

# Swan Creek Water District

## Record of Proceedings August 9, 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. Also present were Tina Whalen, Office Manager, Tom Shelley, Inspector and Cindy Fowler, Office Assistant. Visitor list attached.

Trustee Mitchell and Trustee Walker were not able to attend.

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

**Public Forum** - No questions or comments 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.

- Scott gave the district 2 Completed Record Drawings Sets.
- The change order is being reviewed by the Contractor, after that it will need to be approved.
- Recent rains has started some establishment of grass, but it is still very spotty in places.
- Discussion was had on getting final invoices in so the final assessments could be put together.
- Tina stated she had OWDA change the final pay for construction from a wire transfer to Bryan Excavating to a check payment to the Water District so that they could release the payment after the punch list items have been completed.

**Assessment for 2019 Tax Year-** Time lines and procedures for adding Assessments to the 2019 Tax Year were discussed. There are a few final bills that will need to be submitted. Scott will try to get Tina the numbers she needs as soon as possible.

### **Office Manager's Report**

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

**Resolutions 2018-45 and 46** were reviewed and signed by the Board. Details of these resolutions are in the July 26, 2018 meeting minutes.

**Billing Issues and Credits** were explained to the Board. There were 2 new customers accounts that need a credit issued due to billing issues. The meters were coded incorrectly and it added an extra digit on the reading which caused a huge over usage. Another credit was issued because of an error when changing out a reader. Since the bills had been generated, Tina needed the board to pass a Resolution to credit the account to reflect their actual usage. After further discussion:

**Resolution 2018-47** was motioned by Trustee Fowler, seconded by Trustee Albert to approve a credit in the amount of \$553.16 to account #103121 for Christopher Taylor at 3480 County Road EF.  
Roll Call Vote: Brunner, yes; Albert, yes; and Fowler, yes. Motion Carried.

**Resolution 2018-48** was motioned by Trustee Fowler, seconded by Trustee Albert to approve a credit in the amount of \$578.57 to account #101322 for John & Kimbra Bolyard at 3524 County Road EF. Roll Call Vote: Brunner, yes; Albert, yes; and Fowler, yes. Motion Carried.

**Resolution 2018-49** was motioned by Trustee Fowler, seconded by Trustee Albert to approve a credit in the amount of \$14,105.71 to account #100136 for Todd Zappone at 5923 County Road 1-2.  
Roll Call Vote: Albert, yes; Brunner, yes and Fowler, yes. Motion Carried.

**July's Investment Statements & Bank Statements & Reconciliation** were reviewed and initialed by the board.

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

### Treasurer's Report

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

**Resolution 2018-50** was motioned by Trustee Fowler, seconded by Trustee Brunner to approve payment of the bills in the amount of \$19,508.93. Roll Call Vote: Albert, yes; Brunner, yes and Fowler, yes. Motion Carried.

### Water Board Trustees' Report

- Trustee Brunner shared with the Board, he received a call from a contractor/engineering company from Las Vegas. They are working with Johnson Trucking regarding a high pressure sewage system and wondered about the water and sewer in the area. Trustee Brunner directed them to Matt Gilroy, who he felt would be able to answer their questions. Trustee Brunner has not heard any updates.
- Trustee Brunner spoke of the Trustees interest in a projector or document camera, and if the water district has any interest in it as well. Tina suggested checking with some local entities to see what they use.

**Inspector's Report** - Tom had no updates.

Trustee Brunner said it was brought to his attention that there are 2 hydrants that on Airport Highway that are unpainted. Tom said those get a lot of road salt abuse, and he will get them painted.

### New Business

#### **Meeting with Ziad on August 7<sup>th</sup> to go over EPA Items (Trustee Fowler & Tina)**

Tina updated the Board on a meeting she and Trustee Fowler had with Ziad to go over the following:

- Copper & Lead Monitoring is due this year, it is on a every 3 year cycle.
- Asset Management Plan is a new mandate from the EPA that the state has handed down. There has to be a drafted plan completed by October 1, 2018. Tina gave the board an overview of what the Asset Management Plan entails and how it can be of benefit to the district. It will be something that she and Ziad will work on together

### Unfinished Business

**Zoning Commission Letter** – Tina finished drafting a letter to the Zoning Commission, and emailed it to the Board for review. The Board had no changes to the letter and Tina will have Randy sign it and send it off to the Swancreek Township Trustees, the Zoning Commission Board and Walter Hallett.

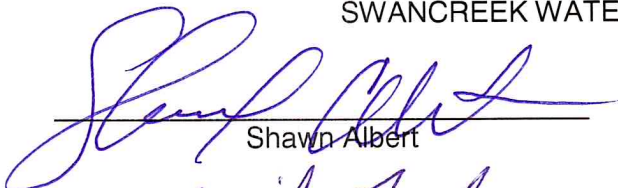
**Executive Session to Discuss Pending Litigation (If Needed)**- Executive Session not needed at this time.

**Adjournment** – At 7:15 p.m. Trustee Brunner moved to adjourn seconded by Trustee Albert. Motion Carried

### Up Coming Meetings

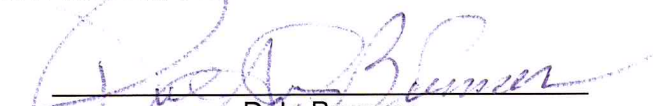
The next two regular meetings are scheduled for August 23, and September 13, 2018 at 6:30 p.m.

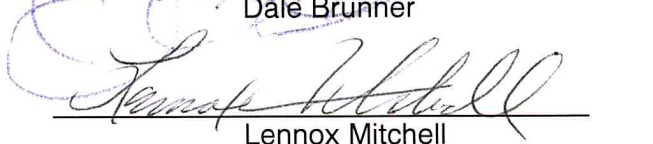
#### SWANCREEK WATER DISTRICT BOARD

  
Shawn Albert

  
Mark Fowler

  
Randy Walker, Board Secretary

  
Dale Brunner

  
Lennox Mitchell