

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

**BOARD MEETING MINUTES
July 27, 2023**

1. OPENING

The July 27, 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, 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. Kretzmann made a motion, second by Mrs. Carter, to approve the agenda as presented. 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 July 13, 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. Stepp seconded. Upon roll call vote, all voted aye. Motion carried.

5. COMMUNICATIONS

There were no communications.

6. PUBLIC COMMENTS

Gary Burkholder had questions about how the Wagram sewer plant was going to be funded and asked about an update on TIF negotiations between the District and Etna Township.

Mr. Gilcher said the District would be doing an OWDA loan for the project. Capital recovery fees would be placed on future developments to pay for the additional capacity.

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Mr. Stepp said in regard to the TIF negotiations, there is nothing to report. He said Mr. Evans has publicly stated he does not support it and it takes unanimous approval from their Board. He also said the school board does not support it at this time either. Those parties must be on board for it to work. He said it does not make a lot of sense to go too far into it unless all parties on the same page.

Ryan Davis said he thinks the meetings and discussions regarding the TIF should be happening anyway. Mr. Davis said he appreciated Mr. Stepp coming and speaking at the Township meeting but he thinks there needs to be more communication between Mr. Stepp and the Etna Township residents. He also said he believes there is a conflict of interest with Mr. Platte being the economic development consultant for the District and Township Administrator for Jersey Township when there is now talk of adding an additional board seat.

Mrs. Carter said the discussions regarding adding additional board seats was a very preliminary conversation regarding how it would work with a 4 or 5-member board instead of a 3-member board. She said that is the only thing that was discussed. She said there was no mention of any specific entity that would potentially fill those seats.

7. GENERAL MANAGER'S REPORT

PATASKALA CORPORATE PARK SANITARY SEWER PROJECT UPDATE:

Mr. Gilcher said they had the preconstruction meeting with the contractors, City of Pataskala officials and Etna Township officials to work through phasing issues as there are multiple projects happening at the same time. Mr. Gilcher will be working with Alan Haines with the City of Pataskala to try and prevent any conflict with the projects. The notice to proceed will be August 1. The contractor for the sanitary sewer piping portion of the project is looking to come in the second or third week of August to begin construction on the piping portion. The lift station portion of the project will begin late winter to early spring. This project has a 400 day substantial completion and a 30-60 day final completion. It should be fully operational by the end of next year.

SMOKE ROAD LIFT STATION PROJECT UPDATE:

Mr. Gilcher stated that the contractor has done the force main work and tied into the existing force main on Refugee Rd. They have closed the road to begin the sanitary sewer gravity portion along with the box culvert. There will also be some water line relocations for the Broyles phase 1 project that the same contractor is doing so they are coordinating that as well. There will be multiple projects going on at the same time. It is moving forward and hope to have it up and running in the next few months.

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UNION TOWNSHIP WATERLINE EXTENSION PHASE 1 PROJECT UPDATE:

Mr. Gilcher said they have received the permit to install from the EPA. Mr. Gilcher and Mr. Eippert continue to work on securing the final easements. As soon as all the easements have been secured they will do an advertisement for bid. Construction is anticipated to start late fall.

WORTHINGTON ROAD WATERLINE EXTENSION PHASE 1 PROJECT UPDATE:

Mr. Gilcher stated they continue to head west along Worthington Rd. They are west of Mink St heading towards Harrison Rd. The project is moving along ahead of schedule. They have charged the northern portion of line and will begin pressure testing within the next few weeks. The bacteriological testing will follow.

RESOLUTION TO APPROVE CONDITIONAL USE & HOOKUP FOR THE SHEETZ STORE #768 PROJECT:

Mr. Gilcher said they still have some outstanding items to complete, however the project needs to be expedited as they are ready to open so he is recommending they approve the conditional approval based on section 609 and 610 of the District rules and regulations. He is hopeful they can complete those remaining items next week and can get turned on. He wants to keep the project moving forward.

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

RESOLUTION:

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

R 2023-083

WHEREAS: THE DISTRICT ENTERED INTO A DEVELOPERS AGREEMENT WITH SHEETZ, INC. FOR THE SHEETZ STORE #768 PROJECT ON MARCH 30, 2023; AND

WHEREAS: SHEETZ, INC. HAS COMPLETED THE REQUIRED WATER AND SANITARY SEWER LINE IMPROVEMENTS TO THE SATISFACTION OF THE DISTRICT; AND

THEREFORE: THE BOARD OF TRUSTEES GRANTS CONDITIONAL ACCEPTANCE AND HEREBY APPROVES THE WATER AND SEWER INFRASTRUCTURE FOR USE AND HOOK UP IN THE SHEETZ STORE #768 PROJECT; UPON COMPLIANCE WITH AND

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**PROVISION OF ALL ITEMS REQUIRED IN DISTRICT RULES &
REGULATIONS SECTIONS 609 AND 610; 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.

Discussion:

Mr. Stepp asked if the holding area was complete and if the District had the ability to Control the flow from them when they open.

Mr. Gilcher said yes. The tank is in but they are working on the electric now so they can track the levels. The valve is in place and the District can open and shut it as necessary.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2023-083 WAS APPROVED.

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 2023-084

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. 2023-084 WAS APPROVED.

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WATER SHUT OFFS:

Mrs. Carrelli stated there were 60 door tags left on Monday. 12 customers were shut off for Non payment on Wednesday and 7 of those have been turned back on.

