

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

**BOARD MEETING MINUTES  
April 8, 2021**

**1. OPENING**

The April 8, 2021 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. Platte, and Mr. Stepp were present at roll call. Also present were Josephine Carrelli, 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. 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, second by Mr. Stepp to approve the minutes of the regular meeting of March 25, 2021 as presented. Upon roll call vote, all voted aye. Motion Carried.

Mr. Kretzmann made a motion, second by Mr. Stepp to approve the minutes of the special meeting of April 1, 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**

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**ADMINISTRATIVE OFFICE REOPENING DISCUSSION:**

Mr. Gilcher stated the plan is to open the office back up to the public on June 1, 2021. This would mean the June 10, 2021 board meeting would be able to open back up to the public as long as other guidelines are still followed. Mr. Kretzmann asked if there was a need for a member of the public to come to a meeting prior to June 10 if arrangements could be made to accommodate that. Mr. Gilcher stated he had no issues with it as long as we were following current health orders.

**PATASKALA CORPORATE PARK ELEVATED WATER STORAGE TANK PROPERTY DISCUSSION:**

Mr. Gilcher stated Red Rock Developments is looking to buy a piece of property currently owned by Mr. Emswiler. The District owns 1.5 acres of this property for a water tower. Red Rock Development is asking for a swap for another 1.5 acres on the property as the current area will be right in the middle of their proposed site.

Mr. Gilcher stated he does not think the District should be out of pocket for any costs associated with this. He also said the geotechnical work would need to be done to make sure the soil in the new area can handle a water tower. Mr. Gilcher also stated he requested the City of Pataskala draft a letter stating they had no issues with the swap and no issues with a water tower going up on the site.

Mr. Gilcher will set up a meeting with Red Rock and Mr. Platte to discuss the project as a whole and go over all of the issues discussed to be able to move forward.

**HOLLOW ROAD WATERLINE EXTENSION PROJECT:**

Mr. Gilcher stated they continue to work in the Amanda and Joshua Dr. area for Phase 1. They are making progress on 310 towards Morse Rd for Phase 2. Mr. Gilcher stated he was contacted by ODOT last week to let the District know they are planning a culvert replacement south of Worthington Rd. This is a pretty significant project. Mr. Gilcher stated the District will change its plans and go around the culvert to avoid any waterline relocation in the future. He has requested the engineer take a look at it and get with the contractor to come up with a price to perform that work.

**RESOLUTION TO APPROVE HOLLOW ROAD WATERLINE EXTENSION, PHASE 2 PROJECT CHANGE ORDER #002:**

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

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**RESOLUTION:**

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

**R 2021-024**

1. **THE GENERAL MANAGER HAS REVIEWED AND RECOMMENDS APPROVAL OF CHANGE ORDER #002 TO FIELDS EXCAVATING, INC. FOR INCREASES IN QUANTITIES USED AND OTHER ITEMS AS SHOWN ON ATTACHED CHANGE ORDER #002.**
2. **THE BOARD OF TRUSTEES HEREBY APPROVES CHANGE ORDER #002 IN THE AMOUNT OF \$28,453.20 FOR A TOTAL ADJUSTED CONTRACT PRICE OF \$1,208,817.80 WITH FIELDS EXCAVATING, INC. FOR THE HOLLOW ROAD WATERLINE EXTENSION, PHASE II PROJECT.**
3. **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. 2021-024 WAS APPROVED.**

**RESOLUTION TO APPROVE DEVELOPMENT AGREEMENT FOR THE ELLINGTON VILLAGE SECTION 9 PROJECT:**

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

**RESOLUTION:**

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

**R 2021-025**

1. **RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT WITH DR HORTON – INDIANA, LLC. DBA. WESTPORT HOMES, FOR THE ELLINGTON VILLAGE SECTION 9 PROJECT;**
2. **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**

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**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. 2021-025 WAS APPROVED.**

**RESOLUTION TO APPROVE DEVELOPMENT AGREEMENT FOR THE ELLINGTON VILLAGE SECTION 10 PROJECT:**

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

**RESOLUTION:**

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

**R 2021-026**

- 1. RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT WITH DR HORTON – INDIANA, LLC. DBA. WESTPORT HOMES, FOR THE ELLINGTON VILLAGE SECTION 10 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. 2021-026 WAS APPROVED.**

**RESOLUTION TO APPROVE DEVELOPMENT AGREEMENT FOR THE SUMMIT RIDGE ESTATES PHASE 3B PROJECT:**

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

**RESOLUTION:**

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

**R 2021-027**

- 1. RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT WITH SUMMIT RIDGE LIMITED PARTNERSHIP, FOR THE SUMMIT RIDGE ESTATES – SECTION 3B PROJECT;**
- 2. THAT IT IS FOUND AND DETERMINED THAT ALL FORMAL ACTIONS OF THIS BOARD OF TRUSTEES CONCERNING AND RELATING TO THE ADOPTION OF**

