

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

**BOARD MEETING MINUTES
June 13, 2024**

1. OPENING

The June 13, 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 Mrs. Carter were present at roll call. Also present were Jim Roberts, CJ Gilcher, Nick Eippert, 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 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 Mrs. Carter to approve the meeting minutes from the May 30, 2024, Audit Finance Meeting and the May 30, 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. Kretzmann seconded. Upon roll call vote, all voted aye. Motion carried.

5. COMMUNICATIONS

There were no communications.

6. PUBLIC COMMENTS

There were no public comments.

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7. EXECUTIVE DIRECTOR'S REPORT

RMP DEVELOPMENT UPDATE:

Mr. Platte said there were some recent events that is going to change course on some projects in Kirkersville. He said it was a good thing and it would help expedite some things going on. He continues to work with staff if not daily, every other day on projects in the District and is happy to answer any questions.

GENERAL UPDATE:

Mr. Roberts thanked Mr. Kretzmann and Mrs. Carter for attending the Grow Licking County/LCATS luncheon today. He said while the topic was not specifically water and sewer related, it always seems to come up and reiterates that we are an important part of the growth in Licking County. He also wanted to thank the staff members who were also able to join.

Mr. Roberts wanted to mention the public hearing that is scheduled for the NPDES permit for the Raccoon Creek Plant. It is an EPA hearing and will be held on July 16 at 6:00pm at the Alexandria Church of Christ.

2025 DRAFT BUDGETS:

Mr. Roberts said the Board has been presented with the draft budgets for 2025. Mrs. Killen said the budgets must be approved by the last meeting in June. She asked them to look them over and let her know if there were any questions.

Mr. Kretzmann asked if there was an average percentage increase. Mrs. Killen said it depended on the budget item. Typically it would be around a 5%-7% increase unless there is something major going on.

RESOLUTION TO ENTER INTO A WATER POLLUTION CONTROL LOAN FUND AGREEMENT FOR THE RACCOON CREEK WASTEWATER TREATMENT CENTER PROJECT:

Mrs. Killen 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 2024-064

A RESOLUTION AUTHORIZING LAWRENCE KRETZMANN, PRESIDENT, BOARD OF TRUSTEES, SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT TO APPLY FOR, ACCEPT, AND ENTER INTO A WATER POLLUTION CONTROL LOAN FUND (WPCLF) AGREEMENT ON BEHALF OF THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT FOR DESIGN OF THE RACCOON CREEK WASTEWATER TREATMENT CENTER PROJECT; AND DESIGNATING A DEDICATED REPAYMENT SOURCE FOR THE LOAN:

WHEREAS THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT DESIRES TO DESIGN THE RACCOON CREEK WASTEWATER TREATMENT CENTER PROJECT; AND

WHEREAS THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT INTENDS TO APPLY FOR A WATER POLLUTION CONTROL LOAN FUND (WPCLF) LOAN FOR THE DESIGN OF THE RACCOON CREEK WASTEWATER TREATMENT CENTER PROJECT; AND

BE IT RESOLVED BY THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT:

SECTION 1. THAT LAWRENCE KRETZMANN BE AND IS HEREBY AUTHORIZED TO APPLY FOR A WPCLF LOAN, SIGN ALL DOCUMENTS FOR AND ENTER INTO A WATER POLLUTION CONTROL LOAN FUND (WPCLF) LOAN WITH THE OHIO ENVIRONMENTAL PROTECTION AGENCY AND THE OHIO WATER DEVELOPMENT AUTHORITY FOR DESIGN OF THE RACCOON CREEK WASTEWATER TREATMENT CENTER PROJECT ON BEHALF OF THE SOUTHWEST LICKING COMMUNITY WATER AND SEWER DISTRICT.

SECTION 2 THAT THE DEDICATED SOURCE OF REPAYMENT WILL BE THE SERVICE CHARGES.

SECTION 3 THAT THIS RESOLUTION SHALL TAKE EFFECT AND BE IN FORCE FROM AND AFTER THE EARLIEST PERIOD ALLOWED BY LAW.

DISCUSSION: Mrs. Killen said it is a 5-year design loan for \$3,337,161.00 and Arcadis is putting it together. She said there were some documents that need to be signed by the Board and the resolution that needs to be passed so they can proceed.

