

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

**BOARD MEETING MINUTES
May 30, 2024**

1. OPENING

The May 30, 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. Mr. Kretzmann, Mr. Stepp and Mrs. Carter were present at roll call. Also present were Jim Roberts, CJ Gilcher, Josephine Carrelli, Kathy Killen, 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 Mrs. Carter to approve the meeting minutes from the May 9, 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

Mr. Roberts said there was an email that was sent by a resident who was upset with the minimum bill. He said this is something we should keep in mind as we continue to review our rates and policies.

6. PUBLIC COMMENTS

There were no public comments.

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7. EXECUTIVE DIRECTOR'S REPORT

SCHEDULE WORK SESSION:

Mr. Roberts said he sent some potential dates for this special meeting and asked what would work for the Board.

A Special Meeting has been scheduled for Monday, June 17, 2024, at 3:00pm. The agenda will be posted as soon as it is finalized.

INFRASTRUCTURE LUNCHEON-JUNE 13:

Mr. Roberts wanted to remind the Board of the infrastructure luncheon on June 13. This will be held at the Reese Center at OSU Newark at 11:00am.

Mr. Kretzmann and Mrs. Carter said they would like to attend. Mr. Stepp said he would attend if a spot needed to be filled but if there is someone else who wants to attend, that's fine too. Mr. Roberts will follow up with him on attendance.

GENERAL UPDATE:

Mr. Roberts said one property owner in Kirkersville that was offered a promissory note has signed it and made the first payment to connect to the water system. He is waiting for a contractor to get on the schedule.

Mr. Roberts said an application was submitted about 2 months ago to the EPA for a permit for the Raccoon Creek wastewater plant. There was a letter sent from an attorney on behalf of the City of Johnstown, The Village of Alexandria and The Village of Granville requesting a public hearing on the matter. Attached to the request was a strongly worded 8-page letter. He said they are working with the engineering team and legal team on a response to the letter. Mr. Roberts said that he was displeased with the tone of the letter. He also said there was an article written that was published last night regarding the letter and the public hearing.

The public hearing has been scheduled for July 16, 2024, at 6:00pm and will be located at the Alexandria Church of Christ. The hearing will be led by the EPA to answer questions and respond to comments and the District will have an opportunity to speak. There is also a time prior to the hearing and for a week after the hearing that written questions and or comments can be submitted.

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Mr. Roberts wanted to provide an update on the Licking Heights School project. He said at the last meeting they passed an MOU to provide an opportunity to have water at the new athletic facility for graduation. He said this did not happen, but not because of any fault of the District. He said the District has fulfilled all obligations pertaining to the MOU. The contractor did not have enough time to get everything completed to have water services turned on to all facilities. He said the water was turned on to the concession stands this past Tuesday but is not ready to be turned on to the bus garage or the athletic facilities because all of the pipes are not connected. He said as soon as it is ready to be turned on, they will turn it on. Mr. Kretzmann asked if there has been any conversations with the school. Mr. Roberts said all communication was with the contractor. Mr. Kretzmann said he may want to invite a conversation with the School District.

RESOLUTION TO ACCEPT THE 2023 FINANCIAL STATEMENT AS PRESENTED:

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

RESOLUTION:

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

R 2024-061

RESOLUTION TO ACCEPT THE 2023 FINANCIAL STATEMENT 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 OHIO REVISED CODE.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2024-061 WAS APPROVED.

8. OPERATIONS DIRECTOR'S REPORT

WAGRAM WWTC PROJECT UPDATE:

Mr. Gilcher provided the following update:

They continue to bring the walls up for the oxidation ditches. They have water tested the base structure for the post aeration tank to make sure there are no leaks. They continue to construct on schedule as of today.

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PATASKALA CORPORATE PARK SANITARY SEWER PROJECT UPDATE:

Mr. Gilcher provided the following update:

The contractor is continuing to move north of Innovation Way with the 24" gravity sewer. They brought in another crew this week to head west on Refugee Rd from Etna Parkway so there are two crews working on the sanitary sewer portion of that project. The other contractor doing the sanitary sewer lift station will begin placing pumps and piping once the wet wall structure is set. This project is also on schedule. Final grade and seeding will occur after substantial completion, which is anticipated to be late summer or early fall.

SR 161 ELEVATED STORAGE TANK PROJECT UPDATE:

Mr. Gilcher provided the following update:

The base ring wall structure is complete. They have put the base piping in and backfilled it. They are now waiting for the shaft crew to come in to start building the concrete shaft up. They are anticipating starting that July 1, 2024, pending weather.

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 Mrs. Carter

R 2024-062

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 SECTION 121.22 OF THE REVISED CODE OF OHIO.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2024-062 WAS APPROVED.

