

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

**BOARD MEETING MINUTES
JANUARY 14, 2021**

1. OPENING

The January 14, 2021 Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mrs. Carrelli at 4:00p.m. Mr. Kretzmann, Mr. Platte and Mr. Stepp were present at roll call. Also present were Josephine Carrelli, CJ Gilcher, and those members of the public who logged on to view remotely.

2. ADOPTION OF AGENDA

Mr. Stepp made a motion, second by Mr. Kretzmann, to approve the agenda as presented. Upon roll call vote, all voted aye. Agenda adopted.

3. ELECTION OF OFFICERS

Mrs. Carrelli declared that all offices of the Southwest Licking Community Water and Sewer District were vacant pursuant to the District's By-Laws and that nominations for the President, Vice-President, Secretary, and Treasurer of the Board for the 2021 calendar year were necessary at this time.

Mrs. Carrelli asked for a nomination for President. Mr. Platte moved to nominate and elect Mr. Kretzmann for President. Mr. Kretzmann seconded the Motion. Upon roll call vote, all voted aye. Motion carried.

Mr. Kretzmann asked for a nomination for Vice-President. Mr. Kretzmann moved to nominate and elect Mr. Platte for Vice-President. Mr. Stepp seconded the Motion. Upon roll call vote, all voted aye. Motion carried.

Mr. Kretzmann asked for a nomination for Secretary. Mr. Kretzmann moved to nominate and elect Mr. Stepp for Secretary. Mr. Platte seconded the Motion. Upon roll call vote, all voted aye. Motion carried.

Mr. Kretzmann asked for a nomination for Treasurer. Mr. Platte moved to nominate and elect Mr. Kretzmann for Treasurer. Mr. Stepp seconded the Motion. Upon roll call vote, all voted aye. Motion carried.

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4. APPROVAL OF MINUTES

Mr. Kretzmann made a motion, second by Mr. Platte to approve the minutes of the Board meeting of December 31, 2020 as presented. Upon roll call vote, all voted aye. Motion carried.

5. PAYMENT OF BILLS

Mr. Kretzmann moved to approve payment of the bills as presented. Mr. Platte seconded. Upon roll call vote, all aye. Motion carried.

6. COMMUNICATIONS

Mr. Gilcher read an email that was sent by Ms. Deb Moore. She was inquiring about members of the public being able to attend the meetings in person. There was some discussion about the logistics of being able to do this. The District does not have the space to have all required staff and members of the public in the building at this time. Mr. Gilcher stated he will continue to monitor and follow the State guidelines regarding group sizes and social distancing and we will open back to the public as soon as it is safe to do so. Public comments can always be submitted via email to be read during the meeting.

Mr. Gilcher also read an email from Mr. Eric Smith. He had questions about the Hollow Road water project. He wanted to know if the water line would be in the right of way and if customers along the route would be required to connect. Mr. Gilcher addressed the concerns and stated the line would be in the right of way and there was no requirement to connect. Mr. Kretzmann will reach out to Mr. Smith and make sure he receives the answers.

7. MEETING SCHEDULE FOR 2020

Mr. Platte made a motion, second by Mr. Stepp to set the regular board meeting schedule for the second and last Thursday of each month at 4pm, with the exception of the meetings in November. They will be held on the second and fourth Tuesday due to the holidays in November. Meetings will take place at the administration building on Zellers Ln.

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

The Board agreed to modify the agenda to consider executive session items next.

8. EXECUTIVE SESSION

Mr. Platte made a motion, second by Mr. Stepp to go into executive session per ORC

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COLLECTIONS	\$ 965,240.15
CONSTRUCTION	\$ 514,568.64
ADMINISTRATIVE	\$ 1,205,821.59
DEBT PAYMENT	\$ 6,500,000.00
CAPITAL EXPENSE	\$ 1,300,000.00
TOTAL APPROPRIATIONS	\$12,854,012.76

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. 2021-001 WAS APPROVED.

RESOLUTION TO APPROVE DEPRECIATION APPROPRIATIONS FOR 2021:

Mrs. Killen presented a resolution for the Board's consideration and approval:

RESOLUTION:

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

R 2021-002

- 1. RESOLUTION TO APPROPRIATE \$3,900,000.00 FOR DEPRECIATION EXPENSE FOR THE FISCAL YEAR 2021 AND IN ACCORDANCE WITH THE AUDITOR'S RECOMMENDATION FOR COMPLIANCE WITH ANNUAL DEPRECIATION.**
- 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. 2021-002 WAS APPROVED.

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FINAL AUDIT REPORT:

Mr. Gilcher stated the District received the final audit report and they found no issues. The final report was given to the Board to review. This covered 2018-2019.

