

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

**BOARD MEETING MINUTES  
May 9, 2024**

**1. OPENING**

The May 9, 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 and Mr. Stepp were present at roll call. Also present were Jim Roberts, CJ Gilcher, Nick Eippert, Josephine Carrelli, 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. 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, seconded by Mr. Stepp to approve the meeting minutes from the April 25, 2024, Regular Meeting.

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

**4. PAYMENT OF BILLS**

Mr. Stepp moved to approve payment of the bills as presented. Mr. Kretzmann 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 MOU WITH LICKING HEIGHTS SCHOOL DISTRICT:**

Mr. Roberts said The District has been working with Licking Heights Schools to come up with a solution to get them water for their graduation. All the projects were included in one development agreement and not all of them are complete, but they would like to have water so they can hold graduation at the new football stadium. They have come up with an agreement that doesn't waive any of our rules and regulations and could also be beneficial for the District. There are some easements that are still required that the District has been unable to obtain, and as part of this proposed agreement, Licking Heights commits to getting the easement issues resolved in the next 30 days. He said they do still have to get all water testing passed and get as built to the District as those requirements have not been waived.

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

**RESOLUTION:**

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

**R 2024-055**

**RESOLUTION TO APPROVE MEMORANDUM OF UNDERSTANDING WITH LICKING HEIGHTS LOCAL SCHOOL DISTRICT BOARD OF EDUCATION.**

**BE IT RESOLVED BY THE BOARD OF TRUSTEES AS FOLLOWS:**

- 1. THE BOARD AUTHORIZES THE BOARD PRESIDENT TO EXECUTE THE MEMORANDUM OF UNDERSTANDING, SUBJECT TO FINAL LEGAL REVIEW.**
- 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 OHIO REVISED CODE.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2024-055 WAS APPROVED.**

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**2024 LICKING COUNTY INFRASTRUCTURE LUNCHEON-JUNE 13, 2024:**

Mr. Roberts said the District has purchased a table for 8 people for this meeting. He asked the Board to let him know if they would like to attend.

Mr. Kretzmann said he would attend. Mr. Stepp will attend if his schedule allows.

**GENERAL UPDATE:**

Mr. Roberts said he attended an event at the Ohio Chamber of Commerce last night. He was able to have some productive conversations with The Director of Ohio EPA and Mark Johnson, the EPA representative the District typically works with. He will continue to have conversations with them and will be involved with the 15-county study they are conducting regarding water service availability.

**8. OPERATIONS DIRECTOR'S REPORT**

**WAGRAM WWTC PROJECT UPDATE:**

Mr. Gilcher provided the following update:

They are continuing to pour the base slab to the oxidation ditches and are beginning to pour wall slabs. They also poured the base slab on the effluent facility post aeration tank. The project is on track.

**PATASKALA CORPORATE PARK SANITARY SEWER PROJECT UPDATE:**

Mr. Gilcher provided the following update:

The contractor is continuing to move north up Etna Parkway, north of Innovation Way. The plan is to continue moving north and after that section of sanitary sewer is in, they will begin to move west along Refugee Rd. to the project end which is right by the Kohls building. They have also dug down on the lift station and will begin to set the precast concrete Structures for the lift station. This project is on schedule.

**SR 161 ELEVATED STORAGE TANK PROJECT UPDATE:**

Mr. Gilcher provided the following update:

The ring wall base foundation has been poured. There will be about a month pause on the project while the tank base crew finishes one job and is able to move over to this one but this is already built into their schedule. This project is also on schedule.

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**RESOLUTION TO APPROVE-AMENDED AGREEMENT WITH AMERICAN  
STRUCTURE POINT, INC FOR THE UNION TOWNSHIP WATERLINE  
EXTENSION PROJECT:**

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

**RESOLUTION:**

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

**R 2024-056**

**WHEREAS: THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT HAS DETERMINED THE NEED TO DESIGN THE UNION TOWNSHIP WATERLINE EXTENSION PROJECT TO SERVICE FUTURE CUSTOMERS, AND;**

**WHEREAS: THE EXECUTIVE DIRECTOR RECOMMENDS THAT THE DISTRICT AMEND THE ENGINEERING AGREEMENT WITH AMERICAN STRUCTUREPOINT, INC. TO PROVIDE ADDITIONAL WATERLINE DESIGN SERVICES AS DESCRIBED IN THE SCOPE OF SERVICES, AND;**

**THEREFORE: THE BOARD OF TRUSTEES APPROVES THE AMENDED CONTRACT WITH AMERICAN STRUCTUREPOINT, INC. IN AN AMOUNT NOT TO EXCEED \$540,360.00 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. 2024-056 WAS APPROVED.**

