**Swancreek Water District Board**

Regular Meeting Minutes

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| **DATE** | **October 30, 2019 - DRAFT** |
| 6:30 PM | Trustee Albert called the Meeting to Order  Pledge of Allegiance  Roll Call Attendance: With the exception of Dale Brunner, all board members were present. Also present were Tina Whalen and Tom Shelley, Inspector.  **MOTION** was made by Trustee Fowler, seconded by Trustee Mitchell to approve the regular meeting minutes from October 24, 2019. Motion carried unanimously. |
| **Public Forum** | No public in attendance |
| **Administrative** | **Resolution(s) 2019-31 thru 33** were reviewed and signed by the Board.  Details of these resolutions are in the October 10, 2019 meeting minutes.  **Fund Summary Report** was given to the Board for review.  **Purchase Orders** were reviewed and initialed by the Board.  **Adjustments** after the meter change out for 2 customers was presented to the Board by Tina. The computer overestimated the customers usage based on their old meter reading and it didn’t take into account their new meter change out usage.  Tina made the adjustments to the customer’s account to reflect their correct usage on their October Water Bill.  After further discussion:  **Resolution 2019-34** was motioned by Trustee Fowler, seconded by Trustee Walker to approve of the adjustments made to customer accounts.  #100021- Marla Kusz at 6105 CR 1-1 for $21.28 and  #100286 – Ron and Dorothy Wielinski at 5102 CR 2 for $62.98.  Roll Call Vote was done and Motion carried unanimously.  **Transfer from 5110 to 5109 to cover Loan Payment** – Tina reviewed with the Board they need to transfer an additional $1,544.00 to cover the OWDA loan payment that is due on January 1st, 2020. The initial transfer was based on OWDA estimates, and a variety of other factors.  After further discussion:  **Resolution 2019-35** was motioned by Trustee Fowler, seconded by Trustee Albert to transfer $1,544.00 from account #5110 to account #5109 to cover the loan payment.  Roll Call Vote was done and Motion carried unanimously.  **August 9, 2018 Audit Comm. Minutes –** Tina reported to the Board that they had Motioned to approve the Audit Committee Minutes from August 9, 2018, but the minutes were not signed by the Board.  Trustee Fowler signed the minutes and left them for Trustee Brunner to review and sign when he returns.  **Revised Appropriations** were given to the Board for review.  **Novembers Meeting Schedule** was discussed by the Board.  Trustee Albert is not available on the 7th and the 21st, but will be available on the 14th.  The Board is considering the option of having a meeting on November 14th only.  Tina stated that she would contact Ziad to see if he would be available on the 14th. |
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| **Treasurer** | Trustee Fowler reported that, he has reviewed the bills.  **Resolution 2019-36** was motioned by Trustee Fowler, seconded by Trustee Walker to approve payment of the bills in the amount of $6,185.65.  Roll Call was done and Motion carried unanimously.  **Trailer Park Status** was discussed with the Board.  The Trailer Park is past due on their account. Their balance due is $1498.65 ($1,362.41 past due balance plus a $136.24 late fee). The Past Due date is November 12th 2019.  If the past due payment is not made on or before November 12th, shut off notices will be posted on each residences door as well as the Trailer Park owners with a shut off date of November 22nd, 2019, if the past due amount has not paid.  **2019 Audit Committee Members/Meeting**  Tina told the Board that they are required to hold an Audit Committee Meeting at least once a year. Trustee Albert suggested sending a letter to past audit committee members Alan Raven and Sharon Niedzwiceki, to see if they are still interested in participating this year and pick a date that will work with everyone’s schedule before the end of the year.  Tina would like to create a policy/procedure for the annual Audit Committee Meeting. This would include details on how participants are picked, how long they can serve, experience that would be beneficial while reviewing reports and requirements from the state.  Office Lights- Trustee Walker asked if the lighting issue in the office had been resolved. Tina said the light have all been switched out and are working fine.  Trustee Albert asked if Tina was able to contact anyone about a server for the district. Tina has done a bit of research, this topic was also discussed at her recent training.  Trustee Albert stated he will contact a company he is familiar with and they will contact the Office. |
| **Water Board**  **Trustees’ Report(s)** | N/A |
| **Inspector’s Report** | Tom stated that the Meter Pit was installed today by Dave’s Services at 6290 County Road 3 and there are 9 meters left to change out. |
| **Old Business** | **New Master Meter Change Out Update –** Tina will be sending a letter to Buckeye State Pipe and Supply/Badger Meter notifying them that the District has changed meter suppliers and we are no longer in need of their services or supplies. As of October 1st we are no longer in need of the Badger Beacon System and wish to discontinue any service contracts with Buckeye State Pipe and Supply and Badger Meter.  Tina asked the Board if they had anything they wished to add.  **County’s Water Usage & Road 2 & 1-2 Master Meters** – Tina sent Ziad Musallam an email asking that Fulton County consider paying half of the maintenance on the CR 1-2 master meter as they do with the CR 2 master meter. This will be discussed with Ziad at the November meeting.  Ziad mentioned to Tina that Liberty Center has approached them about getting water.  **Toledo Regional Water** – (Ziad will be at the November 21st Meeting) Since the last meeting.  Ziad should have some updates for the Board on this topic.  **Asset Management Plan Mandated by the Ohio EPA**   * Valve Exercising Program – (In Progress) * Capital Improvement Plan (5, 10 & 15 Year) – (In Progress)   **3137 US 20A –** **Extending Water Line** – (No Update) Sending a generic letter of interest to the area residences was mentioned.  Trustee Albert suggested contacting Dave’s Services to give an estimate on extending the line. |
| **New Business** | **3060 US 20A** – **Renee Walker Inquiry –** Renee contacted the office regarding water availability to a home they recently purchased. Tina discussed with the Board where the water line stopped, and the location of the residence  . |
| **Adjournment** | At 7:48 P.M., Motion was made by Trustee Fowler to adjourn, seconded by Trustee Albert. Motion carried unanimously |
| **Upcoming Meetings** | Thursday, November 7, 2019 – Regular Meeting @ 6:30 PM  Thursday, November 21, 2019 – Regular Meeting @ 6:30 PM |

**SWANCREEK WATER DISTRICT BOARD**

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Shawn Albert Dale Brunner

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Mark Fowler Lennox Mitchell

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Randy Walker, Board Secretary