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**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. 2021-027 WAS APPROVED.**

**RESOLUTION TO APPROVE DEVELOPMENT AGREEMENT FOR THE WATKINS HS RENOVATION TO MS PROJECT:**

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

**RESOLUTION:**

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

**R 2021-028**

- 1. RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT WITH THE BOARD OF TRUSTEES OF THE SOUTHWEST LICKING LOCAL SCHOOL DISTRICT FOR THE SOUTHWEST LICKING SCHOOLS WATKINS HS RENOVATION TO MS PROJECT; AND**
- 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. 2021-028 WAS APPROVED.**

**RESOLUTION TO APPROVE DEVELOPMENT AGREEMENT FOR THE 70 EAST LOGISTICS PHASE II PROJECT:**

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

**RESOLUTION:**

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

**R 2021-029**

- 1. RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT WITH AHS ETNA, LLC, FOR THE 70 EAST LOGISTICS – PHASE II PROJECT;**

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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. 2021-029 WAS APPROVED.**

**RESOLUTION TO AUTHORIZE THE DISTRICT ACCOUNTANT TO ADVERTISE FOR BANK DEPOSITORY BIDS:**

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

**RESOLUTION:**

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

**R 2021-030**

**WHEREAS: THE DISTRICT'S MEMORANDUM OF AGREEMENT FOR DEPOSIT OF PUBLIC FUNDS WITH PARK NATIONAL BANK WILL EXPIRE ON JUNE 8, 2021;**

**THEREFORE: THE BOARD OF TRUSTEES AUTHORIZE THE DISTRICT ACCOUNTANT TO PLACE AN ADVERTISEMENT IN THE NEWARK ADVOCATE FOR BANK DEPOSITORY BIDS AND;**

**THE BOARD OF TRUSTEES WILL MEET ON MAY 13, 2021 AT 4:00 P.M. AT THE OFFICES OF THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT, 69 ZELLERS LANE, PATASKALA, OHIO 43062, LICKING COUNTY AT WHICH TIME THE APPLICATIONS FOR ACTIVE, INACTIVE, AND INTERIM DEPOSITS OF SAID DISTRICT WILL BE EXAMINED AND THE DESIGNATION OF THE DEPOSITORY SHALL BE MADE FOR A PERIOD OF FIVE (5) YEARS COMMENCING ON WEDNESDAY, JUNE 9, 2021. THE BOARD ESTIMATES THE AGGREGATE MAXIMUM AMOUNT OF DISTRICT FUNDS TO BE AWARDED AND ON DEPOSIT AS INACTIVE DEPOSITS TO BE ONE MILLION DOLLARS (\$1,000,000.00).**

**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**

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**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**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2021-030 WAS APPROVED.**

**RESOLUTION TO APPROVE AGREEMENT WITH GREAT LAKES COMMUNITY ACTION PARTNERSHIP FOR UPDATED RATE STUDY:**

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

**RESOLUTION:**

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

**R 2021-031**

1. **THE BOARD OF THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT HEREBY APPROVES THE INDEPENDENT CONTRACTOR AGREEMENT WITH THE GREAT LAKES COMMUNITY ACTION PARTNERSHIP, AS PRESENTED.**
2. **IT IS FOUND AND DETERMINED THAT ALL FORMAL ACTIONS OF THIS BOARD CONCERNING AND RELATING TO THE PASSAGE OF THIS ORDINANCE WERE PASSED IN AN OPEN MEETING OF THIS BOARD AND THAT ALL DELIBERATIONS OF THIS BOARD AND OF ANY OF ITS COMMITTEES THAT RESULTED IN SUCH FORMAL ACTION, WERE IN MEETINGS OPEN TO THE PUBLIC, IN COMPLIANCE WITH ALL LEGAL REQUIREMENTS INCLUDING SECTION 121.22 OF THE OHIO REVISED CODE.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2021-031 WAS APPROVED.**

**7. OFFICE MANAGER'S REPORT**

Mrs. Carrelli provided an update on March shut offs. She stated 18 tags were left for disconnections. 3 customers were shut off on Wednesday March 31 and they were all turned back on the same day.

**8. ATTORNEY'S REPORT**

There was no attorney report.

**9. EXECUTIVE SESSION**

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Mr. Stepp made a motion, second by Mr. Kretzmann, to enter into executive session 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 4:26 p.m.

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.

