

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

**BOARD MEETING MINUTES
May 26, 2022**

1. OPENING

The May 26, 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. 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. Stepp made a motion, second by Mr. Kretzmann to approve the minutes of the Special Meeting of May 11, 2022, The Audit Finance Meeting of May 12, 2022, The Regular Meeting of May 12, 2022, and the Special Meeting of May 19, 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

RESOLUTION TO APPROVE-ADVERTISEMENT FOR BIDS ON THE NATIONAL ROAD WELLFIELD #7, #8, & #9 PROJECT-DRILLING:

Mr. Gilcher stated this is for the drilling of #8 and #9.

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

RESOLUTION:

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

R 2022-044

TO APPROVE THE BIDDING DOCUMENTS AND ADVERTISE FOR BIDS ON THE WELL DRILLING PORTION OF THE NATIONAL ROAD WELLFIELD WELLS #7, #8, & #9 PROJECT; 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. 2022-044 WAS APPROVED.

RESOLUTION TO APPROVE-SWL, FCU, & JWSD EMERGENCY SALE OF POTABLE WATER AGREEMENT:

Mr. Gilcher stated this is the same agreement that was signed the last few years. It is for a term of 4 months.

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

RESOLUTION:

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

R 2022-045

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WHEREAS: THE SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT, FAIRFIELD COUNTY COMMISSIONERS AND THE JEFFERSON WATER & SEWER DISTRICT DESIRE TO ENTER INTO AN "EMERGENCY AGREEMENT FOR THE SALE OF POTABLE WATER" ATTACHED HERETO AS SHOWN SIGNIFICANTLY AS EXHIBIT A; AND

THEREFORE: THE BOARD OF TRUSTEES APPROVES THE AGREEMENT AND AUTHORIZES THE PRESIDENT BOARD OF TRUSTEES TO SIGN THE AGREEMENT SUBJECT TO FINAL LEGAL REVIEW BY THE DISTRICTS CHIEF LEGAL COUNSEL.

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. 2022-045 WAS APPROVED.

RESOLUTION TO APPROVE-AMENDED CONTRACT WITH AECOM:

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

RESOLUTION:

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

R 2022-046

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;

WHEREAS: THE ACTING GENERAL MANAGER RECOMMENDS THAT THE DISTRICT AMEND THE ENGINEERING AGREEMENT WITH AECOM TECHNICAL SERVICES, INC. TO PROVIDE SANITARY SEWER DESIGN SERVICES AS DESCRIBED IN THE SCOPE OF SERVICES, AND;

THEREFORE: THE BOARD OF TRUSTEES APPROVES THE AMENDED CONTRACT WITH AECOM TECHNICAL SERVICES, INC., IN AN AMOUNT NOT TO EXCEED \$397,152.80 AND HEREBY AUTHORIZES THE PRESIDENT OF THE BOARD OF TRUSTEES TO SIGN THE

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**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. 2022-046 WAS APPROVED.

MISC:

Mr. Gilcher said the York Rd entrance would be closed over the weekend to allow for the parking lot to be sealed and striped, but the Zellers entrance would be open for those customers who need to use the drop box.

DRAFT BUDGETS:

Mr. Gilcher stated the 2023 draft budgets were provided to the board for review.

8. OFFICE MANAGER'S REPORT

**RESOLUTION TO CERTIFY DELINQUENTS TO THE LICKING COUNTY
AUDITOR:**

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

RESOLUTION:

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

R 2022-047

**RESOLUTION TO CERTIFY DELINQUENTS TO THE LICKING COUNTY AUDITOR
AS ATTACHED.**

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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. 2022-047 WAS APPROVED.

WATER SHUT OFFS:

Mrs. Carrelli stated that 4 customers were shut off on Wednesday, May 25 but 3 of those have been turned back on.

9. ATTORNEY'S REPORT

Mr. King stated he has received some signatures on the MOU for the lift station project at Refugee and 310. He went through the details of the MOU, explained the properties included and the costs involved. The MOU outlines the timeline of the construction of the lift station, extension and upsizing of the sewer, the building of the relief sewer and what happens with any leftover funds from the TIF. He said this is a non-binding MOU and the intent is to have all the developers on the same page and make sure everyone knows who is building what and when they are building it, what the District's contribution is and the prerequisites of moving forward. He said he would be meeting with Sheetz and there is a possibility they could sign it as well. Much discussion followed.

Mr. Stepp asked about the available capacity for this development. Mr. Gilcher stated we would have capacity if these were the next projects to develop but there is no guarantee that it would happen that way.

Mr. King stated The District is only committed to providing a limited number of taps for AHS because they are taking the risk up front by paying for the construction.

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)(1) To consider the appointment, employment, dismissal, promotion, demotion, or compensation of a public employee or official 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. Gilcher were invited into the G1 executive session with Mr. King being invited in as needed.

The 3 board members and Mr. King were present for the G3 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 4:29 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 5:35pm

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

11. TRUSTEES' COMMENTS

Mr. Platte stated the District has the need to fill an open position.

Mr. Platte made a motion, seconded by Mr. Stepp to authorize the General Manager to post the job opening for a Wastewater Operator II position with a minimum of a class II certification.

Upon roll call vote, all voted aye.

Mr. Platte wanted to clarify that the new development will pay for development by whatever means necessary and that would be the only way he will agree to move forward. He said his understanding of the rate study is that it has been incorporated into that. He thinks it is important to make it clear that the direction the board continues to take is the current customers are not responsible for the growth as the result of the new development.

Mr. Stepp said he agrees with Mr. Platte and feels the board has demonstrated that over the last year. He also wanted to mention the comments that were made in the rate study meeting about the development on the outskirts of the District but said we also heard during the meeting that sometimes the size of the District can allow them to recognize some efficiencies of scale and as the District gets larger it can help retain or keep rates as low for the existing customers as possible. He said from his prospective there is no desire to become a goliath

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District but being able to capitalize of the benefits of becoming a little larger seems to make sense.

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 5:39 p.m.

ATTEST:



Trent Stepp, Secretary

**SWLCWSD
OFFICE REPORT
05/26/22**

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	\$62,242.20	\$0.00	\$0.00	\$765,926.96
Sewer	\$1,351,113.99	\$2,160,023.93	\$396,249.60	\$78,905.20	\$0.00	\$0.00	\$475,154.80
Total	\$3,099,680.71	\$5,462,593.80	\$1,099,934.36	\$141,147.40	\$0.00	\$0.00	\$1,241,081.76

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
Total	\$9,044,595.32	\$9,616,600.83	\$2,332,954.41	\$808,587.19	\$0.00	\$0.00	\$3,141,541.60

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
Total	\$381,695.00	\$175,835.00	\$105,896.25	\$1,390.00	\$0.00	\$0.00	\$107,286.25

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
	\$843,066.79	\$551,334.44	\$164,451.34	\$164,451.34

Cash in Bank	As of 05/23/22	As of 05/22/21
	\$23,521,889.87	\$20,050,791.25
*Does not allow for future expenses		
Loan Payment Due 01/01/23	\$3,000,000.00	\$3,200,000.00
Balance Available	\$20,521,889.87	\$16,850,791.25