

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

**BOARD MEETING MINUTES  
March 11, 2021**

**1. OPENING**

The March 11, 2021 Regular Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Kretzmann at 4:00p.m. The Pledge of Allegiance was led by Mr. Kretzmann. Mr. Kretzmann, Mr. Platte, and Mr. Stepp were present at roll call. Also present were Kathy Killen and CJ Gilcher. The meeting was live streamed for public viewing.

**2. ADOPTION OF AGENDA**

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

**3. APPROVAL OF MINUTES**

Mr. Stepp made a motion, second by Mr. Platte to approve the minutes of the regular meeting of February 25, 2021 as presented. Upon roll call vote, all voted aye. Motion Carried.

**4. PAYMENT OF BILLS**

Mr. Kretzmann 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 to report.

**6. GENERAL MANAGER'S REPORT**

**HOLLOW ROAD WATERLINE EXTENSION PROJECT:**

Mr. Gilcher stated that Phase 1 was to begin construction the week of March 22 pending delivery of pipe. Phase 2 has started construction at Shackelford Rd and is moving north on 310 along the Lynd's Fruit Farm property. He stated the project is moving along and has an anticipated completion date of September 2021.

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**7. OFFICE MANAGER'S REPORT**

Mrs. Killen asked the Board if April 29 would be a good day for the audit finance meeting. It was determined the meeting will be April 29, 2021 at 3:00pm with the District CPA attending virtually.

**8. ATTORNEY'S REPORT**

Mr. Kretzmann stated there was a letter that needed to be discussed. Mr. Platte stated he would meet with the attorney to discuss.

**9. EXECUTIVE SESSION**

Mr. Platte 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, dismissal, discipline, promotion, demotion, or compensation of a public employee or official and;  
Pursuant to Ohio Revised Code 121.22 (G)(2) - To consider the purchase of property for public purposes.

Upon roll call vote, all voted aye.

Entered executive session at 4:06pm.

The three Board Members and Mr. Gilcher were included in the executive session.

Mr. Kretzmann made a motion, second by Mr. Stepp to return from executive session. Upon roll call vote, all voted aye.

Return from executive session at 4:59pm

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

**10. TRUSTEES' COMMENTS**

Mr. Platte asked if there was any consideration for a tablet for Board members. He said he has been using his phone for District business but sometimes it is difficult to

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review some documents. Mr. Gilcher stated it has not been done in the past but it is something that can be looked into.

He also stated in the agreement with the City of Pataskala there is a provision that there is an annual meeting with the City and a representative from the Board. Mr. Gilcher and Mr. Platte are planning to get that scheduled.

Mr. Platte made a motion, second by Mr. Kretzmann to approve the following:

**R 2021-017**

**WHEREAS: THE DISTRICT HAS AN OPENING FOR THE COLLECTIONS SYSTEM SUPERVISOR POSITION DUE TO AN EXTENDED ABSENCE OF THE CURRENT COLLECTIONS SYSTEM SUPERVISOR AND ALSO HAS AN OPENING FOR THE WATER RECLAMATION SUPERVISOR DUE TO AN EXTENDED ABSENCE OF THE WATER RECLAMATION SUPERVISOR AND;**

**WHEREAS: THE GENERAL MANAGER RECOMMENDS THAT JOSHUA HOLTON BE PLACED AS ACTING COLLECTIONS SYSTEM SUPERVISOR AND ACTING WATER RECLAMATION SUPERVISOR DURING THE ABSENCE OF THE CURRENT COLLECTIONS SYSTEM SUPERVISOR AND CURRENT WATER RECLAMATION SUPERVISOR AND;**

**THEREFORE: THE BOARD OF TRUSTEES HEREBY APPOINTS JOSHUA HOLTON AS ACTING COLLECTIONS SYSTEM SUPERVISOR FROM MARCH 22, 2021 THROUGH APRIL 18, 2021 AND ACTING WATER RECLAMATION SUPERVISOR FROM APRIL 19, 2021 THROUGH JUNE 13, 2021 WITH COMPENSATION AT \$32.96 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 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. 2021-017 WAS APPROVED**

Mr. Kretzmann stated he met with St. Albans Township Tuesday night and reiterated Mr. Platte's assessment of the MOU with their Board. They are not convinced it is necessary and at this point they are not interested in signing the MOU.

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**11. 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 5:04 p.m.

ATTEST:



TRENT STEPP, SECRETARY

**SWLCWSD  
OFFICE REPORT  
03/11/21**

1) Connection Fees Collected

	2019	2020	1st Qtr. 2021	2nd Qtr. 2021	3rd Qtr. 2021	4th Qtr. 2021	Total 2021
Water	\$1,475,649.52	\$1,748,566.72	\$600,958.50	\$0.00	\$0.00	\$0.00	\$600,958.50
Sewer	\$1,320,917.88	\$1,351,113.99	\$366,318.22	\$0.00	\$0.00	\$0.00	\$366,318.22
<b>Total</b>	<b>\$2,796,567.40</b>	<b>\$3,099,680.71</b>	<b>\$967,276.72</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$967,276.72</b>

2) Billing Charges

	2019	2020	1st Qtr. 2021	2nd Qtr. 2021	3rd Qtr. 2021	4th Qtr. 2021	Total 2021
Water	\$2,723,072.58	\$2,797,884.12	\$458,570.44	\$0.00	\$0.00	\$0.00	\$458,570.44
Sewer	\$6,085,751.09	\$6,246,711.20	\$1,033,016.63	\$0.00	\$0.00	\$0.00	\$1,033,016.63
<b>Total</b>	<b>\$8,808,823.67</b>	<b>\$9,044,595.32</b>	<b>\$1,491,587.07</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,491,587.07</b>

3) Capacity Fees

	2019	2020	1st Qtr. 2021	2nd Qtr. 2021	3rd Qtr. 2021	4th Qtr. 2021	Total 2021
Water	\$99,555.30	\$185,357.50	\$17,722.50	\$0.00	\$0.00	\$0.00	\$17,722.50
Sewer	\$109,980.30	\$196,337.50	\$14,247.50	\$0.00	\$0.00	\$0.00	\$14,247.50
<b>Total</b>	<b>\$209,535.60</b>	<b>\$381,695.00</b>	<b>\$31,970.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$31,970.00</b>

4) Assessment Revenue

	2019	2020	2021	Total 2021
1st Half	\$695,562.52	\$472,378.86	\$0.00	\$0.00
2nd Half	\$547,574.19	\$370,687.93	\$0.00	\$0.00
<b>Total</b>	<b>\$1,243,136.71</b>	<b>\$843,066.79</b>	<b>\$0.00</b>	<b>\$0.00</b>

Cash in Bank	As of 03/10/21	As of 03/09/20
	\$19,387,836.07	\$16,423,781.47
*Does not allow for future expenses		
Loan Payment Due 07/01/21	\$3,000,000.00	\$3,200,000.00
<b>Balance Available</b>	<b>\$16,387,836.07</b>	<b>\$13,223,781.47</b>