RESOLUTION TO APPROVE HOLLOW ROAD PHASE 1 PROJECT NOTICE OF AWARD:

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

RESOLUTION:

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

R 2021-003

1. WHEREAS THE DISTRICT IS IN NEED OF INSTALLING THE HOLLOW ROAD WATERLINE EXTENSION PROJECT, PHASE I, CONTRACT 1-2019 AND
2. WHEREAS THE GENERAL MANAGER SOLICITED BIDS FROM CONTRACTING COMPANIES AND THE DISTRICT RECEIVED BIDS FROM THE CONTRACTING COMPANIES AS SHOWN ON EXHIBIT A, AND
3. WHEREAS THE GENERAL MANAGER HAS REVIEWED THE BIDS AND RECOMMENDS THAT THE DISTRICT ENTER INTO A CONTRACT WITH TUSCON, INC. TO COMPLETE THE PROPOSED PROJECT FOR THE WATER LINE AND APPURTENANCES, AND
4. THEREFORE THE BOARD OF TRUSTEES APPROVES THE CONTRACT FOR TUSCON, INC. TO PROVIDE THE HOLLOW ROAD WATERLINE EXTENSION PROJECT, PHASE I, CONTRACT 1-2019 IN AN AMOUNT NOT TO EXCEED \$2,811,703.50 AND HEREBY AUTHORIZES THE PRESIDENT OF THE BOARD OF TRUSTEES TO SIGN THE AWARD ATTACHED HERETO AND THE NOTICE TO PROCEED UPON APPROVAL BY THE OHIO EPA AND OWDA, AND
5. 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. 2021-003 WAS APPROVED. MOTION CARRIED.

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RESOLUTION TO APPROVE HOLLOW ROAD PHASE II PROJECT NOTICE OF AWARD:

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

RESOLUTION:

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

R 2021-004

1. WHEREAS THE DISTRICT IS IN NEED OF INSTALLING THE HOLLOW ROAD WATERLINE EXTENSION PROJECT, PHASE II, CONTRACT 1-2018 AND
2. WHEREAS THE GENERAL MANAGER SOLICITED BIDS FROM CONTRACTING COMPANIES AND THE DISTRICT RECEIVED BIDS FROM THE CONTRACTING COMPANIES AS SHOWN ON EXHIBIT A, AND
3. WHEREAS THE GENERAL MANAGER HAS REVIEWED THE BIDS AND RECOMMENDS THAT THE DISTRICT ENTER INTO A CONTRACT WITH FIELDS EXCAVATING, INC. TO COMPLETE THE PROPOSED PROJECT FOR THE WATER LINE AND APPURTENANCES, AND
4. THEREFORE THE BOARD OF TRUSTEES APPROVES THE CONTRACT FOR FIELDS EXCAVATING, INC. TO PROVIDE THE HOLLOW ROAD WATERLINE EXTENSION PROJECT, PHASE II, CONTRACT 1-2018 IN AN AMOUNT NOT TO EXCEED \$1,180,364.60 AND HEREBY AUTHORIZES THE PRESIDENT OF THE BOARD OF TRUSTEES TO SIGN THE AWARD ATTACHED HERETO AND THE NOTICE TO PROCEED UPON APPROVAL BY THE OHIO EPA AND OWDA, AND
5. 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. 2021-004 WAS APPROVED. MOTION CARRIED.

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**RESOLUTION TO APPROVE LEXINGTON WOODS BOOSTER STATION
PROJECT NOTICE OF AWARD:**

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

RESOLUTION:

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

R 2021-005

1. WHEREAS THE DISTRICT IS IN NEED OF INSTALLING THE LEXINGTON WOODS BOOSTER STATION, CONTRACT 1-2020, AND
2. WHEREAS THE GENERAL MANAGER SOLICITED BIDS FROM CONTRACTING COMPANIES AND THE DISTRICT RECEIVED BIDS FROM THE CONTRACTING COMPANIES AS SHOWN ON EXHIBIT A, AND
3. WHEREAS THE GENERAL MANAGER HAS REVIEWED THE BIDS AND RECOMMENDS THAT THE DISTRICT ENTER INTO A CONTRACT WITH TRIBUTE CONTRACTING AND CONSULTANTS TO COMPLETE THE PROPOSED PROJECT FOR THE BOOSTER STATION AND APPURTENANCES, AND
4. THEREFORE THE BOARD OF TRUSTEES APPROVES THE CONTRACT FOR TRIBUTE CONTRACTING AND CONSULTANTS TO PROVIDE THE LEXINGTON WOODS BOOSTER STATION, CONTRACT 1-2020 IN AN AMOUNT NOT TO EXCEED \$979,394.00 AND HEREBY AUTHORIZES THE PRESIDENT OF THE BOARD OF TRUSTEES TO SIGN THE AWARD ATTACHED HERETO AND THE NOTICE TO PROCEED UPON APPROVAL BY THE OHIO EPA AND OWDA, AND
5. 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. 2021-005 WAS APPROVED. MOTION CARRIED.

