corridor and how they would affect Jersey and St. Albans Townships in the future. He will continue to have those conversations and will keep the Board updated.

Mr. King also said he has had conversations with all of the developers regarding the Smoke Creek area and the cost recovery fame work that has been previously discussed. He hopes to have something to present at the next board meeting. He also stated there has been conversations with Union Township and there was a meeting that he attended with Mr. Platte and Mr. Gilcher to discuss Union Township's willingness to work with the District. He is presenting an MOU that states the District would work with Union Township to run a water line down SR 40, all the way south on SR 37 across the interstate and as far north as Refugee Rd. The MOU is like ones executed in the past that outlines the framework of the project and each entities responsibility.

**10. EXECUTIVE SESSION**

Mr. Platte made a motion, second by Mr. Kretzmann, to enter into executive session 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. This will be specific to the extension of water and sewer services and is directly related to Chapter 715 and Chapter 5709 of the Ohio Revised Code. The 3 board members, Mr. King and Mr. Gilcher were invited into the executive session.

Upon roll call vote, all voted aye.

Entered executive session at 4:29 p.m.

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

Returned from executive session at 5:13pm

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

**11. TRUSTEES' COMMENTS**

Mr. Platte stated that the Board has been very adamant about not allowing the current residents of the District to incur costs of expansions outside of the District's current service area. He said the MOU presented by Mr. King does follow that same thought process. He said the District may need to incur costs up front but the mechanisms to recover that cost would be put in place such as TIFFS or JEDZ. He is supportive of the concept and thanked Mr. Gilcher and Mr. King for their work on it. He is happy to continue to build partnerships with surrounding entities.

Mr. Platte made a motion, second by Mr. Stepp to approve the MOU between the Southwest Licking Community Water and Sewer District and Union Township, as presented by legal counsel.

Upon Roll Call vote, all voted aye. Motion approved.

Mr. Platte said he and Mr. Mark Evans met with the Southwest Licking Schools treasurer and one of the board members on their finance committee to try and figure out a way to better utilize the TIFFS that were rushed through in December of last year at Etna Township to use them to benefit the Township and the District in the extension of water and sewer services and other facilities that are needed. He asked The Montrose Group to rework the numbers to find out what the net effect to the school district is. He is waiting on a final proposal from the Montrose Group.

**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 5:23 p.m.

ATTEST:



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**Trent Stepp, Secretary**

**SWLCWSD  
OFFICE REPORT  
03/10/22**

1) Connection Fees Collected

|              | 2020                  | 2021                  | 1st Qtr. 2022       | 2nd Qtr. 2022 | 3rd Qtr. 2022 | 4th Qtr. 2022 | Total 2022          |
|--------------|-----------------------|-----------------------|---------------------|---------------|---------------|---------------|---------------------|
| Water        | \$1,748,566.72        | \$3,302,569.87        | \$618,620.76        | \$0.00        | \$0.00        | \$0.00        | \$618,620.76        |
| Sewer        | \$1,351,113.99        | \$2,160,023.93        | \$295,757.60        | \$0.00        | \$0.00        | \$0.00        | \$295,757.60        |
| <b>Total</b> | <b>\$3,099,680.71</b> | <b>\$5,462,593.80</b> | <b>\$914,378.36</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$914,378.36</b> |

2) Billing Charges

|              | 2020                  | 2021                  | 1st Qtr 2022          | 2nd Qtr. 2022 | 3rd Qtr. 2022 | 4th Qtr. 2022 | Total 2022            |
|--------------|-----------------------|-----------------------|-----------------------|---------------|---------------|---------------|-----------------------|
| Water        | \$2,797,884.12        | \$3,020,543.16        | \$488,357.78          | \$0.00        | \$0.00        | \$0.00        | \$488,357.78          |
| Sewer        | \$6,246,711.20        | \$6,596,057.67        | \$1,082,178.98        | \$0.00        | \$0.00        | \$0.00        | \$1,082,178.98        |
| <b>Total</b> | <b>\$9,044,595.32</b> | <b>\$9,616,600.83</b> | <b>\$1,570,536.76</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$1,570,536.76</b> |

3) Capacity Fees

|              | 2020                | 2021                | 1st Qtr. 2022       | 2nd Qtr. 2022 | 3rd Qtr. 2022 | 4th Qtr. 2022 | Total 2022          |
|--------------|---------------------|---------------------|---------------------|---------------|---------------|---------------|---------------------|
| Water        | \$185,357.50        | \$91,740.00         | \$54,338.13         | \$0.00        | \$0.00        | \$0.00        | \$54,338.13         |
| Sewer        | \$196,337.50        | \$84,095.00         | \$54,338.12         | \$0.00        | \$0.00        | \$0.00        | \$54,338.12         |
| <b>Total</b> | <b>\$381,695.00</b> | <b>\$175,835.00</b> | <b>\$108,676.25</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$108,676.25</b> |

4) Assessment Revenue

|          | 2020         | 2021         | 2022   | Total 2022 |
|----------|--------------|--------------|--------|------------|
| 1st Half | \$472,378.86 | \$302,195.30 | \$0.00 | \$0.00     |
| 2nd Half | \$370,687.93 | \$249,139.14 | \$0.00 | \$0.00     |
|          | \$843,066.79 | \$551,334.44 | \$0.00 | \$0.00     |

|                                     |                        |                        |
|-------------------------------------|------------------------|------------------------|
| Cash in Bank                        | As of 03/09/22         | As of 03/08/21         |
|                                     | \$24,205,238.05        | \$19,854,327.77        |
| *Does not allow for future expenses |                        |                        |
| Loan Payment Due 07/01/22           | \$3,000,000.00         | \$3,200,000.00         |
| <b>Balance Available</b>            | <b>\$21,205,238.05</b> | <b>\$16,654,327.77</b> |