

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

**BOARD MEETING MINUTES
January 12, 2023**

1. OPENING

The January 12, 2023, 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. Stepp, and Mrs. Carter were present at roll call. Also present were CJ Gilcher, Josephine Carrelli, Kathy Killen 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 added a few project updates to his report.

Mr. Stepp made a motion, second by Mr. Kretzmann, to approve the agenda as amended. Upon roll call vote, all voted aye. Motion carried. Agenda adopted.

3. APPROVAL OF MINUTES

Mr. Kretzmann made a motion, seconded by Mrs. Carter to approve the meeting minutes from the December 29, 2022, Regular Meeting.

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

4. PAYMENT OF BILLS

Mr. Stepp moved to approve payment of the bills as presented. Mr. Kretzmann 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 at this time.

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

7. GENERAL MANAGER'S REPORT

PATASKALA/ETNA CORPORATE PARK SANITARY SEWER PROJECT UPDATE:

Mr. Gilcher stated he has been pushing the engineer to get this done and the design is near completion. It is a month or so behind schedule, but the hope is to get the PTI (permit to install) to the EPA by the end of the month to keep that project moving forward with hopes to start construction in late Spring or early Summer this year.

SUMMIT ROAD FORCE MAIN PROJECT UPDATE:

Mr. Gilcher stated there has been approximately 1,500 feet of line installed. The contractor continues to bore that line down Summit Rd. He said there have been about 7 days of weather delays, but the project is moving forward.

Mrs. Carter asked what the completion date for this project was. Mr. Gilcher said the completion timeframe would be late Summer, early Fall.

Mr. Gilcher said this would allow capacity to open up on Summit Rd and hopefully decrease some of the surcharging on Taylor Rd.

SR 161 ELEVATED WATER STORAGE TOWER PROJECT UPDATE:

Mr. Gilcher stated the plans have been submitted to the EPA for a PTI (permit to install) and they did review them and had some minor recommendations. He said the engineer changed the plans based on the recommendations and it is now in the final review process. He hopes to get the PTI (permit to install) within the next 15 days. That is the last step needed to begin the USDA funding process. Once the project gets funded the bidding will be in the Spring with construction hopefully this Summer. Completion time is about 18 months after construction. This will help with some low-pressure areas along Columbus Rd up into the Granville business park. This will allow a 30-35 psi increase in water pressure for those customers.

WAGRAM WWTC PROJECT UPDATE:

Mr. Gilcher stated the District has made comments to the 50% plan drawings and the engineer does have those. He said the CMAR, (construction manager at risk) who is Shook Construction is reviewing those plans as well and making comments. He said they did get the first guaranteed maximum price for that facility and it was more than what they anticipated by a substantial amount. He said they are meeting with the CMAR next week to go over where they can make some changes to cut some costs and will continue to move forward with the design.

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

**GALE ROAD ENVIRONMENTAL CONTROL FACILITY PHASE 2 PROJECT
UPDATE:**

Mr. Gilcher stated qualification packages were reviewed. There were 5 submitted and they have narrowed it down to 2. Those two are Arcadis and Black and Veatch. He asked if the Board would like to be included in the presentations or if they want the staff to handle it. Mr. Stepp would like to watch the presentations. Mr. Kretzmann and Mrs. Carter did not request to be included in the presentations but said they would rely on the recommendation of Mr. Gilcher.

Mr. Gilcher will coordinate with Mr. Stepp so he can attend.

NATIONAL ROAD WELLFIELD:

Mr. Gilcher stated that Well #9 is drilled to completion and turned out to be a pretty good Well. He said the engineer is suggesting a different construction method for Well #11. He said when they drilled Well #11s test hole, they found a good amount of material that supports the transmission of water. He said there was also some fine material within those layers. The engineer is suggesting a gravel pack well for this well to keep the fine material back and keep it out of the well and the equipment and the plant. This type of well takes more labor and more time. He said no action was needed today but to do what the engineer is suggesting it will be another \$35,000 to \$40,000 over the change order price, which was the same price to drill Well #9. He said his recommendation would be to do this. They expect to find the same amount of water from Well #11 as they did Well #9. However, this type of well is deeper and the hope is that by going deeper, they can find more water.

