

Swan Creek Water District

Record of Proceeding

May 24, 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, Mark Fowler, Lenny Mitchell and Randy Walker. Also present were Tina Whalen, Office Manager and Cindy Fowler, Office Assistant. Visitor list attached. Trustee Brunner had a bad toothache and was unable to attend.

Minutes approval from Regular Meeting on May 10, 2018- Motion was made by Trustee Fowler, seconded by Trustee Albert, to approve the regular meeting minutes from May 10, 2018.

Roll Call Vote: Albert, yes; Fowler, yes; Mitchell, yes and Walker, yes. Motion Carried.

Public Forum – no public questions or comments

Tina asked Alan Raven his availability for an Audit Committee Meeting this year. Tina mentioned that they have to have one Audit Committee Meeting per calendar year. After discussion, a tentative meeting is being considered for Thursday, August 9th at 5:30 p.m. before the regular scheduled Water District Meeting.

Office Manager's Report

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

Resolutions 2018-33 was reviewed and signed by the Board. Details of this resolution is in the May 10, 2018 meeting minutes.

Purchase Orders were reviewed and initialed by the Board.

April's Fund Activity Report was given to the Board's Treasurer, Mark Fowler for review.

Mason Account #100248 Balance Write Off (\$40.32) Tina reported on an account that has been inactive since March of 2016. Mr. Mason of 1179 County Road EF had a house fire and let the property go to the bank. There has been a \$40.32 balance that was not paid. The property was purchased in July 2017 and the new owner paid the Connection Fee to have the water turned back on. After further discussion:

Resolution 2018-34 was motioned by Trustee Fowler, seconded by Trustee Albert to Write-Off the past due balance on the Mason Account #100248 at 1179 County Road EF, in the amount of \$40.32. Roll Call Vote: Albert, yes; Fowler, yes; Mitchell, yes and Walker, yes. Motion Carried.

Master Meter Testing and Calibration - Tina reported that Commercial Water Works was out to perform the annual testing and calibration of the District's Master Meters. The meter at County Road 5 had no issues. The County Road 2 master meter was reported to be running slow and they will be sending over a quote to repair it. The County Road 1-2 meter was unable to be tested because they could not get on a couple of the valves. This is the same one that they could not test last year.

Tina had the company that replaced the CR 1-2 valves (Dave's Services) go out to inspect the reported issues. Dave's reported that it appears someone had hit it and he straightened it out and was able to get on all the valves.

Trustee Albert asked how long the County Road 2 Meter has been in place, Tina said since 2004. Trustee Albert suggested it would not be a bad idea to consider replacing it. The Board discussed the meters age and the amount of water going thru it on a daily basis.

Treasurer's Report

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

Resolution 2018- 35 was motioned by Trustee Fowler, seconded by Trustee Walker to approve payment of the bills in the amount of \$8,750.55. Roll Call Vote: Albert, yes; Fowler, yes; Mitchell, yes and Walker, yes. Motion Carried.

Trailer Park Debt - Trustee Fowler reported he has spoken to Mike Files the Trailer Park owner. There had been no communication from the Park owners in over 3 weeks. Mike told Trustee Fowler they are considering selling the Trailer Park. Mike stated he would be in next week to make a payment. Trustee Fowler told Mr. Files that the Water District Certified for Collections to the Fulton County Auditor, their past due balance of \$21,325.32. Also, the districts regular billing cycle will be in June, and starting in July the Trailer Park will be billed on a monthly basis.

Tina read a response from the Attorney, regarding options the District may have concerning the Trailer Park not paying their water bill.

Trustee Albert, asked if Bobbie could advise us as to if we were able to give the Park owners a deadline to update their infrastructure. This would be done at his expense or we update their infrastructure and attach the costs to his taxes.

Trustee Fowler would like Bobbie to do some research to see if there has been any updates on this issue since the last time the original research was done.

Trustee Walker asked how much this might cost the district, and Trustee Fowler stated that in a recent discussion with Tom, he was estimating, \$1,000.00 per trailer and there are 43 trailers at this time. After further discussion:

Resolution 2018-36 was motioned by Trustee Fowler, seconded by Trustee Albert to change the Trailer Park's billing cycle from bi-monthly to monthly starting June 1, 2018.