10. OFFICE MANAGER'S REPORT

Mrs. Carrelli had nothing to present.

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11. ATTORNEY'S REPORT

There was no attorney report.

12. TRUSTEES' COMMENTS

RESOLUTION:

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

R 2021-006

WHEREAS THE DISTRICT HAS AN OPENING FOR THE COLLECTIONS SYSTEM SUPERVISOR POSITION DUE TO AN EXTENDED ABSENCE OF THE CURRENT COLLECTIONS SYSTEM SUPERVISOR, AND

WHEREAS THE GENERAL MANAGER RECOMMENDS THAT JOSHUA HOLTON BE PLACED AS ACTING COLLECTIONS SYSTEM SUPERVISOR DURING THE ABSENCE OF THE CURRENT COLLECTIONS SYSTEM SUPERVISOR, AND

THEREFORE THE BOARD OF TRUSTEES HEREBY APPOINTS JOSHUA HOLTON AS ACTING COLLECTIONS SYSTEM SUPERVISOR FROM JANUARY 18, 2021 THROUGH MARCH 21, 2021 WITH COMPENSATION AT \$32.96/HOUR DURING THIS PERIOD, 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 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. 2021-006 WAS APPROVED. MOTION CARRIED.

13. ADJOURNMENT

Mr. Platte 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 6:18 p.m.

ATTEST:



TRENT STEPP, SECRETARY

**SWLCWSD
OFFICE REPORT
12/31/20**

1) Connection Fees Collected

	2018	2019	1st Qtr. 2020	2nd Qtr. 2020	3rd Qtr. 2020	4th Qtr. 2020	Total 2020
Water	\$875,871.45	\$1,475,649.52	\$253,173.97	\$350,140.16	\$550,117.00	\$589,059.59	\$1,742,490.72
Sewer	\$946,372.18	\$1,320,917.88	\$150,738.00	\$279,937.38	\$504,530.00	\$408,730.61	\$1,343,935.99
Total	\$1,822,243.63	\$2,796,567.40	\$403,911.97	\$630,077.54	\$1,054,647.00	\$997,790.20	\$3,086,426.71

2) Billing Charges

	2018	2019	1st Qtr. 2020	2nd Qtr. 2020	3rd Qtr. 2020	4th Qtr. 2020	Total 2020
Water	\$2,688,381.03	\$2,723,072.58	\$648,839.33	\$694,813.17	\$774,823.78	\$457,840.85	\$2,576,317.13
Sewer	\$5,996,518.12	\$6,085,751.09	\$1,489,128.68	\$1,561,567.15	\$1,663,541.94	\$1,028,446.88	\$5,742,684.65
Total	\$8,684,899.15	\$8,808,823.67	\$2,137,968.01	\$2,256,380.32	\$2,438,365.72	\$1,486,287.73	\$8,319,001.78

3) Capacity Fees

	2018	2019	1st Qtr. 2020	2nd Qtr. 2020	3rd Qtr. 2020	4th Qtr. 2020	Total 2020
Water	\$40,310.00	\$99,555.30	\$66,165.00	\$25,020.00	\$25,715.00	\$68,457.50	\$185,357.50
Sewer	\$73,670.00	\$109,980.30	\$77,145.00	\$25,020.00	\$25,715.00	\$68,457.50	\$196,337.50
Total	\$113,980.00	\$209,535.60	\$143,310.00	\$50,040.00	\$51,430.00	\$136,915.00	\$381,695.00

4) Assessment Revenue

	2018	2019	2020	Total 2020
1st Half	\$744,583.96	\$695,562.52	\$472,378.86	\$472,378.86
2nd Half	\$655,144.64	\$547,574.19	\$370,687.93	\$370,687.93
Total	\$1,399,728.60	\$1,243,136.71	\$843,066.79	\$843,066.79

Cash in Bank	As of 12/29/20	As of 12/28/19
	\$17,770,735.32	\$14,815,269.34
*Does not allow for future expenses		
Loan Payment Due 07/01/21	\$3,000,000.00	\$3,200,000.00
Balance Available	\$14,770,735.32	\$11,615,269.34

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69 ZELLERS LANE, PATASKALA, OH 43062

740-927-0410

ORGANIZATIONAL BOARD MEETING

January 14, 2021 4:00pm (Streamed online for public viewing)

SIGN BELOW:

NAME

ADDRESS

PHONE