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**RESOLUTION TO RELEASE DEFERRED WATER ASSESSMENT AND
AUTHORIZE THE FILING OF AN UPDATED AFFIDAVIT OF FACT:**

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

RESOLUTION:

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

R 2024-063

BE IT RESOLVED BY THE BOARD OF TRUSTEES AS FOLLOWS:

1. **THAT THE BOARD HEREBY REMOVED THE DEFERRED WATER ASSESSMENT, AS IT HAS BEEN PAID IN FULL, AS TO THE FOLLOWING PROPERTY:**

**PARCEL # 010-017064-00.000
3232 ALLEGHENY LLC
10028 WATKINS RD
ETNA, OH 43062
CONFIRMATION # 526573**

WATER PROJECT # 10259:	\$3080.00
INTEREST:	\$5013.54
TOTAL:	\$8093.54 EFT

2. **THAT THE BOARD HEREBY AUTHORIZES THE FILING OF AN UPDATED AFFIDAVIT OF FACT WITH THE LICKING COUNTY RECORDER'S OFFICE INDICATING THAT THE ASSESSMENT HAS BEEN PAID IN FULL.**
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.**

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2024-063 WAS APPROVED.

WATER SHUT OFFS:

Mrs. Carrelli said there were 48 door tags left on Tuesday, May 28. 10 customers were shut off today and 7 of those has since been turned back on.

10. ATTORNEY'S REPORT:

Mr. Eippert was not present.

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11. EXECUTIVE SESSION

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, and Mr. Gilcher 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, and Mr. Gilcher were included in this executive session.

Upon roll call vote, all voted aye. Entered executive session at 4:29 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 5:35 p.m.

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

12. TRUSTEES' COMMENTS

Mr. Stepp said growth is here. We are seeing it in Licking County, seeing it in our existing service territory and seeing it across areas where they are asking to be served by the District. That growth is going to require them to make continued difficult decisions. It is going to put constraints on the Board and continue to cause stress for the existing staff and cause a need for new staff. He said all of those things can be exciting, but they are also a little overwhelming for the Board. He said from his personal perspective, you can't do any of these things without a great staff. He said everyday hopefully the leaders are telling their teams how great of a job they are doing but what he sees is exceptionally positive from the team we have and the challenge is how to find more of those great people. He also spoke about the article that Mr. Roberts mentioned. He said he was pleased to see that Mr. Robert's quotes were included in the article. He said he gets tired of hearing and reading things that demonize and mischaracterize the District. He said the District is seeking to do positive things in the community. He said the letter that was written was sloppy and full of unfounded opinions but felt the article about the letter was fair. He is frustrated with the leadership of Johnstown. He said he is frustrated because he has made personal efforts and had very good discussions with leaders and then reads disparaging remarks in newspaper articles.

Mrs. Carter said she is looking forward to the work session/special meeting so they can start talking about future planning. She said they made a decision a while back about whether they were going to grow or not and we have grown and so we have to keep up with that growth. She said in order to do that, they have to make a lot of difficult decisions ranging from purchasing property to hiring new staff to proper compensation of the existing staff and just

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across the board. She said she thinks a work session where they can go in depth with those things and talk about them openly and work out a strategy to move forward is a really good thing.

Mr. Kretzmann said the Special Meeting on June 17 will be very informative for anybody interested in the District. He said they would have to address 3 major topics, staffing, governance and funding. He said the District's CPA has applauded us for the things we have done well so far and also reflected a little bit of fear of the growth that we are going to see and how we need to be ready for that. He said since we are getting some federal finding now there is more work for staff to comply with those requirements. He looks forward to seeing anybody who wants to take a couple of hours out of their time. He said they are planning to have the meeting from 3pm and will go until everything has been discussed.

13. ADJOURNMENT

Mrs. Carter 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 5:43 p.m.

ATTEST:



Melissa Carter, Secretary

**SWLCWSD
OFFICE REPORT
05/30/24**

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	\$415,163.06	\$166,378.70	\$0.00	\$0.00	\$581,541.76
Sewer	\$1,127,636.52	\$783,297.36	\$253,433.26	\$95,963.00	\$0.00	\$0.00	\$349,396.26
Total	\$2,636,763.39	\$2,224,735.79	\$668,596.32	\$262,341.70	\$0.00	\$0.00	\$930,938.02

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	\$849,216.36	\$271,154.03	\$0.00	\$0.00	\$1,120,370.39
Sewer	\$6,661,980.99	\$6,885,871.54	\$1,704,883.16	\$549,389.32	\$0.00	\$0.00	\$2,254,272.48
Total	\$9,745,728.25	\$10,376,036.76	\$2,554,099.52	\$820,543.35	\$0.00	\$0.00	\$3,374,642.87

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	\$61,850.00	\$3,475.00	\$0.00		\$65,325.00
Sewer	\$40,438.12	\$116,925.50	\$61,850.00	\$3,475.00	\$0.00		\$65,325.00
Total	\$81,571.25	\$156,540.50	\$123,700.00	\$6,950.00	\$0.00	\$0.00	\$130,650.00

4) Assessment Revenue

	2022	2023	2024	Total 2024
1st Half	\$164,451.34	\$109,578.58	\$65,229.55	\$65,229.55
2nd Half	\$141,199.87	\$84,707.87	\$0.00	\$0.00
Total	\$305,651.21	\$194,286.45	\$65,229.55	\$65,229.55

Cash in Bank	As of 05/29/24	As of 05/28/23
	\$23,286,872.65	\$15,257,378.44
*Does not allow for future expenses		
Loan Payment Due 01/01/25	\$2,500,000.00	\$2,500,000.00
Balance Available	\$20,786,872.65	\$12,757,378.44