

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

**BOARD MEETING MINUTES
September 14, 2023**

1. OPENING

The September 14, 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. 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 31, 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

There were no communications.

6. PUBLIC COMMENTS

Gary Burkholder wanted to know if there was anymore information on the funding for the Wagram plant and how it will be paid for. He said he knows an application will be made for a loan but would like to know how it will eventually be paid for and asked for an update on the loan process.

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Mr. Gilcher said the loan application was submitted and he is working with the financial consultant to see how it will affect tap and capacity fees.

Mark Evans said he asked Mr. Stepp many times to implement archiving meetings and not just streaming them and wanted to know why that is not moving forward. He also said he thinks it was a clear conflict of interest with Mr. Platte being a consultant for the District and entering into executive session as the Jersey Township administrator, securing guaranteed water at 350,000 gallons per day by a certain date.

Mr. Evans requested a copy of the development agreement with RCD Sales for the service facility project.

Mr. Evans stated that Mr. Stepp came to an Etna Township Trustee meeting and said a statement Mr. Evans made about the District not knowing how to pay for the WTP expansion was a lie. Mr. Evans said it was not a lie, he had it recorded and asked for an apology from Mr. Stepp.

Ryan Davis said it is difficult to keep up with the meetings when you work during the day and does think archived meetings would be helpful. He also asked for some background information on the proposal for services letter that is on the agenda for the Village of Alexandria.

7. GENERAL MANAGER'S REPORT

WAGRAM WASTEWATER TREATMENT CENTER PROJECT UPDATE:

Mr. Gilcher said they have submitted an application to OWDA for a loan for this project. He said they are also working with the Ohio EPA on the permit limits and the Permit To Install. He hopes to have it wrapped up by the end of the month. He said he is also working with the Licking County Planning Commission on some flood plain issues and hope to have it completed soon.

WORTHINGTON ROAD WATERLINE EXTENSION PROJECT UPDATE:

Mr. Gilcher said the contractor has finished putting in services and are doing reclaim work. They are also filling and pressure testing the water main and hope to have the project wrapped up by next month.

SR 161 ELEVATED WATER STORAGE TANK PROJECT UPDATE:

Mr. Gilcher said this project is out for re-bid because the bids that were received were 10% over the engineering estimate. There was a pre-bid meeting on Tuesday, and the bids should be in later this month.

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PATASKALA CORPORATE PARK SANITARY SEWER PROJECT UPDATE:

Mr. Gilcher said the contractor has equipment on site but it is not moving yet. They are working through material submittals to make sure they meet the specifications and they should start digging within the next month or so.

RESOLUTION TO APPROVE DEVELOPMENT AGREEMENT WITH TURBO GROUP, LLC FOR THE RCD SERVICE FACILITY PROJECT:

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

RESOLUTION:

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

R 2023-104

- 1. RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT WITH TURBO GROUP, LLC. FOR THE RCD SERVICE FACILITY PROJECT;**
- 2. 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. 2023-104 WAS APPROVED.

8. OFFICE MANAGER'S REPORT

Mrs. Carrelli said there were around 170 boxes that are eligible to be shredded per the record retention policy. She said a record retention meeting needed to be scheduled to start the process. It can be scheduled to begin at 3:30 before a regularly scheduled meeting. The meeting date will be determined and scheduled at the next board meeting.

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9. ATTORNEY'S REPORT

RESOLUTION TO AUTHORIZE PARTICIPATION IN STATE PURCHASING PROGRAM:

Mr. Eippert presented a resolution for the Board's consideration and approval:
He said this will allow us to use state pricing and eliminates the competitive bidding threshold because the State has already done it.

RESOLUTION:

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

R 2023-105

RESOLUTION TO AUTHORIZE THE DISTRICT TO PARTICIPATE IN THE STATE OF OHIO COOPERATIVE PURCHASING PROGRAM.

