

# Swan Creek Water District

Record of Proceeding

May 10, 2018

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, Lenny Mitchell and Randy Walker. Also present were Tina Whalen, Office Manager and Cindy Fowler, Office Assistant. Visitor list attached.

**Minutes approval from Special Work Session Meeting on April 26, 2018- Motion** was made by Trustee Fowler, seconded by Trustee Brunner, to approve the special work session meeting minutes from April 26, 2018. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes, Mitchell, yes and Walker, yes. Motion Carried.

**Minutes approval from Regular Meeting on April 26, 2018- Motion** was made by Trustee Fowler, seconded by Trustee Brunner, to approve the regular meeting minutes from April 26, 2018. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes; Mitchell, yes and Walker, yes. Motion Carried.

**Public Forum** – No residence in attendance for public forum.

## Office Manager's Report

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

**Resolutions 2018-25 thru 2018-32** were reviewed and signed by the Board. Details of these resolutions are in the April 26, 2018 meeting minutes.

**Purchase Order** were reviewed and initialed by the Board.

**County Meter Reading and Billing** Tina reported that the District is done with the Northeast Water System (NEWS) bi-monthly meter readings and billing services. She did their May meter readings and sent the file to the company working on their new billing software. Trustee Albert asked if Tina has anything in writing from Ziad (Fulton County Sanitary Engineer), stating we were done with services for the County. Tina said she has an email from Ziad.

**April's Investments and Bank Statements & Reconciliation** were reviewed and initialed by the Board.

## Treasurer's Report

**Meter Reading-** Trustee Fowler reported that he and Cindy recently went out and to read meters to check for leaks and get more familiar with the new system. Tina reported that it was not the District's billing cycle, but it gave Cindy another opportunity to work with the new meter reading system. After the readings were done, the customers that showed leaks in the system were notified. Hopefully this might help catch any leaks sooner.

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

**Resolution 2018- 33** was motioned by Trustee Fowler, seconded by Trustee Albert to approve payment of the bills in the amount of \$15,846.59. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes; Mitchell, yes and Walker, yes. Motion Carried.

**Trailer Park Debt-** Trustee Fowler reported he has not had any contact from the park owners, he has reached out to them, with no response. Tina reported she spoke to them about trailers to use for the copper & lead samples that are needed, but has not had a recent response. The resolution to certify for collection to the Fulton County Auditor will be mailed out and a certified letter will be sent to the trailer park owners letting them know the action that has been taken on their account.

Trustee Fowler stated, he feels the Board has done them a one-time favor, since they are sending their past due balance to the Auditor for Collection, the late fee of 10% every other month can no longer be added to this past balance due.

Tina said she learned from the Attorney, that when she sends to the Auditor to certify for Collection, she needs to send the customer a Certified Letter notifying them of the action as well, this was something she didn't know.

Trustee Walker asked how it works if they filed for Bankruptcy. Tina stated that the balance being sent to the County Auditor for collection is like a lien, if someone else purchases the property, they will owe the District what we have Certified with the Auditor.

Trustee Albert wants to know from the Attorney, if there is any Legal recourse that the Water District would have if the Park does not make payments on future bills. We should be able to shut the service off like we do with other customers that do not pay. Different potential options were discussed by the Board, such an individual meter on each trailer. Tina will update the Board after speaking to Bobbie. He does not want the District to be in this position again, with such a large past due amount to deal with.

The Board agreed to stay on the District's regular bi-monthly reading for June and then starting billing the Trailer Park monthly.

***"Please note the recorder quit working at this point, the battery died."***

**Water Board Trustees' Report** – Trustee Brunner stated he will be out of town for a week and asked if any Board members would be interested in attending the upcoming meetings of Toledo Metropolitan Council Area Of Government) TMCOG and Fulton County Economic Development (FCED) meetings in Toledo next week. Trustee Mitchell said he would be interested, he will get the details from Trustee Brunner after the meeting.

**Inspector's Report** – Tom could not be present.

Tina reported that the new tap at 1903 CR EF (Birr) is complete and that Dave's Services attempted to install the tap at 4455 S. Fulton Lucas, but the ground was too wet. Dave informed the resident that he will have to wait until the ground dries up and it could be July before he can install it.

### **New Business**

Tina reported that there was a new lot split on property on CR EF. The owner that recently purchased the parcel would like a tap installed at 1744 CR EF. The owners have filled out the necessary paperwork, and paid for a tap.

### **County Road 3 & EF West Project**

**OWDA Loan Update-** Tina reported that the loan was officially approved and she has sent in the first pay request for bills that have already been paid for the project. Trustee Albert asked how long it takes to receive the funds. Tina said it usually does not take too long may two weeks from the time she mails in the request.

**Pre-Construction Meeting Review-** Tina presented the Board the Pre-Construction Meeting Minutes from May 9, 2018 from Scott Lumbrezer.

**Information & Update Memo to Residents-** Now that there is a start date and a timeline, Cindy and Tina will send out an update to the residents along with information on connecting.

Discussion was also had regarding who was off the Lawsuit, and who has and has not signed the Petition, Statement and Waiver form.

**Easement(s) Status-** Tina reported that the last Easement has been signed. She will take them to the Recorder's Office tomorrow so they can be recorded.

**Unfinished Business**

**Review of Contingency Plan** - The Board will continue their review of the Swancreek Water District's Contingency Plan on Thursday, May 24<sup>th</sup> at 6:00 p.m. during a Work Session Meeting.

**Adjournment** – At 7:22 p.m. Trustee Albert moved to adjourn seconded by Trustee Brunner. Motion Carried.

**Up Coming Meetings**

The next two regular meetings are scheduled for May 24 and June 14, 2018 at 6:30 p.m.

The Board will have a special work session meeting on Thursday, May 24, 2018 at 6:00 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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Lennox Mitchell

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Randy Walker, Water Board Secretary