**RESOLUTION TO APPROVE-AMENDED AGREEMENT WITH ARCADIS  
US INC, FOR THE RACCOON CREEK WWTC PROJECT:**

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

**RESOLUTION:**

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

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**R 2024-057**

**WHEREAS: THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT HAS DETERMINED THE NEED TO CONSTRUCT THE RACCOON CREEK WASTEWATER TREATMENT CENTER PROJECT TO SERVICE FUTURE CUSTOMERS WITH A HIGH QUALITY DEPENDABLE SANITARY SEWAGE TREATMENT SERVICES, AND;**

**WHEREAS: THE EXECUTIVE DIRECTOR RECOMMENDS THAT THE DISTRICT AMEND THE ENGINEERING AGREEMENT WITH ARCADIS U.S., INC. TO PROVIDE ADDITIONAL DESIGN AND CONSTRUCTION ADMINISTRATIVE SERVICES AS DESCRIBED IN THE SCOPE OF SERVICES, AND;**

**THEREFORE: THE BOARD OF TRUSTEES APPROVES THE AMENDED CONTRACT WITH ARCADIS U.S., INC. IN AN AMOUNT NOT TO EXCEED \$5,168,789.00 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. 2024-057 WAS APPROVED.**

**RESOLUTION TO APPROVE-BILL OF SALE FOR THE DEV PROPERTY OH, LLC (ETNA PARCEL 5 ETNA LAND) PROJECT-WATER:**

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

**RESOLUTION:**

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

**R 2024-058**

- 1. WHEREAS THE DISTRICT ENTERED INTO A DEVELOPMENT AGREEMENT WITH ETNA PARCEL 5 LAND, LLC. FOR THE ETNA PARCEL 5 ETNA LAND PROJECT ON OCTOBER 14, 2021, AND**
- 2. WHEREAS THE DEV PROPERTY OHIO, LLC. AS THE SUCCESSOR OF INTEREST TO ETNA PARCEL 5 LAND, LLC. HAS COMPLETED ALL REMAINING PUNCH LIST ITEMS AND HAS FULLFILLED ITS CONTRACTUAL REQUIREMENTS REGARDING**

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**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 ETNA PARCEL 5 ETNA LAND 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. 2024-058 WAS APPROVED.**

**RESOLUTION TO APPROVE-BILL OF SALE FOR THE DEV PROPERTY OH, LLC (ETNA PARCEL 5 ETNA LAND) PROJECT-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 2024-059**

5. **WHEREAS THE DISTRICT ENTERED INTO A DEVELOPMENT AGREEMENT WITH ETNA PARCEL 5 LAND, LLC. FOR THE ETNA PARCEL 5 ETNA LAND PROJECT ON OCTOBER 14, 2021, AND**
6. **WHEREAS THE DEV PROPERTY OHIO, LLC. AS THE SUCCESSOR OF INTEREST TO ETNA PARCEL 5 LAND, LLC. HAS COMPLETED ALL REMAINING PUNCH LIST ITEMS AND HAS FULLFILLED ITS CONTRACTUAL REQUIREMENTS REGARDING THE CONSTRUCTION OF THE SANITARY SEWER LINE INFRASTRUCTURE, AND**
7. **THEREFORE THE BOARD OF TRUSTEES APPROVES OF SAID BILL OF SALE FOR THE SANITARY SEWER LINE FACILITIES IN THE ETNA PARCEL 5 ETNA LAND PROJECT, AND**
8. **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. 2024-059 WAS APPROVED.**

**9. OFFICE MANAGER'S REPORT**

Mrs. Carrelli had nothing to present.

**10. ATTORNEY'S REPORT:**

**RESOLUTION TO APPROVE ECONOMIC DEVELOPMENT AGREEMENT WITH TUPELO TREE, LTD:**

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

**RESOLUTION:**

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

**R 2024-060**

**RESOLUTION TO APPROVE ECONOMIC DEVELOPMENT AGREEMENT WITH TUPELO TREE, LTD.**

**BE IT RESOLVED BY THE BOARD OF TRUSTEES AS FOLLOWS:**

- 1. THE BOARD AUTHORIZES THE BOARD PRESIDENT TO EXECUTE ECONOMIC DEVELOPMENT AGREEMENT.**
- 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 OHIO REVISED CODE.**

**UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2024-060 WAS APPROVED.**

Mr. Eippert said he wanted to mention that he would not be at the next meeting as he will be on vacation.

**11. EXECUTIVE SESSION**

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Mr. Kretzmann made a motion, seconded by Mr. Stepp to enter into executive session pursuant to section 121.22 (G)(1) of the Ohio Revised Code-To consider the appointment, employment, or compensation of a public employee or official.

The Board, Mr. Roberts, Mr. Gilcher and Mr. Eippert 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 4:31 p.m.

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 5:12 p.m.

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

**12. TRUSTEES' COMMENTS**

Mr. Stepp thanked Mr. Kretzmann and the team for working with Licking Heights so they can have their graduation at the new stadium. He said hopefully this will show that we are a community partner and are interested in working with people as long as the Rules and Regulations are followed.

**13. 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 5:14 p.m.

ATTEST:

  
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Melissa Carter, Secretary