

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

**BOARD MEETING MINUTES  
May 12, 2022**

**1. OPENING**

The May 12, 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. 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. Gilcher requested to add Rate Study item to the agenda.  
Mr. Kretzmann made a motion, second by Mr. Stepp, to approve the agenda as amended and 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 April 28, 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 to report.

**6. PUBLIC COMMENTS**

There were no public comments.

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**7. GENERAL MANAGER'S REPORT**

**SUMMIT ROAD FORCE MAIN PROJECT UPDATE:**

Mr. Gilcher stated this went for to bid on May 5 and hopes to have a recommendation to the board by the second meeting in June for award of the contract.

**SR 161 ELEVATED STORAGE TANK PROJECT UPDATE:**

Mr. Gilcher he is working with CDM Smith and RCAP for the USDA loan application process. There has been a rush to get this done and submitted before the interest rate increases. He also met with CDM Smith last week regarding the tank project on the initial design and site layout.

**RESOLUTION TO APPROVE AGREEMENT WITH ALBERS & ALBERS FOR USDA LOAN APPLICATION LEGAL SERVICES:**

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

**RESOLUTION:**

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

**R 2022-040**

**WHEREAS: THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT HAS DETERMINED THE NEED TO CONSTRUCT THE SR 161 ELEVATED STORAGE TANK PROJECT TO SERVICE EXISTING AND FUTURE CUSTOMERS, AND;**

**WHEREAS: THE ACTING GENERAL MANAGER RECOMMENDS THAT THE DISTRICT ENTER INTO AN AGREEMENT WITH ALBERS & ALBERS TO PROVIDE USDA LOAN APPLICATION LEGAL SERVICES AS DESCRIBED IN THE LEGAL SERVICES AGREEMENT, AND;**

**THEREFORE: THE BOARD OF TRUSTEES APPROVES THE CONTRACT WITH ALBERS & ALBERS, IN AN AMOUNT NOT TO EXCEED \$225.00 PER HOUR AND HEREBY AUTHORIZES THE PRESIDENT OF THE BOARD OF TRUSTEES TO SIGN THE CONTRACT ATTACHED HERETO PENDING FINAL REVIEW BY DISTRICT LEGAL COUNSEL, AND;**

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**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. 2022-040 WAS APPROVED.**

**RESOLUTION TO ACCEPT THE 2021 FINANCIAL STATEMENT AS PRESENTED:**

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

**RESOLUTION:**

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

**R 2022-041**

**RESOLUTION TO ACCEPT THE 2021 FINANCIAL STATEMENT AS PRESENTED.**

**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. 2022-041 WAS APPROVED.**

**PARK NATIONAL BANK SIGNATURE FORMS:**

Mrs. Killen stated she had some forms for Mr. Kretzmann's signature from Park National Bank to increase the ACH amount that can be transferred for employee payroll. With the addition of some new employees the amount needed to be increased.

Mr. Platte made a motion, seconded by Mr. Stepp to authorize Mr. Kretzmann to sign the necessary forms to increase the ACH transfer amount.

Upon roll call vote, all voted aye. Motion Carried.

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**RATE STUDY UPDATE:**

Mrs. Killen stated Raftelis anticipates being ready to discuss the rate study with the board at the next meeting.

Mr. Kretzmann made a motion, seconded by Mr. Stepp to schedule a special meeting on May 26, 2022, at 3:00pm to discuss the rate study completed by Raftelis.

Upon roll call vote, all voted aye. Motion Carried. Meeting scheduled.

**8. OFFICE MANAGER'S REPORT**

Mrs. Carrelli had nothing to report.

**9. ATTORNEY'S REPORT**

Mr. King stated the MOU for the Refugee Rd/310 project was prepared and passed on to the developers by Mr. Hodges. This is what is outlining what each developer is doing and when they will be doing it. He stated he anticipates some changes to be made to the MOU before the final approval. The board indicated their support and approval for the MOU but would like to see a final version before approval. Mr. King will bring the final version to the board for final approval, hopefully at the next meeting.

Mr. King stated he continues to have discussions with counsel for Etna and other townships that we have projects with and thinks all of those discussions regarding economic development continue to move forward.

He also stated he received a request to lease the Timmons farmland and could add more that discussion in Trustee Comments if requested.

**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)(2) To consider the purchase of property for public purposes. The three board members, Mr. Gilcher and Mr. King were included in the executive session AND

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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 the subject of pending or imminent court action. The 3 board members and Mr. King were present for the executive session and Mr. Steve Teetor and Mr. Matt Teetor were included via telephone conference.

