

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

**BOARD MEETING MINUTES
February 23, 2023**

1. OPENING

The February 23, 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, Nick Eippert 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 Mrs. Carter, 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 Mr. Stepp to approve the meeting minutes from the January 23, 2023, Special Meeting, the January 26, 2023, Regular Meeting, and the February 9, 2023, Regular Meeting.

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

4. PAYMENT OF BILLS

Mrs. Carter moved to approve payment of the bills as presented. Mr. Kretzmann seconded. Upon roll call vote, all voted aye. Motion carried.

5. COMMUNICATIONS

Mr. Gilcher wanted to mention that at the last meeting Mr. Sabatino had some questions regarding some projects. Mr. Sabatino sent an email to Mr. Stepp and Mr. Gilcher and Mr. Stepp provided a response.

Mr. Stepp said another question was asked and he plans to respond with an answer to that question as well.

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6. PUBLIC COMMENTS

Mr. Gary Burkholder asked if there was a general idea of how much money has been spent in legal fees related to the John Carlisle lawsuit.

Mr. Kretzmann said it is something they could get for him. He said they are covered by insurance but could be some other expenses as well. Mr. Burkholder asked what the deductible was and Mr. Kretzmann said he wasn't sure. Mr. Burkholder said he would get with the office staff to get the information.

7. GENERAL MANAGER'S REPORT

GALE ROAD ECF PHASE II DESIGN CONSULTANT INTERVIEW UPDATE:

Mr. Gilcher said the team met last week to discuss the interviews with Arcadis and Black & Veatch. He said they felt both firms were capable to provide design for the project, but they decided to select Black & Veatch. They had a scoping meeting and hope to have a scope within the next week or so with a fee for review.

PATASKALA CORPORATE PARK SANITARY SEWER PROJECT UPDATE:

Mr. Gilcher said the consultant submitted the permit to install on February 13 and they are waiting for the EPA's response and they can move forward with bidding. He said he is pushing forward as fast as they can to make sure they meet the deadlines for the funding that was received for the project.

SUMMIT ROAD FORCE MAIN PROJECT UPDATE:

Mr. Gilcher said they continue to directional bore the 12" force main extension along Summit Road from Broad to SR 40. He said they are through Pataskala and into Reynoldsburg and there was a meeting with the engineer, contractor and City of Reynoldsburg to figure out the traffic pattern during school hours.

RESOLUTION TO APPROVE ADVERTISEMENT FOR BIDS FOR THE HATCH ROAD WATER TOWER STORAGE BUILDING PROJECT:

Mr. Gilcher said this is for storage to keep piping and other supplies and equipment that might be needed for repairs so it does not have to be brought in when needed.

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

RESOLUTION:

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

R 2023-017

TO APPROVE THE BIDDING DOCUMENTS AND ADVERTISE FOR BIDS ON THE HATCH ROAD WATER TOWER STORAGE BUILDING 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. 2023-017 WAS APPROVED.

RESOLUTION TO APPROVE AMENDMENT TO THE CONSTRUCTION MATERIAL SPECIFICATIONS:

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

RESOLUTION:

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

R 2023-018

- 1. WHEREAS THE DISTRICT HAS AMENDED THE GENERAL NOTES AND CONSTRUCTION AND MATERIAL SPECIFICATIONS TO BETTER MEET THE NEEDS OF THE DISTRICT, AND**
- 2. WHEREAS THE TRUSTEES HAVE REVIEWED AND APPROVED THE CHANGES TO THE GENERAL NOTES AND CONSTRUCTION AND MATERIAL SPECIFICATIONS PENDING FINAL REVIEW BY THE ACTING GENERAL MANAGER, AND**
- 3. 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. 2023-018 WAS APPROVED.

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8. OFFICE MANAGER'S REPORT

RESOLUTION TO CERTIFY DELINQUENTS TO LCA:

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

RESOLUTION:

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

R 2023-019

RESOLUTION TO CERTIFY DELINQUENTS TO THE LICKING COUNTY AUDITOR

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. 2023-019 WAS APPROVED.

