

Swan Creek Water District

Record of Proceeding August 23, 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 and Randy Walker. Also present were Tina Whalen, Office Manager, Tom Shelley, Inspector and Cindy Fowler, Office Assistant. Visitor list attached.

Minutes approval from Audit Meeting on August 9, 2018 - Motion was made by Trustee Fowler, seconded by Trustee Brunner, to accept the Audit meeting minutes from August 9, 2018. Tina arrived and said that the Audit Committee Minutes were not done and would be at the next meeting. **Motion** was made by Trustee Fowler, seconded by Trustee Brunner, to **rescind** the motion to accept the Audit meeting minutes from August 9, 2018. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes; Mitchell, yes and Walker, yes. Motion Carried.

Minutes approval from Regular Meeting on August 9, 2018 - Motion was made by Trustee Fowler, seconded by Trustee Brunner, to approve the Regular meeting minutes from August 9, 2018. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes; Mitchell, yes and Walker, 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, was unable to attend the meeting. He provided Tina with information prior to the meeting. The change order is being reviewed by the Contractor, after that it will need to be signed.

Resolution of Assessment – Tina reviewed with the board, what the Resolution of Assessment entails. After discussion:

Resolution 2018-51 was motioned by Trustee Fowler, seconded by Trustee Albert to pass the Resolution of Assessment for the County Road 3 & EF West Project. Roll Call Vote: Albert, yes; Brunner, abstain; Fowler, yes; Mitchell, yes and Walker, yes. Motion Carried.

Tina reviewed with the board, what the Resolution to Certify for Collection of the assessments entails. After discussion:

Resolution 2018-52 was motioned by Trustee Fowler, seconded by Trustee Albert to certify the unpaid assessments for the County Road 3 & EF West Water Line Project to the Fulton County Auditor for collection. Roll Call Vote: Albert, yes; Fowler, yes; Brunner abstain; Mitchell, yes and Walker, yes. Motion Carried.

Office Manager's Report

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

Resolutions 2018-47 and 50 were reviewed and signed by the Board. Details of these resolutions are in the August 9, 2018 meeting minutes.

Purchase Orders – There were no purchase orders

August's Water Usage/Billing Summary – was reviewed by the Board. Tina went over the break down.

Credits (Keil's Barn & Chovanec) Tina explained to the Board credits that needed to be applied to customer accounts, due to meter reading/billing errors.

- Keil's Barn (#101095) Tom went out and checked the meter reading against what was read on
- August 1st. The customer's meter that is in their barn is a larger meter and needed to be coded differently in the billing software. It was adding an extra "0", making it appear that they used more water than they actually used. After further discussion:

Resolution 2018-53 was motioned by Trustee Fowler, seconded by Trustee Brunner to approve a credit in the amount of \$7,365.09 to account # 101095 for Keil's Barn at 6800 CR 3. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes; Mitchell, yes and Walker, yes. Motion Carried.

- Chovanec (#100195) The customer called the office stating that their June bill was higher than normal, they paid their bill, but would like it looked into because they feel they paid too much. Tina reviewed their usage and explained to the board that the customers April usage was estimated by the billing software since a reading was not registered and they were charged the minimum for only 2,358 gallons. When an actual reading was done for June, they were billed for 6,994 gallons and they always use way under the minimum. After further discussion:

Resolution 2018-54 was motioned by Trustee Fowler, seconded by Trustee Brunner to approve a credit in the amount of \$24.25 to account # 100195 for Chovanec at 4927 County Road 1. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes, Mitchell yes and Walker, yes. Motion Carried.

Treasurer's Report

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

Resolution 2018-55 was motioned by Trustee Fowler, seconded by Trustee Albert to approve payment of the bills in the amount of \$1,717.66. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes; Mitchell, yes and Walker, yes. Motion Carried.

Trailer Park- Trustee Albert inquired if the Trailer Park had paid their August bill and what they were billed. He was told their balance due is \$1,751.04. Tina reported as of the meeting time, there has been no payment made from the Trailer Park and the due date was Thursday, August 23rd.

