

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

**BOARD MEETING MINUTES
February 29, 2024**

1. OPENING

The February 29, 2024, 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. Stepp and Mrs. Carter were present at roll call. Also present were CJ Gilcher, Nick Eippert, Josephine Carrelli, and those members of the public who signed the sign in sheet. Jim Roberts joined via Webex. The meeting was also live streamed for public viewing.

2. ADOPTION OF AGENDA

Mr. Stepp made a motion, second by Mrs. Carter, 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. Stepp to approve the meeting minutes from the February 8, 2024, Regular Meeting.

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

4. PAYMENT OF BILLS

Mrs. Carter 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. EXECUTIVE DIRECTOR'S REPORT

RESOLUTION TO APPROVE AMENDED DEPOSIT, FEE AND CHARGE SCHEDULE:

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

RESOLUTION:

Mr. Stepp made a motion, second by Mrs. Carter

R 2024-022

RESOLUTION TO AUTHORIZE CHANGES TO THE DEPOSIT, FEE, AND CHARGE SCHEDULE (THE "2024 AMENDMENT") ATTACHED AS EXHIBIT 1.

BE IT RESOLVED BY THE BOARD OF TRUSTEES AS FOLLOWS:

- 1. THE BOARD ADOPTS THE PROPOSED CHANGES TO THE 2024 AMENDMENT TO THE DEPOSIT, FEE, AND CHARGE SCHEDULE REFLECTED IN EXHIBIT 1, SUBJECT TO SECTION 2 HEREIN, AND FINAL REVIEW BY THE EXECUTIVE DIRECTOR AND CHIEF LEGAL COUNSEL.**
- 2. THE BOARD HAS APPROVED A DECREASE OF THE DEBT ELIMINATION FEE IN THE AMOUNT OF \$8.00, AND HEREBY AUTHORIZES THIS CHANGE TO BE INCORPORATED INTO THE 2024 AMENDMENT.**
- 3. THE BOARD AUTHORIZES THE EXECUTIVE DIRECTOR TO TAKE THE STEPS NECESSARY TO IMPLEMENT THIS RESOLUTION.**
- 4. ALL CHANGES TO RATES FOR SERVICE, INCLUDING THE DEBT ELIMINATION FEE, WILL BE EFFECTIVE ON MAY 10, 2024. ALL OTHER CHANGES TO THE 2024 AMENDMENT WILL BE EFFECTIVE ON MARCH 1, 2024**
- 5. 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 OHIO REVISED CODE.**

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2024-022 WAS APPROVED.

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8. OPERATIONS DIRECTOR'S REPORT

SR 161 ELEVATED WATER STORAGE TANK PROJECT UPDATE:

Mr. Gilcher said they were still waiting on the weather to break before they break ground.

PATASKALA CORPORATE PARK SANITARY SEWER PROJECT UPDATE:

Mr. Gilcher provided the following update:

As far as the sanitary sewer goes, the force main is basically complete from the pump station down to US 40. They are working with ODOT to schedule when they can do the crossing from the north side of 40 to the south side and make the connection to the existing force main. This will most likely happen late March or early April. They are constructing sanitary sewer from the pump station north on Etna Parkway. Everything south of Etna Parkway is mostly complete. They are also working with the Licking County TID and coordinating the work. There are no significant delays to report on the piping project. They are also working to begin to excavate for the lift station precast wet well.

REFUGEE ROAD LIFT STATION PROJECT UPDATE:

Mr. Gilcher provided the following update:

Over the last two weeks they have been doing some soft start ups of the electrical equipment. The generator has been started up and low tested per our requirements and they are anticipating a pump start up next week. Pending how the pump start up goes, they will schedule substantial completion on the lift station and put it in operation. Pavement, fencing and demolition of the old lift station will follow.

WAGRAM WWTC PROJECT UPDATE:

Mr. Gilcher provided the following update:

They have started to pour the concrete walls on the oxidation ditch pump station. They are also starting some of the rebar tie in for the oxidation ditches. They are a little behind schedule, about 5-10 days, but are coming up with a plan to try to make up those days. These are mainly weather related delays.

