

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

**BOARD MEETING MINUTES  
October 27, 2022**

**1. OPENING**

The October 27, 2022, Regular Board Meeting of the Southwest Licking Community Water and Sewer District was called to order by Mr. Kretzmann at 2:00 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 CJ Gilcher, Josephine Carrelli, Kathy Killen, Andrew King, 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 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, seconded by Mr. Platte to approve the meeting minutes from the October 13, 2022, Regular Meeting.

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. PUBLIC COMMENTS**

There were no public comments.

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**7. GENERAL MANAGER'S REPORT**

**RATE STUDY UPDATE:**

Mr. Gilcher stated Joe Crea from Raftelis was here to provide an update on the rate study. Mr. Crea said today he would be focusing on the capacity fee recommendations. He explained the findings and how he came up with the figures he got. Mr. Gilcher will continue to work with Mr. Crea on updating the deposit, fees and charges schedule and will bring it back to the Board for review and possible action by the end of the year.

**RESOLUTION TO RESCIND RESOLUTION 2022-105 TO HIRE TYLER MILLER FOR THE CONSTRUCTION INSPECTIONS POSITION:**

Mr. Gilcher presented a resolution for the Board's consideration and approval: Mr. Gilcher said Tyler has changed his mind about working for the District.

**RESOLUTION:**

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

**R 2022-109**

**WHEREAS: RESOLUTION 2022-105 PROVIDED TO HIRE TYLER MILLER FOR THE FULL TIME CONSTRUCTION INSPECTIONS POSITION; AND**

**WHEREAS: THE BOARD OF TRUSTEES DESIRE TO RESCIND THE OFFER OF EMPLOYMENT; AND**

**THEREFORE: THE BOARD OF TRUSTEES HEREBY RESCINDS RESOLUTION 2022-105 EFFECTIVE IMMEDIATELY.**

**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.**

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**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2022-109 WAS APPROVED.**

**RESOLUTION TO APPROVE AGREEMENT WITH SCP UPPER SCIOTO, LLC FOR THE WAGRAM WWTC PROJECT:**

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

**RESOLUTION:**

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

**R 2022-110**

**WHEREAS: THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT HAS DETERMINED THE NEED TO CONSTRUCT THE WAGRAM WASTEWATER TREATMENT CENTER PROJECT TO SERVICE EXISTING AND FUTURE CUSTOMERS, AND;**

**WHEREAS: THE ACTING GENERAL MANAGER RECOMMENDS THAT THE DISTRICT ENTER INTO AN AGREEMENT WITH SCP UPPER SCIOTO, LLC TO PROVIDE MITIGATION CREDITS AS DESCRIBED WITHIN THE AGREEMENT, AND;**

**THEREFORE: THE BOARD OF TRUSTEES APPROVES THE CONTRACT WITH SCP UPPER SCIOTO, LLC. IN AN AMOUNT NOT TO EXCEED \$917,920.00 AND HEREBY AUTHORIZES THE PRESIDENT OF THE BOARD OF TRUSTEES TO SIGN THE CONTRACT ATTACHED HERETO PENDING FINAL REVIEW BY DISTRICT LEGAL COUNSEL, 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. 2022-110 WAS APPROVED.**

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**8. OFFICE MANAGER'S REPORT**

**RESOLUTION TO CERTIFY DELINQUENTS TO THE LICKING COUNTY  
AUDITOR:**

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

**RESOLUTION:**

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

**R 2022-111**

**RESOLUTION TO CERTIFY DELINQUENTS TO THE LICKING COUNTY AUDITOR  
AS ATTACHED.**

**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. 2022-111 WAS APPROVED.**

**WATER SHUT OFFS:**

Mrs. Carrelli stated 51 door tags were left on Monday, October 24. 9 accounts were terminated for nonpayment on October 26 and 4 of those have paid to be turned back on.

**HEALTH INSURANCE RENEWAL:**

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

**RESOLUTION:**

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

**R 2022-112**

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1. **RESOLUTION TO ACCEPT THE INSURANCE PREMIUM RENEWAL AS PRESENTED BY BURNHAM & FLOWER INSURANCE GROUP, JIM ORGAN REPRESENTATIVE – MEDICAL MUTUAL OF OHIO HRA PLAN AT AN INCREASE OF 2.92% IN OVERALL PREMIUM COST- AND BURNHAM & FLOWER REMAIN AGENT OF RECORD FOR THE VISION, DENTAL POLICIES EFFECTIVE JANUARY 1, 2023. EMPLOYEE CONTRIBUTION TO BE 15% OF THE MEDICAL/VISION/DENTAL PLAN PREMIUM COSTS. LIFE INSURANCE RENEWAL WILL BE THROUGH CONSUMER LIFE/MMO. ALL COST BREAKDOWNS ATTACHED AND PRESENTED TO THE BOARD OF TRUSTEES.**
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. 2022-112 WAS APPROVED.**

Mrs. Carrelli also stated they were in the process of updating statement of values and vehicle information for the General Liability Insurance renewal.