Trustee Fowler updated the Board on the details of his call into the Auditor Office in reference to a property being assessed and it goes into foreclosure and goes up for auction. He was told that assessments get paid first.

Tina stated late fees will be posted tomorrow, Friday, August 24th, and the Trailer Park will be charged a late fee if the payment is not in the drop box in the morning. Tina also sent them a letter stating the district is legally able to shut off the water for non-payment, what procedures the district will follow, and confirmed the amount that was sent to the Fulton County Auditor's Office for collection, due to non-payment.

Tom stated where the Trailer Park Office was originally, is now a rental unit, which will require a shut off notice if it gets to that point..

Water Board Trustees' Report

Trustee Mitchell told the Board, he has spoken to someone in the know, who told him Liberty Center is cancelling their water contract with Napoleon, and thinking about looking into Toledo water as a source. Trustee Mitchell stated he wondered if we would be able to get water from Napoleon cheaper than what we are paying now. The board discussed infrastructure being a big cost hurdle, as well as other areas and their water capacities.

Inspector's Report

Tom reported he went to a new water customer's to check on their concern of cloudy water. He stated he has had a few calls from new water customers about cloudy water and stated this is not uncommon. There is most likely an air pocket in the line, and the cloudiness in the water clears up quickly after leaving a glass of water set for about 15 seconds. Mr. Truckor also asked Tom to tell the Board, Thank You, Thank You!

Tom asked Tina if Aaron's Water Hauling brought in the hydrant meter they said was off. Tina said yes she exchanged another hydrant meter with them. (John from Aaron's Water Hauling called stating he thinks the meter is off because it is registering 6,500 gallons when filling a 5,000 gallon tank.) Tom said he is going to test it and see what he comes up with. Tina gave Aaron's one of the hydrant wrenches that were over in the garage since their's was broke. She will see how much they are and bill them for it.

New Business

Swanton Fire Department & Flow Testing of Hydrants

Tina reported that she had emailed the Swanton Fire Chief to get information on the hydrants they tested. Lieutenant Anthony Burnell called her and they discussed opening up communications so that the District knows what their plans are and when. He also stopped in to pick up a new hydrant and valve map. She was told the Swanton Fire Department is supposed to regularly test hydrants in their service area. They plan on testing the hydrants on a regular basis and will report to the District which hydrants were tested and any issues they find. They discussed maybe having a meeting to go over their findings when they are done.

Unfinished Business

Zoning Commission Meeting - Tina reported that there is a Zoning Commission Meeting scheduled for Wednesday, September 12, 2018 at 6:00 PM to discuss the Board's request. Walt Lange who was in attendance stated he would hope that some of the Water District members would be in attendance. Tina said she plans on attending and so did Trustee Fowler.

Walt Lange asked if there is any word on the lawsuit. Tina stated the last time she spoke with thier Attorney, she stated she had reached out the other Attorney who stated he did not know what his clients wanted to do at that time.

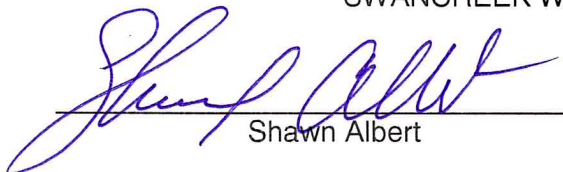
Executive Session to Discuss Pending Litigation (If Needed)- Executive Session not needed at this time.

Adjournment – At 7:43 p.m. Trustee Fowler moved to adjourn seconded by Trustee Brunner. Motion Carried

Up Coming Meetings

The next two regular meetings are scheduled for September 13, and September 27, 2018 at 6:30 p.m.

SWANCREEK WATER DISTRICT BOARD


Shawn Albert


Dale Brunner


Mark Fowler


Lennox Mitchell


Randy Walker, Board Secretary