8. OFFICE MANAGER'S REPORT

Mrs. Carrelli had nothing to present at this meeting.

9. ATTORNEY'S REPORT

Mr. King was not present.

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. Kretzmann made a motion, second by Mr. Stepp, 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. The 3 board members, Mr. Gilcher, Mrs. Carrelli and Nicholas Eippert were included in the executive session. Mrs. Killen will be called in for a portion as well.

Upon roll call vote, all voted aye.

Entered executive session at 4:20 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 4:39 p.m.

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

11. TRUSTEES' COMMENTS

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

RESOLUTION:

Mr. Stepp made a motion, second by Mrs. Carter.

R 2023-011

WHEREAS: THE BOARD FINDS THAT NICHOLAS EIPPERT SHALL FULFILL THE POSITION OF CHIEF LEGAL COUNSEL FOR THE DISTRICT, IN ACCORDANCE WITH THE TERMS AS SET FORTH IN THE ATTACHED MEMORANDUM OF UNDERSTANDING.

THEREFORE: THE BOARD HEREBY HIRE NICHOLAS EIPPERT AS THE DISTRICT'S 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. 2023-011 WAS APPROVED.

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. Stepp stated they received one letter of interest for the economic development consultant and would like to discuss with the Board on how they want to proceed.

Mr. Kretzmann said the one letter of interest came from RMP Development, LLC- Rob Platte and with his vast knowledge of the workings of the District and history with other public venues, he thought it would be a great fit and would like to pursue it.

Mrs. Carter had some concerns about the length and cost of the contract. She didn't feel like it was a transition contract or a contract with a consultant. She thought they were looking for more of a stop gap type position because of the loss of knowledge with Mr. Platte leaving the Board and Mr. King leaving the District. She said she was also aware of a contract with Montrose Group for development and would like to know what the scope of that contract is before they move forward. Another concern she had was the 6-month termination time frame. She said her personal opinion is that hiring Mr. Platte is bad optics for the District. She said that consulting and contracting with an individual who is already employed by a political subdivision that could potentially benefit from the District's expansion is poor form. She said while she represents the District she is appointed by the City of Pataskala and they very recently made the decision not to reappoint Mr. Platte to the Board for that very reason. She said approving an excessive contract appears to be a direct attempt to sidestep a decision that was recently made by the City of Pataskala and she can't see how approving a contract would bode well for the District's relationship with the City. She said they need a contract that looks at what is needed now. She is not opposed to hiring this particular person in a role that would be bringing the Board and the new attorney up to speed but that the scope of the contract should be indicative of those types of services. She said she thinks they need to have a deeper discussion on the term, cost and scope of the contract in an open session and conduct an open session interview of the individual who wants to provide those services.

Mr. Stepp stated he agrees with everything Mrs. Carter just said. He said he has not reviewed the proposed contract as he just received it the night before or had the ability to speak with the Chief Legal Counsel about the proposed contract so he would not be prepared to recommend anything from a contract stand point at this time. He said he also has concerns about the optics but would like look at it from a perspective of need. He said they do need that assistance and they need it to come from somewhere and they only had one applicant. He would like to have a further discussion on the need and the length of time. He does feel like Mr. Platte is experienced and good at this type of work and could be an asset as a consultant as he was an asset as a Board Member. He said he understands the appearance of conflicts but as an employee of entity and as a contractor of another entity, neither of which has a voting capacity to actually control anything, he could also argue that there is not a conflict. If you are not a decision maker then you can't make decisions that would cause conflict, but does understand the optics could be a concern and is certainly something they have to take into consideration. He said they only received one and there are only a handful people in this region that do this type of work and have this experience.

