

Swan Creek Water District

Record of Proceedings

Thursday, January 28, 2016

The meeting began with The Pledge of Allegiance at 6:30 p.m.

Roll call attendance showed the following Board members present: Dale Brunner, Mark Fowler, Shawn Albert and Walt Lange. Also present were Tina Whalen, Manager, and Cindy Fowler, Office Assistant. Visitors list attached.

Minutes Approval from Regular Meeting on January 14th - Motion was made by Trustee Lange, seconded by Trustee Fowler, to approve the meeting minutes from January 14, 2016. Roll Call Vote: Brunner, abstained; Fowler, yes; Lange, yes; and Albert, yes. Motion Carried.

Manager's Report

Cash Summary by Fund Report was given to the Board for review.

Resolution(s) 2016-01 thru 05 were reviewed and signed by the Board. Details of these resolutions are in the January 14th meeting minutes.

Purchase Orders were reviewed and initialed by the Board.

December's Fund Ledger was given to the Board's Treasurer, Mark Fowler for review.

Year End and Annual Financial Reports Done and on File at State Auditor – Tina reported that the 2015 annual financial reports are completed and have been filed with the State Auditor's office. A notice was posted in The Swanton Enterprise on 1/26/2016, per State requirements.

Auditor of State Local Government Training Conference (March 22-24) – Tina is considering attending this training with Cindy. She did not attend last year and thinks that Cindy would benefit from going. They may not be at the March 24th meeting.

Treasurer's Report

Bill Payments – Trustee Fowler reported that he has gone over all the bills. No questions or concerns.

Resolution 2016-06 was motioned by Trustee Fowler, Seconded by Trustee Albert to approve payment of the bills in the amount of \$891.51. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes and Lange, yes. Motion Carried.

Paying off 1 of the Road 2 Construction Loans (Loan #3960) – Tina is waiting on a response from OWDA to verify the total since there was a payment made in December. She will email all the details to the Board prior to the next meeting so the Board can decide if they want to pay off this loan.

Inspector's Report - Tom is on vacation until February 19th. Tina is doing the daily Chlorine testing until he returns.

New Business

Facebook Resource – It was reported to The Board that Cindy will be keeping up on the District's Facebook page. Tina told the Board if there is something they would like to see on there to let them know. After the Township Trustees appoint a new water board member they will list the Board members on the page.

Old Business

Johnson Trucking on Airport Hwy – Tina spoke with Larry Tucker who told Tina that they are washing trucks, and had to check into where they were getting their water from. Tina did share with Mr. Tucker the construction numbers that Scott gave her and told him the District would be glad to meet with them to discuss options. Trustee Brunner will reach out to Mr. Tucker to see if the District may be able to help.

Public Forum

Penny Hall made a Public Records Request for the 2014 and 2015 Meeting Minutes emailed to her. She did not see them on the website. Tina told her that the minutes should be on the Township's website but took Mrs. Halls email address.

Mary Foster asked what the Facebook Resource was on the Agenda and was told it was a way to reach the water customers with information. Mary asked who controls the page and said she was not able to access the page and asked if it was a closed group. Mary also wondered who monitored it 24 hours a day and does something have to be approved to be put on Facebook. She stated she recalled a conversation that took place a few months ago regarding people who need water and people who didn't want water. She said Tina and Denise Heban was part of that conversation and has a Snap Chat of it. Tina said she does not recall this at all and that she and Cindy take care of the Facebook page. Also, the Facebook page was only created to share updates or emergencies with customers.

Richard Bowser asked what the water is being tested for. He was told that the EPA issues an annual schedule of tests that they are required to do. Chlorine is tested for daily; Bacteria is tested for monthly; Trihalomethanes and Haloacetic acids are tested quarterly, and Copper & Lead are tested for every 3 years. Ziad Musallam, the Fulton County Sanitary Engineer, is the Swancreek Water District's Superintendent and takes care of the reporting to the EPA as well as most of the testing.

Tom Hall asked if records were kept and available for public inspection. Tina said yes they keep all the records according to their records retention schedule. He asked if they were available on the website and was told no, they are not, but anyone can retain a copy through a public records request.

Mary Foster said it seems like it takes a long time to put the minutes on the website. Trustee Albert explained that the minutes have to be approved before being posted on the website and that at each meeting the prior meeting minutes are reviewed and approved. Mary asked if a public records request can be done for the minutes, she was told yes. Trustee Lange said they can also be sent by email. Mary asked if the meeting minutes are being recorded and Tina said the Board agreed to record meeting minutes, but they were not currently being recorded because she forgot to turn the recorder on. Mary would like to see more information readily available on the Township's website. Trustee Brunner expressed that the Township is a separate entity and they would have to be contacted regarding their site. Tina said she would ask the Township about putting recorded minutes on the Water District link.

Renee Walker asked if there was a printed job description for the open position. Trustee Brunner said that there is no written job description for the Water Board, and that the Township now has criteria and a list of the same questions to ask each applicant. Trustee Lange stated in the past the Township has had past Water Board Chairman sit in on the interviews. Trustee Fowler said Trustee Lange had spent a lot of time researching and compiling a list of interview criteria for the application and interview process that would be fair for all interested parties. However there is no official job description for the Water Board Members.

Tom Hall said the only criteria he was aware of was that the applicant had to live in the Township.

Richard Bowser asked why the Board uses the Swanton Enterprise and the Expositor instead of the Shoppers Key, which is a free paper. Tina explained that The Key does not publish legal notices that are required by law and the Enterprise and Expositor does and sends certification of the legal notices.

Mary Foster asked if when the board goes into Executive Session aren't they supposed to come back out. Trustee Fowler said that they do return to regular session after executive session and the information is in the meeting minutes as to when they go in and come out.

Trustee Fowler said it seems as though the visitor's comments imply that we are being deceptive, especially about filling the position on the Water Board. It is up to the Township Trustees to fill the position. As Trustee Brunner has stated that due to the fact that Trustee Lange has spent over a year researching policies and procedures for interviewing for appointed positions such as the Water Board.

Mary Foster said there is anxiety in the Township because she feels the Water Board doesn't listen to the community and is not taking into account the survey results.

Penny Hall said she took offense to Trustee Fowlers comment regarding what the residences were implying. Trustee Fowler said he apologized if his comment offended her or anyone else.

Executive Session to discuss Pending Litigation – N/A No updates to discuss

Adjournment – At 7:20 p.m. Trustee Fowler moved to adjourn seconded by Trustee Brunner. Motion Carried.

Up Coming Meeting

The next two regular meetings are scheduled for Thursday, February 11, and February 25, 2016 @ 6:30 p.m.

SWANCREEK WATER DISTRICT BOARD

Mark Fowler

Dale Brunner

Shawn Albert

Walt Lange – Secretary, Water District