WHEREAS, OHIO'S COOPERATIVE PURCHASING ACT. (AM. SUB. H.B. NO. 100), AS SIGNED INTO LAW ON DECEMBER 4, 1985; AND

WHEREAS, EFFECTIVE MARCH 6, 1986, OHIO'S COOPERATIVE PURCHASING ACT PROVIDES THE OPPORTUNITY FOR COUNTIES, TOWNSHIPS, MUNICIPAL CORPORATIONS, REGIONAL TRANSIT AUTHORITIES, REGIONAL AIRPORT AUTHORITIES OR PORT AUTHORITIES AND SCHOOL DISTRICTS, CONSERVANCY DISTRICTS, TOWNSHIP PARK DISTRICTS AND PARK DISTRICTS AND OTHER AUTHORITIES, TO PARTICIPATE IN CONTRACTS DISTRIBUTED BY THE STATE OF OHIO, DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF COOPERATIVE PURCHASING FOR THE PURCHASE OF SUPPLIES, SERVICES, EQUIPMENT AND CERTAIN MATERIALS.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES AS FOLLOWS:

SECTION 1. THAT THE INTERIM GENERAL MANAGER HEREBY REQUESTS AUTHORITY IN THE NAME OF THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT TO PARTICIPATE IN STATE CONTRACTS WHICH THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF STATE PURCHASING HAS ENTERED INTO AND THE OFFICE OF COOPERATIVE PURCHASING HAS DISTRIBUTED FOR THE PURCHASE OF SUPPLIES, SERVICES, EQUIPMENT AND CERTAIN OTHER MATERIALS PURSUANT TO SECTION 125.04 OF THE REVISED CODE.

SECTION 2. THAT THE INTERIM GENERAL MANAGER IS HEREBY AUTHORIZED TO AGREE IN THE NAME OF THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT TO BE BOUND BY ALL CONTRACT TERMS AND CONDITIONS AS THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF COOPERATIVE PURCHASING PRESCRIBES. SUCH TERMS AND CONDITIONS MAY INCLUDE A REASONABLE ANNUAL MEMBERSHIP FEE TO COVER THE ADMINISTRATIVE COSTS

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WHICH THE DEPARTMENT OF ADMINISTRATIVE SERVICES INCURS AS A RESULT OF THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT'S PARTICIPATION IN THE CONTRACT. FURTHER, THAT THE INTERIM GENERAL MANAGER DOES HEREBY AGREE TO BE BOUND BY ALL SUCH TERMS AND CONDITIONS AND TO NOT CAUSE OR ASSIST IN ANY WAY THE MISUSE OF SUCH CONTRACTS OR MAKE CONTRACT DISCLOSURES TO NON-MEMBERS OF THE COOP FOR THE PURPOSE OF AVOIDING THE REQUIREMENT AS ESTABLISHED BY SECTION 125.04 OF THE REVISED CODE.

SECTION 3. THAT THE INTERIM GENERAL MANAGER IS HEREBY AUTHORIZED TO AGREE IN THE NAME OF THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT TO DIRECTLY PAY THE VENDOR, UNDER EACH SUCH STATE CONTRACT IN WHICH IT PARTICIPATES FOR ITEMS IT RECEIVES PURSUANT TO THE CONTRACT, AND THE INTERIM GENERAL MANAGER DOES HEREBY AGREE TO DIRECTLY PAY THE VENDOR.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2023-105 WAS APPROVED.

RESOLUTION TO AUTHORIZE CONVEYANCE OF EASEMENT TO OHIO POWER COMPANY (AEP):

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

RESOLUTION:

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

R 2023-106

RESOLUTION TO CONVEY AN EASEMENT TO THE OHIO POWER COMPANY FOR THE INSTALLATION OF UNDERGROUND FACILITIES TO SERVE THE WAGRAM WWTC CONSTRUCTION SITE.

THE BOARD AUTHORIZES THE INTERIM GENERAL MANAGER TO EXECUTE THE EASEMENT.

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. 2023-106 WAS APPROVED.

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**RESOLUTION TO AUTHORIZE PROPOSAL TO VILLAGE OF ALEXANDRIA
FOR SERVICES:**

Mr. Eippert presented a resolution for the Board's consideration and approval: He said this is a project that the District has been working on that pre-dates his time at the District. He said this started when Mr. Rector was the General Manager. He also said about a year and a half ago, Mr. King and Mr. Platte, and Mr. Gilcher reached out to Alexandria about potential service to them, for water and wastewater in the future. There was a meeting earlier in the summer with the Mayor, Mr. Jasper and they are considering different proposals right now. They are currently using service through the Village of Granville.

RESOLUTION:

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

R 2023-107

RESOLUTION TO AUTHORIZE THE INTERIM GENERAL MANAGER TO CONVEY A PROPOSAL FOR SERVICES TO THE VILLAGE OF ALEXANDRIA.

THE BOARD AUTHORIZES THE INTERIM GENERAL MANAGER TO CONVEY THE PROPOSAL FOR POTABLE WATER AND SANITARY SEWER SERVICES TO THE VILLAGE OF ALEXANDRIA.

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.