Mr. Kretzmann stated he thinks they should interview him and see if they can come to an agreement. He said their points are valid on negotiating a MOU but would also say when they were appointed to this Board they had to leave behind all prejudices from the entities they are from. He said they now represent the Water and Sewer District and need to do what is best for the Water and Sewer District. He said the optics are what they are and if they want to factor that into their decision making process they are welcome to do so.

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. Kretzmann made a motion, second by Mrs. Carter, to schedule a special meeting on Thursday, January 19, 2023, at 4:00pm to interview Rob Platte for the economic development consultant position and any other business deemed necessary.

Upon roll call vote, all voted aye. Special Meeting scheduled.

Mr. Stepp stated with all the activity going on in the District the Board should decide who wants to be the point of contacts for surrounding entities, so nothing is missed or dropped with the departure of Mr. King while the new legal counsel is getting caught up. He said he had some thoughts and would be glad to share them. He said there are relationships that need to be continued with Jersey Township and Union Township and thought Mr. Kretzmann could take those along with Harrison Township.

Mr. Stepp said he would continue to work with Etna Township. He said Mr. Platte was appointed to be the contact person with Etna for those discussions and with him no longer on the Board, he would assume that role that Mr. Platte had in that relationship. He said he has some relationships in Kirkersville and would welcome the opportunity to help with any of those discussions and assist with anything in other surrounding municipalities such as Alexandria or Johnstown.

He said he thought Mrs. Carter could handle the interaction there is with Granville Township, St. Albans Township and Monroe Township.

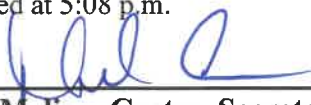
He said he thought this would help streamline some of those conversations until they get someone on board to assist with the economic development.

Mr. Kretzmann asked Mrs. Carrelli to prepare a letter to send to those entities outlining what was discussed.

12. ADJOURNMENT

Mr. Stepp made a motion, second by Mrs. Carter that the meeting would be adjourned. Upon Roll Call vote, all voted aye. The meeting was adjourned at 5:08 p.m.

ATTEST:



Melissa Carter, Secretary

**SWLCWSD
OFFICE REPORT
01/12/23**

1) Connection Fees Collected

	2021	2022	1st Qtr. 2023	2nd Qtr. 2023	3rd Qtr. 2023	4th Qtr. 2023	Total 2023
Water	\$3,302,569.87	\$1,509,126.87	\$6,771.00				\$6,771.00
Sewer	\$2,160,023.93	\$1,127,636.52	\$0.00				\$0.00
Total	\$5,462,593.80	\$2,636,763.39	\$6,771.00	\$0.00	\$0.00	\$0.00	\$6,771.00

2) Billing Charges

	2021	2022	1st Qtr 2023	2nd Qtr. 2023	3rd Qtr. 2023	4th Qtr. 2023	Total 2023
Water	\$3,020,543.16	\$3,083,747.26	\$0.00				\$0.00
Sewer	\$6,596,057.67	\$6,661,980.99	\$0.00				\$0.00
Total	\$9,616,600.83	\$9,745,728.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

3) Capacity Fees

	2021	2022	1st Qtr. 2023	2nd Qtr. 2023	3rd Qtr. 2023	4th Qtr. 2023	Total 2023
Water	\$91,740.00	\$41,133.13	\$0.00				\$0.00
Sewer	\$84,095.00	\$40,438.12	\$0.00				\$0.00
Total	\$175,835.00	\$81,571.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

4) Assessment Revenue

	2021	2022	2023	Total 2023
1st Half	\$302,195.30	\$164,451.34		
2nd Half	\$249,139.14	\$141,199.87		
Total	\$551,334.44	\$305,651.21	\$0.00	\$0.00

Cash in Bank	As of 01/11/23	As of 01/10/22
	\$22,588,571.91	\$22,503,189.89
*Does not allow for future expenses		
Loan Payment Due 07/01/23	\$2,000,000.00	\$3,200,000.00
Balance Available	\$20,588,571.91	\$19,303,189.89