

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

**BOARD MEETING MINUTES
May 13, 2021**

1. OPENING

The May 13, 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. 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. Platte, 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 Audit Finance Meeting of April 29, 2021, the Regular Meeting of April 29, 2021 and the Special Meeting of May 11, 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. Platte seconded. Upon roll call vote, all voted aye. Motion carried.

5. COMMUNICATIONS

There were no communications to report.

6. EXECUTIVE SESSION

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

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2. Related to negotiations with a political subdivision being the City of Pataskala, respecting their request for economic development assistance, 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 4:04 p.m.

The three Board Members, Mr. Gilcher and District's legal counsel were included in the executive session.

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

Returned from executive session at 4:50pm

Mr. Platte stated No resolution, rule, or formal action was taken during 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, promotion, demotion, or compensation of a public employee or official.

Upon roll call vote, all voted aye.

Entered executive session at 4:51 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.

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Returned from executive session at 5:43pm

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

7. GENERAL MANAGER'S REPORT

HOLLOW ROAD WATERLINE EXTENSION PROJECT:

Mr. Gilcher stated they are finishing up work in the Amanda Dr area and began the waterline extension heading West on Hollow Road for Phase 1. They continue to move north towards Worthington Dr for Phase II.

RESOLUTION TO APPROVE DEVELOPMENT AGREEMENT WITH RRWCP COLUMBUS PROPERTY, LLC AND RRIFI BUCKEYE I PROPERTY, LLC:

Mr. Gilcher presented a resolution for the Board's consideration and approval:
These properties are located in the Pataskala Corporate Park.

RESOLUTION:

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

R 2021-039

1. **THE BOARD OF THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT HEREBY APPROVES THE DEVELOPMENT AGREEMENT WITH RRWCP COLUMBUS PROPERTY, LLC AND RRIFI BUCKEYE I, LLC, AS PRESENTED, AND AUTHORIZES BOARD PRESIDENT, LARRY KRETZMANN, TO EXECUTE SAID DEVELOPMENT AGREEMENT, AND ALL NECESSARY AND RELATED DOCUMENTS.**
2. **THAT APPROVAL OF SAID DEVELOPMENT AGREEMENT PROVIDED FOR IN SECTION 1 OF THIS RESOLUTION IS CONTINGENT UPON THE COMPLETION OF THE REAL PROPERTY CONVEYANCES OUTLINED IN SECTION 3.1 OF THE DEVELOPMENT AGREEMENT.**
3. **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.**

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UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2021-039 WAS APPROVED.

RESOLUTION TO HIRE TIMOTHY LOUIS FOR THE WATER TREATMENT OPERATOR POSITION:

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

RESOLUTION:

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

R 2021-040

RESOLUTION TO HIRE TIMOTHY LOUIS FOR THE WATER TREATMENT OPERATOR POSITION AT \$22.25 PER HOUR PENDING SUCCESSFUL BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG SCREENING.

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. 2021-040 WAS APPROVED.

RESOLUTION TO APPROVE AN ENGINEERING AGREEMENT WITH CDM SMITH:

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

RESOLUTION:

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

R 2021-041

THAT THE BOARD HEREBY APPROVES THE ENGINEERING AGREEMENT WITH CDM SMITH, FOR THE SANITARY SEWER SERVICE STUDY FOR THE HAZELTON-ETNA ROAD (SR310) AND REFUGEE ROAD SERVICE TERRITORY, AS PRESENTED.

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UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2021-041 WAS APPROVED

RESOLUTION TO AWARD THE BID AS PUBLIC DEPOSITORY TO PARK NATIONAL BANK FOR A PERIOD OF 5 YEARS:

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

RESOLUTION:

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

R 2021-042

1. RECOMMEND TO AWARD THE BID AS PUBLIC DEPOSITORY TO PARK NATIONAL BANK FOR A PERIOD OF FIVE YEARS COMMENCING ON JUNE 9, 2021 THROUGH JUNE 8, 2026.

2. 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. 2021-042 WAS APPROVED.

RESOLUTION TO EXECUTE PUBLIC DEPOSITORY AGREEMENT WITH PARK NATIONAL BANK AS PRESENTED:

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

RESOLUTION:

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

R 2021-043

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RESOLUTION TO EXECUTE PUBLIC DEPOSITORY AGREEMENT WITH PARK NATIONAL BANK AS PRESENTED.

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. 2021-043 WAS APPROVED.

8. OFFICE MANAGER'S REPORT

Mrs. Carrelli had nothing to present.

9. ATTORNEY'S REPORT

There was no attorney report.

10. TRUSTEES' COMMENTS

RESOLUTION:

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

R 2021-044

THAT THE BOARD HEREBY APPROVES THE LETTER OF ENGAGEMENT WITH TEETOR WESTFALL, LLC. FOR OUTSIDE LEGAL SERVICES, AS PRESENTED.

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.

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**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2021-044
WAS APPROVED.**

Mr. Stepp stated he saw the CDC was going to be changing masking requirements for vaccinated individuals and asked Mr. Gilcher to continue to follow the guidance of the health orders. He thinks it is important to get the meetings open back up for the public to join in person as soon as possible.

Mr. Stepp also wanted to congratulate the 8th grade boys Licking Heights baseball team as they were runner ups in the championship earlier this week and would also like to congratulate the Watkins Warriors baseball team who were the champions.

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 5:53 p.m.

ATTEST:



TRENT STEPP, SECRETARY

**SWLCWSD
OFFICE REPORT
05/13/21**

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	\$727,285.20	\$0.00	\$0.00	\$1,420,383.70
Sewer	\$1,320,917.88	\$1,351,113.99	\$473,988.22	\$423,027.00	\$0.00	\$0.00	\$897,015.22
Total	\$2,796,567.40	\$3,099,680.71	\$1,167,086.72	\$1,150,312.20	\$0.00	\$0.00	\$2,317,398.92

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	\$268,522.47	\$0.00	\$0.00	\$961,255.55
Sewer	\$6,085,751.09	\$6,246,711.20	\$1,556,968.03	\$620,779.47	\$0.00	\$0.00	\$2,177,747.50
Total	\$8,808,823.67	\$9,044,595.32	\$2,249,701.11	\$889,301.94	\$0.00	\$0.00	\$3,139,003.05

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	\$60,117.50	\$0.00	\$0.00	\$77,840.00
Sewer	\$109,980.30	\$196,337.50	\$14,247.50	\$60,117.50	\$0.00	\$0.00	\$74,365.00
Total	\$209,535.60	\$381,695.00	\$31,970.00	\$120,235.00	\$0.00	\$0.00	\$152,205.00

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
Total	\$1,243,136.71	\$843,066.79	\$302,195.30	\$302,195.30

Cash in Bank	As of 05/11/21	As of 05/10/20
	\$21,851,914.39	\$17,842,339.86

*Does not allow for future expenses

Loan Payment Due 07/01/21	\$3,000,000.00	\$3,200,000.00
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Balance Available	\$18,851,914.39	\$14,642,339.86
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