DISCUSSION:

Mr. Stepp asked Mr. Eippert to clarify that Granville currently provides them with water at a significantly higher rate than what our rate would be. Mr. Eippert said yes, he believes that is the case.

Mr. Kretzmann said \$10.33 is the rate they are paying, and Mr. Gilcher said our rate would be \$5.60/1,000 gallons.

Mr. Stepp asked if their sewer plant was an aged facility. Mr. Gilcher said it is around 20 years old and is a small package facility with a capacity of around 80,000 gallons per day.

Mr. Stepp asked if this is the type of facility the State is looking to find regional solutions to eliminate.

Mr. Gilcher said yes, the State has been pushing a regionalization approach.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2023-107 WAS APPROVED.

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Mr. Eippert said he was made aware that the Natural Resources Assistance Council is looking for members and the application deadline is September 29. He said he was approached about potentially submitting an application. He said if the Board is ok with it, he would be happy to do so.

Mr. Kretzmann made a motion, seconded by Mr. Stepp, to authorize Mr. Eippert to submit an Application for membership in the Natural Resources Assistance Council.

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

10. EXECUTIVE SESSION

Mr. Kretzmann made a motion, second by Mr. Stepp, to enter into executive session pursuant to section 121.22, subsection (G)(8) of the Revised Code, 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.

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 4:21 p.m.

The motion to go into executive session should have included two other items so they came right back out of executive session to make a new motion to include all items.

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

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Mr. Kretzmann made a motion, second by Mr. Stepp, to enter into executive session Pursuant to section 121.22 (G)(1) of the Ohio Revised Code, to consider the appointment, employment, or compensation of a public employee or official. AND

Pursuant to section 121.22 (G)(2) of the Ohio Revised Code, to consider the purchase of property for public purpose, AND

Pursuant to section 121.22, subsection (G)(8) of the Revised Code, 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.

All three executive sessions included the board, Mr. Gilcher and Mr. Eippert.

Upon roll call vote, all voted aye.

Entered executive session at 4:22 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 4:57 p.m.

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

11. TRUSTEES' COMMENTS

RESOLUTION:

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

R 2023-108

RESOLUTION TO APPROVE PURCHASE OF TEMPORARY AND PERMANENT EASEMENT SITUATED IN UNION TOWNSHIP, LICKING COUNTY, OHIO FROM MIRAMONTE PROPERTY MANAGEMENT, LLC.

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THE BOARD AUTHORIZES THE PAYMENT OF A SUM OF \$20,000.00 TO MIRAMONTE PROPERTY MANAGEMENT, LLC, FOR A 2.130 ACRE PERMANENT AND 0.859 ACRE TEMPORARY EASEMENT FOR POTABLE WATER AND SANITARY SEWER LINE PURPOSES, SUBJECT TO THE DISTRICT'S RECEIPT OF THE SIGNED DEED OF EASEMENT.

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. 2023-108 WAS APPROVED.

Mr. Kretzmann made a motion, seconded by Mr. Stepp, to authorize the interim general manager to advertise for the open wastewater treatment system operations lead position.

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

Mr. Stepp thanked Mr. Kretzmann for running an exceptional effective meeting this evening so he can get out of here to enjoy his 25th wedding anniversary.

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 4:59 p.m.

ATTEST:



Melissa Carter, Secretary

**SWLCWSD
OFFICE REPORT
09/14/23**

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	\$224,525.10		\$918,872.87
Sewer	\$2,160,023.93	\$1,127,636.52	\$28,712.00	\$304,699.36	\$90,532.00		\$423,943.36
Total	\$5,462,593.80	\$2,636,763.39	\$86,462.97	\$941,296.16	\$315,057.10	\$0.00	\$1,342,816.23

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	\$622,714.10		\$2,318,122.51
Sewer	\$6,596,057.67	\$6,661,980.99	\$1,645,164.51	\$1,745,700.12	\$1,188,576.86		\$4,579,441.49
Total	\$9,616,600.83	\$9,745,728.25	\$2,441,425.45	\$2,644,847.59	\$1,811,290.96	\$0.00	\$6,897,564.00

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	\$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	\$84,707.87	\$84,707.87
Total	\$551,334.44	\$305,651.21	\$194,286.45	\$194,286.45

Cash in Bank	As of 09/13/23	As of 09/12/22
	\$20,708,727.50	\$24,731,567.81
*Does not allow for future expenses		
Loan Payment Due 01/01/24	\$2,000,000.00	\$3,200,000.00
Balance Available	\$18,708,727.50	\$21,531,567.81