

# Swan creek Water District

Record of Proceedings  
Thursday, September 22, 2016

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

Roll call attendance showed the following Board members present: Shawn Albert, Dale Brunner, Mark Fowler, Walter Lange and Randy Walker. Also present were Tina Whalen, Office Manager, Cindy Fowler, Office Assistant, and Tom Shelley, Inspector. Visitor list attached.

**Minutes Approval from Regular Meeting on September 8th - Motion** was made by Trustee Lange, seconded by Trustee Fowler, to approve the meeting minutes from September 8, 2016. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes; Lange, yes and Walker, abstain. Motion Carried.

## Manager's Report

**Resolution(s) 2016-37 and 38** were reviewed and signed by the Board. Details of these resolutions are in the September 8, 2016 meeting minutes.

**Cash Summary by Fund Report** was given to the Board and reviewed.

**Purchase Orders-** were reviewed and initialed by the Board.

**Water Usage Charts (Billed, Billed Out, Flushing's, Township)** - Tina and Cindy are assembling a Water Usage Chart that will show what was billed out, flushed, used by the Township, vs. what the County billed the District. Tina asked the Board if there was anything they would like to see in this chart. The Board will give it some thought and let Tina know of any information they wish to be included. Trustee Walker asked if this chart will include information from any Water Hauling Services and which Hydrants they pulled water from. Tina explained that those numbers are reflected under "bulk" on the "usage/billing report" she hands out after each billing cycle. It does not include which hydrants were pulled from, but Aarons Water Hauling does keep track of that and turns in the data to the office.

**2017 Preliminary Budgeting-** Tina reported that a preliminary budget needs to be done for 2017 and asked Trustee Fowler if he would like the numbers to be based on history. The numbers will be revised after the first of the year and can be changed at any time with Board approval. Trustee Fowler stated he would like to meet with Tina and review some items and this can be reviewed as well. Trustee Brunner said he would like to be included.

**Vacation** – Tina reported that she will be on vacation the week of October 10<sup>th</sup> and will not be at the next meeting on October 13, 2016.

## Treasurer's Report

**Bill Payments** - After Trustee Fowler reported that he has gone over all the bills:

**Resolution 2016-39** was motioned by Trustee Fowler, Seconded by Trustee Lange to approve payment of the bills in the amount of \$7,728.02. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes; Lange, yes and Walker, yes. Motion Carried.

## New Business

### **1<sup>st</sup> Addendum to Agreement with Fulton County, Swan creek Water District, and Village of Swanton**

The Board reviewed a draft of an addendum to the agreement with Fulton County, the Village of Swanton and the Swan creek Water District that Ziad sent over. The only item changed was Section 13 – "Terms of the Agreement" which extends the contract termination date from March 14, 2016 to "This agreement shall commence on \_\_\_\_\_ and shall terminate on March 14, 2016. The Board did not have any issues with it.

## **Inspector's Report**

Tom reported that there has been an unusually large number of shut off notices due to non-payment in the last billing cycle. He had 10 customers that were scheduled to be turned off. He turned off 2 of the 10 that Tina gave him. One of them was turned back on the same day and the other the next day. The others either gave Tom payment or brought payment up to the office.

## **Unfinished Business**

**FAQ with Fulton County Health Department** - Tina provided the drafted FAQ that was done last year with Kim Cupp from the Fulton County Health Department. All changes that were discussed last year were made, but Tina is waiting for Kim Cupp to ok the distribution of the document.

Trustee Lange asked about the explanation to question #2, what specifically a "continuous disinfection system" is and if this was required on a sand point well. He doesn't recall prior discussions regarding this. Tina said that The Fulton County Health Department goes by the State of Ohio's Administrative Code. Discussion was had with the Board and Tom.

Trustee Brunner said this is an important document that should be available to the public as well as posted on the Swancreek Water District Facebook page. Tina said that was the plan as soon as all data has a final confirmation on it from Kim Cupp.

**Public Forum** - Trustee Brunner opened the floor to the public after stating that: DUE TO PENDING LITIGATION, THERE WILL BE NO DISCUSSION ON THE ROAD 3, EF & PEACEFUL VALLEY PROPOSED PROJECT.

There were no public questions or comments.

## **Executive Session to discuss Pending Litigation - (Not Needed)**

**Adjournment** – At 7:05 p.m. Trustee Brunner moved to adjourn seconded by Trustee Fowler. Motion Carried.

## **Up Coming Meetings**

Next two regular meetings are scheduled for Thursday, October 13, and October 27, 2016 @ 6:30 p.m.

## SWANCREEK WATER DISTRICT BOARD

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Mark Fowler

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Dale Brunner

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Shawn Albert

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Randy Walker

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Walter Lange, Water Board Secretary