**9. ATTORNEY’S REPORT**

Mr. King presented a resolution for the Board’s consideration and approval:

**RESOLUTION:**

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

**R 2022-113**

**A RESOLUTION AUTHORIZING GENERAL MANAGER TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED.**

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

**WHEREAS THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT IS PLANNING TO MAKE CAPITAL IMPROVEMENTS TO ROUTE 40 WATER EXTENSION-KIRKERSVILLE PHASE, AND**

**WHEREAS, THE INFRASTRUCTURE IMPROVEMENT HEREIN ABOVE DESCRIBED IS CONSIDERED TO BE A PRIORITY NEED FOR THE COMMUNITY AND IS A**

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**QUALIFIED PROJECT UNDER THE OPWC PROGRAMS,**

**NOW THEREFORE, BE IT RESOLVED BY SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT:**

**SECTION 1: THE GENERAL MANAGER IS HEREBY AUTHORIZED TO APPLY TO THE OPWC FOR FUNDS AS DESCRIBED ABOVE.**

**SECTION 2: THE GENERAL MANAGER IS AUTHORIZED TO ENTER INTO ANY AGREEMENTS AS MAY BE NECESSARY AND APPROPRIATE FOR OBTAINING THIS FINANCIAL ASSISTANCE.**

**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, MR. KRETZMANN AND MR. STEPP VOTED AYE.  
MR. PLATTE ABSTAINED.  
RESOLUTION NO. 2022-113 WAS APPROVED.**

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

**RESOLUTION:**

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

**R 2022-114**

**A RESOLUTION AUTHORIZING GENERAL MANAGER TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED.**

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

**WHEREAS THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT IS PLANNING TO MAKE CAPITAL IMPROVEMENTS TO SUMMIT ROAD WATER AND SEWER EXTENSION, AND**

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

**NOW THEREFORE, BE IT RESOLVED BY SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT:**

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**SECTION 1: THE GENERAL MANAGER IS HEREBY AUTHORIZED TO APPLY TO THE OPWC FOR FUNDS AS DESCRIBED ABOVE.**

**SECTION 2: THE GENERAL MANAGER IS AUTHORIZED TO ENTER INTO ANY AGREEMENTS AS MAY BE NECESSARY AND APPROPRIATE FOR OBTAINING THIS FINANCIAL ASSISTANCE.**

**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, MR. KRETZMANN AND MR. STEPP VOTED AYE.  
MR. PLATTE ABSTAINED.  
RESOLUTION NO. 2022-114 WAS APPROVED.**

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

**RESOLUTION:**

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

**R 2022-115**

**RESOLUTION TO APPROVE SUBMITTING PETITIONS REQUESTING THE INCLUSION OF CERTAIN REAL PROPERTY OWNED BY THE DISTRICT THAT IS SITUATED IN UNION TOWNSHIP INTO A JOINT ECONOMIC DEVELOPMENT DISTRICT, TO BE KNOWN AS THE UNION TOWNSHIP-HEATH JOINT ECONOMIC DEVELOPMENT DISTRICT NO. 1. (COPIES OF THE PETITIONS ARE ATTACHED HERETO AS EXHIBIT 1 AND INCORPORATE HEREIN.)**

**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. 2022-115 WAS APPROVED.**

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

**RESOLUTION:**

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

**R 2022-116**

**RESOLUTION TO AUTHORIZE THE PRESIDENT TO EXECUTE AN AGENT  
AUTHORIZATION FORM (ATTACHED HERETO AND INCORPORATED HEREIN)**

**THE BOARD AUTHORIZES THE GENERAL MANAGER TO TAKE THE NECESSARY  
STEPS TO IMPLEMENT THE AGREEMENT.**

**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. 2022-116 WAS APPROVED.**

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

**RESOLUTION:**

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

**R 2022-117**

**RESOLUTION TO APPROVE SECOND AMENDMENT TO 2010 AGREEMENT  
BETWEEN THE BOARD OF COMMISSIONERS OF LICKING COUNTY AND  
SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT  
REGARDING THE PROVISION OF WATER AND WASTEWATER SERVICES  
IN LICKING COUNTY SEWER DISTRICT NO. 9(EXHIBIT A ATTACHED HERETO  
AND INCORPORATED HEREIN)**

**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 THE REVISED CODE OF OHIO.**

**UPON ROLL CALL VOTE, MR. KRETZMANN AND MR. STEPP VOTED AYE.  
MR. PLATTE ABSTAINED.  
RESOLUTION NO. 2022-117 WAS APPROVED.**

**10. EXECUTIVE SESSION**

Mr. Platte made a motion, second by Mr. Stepp, to enter into executive session Pursuant to Ohio Revised Code 121.22 (G)(2) To consider the purchase of property for public purposes. The 3 board members, Mr. Gilcher and Mr. King were included in the executive session.