Upon roll call vote, all voted aye.

Entered executive session at 4:21 p.m.

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

Returned from executive session at 5:35pm

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

**11. TRUSTEES' COMMENTS**

**WATER/SANITARY SEWER MASTER PLAN**

Mr. Stepp stated he believed the District needs to have an updated master plan and has had discussions with Mr. Gilcher and Mr. King. Much discussion followed.

Mr. Stepp made a motion, seconded by Mr. Kretzmann, to instruct Mr. Gilcher to begin the RFQ process to update the water/sanitary sewer master plan.

Upon roll call vote, Mr. Kretzmann and Mr. Stepp voted yes, Mr. Platte abstained. Motion carried.

Mr. Stepp stated with all of the projects the District is currently aware of and the demand that is coming, he believes the District needs to entertain a staff engineer position to be added to the team. He asked for a job description to be drafted and to eventually post for the position. He believes the number of projects and plans are only going to continue to increase and he does not feel the District is staffed adequately to handle the increase. He thinks to have someone on board and ready for when the demand hits is a necessity.

Mr. Platte stated the District is taking on a lot to try and help the surrounding communities develop and said he agrees there is a need and will continue to be an increased need for staff as the District grows. He said he is not prepared to take action on anything at this meeting but would like to have some conversations with District staff and come back at a later date to discuss further.

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Mr. Kretzmann asked who was going to prepare the job description. Mr. Platte stated that the District's legal counsel, Mr. King can prepare the job description.

Mr. Platte said with the MOU document that is almost ready to be presented and now this it sounds like there are a few items that are going to need attention soon and a special meeting could be possible to allow for further investigation and prepare for items to be discussed.

Mr. Platte made a motion, seconded by Mr. Kretzmann to schedule a special meeting on May 19, 2022, at 2:00pm at the District office to handle some outstanding items with the agenda to be prepared by Mr. King.

Upon roll call vote, all voted aye. Motion carried.

**12. ADJOURNMENT**

Mr. Stepp made a motion, second by Mr. Platte that the meeting would be adjourned. Upon Roll Call vote, all voted aye. The meeting was adjourned at 5:48 p.m.

ATTEST:

  
\_\_\_\_\_  
**Trent Stepp, Secretary**

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69 ZELLERS LANE, PATASKALA, OH 43062

740-927-0410

REGULAR BOARD MEETING

May 12, 2022, 4:00pm (And streamed online for public viewing)

SIGN BELOW:

NAME

ADDRESS

PHONE

**SWLCWSD  
OFFICE REPORT  
05/12/22**

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	\$703,684.76	\$45,669.20	\$0.00	\$0.00	\$749,353.96
Sewer	\$1,351,113.99	\$2,160,023.93	\$396,249.60	\$57,950.20	\$0.00	\$0.00	\$454,199.80
<b>Total</b>	<b>\$3,099,680.71</b>	<b>\$5,462,593.80</b>	<b>\$1,099,934.36</b>	<b>\$103,619.40</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,203,553.76</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	\$723,798.34	\$254,016.78	\$0.00	\$0.00	\$977,815.12
Sewer	\$6,246,711.20	\$6,596,057.67	\$1,609,156.07	\$554,570.41	\$0.00	\$0.00	\$2,163,726.48
<b>Total</b>	<b>\$9,044,595.32</b>	<b>\$9,616,600.83</b>	<b>\$2,332,954.41</b>	<b>\$808,587.19</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,141,541.60</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	\$52,948.13	\$695.00	\$0.00	\$0.00	\$53,643.13
Sewer	\$196,337.50	\$84,095.00	\$52,948.12	\$695.00	\$0.00	\$0.00	\$53,643.12
<b>Total</b>	<b>\$381,695.00</b>	<b>\$175,835.00</b>	<b>\$105,896.25</b>	<b>\$1,390.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$107,286.25</b>

4) Assessment Revenue

	2020	2021	2022	Total 2022
1st Half	\$472,378.86	\$302,195.30	\$164,451.34	\$164,451.34
2nd Half	\$370,687.93	\$249,139.14	\$0.00	\$0.00
<b>Total</b>	<b>\$843,066.79</b>	<b>\$551,334.44</b>	<b>\$164,451.34</b>	<b>\$164,451.34</b>

Cash in Bank	As of 05/10/22	As of 05/09/21
	\$25,031,227.77	\$19,925,791.31
*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>\$22,031,227.77</b>	<b>\$16,725,791.31</b>