

# Swan Creek Water District

Record of Proceeding  
June 28, 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. Also present were Tina Whalen, Office Manager, Cindy Fowler, Office Assistant and Tom Shelley, Inspector. Visitor list attached. Trustee Walker was absent.

**Minutes approval from Regular Meeting on June 14, 2018-** Motion was made by Trustee Albert, seconded by Trustee Fowler, to approve the regular meeting minutes from June 14, 2018.  
Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes and Mitchell. Motion Carried.

**Public Forum** – No questions from public in attendance.

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

**Engineer Update/Construction Progress** – Scott Lumbrezer, from Arcadis, discussed the progress that had been made on the project to date. He feels the project has reached Substantial Completion.

The most recent bacteria tests have come back negative, which were done after main break last Thursday. That section of line was replaced after the break.

Tina asked when people are able to hook up. Scott feels that since Substantial Completion has been achieved, customers can tie in anytime, but he will contact the contractor in the morning to verify.

The large tree at CR EF and CR 3 has been removed, stump removal still needs to be done along with final restoration. Hydro seeding may take place next week.

Scott said they are working on the as built drawings and he will update the District's distribution map and the hydrant and valve map. Trustee Albert asked about a map to show the drainage tile that had been replaced. Scott said the County Engineer's office will receive that information in the as built drawings.

Tina reported that 21 waivers have been signed, and three hook-up applications have been received.

## **Office Manager's Report**

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

**Resolutions 2018-37 thru 39** were reviewed and signed by the Board. Details of these resolutions are in the June 14, 2018 meeting minutes.

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

**Insurance Renewal** was discussed by the Board. Tina stated the Premium went up \$33.00 a year.  
After further discussion:

**Resolution 2018-40** was motioned by Trustee Fowler, seconded by Trustee Brunner to approve the Annual Renewal of the Ohio Insurance Plan Policy through Beck Insurance with an annual premium of \$4,267.00. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes and Mitchell, yes. Motion Carried.

**June's Water Usage/Billing Report** was reviewed by the Board .

**Cindy & Web Site Training (June 7, 2018)** Tina reported she was not able to attend the Townships web-site training, but Cindy was able to attend. She has already added minutes to the Water District's Link and is doing well with it. Trustee Albert asked where the training was held, and Cindy stated it was held in the Township Office.

## **Treasurer's Report**

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

**Resolution 2018-41** was motioned by Trustee Fowler, seconded by Trustee Albert to approve payment of the bills in the amount of \$17,366.32. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes and Mitchell, yes. Motion Carried.

**Trailer Park Debt** – Trustee Fowler reported that he received a text from Mike Files, the owner of the Trailer Park, on Monday, June 25<sup>th</sup> and stated he would pay his balance due in full on Tuesday, June 26<sup>th</sup>, but as of today, no payment had been made. If their payment is not in the drop box tomorrow (Friday) morning, the late fee will be applied.

Trustee Fowler reported on a response from the Attorney regarding shutting off water to the Trailer Park. Tina reviewed with the Board, the past due notices/shut off procedures that we do and what would need to be done in order to turn off the water at the Trailer Park. Trustee Albert said that it needed to be done if they don't pay.

#### **Water Board Trustees' Report**

Trustee Mitchell reported the ORWA (Ohio Rural Water Association) 2018 Summer Quarterly Meeting is scheduled for Thursday, July 12, 2018 and he signed up to attend. Therefore he may not be at the next Board Meeting.

#### **Inspector's Report**

Tom asked if it was still necessary to continue the monthly flushing on Birdsong. Tina will have to check with Ziad to see if that requirement can be lifted. Tom stated he would continue to flush Birdsong every quarter, just not monthly. It was discussed with the heat, monthly flushing should continue, and maybe in the fall the flushing schedule could change. Tina said she would check with Ziad Musallam.

**New Business** - None at this time.

#### **Unfinished Business**

**Review of Contingency Plan** – The Board finished their review of the Contingency Plan. Trustee Brunner asked what AWWA Standard 652 and 651 is that is mentioned in the Plan. Tina reported this refers to testing standards that are performed a Certified Operator of Record. Ziad Musallam, is the districts Certified Operator of Records.

**Township Zoning Commission & Request for Possible Amendment** -Tina updated the Board on the status of the wording changes to Zoning Amendment she has been working on. Walt Lange was present and it was suggested that the draft be sent to Mr. Lange as well.

**Adjournment** – At 7:10 Trustee Fowler moved to adjourn seconded by Trustee Albert. Motion Carried

#### **Up Coming Meetings**

The next two regular meetings are scheduled for July 12 and July 26, 2018 at 6:30 p.m.

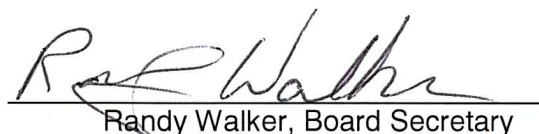
#### **SWANCREEK WATER DISTRICT BOARD**

  
Shawn Albert

  
Dale Brunner

  
Mark Fowler

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Lennox Mitchell

  
Randy Walker, Board Secretary