Upon roll call vote, all voted aye.

Entered executive session at 2:42 p.m.

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 2:58 p.m.

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

**11. TRUSTEES' COMMENTS**

Mr. Stepp made a motion, seconded by Mr. Platte, to reschedule the regularly scheduled board meeting on November 10, 2022, at 2:00pm to November 9, 2022 at 2:00pm. The meeting will be held at the District office.

Upon Roll Call vote, all voted aye. Motion carried.

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**12. ADJOURNMENT**

Mr. Kretzmann made a motion, second by Mr. Platte that the meeting would be adjourned. Upon Roll Call vote, all voted aye. The meeting was adjourned at 9:59 p.m.

**ATTEST:**

  
\_\_\_\_\_  
**Trent Stepp, Secretary**

**SWLCWSD  
OFFICE REPORT  
10/27/22**

1) Connection Fees Collected

	2020	2021	1st Qtr. 2022	2nd Qtr. 2022	3rd Qtr. 2022	4th Qtr. 2022	Total 2022
Water	\$1,748,566.72	\$3,302,569.87	\$703,684.76	\$106,164.20	\$420,991.66	\$12,847.00	\$1,243,687.62
Sewer	\$1,351,113.99	\$2,160,023.93	\$396,249.60	\$114,795.20	\$472,264.17	\$22,924.00	\$1,006,232.97
<b>Total</b>	<b>\$3,099,680.71</b>	<b>\$5,462,593.80</b>	<b>\$1,099,934.36</b>	<b>\$220,959.40</b>	<b>\$893,255.83</b>	<b>\$35,771.00</b>	<b>\$2,249,920.59</b>

2) Billing Charges

	2020	2021	1st Qtr 2022	2nd Qtr. 2022	3rd Qtr. 2022	4th Qtr. 2022	Total 2022
Water	\$2,797,884.12	\$3,020,543.16	\$723,798.34	\$768,868.34	\$821,302.98	\$0.00	\$2,313,969.66
Sewer	\$6,246,711.20	\$6,596,057.67	\$1,609,156.07	\$1,665,348.79	\$1,718,216.87	\$0.00	\$4,992,721.73
<b>Total</b>	<b>\$9,044,595.32</b>	<b>\$9,616,600.83</b>	<b>\$2,332,954.41</b>	<b>\$2,434,217.13</b>	<b>\$2,539,519.85</b>	<b>\$0.00</b>	<b>\$7,306,691.39</b>

3) Capacity Fees

	2020	2021	1st Qtr. 2022	2nd Qtr. 2022	3rd Qtr. 2022	4th Qtr. 2022	Total 2022
Water	\$185,357.50	\$91,740.00	\$52,948.13	\$695.00	\$0.00	\$0.00	\$53,643.13
Sewer	\$196,337.50	\$84,095.00	\$52,948.12	\$695.00	\$0.00	\$0.00	\$53,643.12
<b>Total</b>	<b>\$381,695.00</b>	<b>\$175,835.00</b>	<b>\$105,896.25</b>	<b>\$1,390.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$107,286.25</b>

4) Assessment Revenue

	2020	2021	2022	Total 2022
1st Half	\$472,378.86	\$302,195.30	\$164,451.34	\$164,451.34
2nd Half	\$370,687.93	\$249,139.14	\$141,199.87	\$141,199.87
<b>Total</b>	<b>\$843,066.79</b>	<b>\$551,334.44</b>	<b>\$305,651.21</b>	<b>\$305,651.21</b>

Cash in Bank	As of 10/26/22	As of 10/25/21
*Does not allow for future expenses	\$24,702,013.97	\$24,553,433.30
Loan Payment Due 01/01/23	\$3,000,000.00	\$3,200,000.00
<b>Balance Available</b>	<b>\$21,702,013.97</b>	<b>\$21,353,433.30</b>

SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT

P.O. BOX 215, ETNA, OH 43018

69 ZELLERS LANE, PATASKALA, OH 43062

740-927-0410

REGULAR BOARD MEETING

October 27, 2022, 2:00pm (And streamed online for public viewing)

SIGN BELOW:

NAME

ADDRESS

PHONE