WATER SHUT OFFS:

Mrs. Carrelli stated there were 195 delinquent notices sent out at the beginning of the month. 54 customers remain delinquent and door tags will be left on Monday to those customers who are still on the list. Shut offs are scheduled for Wednesday, March 1, 2023.

9. ATTORNEY'S REPORT

Mr. Eippert had nothing to present.

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10. EXECUTIVE SESSION

Mrs. Carter 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 3 board members, Mr. Gilcher, and Nicholas Eippert were included in the executive session. AND

Pursuant to Ohio Revised Code 121.22 (G)(8) for the purpose of considering confidential information related to negotiations with a political subdivision, said subdivision being Granville Township, respecting their request for economic development assistance. The information is directly related to a request for development assistance that is to be provided or administered under Chapter 715 of the Ohio Revised Code, or involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project. The Board hereby determines that the executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project.

The 3 board members, Nick Eippert, Mr. Gilcher, and the economic development consultant Mr. Rob Platte will be included in the executive session.

Upon roll call vote, all voted aye.

Entered executive session at 4:15 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 5:24 p.m.

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

11. TRUSTEES' COMMENTS

Mr. Stepp stated he asked Mr. Gilcher to add Communications/Marketing to the agenda. He said as the District continues to grow and have more projects, he thinks there may be a benefit to finding a way to communicate with the public and other entities. He said they try to do that the best they can now with the website and through the office but feels like at some point they might want to entertain having someone with that type of background professionally help with things like that. He said this could be an outside consultant that is used on an as needed basis and if the Board is interested, he would like Mr. Gilcher to

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advertise for that and see what people would charge for those type of services and what that could look like to explore some options.

Mrs. Carter asked what duties that would include. She asked if it was just for website updates regarding work being done and how customers water could be affected.

Mr. Stepp said it could be social media or other types of activities where there is interface and interaction with the communities we serve. He said you have to try and reach out and touch people with information and feels like we could benefit with some better PR, marketing and better exposure.

Mr. Kretzmann said our Chief Legal Counsel might be a good place to start with that as he would be the one to protect the District and make sure factual information was being put out there. Mr. Kretzmann said it is certainly something they can discuss moving forward.

Mr. Stepp said he also wanted to discuss the upgrade at Gale Rd and new construction for Wagram and the expansion of the water plant. He said we are the point in the design phase for Wagram to start ordering equipment and he would like to discuss how the Board will move forward with paying those capital expenses. He said JEDDs and TIFs have been discussed and having development pay for development but in many cases this has not come into fruition yet which means they need to determine how they are going to pay for it.

Mr. Kretzmann said some of it was discussed in the rate study. Mr. Gilcher said it did account for the outside funding mechanisms so if those do not come to fruition, they would need to determine how to move forward. Mr. Gilcher said he would happy to work with Joe Crea from Raftelis to discuss these items if the Board chooses.

Mr. Kretzmann wanted to say he saw May Mitchell and she is happy and is enjoying retirement.

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 5:33 p.m.

ATTEST:



Melissa Carter, Secretary

**SWLCWSD
OFFICE REPORT
02/23/23**

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	\$43,370.97				\$43,370.97
Sewer	\$2,160,023.93	\$1,127,636.52	\$14,356.00				\$14,356.00
Total	\$5,462,593.80	\$2,636,763.39	\$57,726.97	\$0.00	\$0.00	\$0.00	\$57,726.97

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	\$267,308.89				\$267,308.89
Sewer	\$6,596,057.67	\$6,661,980.99	\$571,899.73				\$571,899.73
Total	\$9,616,600.83	\$9,745,728.25	\$839,208.62	\$0.00	\$0.00	\$0.00	\$839,208.62

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		
	\$551,334.44	\$305,651.21	\$0.00	\$0.00

Cash in Bank	As of 02/22/23	As of 02/21/22
	\$22,362,747.31	\$24,135,843.06

*Does not allow for future expenses

Loan Payment Due 07/01/23	\$2,000,000.00	\$3,200,000.00
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Balance Available	\$20,362,747.31	\$20,935,843.06
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