

# Swan Creek Water District Board Meeting Minutes

DATE	February 25, 2021
<b>6:30 PM</b>	<p>Trustee Albert called the Meeting to Order</p> <p>Pledge of Allegiance</p> <p>Roll Call Attendance: All Board members were present for this meeting. Also present were Tina Whalen, Tom Shelley, and Cindy Fowler.</p>
<b>Minutes Approval</b>	<p>Motion was made by Trustee Fowler, seconded by Trustee Albert to approve the regular meeting minutes from February 11, 2021. Motion carried unanimously.</p>
<b>Public Forum</b>	<p>No public in attendance</p>
<b>Administrative</b>	<p><b>Resolution(s) 2021-05</b> was signed by the Board. Details of this resolution can be found in the February 11, 2021 meeting minutes.</p> <p><b>Purchase Orders</b> were initialed by the Board.</p> <p><b>Fund Summary Report</b> was provided to the Board for review. Tina reported that the 1<sup>st</sup> half assessments were received from the County Auditor and those receipts are on the fund summary report.</p> <p>Trustee Albert asked if the transfer was made yet from the preliminary project fund to the Road 3 &amp; EF project fund. Tina said she had not yet made the transfer.</p> <p><b>Adjustments from July thru December 2020</b> was reviewed with the Board. After further discussion:  <b>Resolution 2021-06</b> was motioned by Trustee Fowler, seconded by Trustee Yunker to approve adjustment report from July 2020 thru December 2020.            Roll Call Vote was done and Motion carried unanimously.</p> <p><b>Letters from EPA Survey/Audit</b> were discussed with the Board. There are some items that have to be reviewed and put in place. Tina will e-mail a copy of her response to the EPA that has to include a time line on when items will be addressed and then they will go from there.</p> <p><b>State Audit Coming up this Year</b> – Tina reported the Water District is due for an Audit this year for their 2019 &amp; 2020 records. The District's last audit was conducted in 2019. Nothing has been scheduled yet but the State Auditor's office has already contacted the Township to schedule their audit which means the Districts' could be shortly their after.</p>
<b>Treasurer</b>	<p><b>Resolution for Payment of Bills</b> – Trustee Mitchell reported that he has reviewed the bills they are proper and in order.  <b>Resolution 2021-07</b> was motioned by Trustee Mitchell, seconded by Trustee Fowler to approve payment of the bills in the amount of \$3,339.19.            Roll Call was done and Motion carried unanimously.</p>
<b>Water Board Trustees' Report(s)</b>	<p>Trustee Mitchell said he has made calls and left messages regarding grant Information, but has had no response.</p> <p>Trustee Albert asked Tina if they could use funds from the Capital Improvement Fund for engineering plans to connect District 1 and District 2 together. Tina said she did not see an issue with it, but wanted to check with the State Auditor's office to confirm.</p> <p>Trustee Albert will reach out to Scott Lumbrezer at Arcadis about his quote he emailed a while ago and to see if he has any updates on grant availability.</p>

<b>Inspector's Report</b>	Tom reported that the valve exerciser demonstration is currently scheduled for Tuesday, March 16, 2021. As soon as he has as a time and location, he will let everyone know in case they wish to attend. Trustee Walker asked about the life expectancy of the batteries. Tom stated they are Milwaukee Batteries.
<b>Old Business</b>	<p><b>EPA Contract Operators</b> – As of today, Ziad Musallam is the only candidate. Trustee Albert said he would like to have more than one candidate to speak to before making any decisions. Tina will email an EPA Contract Operator list to Trustee Albert that will include other counties for his review.</p> <p><b>New Master Meters &amp; Check Valves in CR 2 &amp; 1-2 Pits</b> – Tom asked Tina if she knew status of the remote readers that were ordered from Ferguson a while ago. Tina said she is waiting on a status from Ferguson on the CR 1-2 meter replacement and will check on the remote readers as well.</p> <p>Tina reported that Dave's Services is scheduled to replace the County's master meter on March 3, 2021. Also, Dave will be contacting Tom to schedule installing the check valve at the Road 2 master meter.</p> <p><b>Office Help Interviews</b> – Trustee Albert reported that he and Trustee Fowler met with Kim Crouch again on Friday, February 19, 2021. She accepted the office position and is scheduled to start on April 5, 2021. Trustee Mitchell asked how much she was going to get paid. Her starting rate will be \$21.00 per hour and working 30 hours per week. She will be on a 90-day probationary period and receive a review every 30 days during that time. Trustee Albert gave Tina an outline of the details that were discussed with Kim.</p> <p>Tina said she would like Kim to start on April 1<sup>st</sup> so she can go out with Cindy or herself to read meters and work though the billing cycle. The Board did not have an issue with this so Tina will contact Kim.</p>
<b>New Business</b>	<p><b>Slow Mail Service and Late Fees</b> – The Board was informed of issues and phone calls revolving around mail service. Customers are not getting their bills, or they are getting their bills late and then calling about late fees. Most of the issues revolve around the payments being mailed from banks, but the problem seems to be the postal system.</p> <p>Tina said she could delay the late fee processing a couple days and it was suggested that a memo could be placed in the bills reminding customers what the District's billing dates and due dates are.</p>
<b>Motion for Adjournment</b>	At 7:20P.M., Motion was made by Trustee Fowler to adjourn, seconded by Trustee Albert. Motion carried unanimously.
<b>Upcoming Meetings</b>	Next two Regular Meetings are: March 25, and April 8, 2021 @ 6:30 PM

**SWANCREEK WATER DISTRICT BOARD**

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Shawn Albert

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Brad Yunker

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Mark Fowler

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Lennox Mitchell

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Randy Walker, Board Secretary