

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

**BOARD MEETING MINUTES  
October 26, 2023**

**1. OPENING**

The October 26, 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, and Mrs. Carter were present at roll call. Also present were CJ Gilcher, Josephine Carrelli, Kathy Killen, Nick Eippert, James Roberts, 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 removed the executive sessions from the agenda and moved Public Comments to after Trustee Comments.

Mr. Kretzmann 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 Mrs. Carter to approve the meeting minutes from the October 12, 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. EXECUTIVE DIRECTOR'S REPORT**

**RESOLUTION TO APPROVE-USE AND HOOK UP FOR THE WILLIAMS FARM**

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69 Zellers Lane Pataskala, Ohio 43062  
Phone (740)927-0410 Fax (740)927-4700

**PROJECT:**

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

**RESOLUTION:**

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

**R 2023-125**

**WHEREAS: THE DISTRICT ENTERED INTO A DEVELOPERS AGREEMENT WITH F&F WILLIAMS, LLC. FOR THE WILLIAMS FARM PROJECT ON NOVEMBER 9, 2022; AND**

**WHEREAS: F&F WILLIAMS, LLC. 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 WILLIAMS FARM PROJECT; UPON COMPLIANCE WITH AND 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.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2023-125 WAS APPROVED.**

**USDA LOAN/OWDA LOAN-SIGNATURES NEEDED:**

Mr. Roberts asked Mrs. Killen to provide some additional information. Mrs. Killen said The USDA requires the District obtain interim financing for the SR 161 Elevated Storage Tank Project and that will be with the Ohio Water Development Authority. She said she has the loan application for signature today.

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**7. 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 Mrs. Carter

**R 2023-126**

**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. 2023-126 WAS APPROVED.**

**WATER SHUT OFFS:**

Mrs. Carrelli stated there were 59 door tags left on Monday. 8 customers were shut off for Nonpayment on Wednesday and 5 of those have been turned back on.

**DEFERRED ASSESSMENT UPDATE:**

Mrs. Carrelli provided an update on outstanding deferred assessments. She said there were 117 remaining with an estimated total of \$3 million.

**8. ATTORNEY'S REPORT**

**RESOLUTION TO AUTHORIZE OPWC APPLICATION FOR KIRKERSVILLE:**

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

**RESOLUTION:**

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

**R 2023-127**

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**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAMS(S), AND TO EXECUTE AGREEMENTS AS MAY BE REQUIRED.**

**WHEREAS, THE STATE CAPITAL IMPROVEMENT PROGRAM AND LOCAL TRANSPORTATION PROGRAM BOTH PROVIDE FINANCIAL ASSISTANCE TO POLITICAL SUBDIVISIONS FOR CAPITAL IMPROVEMENTS TO PUBLIC INFRASTRUCTURE;**

**WHEREAS, THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT IS PLANNING TO MAKE CAPITAL IMPROVEMENTS TO THE VILLAGE OF KIRKERSVILLE; AND**

**WHEREAS, THE INFRASTRUCTURE IMPROVEMENT HEREIN ABOVE DESCRIBED IS CONSIDERED A PRIORITY NEED FOR THE COMMUNITY AND IS A QUALIFIED PROJECT UNDER THE OPWC PROGRAMS.**

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

- 1. THE EXECUTIVE DIRECTOR IS HEREBY AUTHORIZED TO APPLY TO THE OPWC FOR FUNDS AS DESCRIBED ABOVE.**
- 2. THE EXECUTIVE DIRECTOR IS HEREBY AUTHORIZED TO ENTER INTO ANY AGREEMENTS AS MAY BE NECESSARY AND APPROPRIATE FOR OBTAINING THIS FINANCIAL ASSISTANCE.**
- 3. 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 OHIO REVISED CODE.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2023-127 WAS APPROVED.**

**9. EXECUTIVE SESSION**

There was no executive session at this meeting.

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**10. TRUSTEES' COMMENTS**

Mrs. Carter said she presented to the Pataskala City Council last week and provided an update on the District's projects. She thanked Mr. Gilcher for his help, providing information and answering her questions. Mrs. Carter also said she told Council that she would have Mr. Roberts attend a future meeting, probably not until after the first of the year.

Mr. Kretzmann invited Mr. Roberts to attend a Harrison Township meeting. He said they meet the first Monday each month and asked him to check his calendar and see what would work for him and he can let them know when he plans to attend.

**11. PUBLIC COMMENTS**

Mark Evans asked for estimated loan payments for the Wagram plant and asked for details on why the capacity was increased.

Mr. Kretzmann said the Executive Director is the person he needs to contact to get that information.

Gary Burkholder wanted to thank Mrs. Carter for comprehensive the report she provided to the City of Pataskala. He said he feels like there is a lack of transparency as he has been waiting for answers for over a year and feels like there is a deliberate attempt to withhold information.

**12. ADJOURNMENT**

Mrs. Carter made a motion, second by Mr. Kretzmann that the meeting would be adjourned.

Upon Roll Call vote, all voted aye. The meeting was adjourned at 4:18 p.m.

ATTEST:

  
\_\_\_\_\_  
Melissa Carter, Secretary

**SWLCWSD  
OFFICE REPORT  
10/26/23**

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        | \$504,426.90        | \$94,860.00         | \$1,293,634.67        |
| Sewer        | \$2,160,023.93        | \$1,127,636.52        | \$28,712.00        | \$304,699.36        | \$247,396.00        | \$78,958.00         | \$659,765.36          |
| <b>Total</b> | <b>\$5,462,593.80</b> | <b>\$2,636,763.39</b> | <b>\$86,462.97</b> | <b>\$941,296.16</b> | <b>\$751,822.90</b> | <b>\$173,818.00</b> | <b>\$1,953,400.03</b> |

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          | \$935,259.12          |               | \$2,630,667.53        |
| Sewer        | \$6,596,057.67        | \$6,661,980.99        | \$1,645,164.51        | \$1,745,700.12        | \$1,784,101.70        |               | \$5,174,966.33        |
| <b>Total</b> | <b>\$9,616,600.83</b> | <b>\$9,745,728.25</b> | <b>\$2,441,425.45</b> | <b>\$2,644,847.59</b> | <b>\$2,719,360.82</b> | <b>\$0.00</b> | <b>\$7,805,633.86</b> |

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         | \$19,460.00        |               | \$38,225.00         |
| Sewer        | \$84,095.00         | \$40,438.12        | \$0.00        | \$96,075.50         | \$19,460.00        |               | \$115,535.50        |
| <b>Total</b> | <b>\$175,835.00</b> | <b>\$81,571.25</b> | <b>\$0.00</b> | <b>\$114,840.50</b> | <b>\$38,920.00</b> | <b>\$0.00</b> | <b>\$153,760.50</b> |

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         |
| <b>Total</b> | <b>\$551,334.44</b> | <b>\$305,651.21</b> | <b>\$194,286.45</b> | <b>\$194,286.45</b> |

|                                     |                        |                        |
|-------------------------------------|------------------------|------------------------|
| Cash in Bank                        | As of 10/25/23         | As of 10/24/22         |
|                                     | \$22,213,459.27        | \$24,920,457.11        |
| *Does not allow for future expenses |                        |                        |
| Loan Payment Due 01/01/24           | \$2,000,000.00         | \$3,200,000.00         |
| <b>Balance Available</b>            | <b>\$20,213,459.27</b> | <b>\$21,720,457.11</b> |