9. ATTORNEY'S REPORT

Mr. Eippert had nothing to present.

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)(8) for the purpose of considering confidential information related to negotiations with other political subdivisions, respecting their requests 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 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 applicants or the possible investment or expenditure of public funds to be made in connection with the economic development project.

For this executive session, I request the attendance of our Interim General Manager, CJ Gilcher, and Chief Legal Counsel, Nick Eippert.

This Resolution must be approved by a unanimous vote of the quorum present, by roll call vote. AND

Pursuant to Ohio Revised Code 121.22 (G)(1) To consider the appointment, employment, promotion, demotion, or compensation of a public employee or official.

For this executive session, Chief Legal Counsel Nick Eippert, the 3 board members, Mrs. Carrelli and Mr. Gilcher were included.

Upon roll call vote, all voted aye.

Entered executive session at 4:25 p.m.

Mr. Kretzmann made a motion, second by Mrs. Carter to return from executive session.

Upon roll call vote, all voted aye.

Returned from executive session at 6:13 p.m.

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

11. TRUSTEES' COMMENTS

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

R 2023-085

RESOLUTION TO PROMOTE MICHAEL WAGNER TO THE OPEN WATER SYSTEM LEAD (OPERATIONS) POSITION CONDITIONED UPON ACKNOWLEDGEMENT OF THE EMPLOYMENT TERMS LETTER ATTACHED HERETO.

THAT 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. 2023-085 WAS APPROVED.

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

R 2023-086

RESOLUTION TO PROMOTE JOSHUA HUNT TO THE OPEN WATER SYSTEM LEAD (PROCESS) POSITION CONDITIONED UPON ACKNOWLEDGEMENT OF THE EMPLOYMENT TERMS LETTER ATTACHED HERETO.

THAT 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. 2023-086 WAS APPROVED.

Mr. Stepp stated he would like to thank the Etna Township Board of Trustees for their continued support in the reappointment of him at their meeting last Tuesday. He said it has already been helpful in some meetings and discussions over the last week and is allowing him to work with others in the region on ways to accommodate the growth demands in Etna Township and beyond. He appreciates Etna Township and their Board of Trustees.

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Mr. Stepp made a motion, seconded by Mr. Kretzmann to schedule a special meeting on Thursday, August 3, 2023, at 4:00pm for an executive session pursuant to Ohio Revised Code, Section 121.22 (G)(1) to consider the appointment, employment, promotion, demotion, or compensation of a public employee or official.

Upon Roll Call vote, all voted aye. Special Meeting is scheduled.

Melissa Carter congratulated Mr. Stepp on his reappointment and to the employees who were promoted.

Mr. Kretzmann thanked Mr. Gilcher for making the internal promotions happen and would like to thank Mrs. Carrelli and Mr. Eippert for getting the agenda ready for the special meeting. He also congratulated Mr. Stepp on his reappointment.

Mr. Gilcher said the scoping meeting for the Wagram plant is scheduled for August 15. He said they are planning on seeking a OWDA loan for that facility and the application must be submitted by August 31, 2023. He said the next Board meeting is on August 31 so we would not make the deadline to approve and apply for the loan. The next OWDA meeting would not be until September. He asked if a special meeting could be scheduled so they can meet the deadline.

Mr. Stepp made a motion, seconded by Mr. Kretzmann to schedule a special meeting on August 24, 2023, at 4:00pm for OWDA loan approval and other business needed.

12. ADJOURNMENT

Mr. Kretzmann 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 6:22 p.m.

ATTEST:



Melissa Carter, Secretary

**SWLCWSD
OFFICE REPORT
07/27/23**

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	\$57,750.97	\$636,596.80	\$188,450.10		\$882,797.87
Sewer	\$2,160,023.93	\$1,127,636.52	\$28,712.00	\$304,699.36	\$53,252.00		\$386,663.36
Total	\$5,462,593.80	\$2,636,763.39	\$86,462.97	\$941,296.16	\$241,702.10	\$0.00	\$1,269,461.23

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	\$796,260.94	\$899,147.47			\$1,695,408.41
Sewer	\$6,596,057.67	\$6,661,980.99	\$1,645,164.51	\$1,745,700.12			\$3,390,864.63
Total	\$9,616,600.83	\$9,745,728.25	\$2,441,425.45	\$2,644,847.59	\$0.00	\$0.00	\$5,086,273.04

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	\$18,765.00	\$4,170.00		\$22,935.00
Sewer	\$84,095.00	\$40,438.12	\$0.00	\$96,075.50	\$4,170.00		\$100,245.50
Total	\$175,835.00	\$81,571.25	\$0.00	\$114,840.50	\$8,340.00	\$0.00	\$123,180.50

4) Assessment Revenue

	2021	2022	2023	Total 2023
1st Half	\$302,195.30	\$164,451.34	\$109,578.58	\$109,578.58
2nd Half	\$249,139.14	\$141,199.87		
Total	\$551,334.44	\$305,651.21	\$109,578.58	\$109,578.58

Cash in Bank	As of 07/26/23	As of 07/25/22
*Does not allow for future expenses	\$20,450,873.42	\$24,771,273.07
Loan Payment Due 01/01/24	\$2,000,000.00	\$3,200,000.00
Balance Available	\$18,450,873.42	\$21,571,273.07