

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

**BOARD MEETING MINUTES
August 10, 2023**

1. OPENING

The August 10, 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 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 Mr. Stepp, 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 Mr. Stepp to approve the meeting minutes from the July 27, 2023, Regular Meeting and the August 3, 2023, Special 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

Mike Casahl with Sheetz was at the meeting with a couple of colleagues to find out what was needed to have the water turned on at the Sheetz gas station.

Mr. Stepp said he has talked to Mr. Gilcher about this project and there are outstanding punch list items that need to be completed before the services can be turned on. Mr. Stepp suggested he reach out to the inspector, Kenny Lemmon to see what else needed to be completed.

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Gary Burkholder wanted to express his opinion regarding comments made at previous meetings regarding the expansion of the Board. He said he is opposed to expanding the Board, particularly in light of comments that Mr. Kretzmann made that by expanding the Board, it would allow him to speak to other members outside of the meeting. He said it is his firm belief that it would violate the spirit of the open meetings laws. He thinks all discussions should be taking place in the public.

Mr. Kretzmann said currently they do not speak outside of meetings because they are not allowed to and they follow the rules but if they were to expand it, they would be able to have discussions, if a quorum is not present, just like every other public entity.

7. GENERAL MANAGER'S REPORT

RESOLUTION TO APPROVE WATER INFRASTRUCTURE BILL OF SALE FOR THE VENTURE DR PROJECT:

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

RESOLUTION:

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

R 2023-088

- 1. WHEREAS THE DISTRICT ENTERED INTO A DEVELOPMENT AGREEMENT WITH C5 ETNA 1, LLC. FOR THE VENTURE DRIVE EXTENSION PROJECT ON OCTOBER 14, 2021, AND**
- 2. C5 ETNA 1, LLC. HAS COMPLETED ALL REMAINING PUNCH LIST ITEMS AND HAS FULLFILLED ITS CONTRACTUAL REQUIREMENTS REGARDING THE CONSTRUCTION OF THE WATER LINE INFRASTRUCTURE, AND**
- 3. THE BOARD OF TRUSTEES APPROVES OF SAID BILL OF SALE FOR THE WATER LINE FACILITIES IN THE VENTURE DRIVE EXTENSION PROJECT, AND**
- 4. 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. 2023-088 WAS APPROVED.

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RESOLUTION TO APPROVE AGREEMENT WITH SHOAF CONSULTING SERVICES, LLC FOR THE CONSTRUCTION OBSERVATION SERVICES ON THE WAGRAM WWTC PROJECT:

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

RESOLUTION:

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

R 2023-089

WHEREAS: THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT HAS DETERMINED THE NEED TO CONSTRUCT THE WAGRAM WASTEWATER TREATMENT CENTER PROJECT TO SERVICE EXISTING AND FUTURE CUSTOMERS, AND;

WHEREAS: THE GENERAL MANAGER RECOMMENDS THAT THE DISTRICT ENTER INTO AN ENGINEERING AGREEMENT WITH SHOAF CONSULTING, LLC. TO PROVIDE CONSTRUCTION OBSERVATION SERVICES AS DESCRIBED IN THE SCOPE OF SERVICES, AND

THEREFORE: THE BOARD OF TRUSTEES APPROVES THE CONTRACT WITH SHOAF CONSULTING, LLC. IN AN AMOUNT NOT TO EXCEED \$437,640.00 AND HEREBY AUTHORIZES THE PRESIDENT OF THE BOARD OF TRUSTEES TO SIGN THE CONTRACT ATTACHED HERETO 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. 2023-089 WAS APPROVED.

8. OFFICE MANAGER'S REPORT

Mrs. Carrelli had nothing to present at this meeting.

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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)(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 and the 3 board members were included. AND

Pursuant to Ohio Revised Code 121.22 (G)(2) To consider the purchase of property for public purposes. For this executive session, Chief Legal Counsel Nick Eippert and the 3 board members were included.

Upon roll call vote, all voted aye.

Entered executive session at 4:12 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 5:20 p.m.

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

11. TRUSTEES' COMMENTS

Mrs. Carter said she wanted to address the issue of the search for an Executive Director. She said they have wonderful candidates that are highly qualified, so it is making it difficult trying to find the right candidate to move forward with. She said she personally needs a little more time to do some work and they have more work to do as a Board to try and figure out who the right person will be for the District. She said she appreciates the patience of all of the candidates.

Mr. Stepp said he also wanted to make sure they hire the right person for the job and that is what they are working towards. He said hopefully when they come back together at the next

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meeting they can move forward. He said he wanted to thank his fellow board members for some difficult and spirited, respectful discussions.

Mr. Kretzmann said in the process of reviewing these candidates, they added a step to the process that they will be going through over the next couple of weeks before the next meeting.

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 5:24 p.m.

ATTEST:



Melissa Carter, Secretary

**SWLCWSD
OFFICE REPORT
08/10/23**

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	\$195,070.10		\$889,417.87
Sewer	\$2,160,023.93	\$1,127,636.52	\$28,712.00	\$304,699.36	\$61,125.00		\$394,536.36
Total	\$5,462,593.80	\$2,636,763.39	\$86,462.97	\$941,296.16	\$256,195.10	\$0.00	\$1,283,954.23

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	\$307,080.34		\$2,002,488.75
Sewer	\$6,596,057.67	\$6,661,980.99	\$1,645,164.51	\$1,745,700.12	\$587,297.41		\$3,978,162.04
Total	\$9,616,600.83	\$9,745,728.25	\$2,441,425.45	\$2,644,847.59	\$894,377.75	\$0.00	\$5,980,650.79

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		
	\$551,334.44	\$305,651.21	\$109,578.58	\$109,578.58

Cash in Bank	As of 08/09/23	As of 08/08/22
*Does not allow for future expenses	\$20,487,860.63	\$24,631,735.24
Loan Payment Due 01/01/24	\$2,000,000.00	\$3,200,000.00
Balance Available	\$18,487,860.63	\$21,431,735.24