Returned from executive session at 4:36pm

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

Mr. Stepp made a motion, second by Mr. Kretzmann, to enter into executive session pursuant to Ohio Revised Code 121.22 (G)(8), for the purpose of considering confidential information:

1. Related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statement of an applicant for economic development assistance,
2. And
3. The information is:
  - 3.1 Directly related to a request for economic development assistance that is to be provided or administered under Ohio Revised Code Chapter 715, or other permissible Code Section, or that involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project; and
  - 3.2 The Board hereby determines that the executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project.

Upon roll call vote, all voted aye.

Entered executive session at 4:37 p.m.

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



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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 4:53 p.m.

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

**10. TRUSTEES' COMMENTS**

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

**RESOLUTION:**

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

**R 2021-032**

**1. THAT THE BOARD HEREBY APPROVES THE REAL ESTATE PURCHASE CONTRACT WITH FIRM FOUNDATION PROPERTIES, LIMITED FOR THE PURCHASE OF 4.36 +/- ACRES AS PRESENTED.**

**2. THAT THE BOARD HEREBY APPROVES THE PAYMENT OF ONE HUNDRED THOUSAND DOLLARS (\$100,000.00) PURSUANT TO THE PURCHASE CONTRACT, WITH FURTHER CONSIDERATION TO BE PROVIDED BY THE PURCHASER OF THIRTY THOUSAND DOLLARS (\$30,000.00) TOWARDS FUTURE WATER AND/OR SEWER TAP FEES TO APPLY TO THE RESIDUAL PORTION OF PARCEL A, AS LOCATED NORTH OF STATE ROUTE 161 ("TRACT 2") PURSUANT TO THE PURCHASE CONTRACT.**

**3. THAT THE BOARD AUTHORIZES BOARD PRESIDENT, LARRY KRETZMANNM TO EXECUTE ALL NECESSARY RELATED DOCUMENTS, INCLUDING ALL CLOSING DOCUMENTS.**

**4. IT IS FOUND AND DETERMINED THAT ALL FORMAL ACTIONS OF THIS BOARD CONCERNING AND RELATING TO THE PASSAGE OF THIS ORDINANCE WERE PASSED IN AN OPEN MEETING OF THIS BOARD AND THAT ALL DELIBERATIONS OF THIS BOARD AND OF ANY OF ITS COMMITTEES THAT RESULTED IN SUCH FORMAL ACTION, WERE IN MEETINGS OPEN TO THE PUBLIC, IN COMPLIANCE WITH ALL LEGAL REQUIREMENTS INCLUDING SECTION 121.22 OF THE OHIO REVISED CODE.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2021-032 WAS APPROVED.**

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Mr. Stepp thanked Mr. Gilcher, Mrs. Carrelli and Mrs. Killen for working towards reopening the office. He thinks it is good for the community and will be good to allow public to the meetings again. Mr. Stepp asked Mr. Gilcher about any future plans for a drive up window. Mr. Gilcher stated that will be something to look at when the plans for the building are completed.

Mr. Platte thanked Mr. Gilcher for his continued work trying to find water and work on the sanitary expansion. Mr. Platte stated there is a lot of development going on in the District and he wanted to thank Mr. Gilcher for all the time and effort he has put in.

Mr. Kretzmann stated he wants it to be known that if there is any customer who needs to address the Board to contact Mr. Gilcher and he can make accommodations to allow that to happen.

**11. ADJOURNMENT**

Mr. Stepp 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 4:58 p.m.

ATTEST:



**TRENT STEPP, SECRETARY**

**SWLCWSD  
OFFICE REPORT  
04/08/21**

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	\$693,098.50	\$91,503.80	\$0.00	\$0.00	\$784,602.30
Sewer	\$1,320,917.88	\$1,351,113.99	\$473,988.22	\$14,356.00	\$0.00	\$0.00	\$488,344.22
<b>Total</b>	<b>\$2,796,567.40</b>	<b>\$3,099,680.71</b>	<b>\$1,167,086.72</b>	<b>\$105,859.80</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,272,946.52</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	\$692,733.08	\$0.00	\$0.00	\$0.00	\$692,733.08
Sewer	\$6,085,751.09	\$6,246,711.20	\$1,556,968.03	\$0.00	\$0.00	\$0.00	\$1,556,968.03
<b>Total</b>	<b>\$8,808,823.67</b>	<b>\$9,044,595.32</b>	<b>\$2,249,701.11</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,249,701.11</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	\$47,607.50	\$0.00	\$0.00	\$65,330.00
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>\$47,607.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$79,577.50</b>

4) Assessment Revenue

	2019	2020	2021	Total 2021
1st Half	\$695,562.52	\$472,378.86	\$302,195.30	\$302,195.30
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>\$302,195.30</b>	<b>\$302,195.30</b>

Cash in Bank	As of 04/06/21	As of 04/05/20
	\$20,493,860.57	\$16,951,323.68
*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>\$17,493,860.57</b>	<b>\$13,751,323.68</b>