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**RESOLUTION TO APPROVE-70 EAST LOGISTICS PHASE II BILL OF SALE-
WATER:**

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

RESOLUTION:

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

R 2024-023

1. **WHEREAS THE DISTRICT ENTERED INTO A DEVELOPMENT AGREEMENT WITH AHS ETNA, LLC. FOR THE 70 EAST LOGISTICS – PHASE II PROJECT ON APRIL 8, 2021, AND**
2. **WHEREAS ROUTE 70 O6, LLC ON BEHALF OF AHS ETNA, LLC. HAS COMPLETED ALL REMAINING PUNCH LIST ITEMS AND HAS FULLFILLED ITS CONTRACTUAL REQUIREMENTS REGARDING THE CONSTRUCTION OF THE WATER LINE INFRASTRUCTURE, AND**
3. **THEREFORE THE BOARD OF TRUSTEES APPROVES OF SAID BILL OF SALE FOR THE WATER LINE FACILITIES IN THE 70 EAST LOGISTICS – PHASE II PROJECT, AND**
4. **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. 2024-023 WAS APPROVED.

**RESOLUTION TO APPROVE-70 EAST LOGISTICS PHASE II BILL OF SALE-
SANITARY SEWER:**

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

RESOLUTION:

Mr. Kretzmann made a motion, second by Mrs. Carter

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R 2024-024

- 1. WHEREAS THE DISTRICT ENTERED INTO A DEVELOPMENT AGREEMENT WITH AHS ETNA, LLC. FOR THE 70 EAST LOGISTICS – PHASE II PROJECT ON APRIL 8, 2021, AND**
- 2. WHEREAS ROUTE 70 O6, LLC ON BEHALF OF AHS ETNA, LLC. HAS COMPLETED ALL REMAINING PUNCH LIST ITEMS AND HAS FULLFILLED ITS CONTRACTUAL REQUIREMENTS REGARDING THE CONSTRUCTION OF THE SANITARY SEWER LINE INFRASTRUCTURE, AND**
- 3. THEREFORE THE BOARD OF TRUSTEES APPROVES OF SAID BILL OF SALE FOR THE SANITARY SEWER LINE FACILITIES IN THE 70 EAST LOGISTICS – PHASE II PROJECT, AND**
- 4. 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. 2024-024 WAS APPROVED.

**RESOLUTION TO APPROVE-ELLINGTON VILLAGE SECTION 8, PART 1
BILL OF SALE-WATER:**

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

RESOLUTION:

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

R 2024-025

- 1. WHEREAS THE DISTRICT ENTERED INTO A DEVELOPMENT AGREEMENT WITH D.R. HORTON – INDIANA, LLC. FOR THE ELLINGTON VILLAGE SECTION 8, PART 1 PROJECT ON OCTOBER 22, 2020, AND**
- 2. WHEREAS D.R. HORTON – INDIANA, LLC. HAS COMPLETED ALL REMAINING PUNCH LIST ITEMS AND HAS FULLFILLED ITS CONTRACTUAL REQUIREMENTS REGARDING THE CONSTRUCTION OF THE WATER LINE INFRASTRUCTURE, AND**
- 3. THEREFORE THE BOARD OF TRUSTEES APPROVES OF SAID BILL OF SALE FOR THE WATER LINE FACILITIES IN THE ELLINGTON VILLAGE SECTION 8, PART 1**

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PROJECT, AND

4. **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. 2024-025 WAS APPROVED.