Mr. Kretzmann asked if it was a 0-interest loan. Mrs. Killen said it was a low interest loan but that were still putting the information together. She said once she gets the documents signed, she can submit them to Arcadis who will submit it to OWDA and she will know more about it once it goes through OWDA's board.

UPON ROLL CALL VOTE, ALL VOTED AYE. RESOLUTION NO. 2024-064 WAS APPROVED.

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8. OPERATIONS DIRECTOR'S REPORT

**RESOLUTION TO APPROVE AMENDMENT TO THE GENERAL NOTES,
STANDARD DRAWINGS, AND CONSTRUCTION MATERIAL SPECIFICATIONS:**

Mr. Gilcher presented a resolution for the Board's consideration and approval. He said these are reviewed and updated as needed.

RESOLUTION:

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

R 2024-065

- 1. WHEREAS THE DISTRICT HAS AMENDED THE GENERAL NOTES, STANDARD DRAWINGS, AND CONSTRUCTION AND MATERIAL SPECIFICATIONS TO BETTER MEET THE NEEDS OF THE DISTRICT, AND**
- 2. WHEREAS THE TRUSTEES HAVE REVIEWED AND APPROVED THE CHANGES TO THE GENERAL NOTES, STANDARD DRAWINGS, AND CONSTRUCTION AND MATERIAL SPECIFICATIONS PENDING FINAL REVIEW BY THE EXECUTIVE DIRECTOR, AND**
- 3. 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. 2024-065 WAS APPROVED.

Mr. Kretzmann asked about the water production with the dry weather. Mr. Gilcher said our production is a little bit lower than normal but said that the interconnect with Jefferson has not been turned on this year and would typically be on now. He said Jefferson has made some improvements to their facilities which is allowing for more water production.

9. OFFICE MANAGER'S REPORT

Mrs. Carrelli had nothing to report.

10. ATTORNEY'S REPORT:

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KIRKSERSVILLE UPDATE:

Mr. Eippert said the Licking County Board of Elections met on Monday and rejected the referendum petition that was submitted related to the agreement that was approved in December between the District and the Village of Kirksersville. He said that he and Mr. Roberts will be working with Mr. Platte to initiate efforts on the project. He said eventually the Village Council will have to approve and pass legislative action.

Mrs. Carter asked what our next step would be if they did not approve it. Mr. Eippert said they are hopeful they will uphold the terms of agreement that was passed. If not, they will have to determine what that next step will be.

Mr. Roberts said he had a conversation with the Mayor, and they are going to set up a meeting with him and the Law Director to have those discussions.

11. EXECUTIVE SESSION

There was no executive session.

12. TRUSTEES' COMMENTS

Mrs. Carter thanked Mr. Roberts for the invitation to the luncheon today. She said it was very informative and she enjoyed it.

Mr. Kretzmann said he enjoyed it as well and liked learning a lot of things about Licking County.

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 4:18 p.m.

ATTEST:



Melissa Carter, Secretary

**SWLCWSD
OFFICE REPORT
06/13/24**

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	\$211,058.70	\$0.00	\$0.00	\$626,221.76
Sewer	\$1,127,636.52	\$783,297.36	\$253,433.26	\$150,963.00	\$0.00	\$0.00	\$404,396.26
Total	\$2,636,763.39	\$2,224,735.79	\$668,596.32	\$362,021.70	\$0.00	\$0.00	\$1,030,618.02

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	\$576,874.29	\$0.00	\$0.00	\$1,426,090.65
Sewer	\$6,661,980.99	\$6,885,871.54	\$1,704,883.16	\$1,113,456.07	\$0.00	\$0.00	\$2,818,339.23
Total	\$9,745,728.25	\$10,376,036.76	\$2,554,099.52	\$1,690,330.36	\$0.00	\$0.00	\$4,244,429.88

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 06/11/24	As of 06/10/23
	\$23,406,622.41	\$15,433,921.24
*Does not allow for future expenses		
Loan Payment Due 01/01/25	\$2,500,000.00	\$2,500,000.00
Balance Available	\$20,906,622.41	\$12,933,921.24