

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

**SPECIAL BOARD MEETING MINUTES
August 24, 2023**

1. OPENING

The August 24, 2023, Special 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, CJ Gilcher, 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 Mrs. Carter to approve the meeting minutes from the August 10, 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

Mr. Gary Burkholder had questions about the financial plan for the Wagram wastewater treatment plant.

Mr. Kretzmann said they have no additional details to offer at this time.

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Mr. Gilcher said the loan documents have not been completed yet as they are waiting on the final guaranteed maximum price. He expects to have something to present at the beginning of next month.

Mr. Burkholder asked for the anticipated construction start date.

Mr. Gilcher said the anticipated start date for construction is mid to late October at this point with an anticipated completion date of Spring to Summer 2026.

7. GENERAL MANAGER'S REPORT

**RESOLUTION TO APPROVE HEAVY DUTY CRANE TRUCK BODY BID
AWARD:**

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

RESOLUTION:

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

R 2023-090

- 1. WHEREAS THE DISTRICT IS IN NEED OF INSTALLATION OF THE HEAVY-DUTY CRANE BODY, AND**
- 2. WHEREAS THE GENERAL MANAGER SOLICITED BIDS AND THE DISTRICT RECEIVED ONE BID FROM ACE TRUCK BODY, INC. IN THE AMOUNT OF \$69,495.00. THE GENERAL MANAGER RECOMMENDS THAT THE DISTRICT ENTER INTO AN AGREEMENT WITH ACE TRUCK BODY, INC. TO COMPLETE THE PROPOSED PROJECT FOR THE HEAVY-DUTY CRANE BODY INSTALLATION, AND**
- 3. THEREFORE, THE BOARD OF TRUSTEES APPROVES THE AGREEMENT WITH ACE TRUCK BODY, INC. TO PROVIDE THE HEAVY-DUTY CRANE BODY INSTALLATION PROJECT IN AN AMOUNT NOT TO EXCEED \$69,495.00 AND HEREBY AUTHORIZES THE PRESIDENT OF THE BOARD OF TRUSTEES TO SIGN THE QUOTATION ATTACHED HERETO, 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. 2023-090 WAS APPROVED.

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SMOKE ROAD LIFT STATION PROJECT UPDATE:

Mr. Gilcher said the wet well and pump base has been set and the piping has been put in place. He said this contractor is also doing work for the Broyles project, so they have moved off the lift station and are doing the turn lane and road widening. He said there is a water line relocation as part of the project and they are working on that now.

SR 161 ELEVATED WATER STORAGE TANK UPDATE:

Mr. Gilcher said the project was bid last week. They received two bids and they are both over the 10% overage allowed so they are looking to re-evaluate and rebid the project.

WAGRAM WASTEWATER TREATMENT CENTER PROJECT UPDATE:

Mr. Gilcher said he is working with the CMAR to get the final guaranteed maximum price for the construction. Additionally, the Ohio EPA reached out last week about some new proposed permit limits that were unexpected, so he is working with the EPA, their partners with AECOM and the CMAR to see how it affects the project and see if they need to re-evaluate. They are working to move this forward as quickly as possible.

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 2023-091

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. 2023-091 WAS APPROVED.

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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, or compensation of a public employee or official.

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

Upon roll call vote, all voted aye.

Entered executive session at 4:11 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 5:28 p.m.

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

11. TRUSTEES' COMMENTS

Mr. Kretzmann made a motion, seconded by Mr. Stepp to accept the resignation of Sawyer Hill.

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

Mr. Stepp made a motion, seconded by Mrs. Carter to approve the hiring of Mike Frommer as Executive Director of the District conditioned upon a successful background check and pre-employment drug screening and subject to a memorandum of understanding to be executed between the District and Executive Director.

Upon Roll Call vote, Mr. Stepp voted yes. Mr. Kretzmann and Mrs. Carter voted no. Motion failed.

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

R 2023-092

RESOLUTION TO APPROVE THE HIRING OF JIM ROBERTS AS EXECUTIVE DIRECTOR OF THE DISTRICT CONDITIONED UPON A SUCCESSFUL BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG SCREENING, AND SUBJECT TO A MEMORANDUM OF UNDERSTANDING TO BE EXECUTED BETWEEN THE DISTRICT AND EXECUTIVE DIRECTOR.

THE BOARD AUTHORIZES THE CHIEF LEGAL COUNSEL TO DRAFT AND NEGOTIATE THE MEMORANDUM OF UNDERSTANDING.

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 MRS. CARTER AND MR. STEPP VOTED YES.
MR. KRETZMANN VOTED NO.**

RESOLUTION NO. 2023-092 WAS APPROVED.

12. ADJOURNMENT

Mr. Kretzmann 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 5:31 p.m.

ATTEST:



Melissa Carter, Secretary

**SWLCWSD
OFFICE REPORT
08/24/23**

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
	\$20,939,009.70	\$24,973,361.10
*Does not allow for future expenses		
Loan Payment Due 01/01/24	\$2,000,000.00	\$3,200,000.00
Balance Available	\$18,939,009.70	\$21,773,361.10