**RESOLUTION TO APPROVE-ELLINGTON VILLAGE SECTION 8, PART 1
BILL OF SALE-SANITARY SEWER:**

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

RESOLUTION:

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

R 2024-026

1. **WHEREAS THE DISTRICT ENTERED INTO A DEVELOPMENT AGREEMENT WITH D.R. HORTON – INDIANA, LLC. FOR THE ELLINGTON VILLAGE SECTION 8, PART 1 PROJECT ON OCTOBER 22, 2020, AND**
2. **WHEREAS D.R. HORTON – INDIANA, LLC. HAS COMPLETED ALL REMAINING PUNCH LIST ITEMS AND HAS FULLFILLED ITS CONTRACTUAL REQUIREMENTS REGARDING THE CONSTRUCTION OF THE SANITARY SEWER LINE INFRASTRUCTURE, AND**
3. **THEREFORE THE BOARD OF TRUSTEES APPROVES OF SAID BILL OF SALE FOR THE SANITARY SEWER LINE FACILITIES IN THE ELLINGTON VILLAGE SECTION 8, PART 1 PROJECT, AND**
4. **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. 2024-026 WAS APPROVED.

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**RESOLUTION TO APPROVE-ELLINGTON VILLAGE SECTION 8, PART 2
BILL OF SALE-WATER:**

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

RESOLUTION:

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

R 2024-027

1. WHEREAS THE DISTRICT ENTERED INTO A DEVELOPMENT AGREEMENT WITH D.R. HORTON – INDIANA, LLC. FOR THE ELLINGTON VILLAGE SECTION 8, PART 2 PROJECT ON FEBRUARY 11, 2021, AND
2. WHEREAS D.R. HORTON – INDIANA, LLC. HAS COMPLETED ALL REMAINING PUNCH LIST ITEMS AND HAS FULLFILLED ITS CONTRACTUAL REQUIREMENTS REGARDING THE CONSTRUCTION OF THE WATER LINE INFRASTRUCTURE, AND
3. THEREFORE THE BOARD OF TRUSTEES APPROVES OF SAID BILL OF SALE FOR THE WATER LINE FACILITIES IN THE ELLINGTON VILLAGE SECTION 8, PART 2 PROJECT, AND
4. 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. 2024-027 WAS APPROVED.

**RESOLUTION TO APPROVE-ELLINGTON VILLAGE SECTION 8, PART 2
BILL OF SALE-SANITARY SEWER:**

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

RESOLUTION:

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

R 2024-028

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1. **WHEREAS THE DISTRICT ENTERED INTO A DEVELOPMENT AGREEMENT WITH D.R. HORTON – INDIANA, LLC. FOR THE ELLINGTON VILLAGE SECTION 8, PART 2 PROJECT ON FEBRUARY 11, 2021, AND**
2. **WHEREAS D.R. HORTON – INDIANA, LLC. HAS COMPLETED ALL REMAINING PUNCH LIST ITEMS AND HAS FULLFILLED ITS CONTRACTUAL REQUIREMENTS REGARDING THE CONSTRUCTION OF THE SANITARY SEWER LINE INFRASTRUCTURE, AND**
3. **THEREFORE THE BOARD OF TRUSTEES APPROVES OF SAID BILL OF SALE FOR THE SANITARY SEWER LINE FACILITIES IN THE ELLINGTON VILLAGE SECTION 8, PART 2 PROJECT, AND**
4. **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. 2024-028 WAS APPROVED.

RESOLUTION TO APPROVE-CHANGE ORDER#001 WITH ROCK WATER DRILLING COMPANY:

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

RESOLUTION:

Mr. Stepp made a motion, second by Mrs. Carter

R 2024-029

WHEREAS: THE EXECUTIVE DIRECTOR HAS REVIEWED AND RECOMMENDS APPROVAL OF CHANGE ORDER #001 TO ROCK WATER DRILLING COMPANY FOR INCREASES IN QUANTITIES USED AND OTHER ITEMS AS SHOWN ON THE ATTACHED CHANGE ORDER #001, AND;

THEREFORE: THE BOARD OF TRUSTEES APPROVES CHANGE ORDER #001 IN THE AMOUNT OF \$35,925.00 WITH ROCK WATER DRILLING COMPANY FOR AN ADJUSTED CONTRACT PRICE IN AN AMOUNT NOT TO EXCEED \$109,432.00.