Roll Call Vote: Albert, yes; Fowler, yes; Mitchell, yes and Walker, yes. Motion Carried.

Water Board Trustees' Report

Trustee Albert attended the recent Swancreek Township Meeting, and reported that the Township has let go the person they had hired who put information on their website. This was the same person who updated the Water Districts link as well. The Township has hired a local web person, who will provide training so the Township Office staff can do their own web-site postings. Trustee Albert asked Trustee Kazmierczak to let the Water District know when the training is so that Cindy can participate. The Water District will then be able to do their own link postings as well.

Trustee Walker asked Tina if Tom contacted her about a water leak concern on County Road F at County Road 2. He had called Tom after the concern was brought to his attention by the Sheriff. Tom had mentioned that there was a concern in the past and the problem was a pugged tile. Tom tested the water and there was no chlorine present so he contacted Township Maintenance to check the drain tile. Tina said it appeared that the Township had flushed the tile and she has not heard anything since.

Trustee Mitchell reported he attended the Fulton County Economic Development (FCED) Meeting in at the Toledo Edison Building. He said there were a lot more people in attendance than he expected. They didn't discuss some of the topics Trustee Mitchell thought they would and skimmed over other topics. Tina stated that she thought the key is to stay in the loop. She also said that she thinks that they usually send out their minutes from these meetings.

Inspector's Report – Tom is home and recuperating from his surgery.

New Business - No new business

County Road 3 & EF West Project

OWDA Loan Update- Tina reported she has a second pay request ready to send off to OWDA for more bills she is submitting. Treasurer, Trustee Fowler signed the pay request.

Engineer Update - Scott Lumbrezer from Arcadis was unable to attend.

Trustee Albert stated that he felt the Field Superintendent should have attended the meeting since Scott was not able to attend. He had some concerns he wants to address with Arcadis. Tina apologized and said if she knew that he had concerns, she would have told Mr. Lumbrezer to have someone present. Trustee Albert said he will call Scott Lumbrezer.

Misc. Activities

Trustee Albert took care of delivering information to a few customers residents last Saturday to let them know water service would be off for a few hours on Monday, May 21st 2018. Cindy and Tina had contacted all the ones they had good phone numbers for.

Tina delivered eight boil advisory notices on Monday, May 21, 2018 to the customers that were affected by the draining of the water main.

Ziad Musallam collected the required bacteria samples on Tuesday, May 22nd and Wednesday, May 23rd, both of which came back good and the boil advisory was lifted on Thursday, May 24th.

Trustee Mitchell asked if we provided bottled water to the effected people. Tina stated that the boil advisory was only for two days and they don't normally provide bottled water unless there is an emergency water situation.

Trustee Fowler went out two days, and delivered stakes on the residences front porches for the tap locations.

Tina reported that she expressed her concerns to Tim and Scott from Arcadis about the short notice on needing stakes placed and how the contractor was supposed to give them stakes before starting the project.

Construction Progress

Tina reported that 1,269 feet of water pipe has been laid so far.

Trustee Albert asked if anyone knows when they are boring at the corner of County Road 3 and County Road EF. Tina has not heard anything yet.

Unfinished Business

Review of Contingency Plan - The Board continued their review of the Swancreek Water District's Contingency Plan in their work session meeting today at 6:00 p.m. They were able to get thru the rest of the appendixes (K thru S).

They will continue reviewing at another Work Session Meeting on Thursday, June 28th @ 6:00 p.m.

Adjournment – At 7:13 p.m. Trustee Fowler moved to adjourn seconded by Trustee Albert. Motion Carried.

Up Coming Meetings

The next two regular meetings are scheduled for June 14 and June 28, 2018 at 6:30 p.m.

The Board will have a special work session meeting on June 28th, 2018 at 6:00 p.m.

SWANCREEK WATER DISTRICT BOARD

Shawn Albert

Dale Brunner

Mark Fowler

Lennox Mitchell

Randy Walker, Board Secretary