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 THE REVISED CODE OF OHIO.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2024-029 WAS APPROVED.

RESOLUTION TO APPROVE-CHANGE ORDER#001 WITH EAGON & ASSOCIATES:

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

RESOLUTION:

Mr. Stepp made a motion, second by Mrs. Carter

R 2024-030

WHEREAS: THE EXECUTIVE DIRECTOR HAS REVIEWED AND RECOMMENDS APPROVAL OF CHANGE ORDER #001 WITH EAGON & ASSOCIATES FOR INCREASES IN QUANTITIES USED AND OTHER ITEMS AS SHOWN ON THE ATTACHED CHANGE ORDER #001, AND;

THEREFORE: THE BOARD OF TRUSTEES APPROVES CHANGE ORDER #001 IN THE AMOUNT OF \$16,298.00 WITH EAGON & ASSOCIATES FOR AN ADJUSTED CONTRACT PRICE IN AN AMOUNT NOT TO EXCEED \$59,349.00.

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 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. 2024-030 WAS APPROVED.

RESOLUTION TO APPROVE-VILLAGE OF KIRKERSVILLE WATERLINE IMPROVEMENTS PROJECT REQUEST FOR QUALIFICATIONS:

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

RESOLUTION:

SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT

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Mr. Kretzmann made a motion, second by Mrs. Carter

R 2024-031

WHEREAS: THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT HAS DETERMINED THE NEED TO DESIGN THE VILLAGE OF KIRKERSVILLE WATERLINE IMPROVEMENTS PROJECT TO SERVICE FUTURE CUSTOMERS, AND;

THEREFORE: THE BOARD OF TRUSTEES HEREBY AUTHORIZES THE EXECUTIVE DIRECTOR TO DRAFT AND ADMINISTER A "REQUEST FOR QUALIFICATIONS" PROCESS FOR THE DESIGN OF THE VILLAGE OF KIRKERSVILLE WATERLINE IMPROVEMENTS PROJECT AS MENTIONED ABOVE.

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. 2024-031 WAS APPROVED.

9. OFFICE MANAGER'S REPORT

RESOLUTION TO CERTIFY DELINQUENT CHARGES 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. Stepp

R 2024-032

RESOLUTION TO CERTIFY DELINQUENTS TO THE LICKING COUNTY AUDITOR

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

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SECTION 121.22 OF THE REVISED CODE OF OHIO.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2024-032 WAS APPROVED.

WATER SHUT OFFS:

Mrs. Carrelli said there were 54 door tags left on Monday, February 26 and 8 of those were shut off for non-payment. 5 customers have paid and have been turned back on.

10. ATTORNEY'S REPORT:

Mr. Eippert had nothing to report.

11. EXECUTIVE SESSION

Mr. Kretzmann made a motion, seconded by Mrs. Carter to enter into executive session pursuant to section 121.22 (G)(1) of the Ohio Revised Code-To consider the compensation of an employee or official. The Board, Mr. Gilcher and Mr. Roberts were included in this executive session. AND

Pursuant to section 121.22 (G)(2) of the Ohio Revised Code-To consider the purchase of Property for public purpose. The Board, Mr. Roberts, Mr. Gilcher and Mr. Eippert were included in this executive session.

Upon roll call vote, all voted aye. Entered executive session at 4:22 p.m.

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

Returned from executive session at 4:49 p.m.

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

12. TRUSTEES' COMMENTS

Mr. Stepp asked if the Board would consider rescheduling the March 28, 2024, meeting to March 21, 2024, due to a scheduling conflict. He asked Mr. Kretzmann and Mrs. Carter to check their schedules and said it could be addressed at the next meeting.

Mr. Stepp said our employee handbook allows supervisors to give merit increases when appropriate and asked Mr. Gilcher to provide some additional information.

Mr. Gilcher said during the annual review process, there was a couple of supervisors who Wanted to recognize a couple of employees who has been exemplary over the last year. Eli McCance and Chris Hall with the water department both started with little to no

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knowledge of water treatment and have obtained class 2 certification in a very short time. They are both dependable and respectable and their supervisor, Chad Sims wanted to recognize them for that.

In the construction department, the supervisor, Kenny Lemmon wanted to recognize Lester Sharp and Chase Williams. Lester started with experience and is always willing to assist staff with less experience and is leaned on a lot to do that.

Chase started with a construction background and is another inspector that is dependable and is leaned on quite a bit. Mr. Gilcher said he agrees with the recommendations of the supervisors and they are all deserving.

Mr. Stepp said employee recognition is critical, both in attracting new employees but also the retention of valuable team members that we have.

Mr. Stepp made a motion, seconded by Mrs. Carter to provide an additional 2% merit increase, per the employee handbook, to be effective March 2, 2024, for the following employees: Eli McCance, Chris Hall, Lester Sharp and Chase Williams.

Mr. Kretzmann thanked Mr. Gilcher for the recommendations and said it is great that there were a few employees to be recognized.

Mr. Gilcher said he thinks the entire staff is great and wouldn't trade any of them and is happy to be able to recognize a few members of the team.

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

Mrs. Carter wanted to say she is willing to change the March 28 meeting as she also has some scheduling conflicts, and the change would work out for her.

Mr. Kretzmann wanted to think about it a little bit more and consult with Kathy to see how that could affect the payment of bills.

13. ADJOURNMENT

Mrs. Carter 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 4:57 p.m.

ATTEST:



Melissa Carter, Secretary

**SWLCWSD
OFFICE REPORT
02/29/24**

1) Connection Fees Collected

	2022	2023	1st Qtr. 2024	2nd Qtr. 2024	3rd Qtr. 2024	4th Qtr. 2024	Total 2024
Water	\$1,509,126.87	\$1,441,438.43	\$147,393.60	\$0.00	\$0.00	\$0.00	\$147,393.60
Sewer	\$1,127,636.52	\$783,297.36	\$99,091.50	\$0.00	\$0.00	\$0.00	\$99,091.50
Total	\$2,636,763.39	\$2,224,735.79	\$246,485.10	\$0.00	\$0.00	\$0.00	\$246,485.10

2) Billing Charges

	2022	2023	1st Qtr 2024	2nd Qtr. 2024	3rd Qtr. 2024	4th Qtr. 2024	Total 2024
Water	\$3,083,747.26	\$3,490,165.22	\$280,392.76	\$0.00	\$0.00	\$0.00	\$280,392.76
Sewer	\$6,661,980.99	\$6,885,871.54	\$565,777.81	\$0.00	\$0.00	\$0.00	\$565,777.81
Total	\$9,745,728.25	\$10,376,036.76	\$846,170.57	\$0.00	\$0.00	\$0.00	\$846,170.57

3) Capacity Fees

	2022	2023	1st Qtr. 2024	2nd Qtr. 2024	3rd Qtr. 2024	4th Qtr. 2024	Total 2024
Water	\$41,133.13	\$39,615.00	\$0.00	\$0.00	\$0.00		\$0.00
Sewer	\$40,438.12	\$116,925.50	\$0.00	\$0.00	\$0.00		\$0.00
Total	\$81,571.25	\$156,540.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

4) Assessment Revenue

	2022	2023	2024	Total 2024
1st Half	\$164,451.34	\$109,578.58	\$0.00	\$0.00
2nd Half	\$141,199.87	\$84,707.87	\$0.00	\$0.00
Total	\$305,651.21	\$194,286.45	\$0.00	\$0.00

Cash in Bank	As of 02/27/24	As of 02/26/23
	\$23,433,521.55	\$22,545,681.22
*Does not allow for future expenses		
Loan Payment Due 07/01/24	\$2,500,000.00	\$2,500,000.00
Balance Available	\$20,933,521.55	\$20,045,681.22