

Swan Creek Water District

Record of Proceeding
December 13, 2018

The meeting began with the Pledge of Allegiance at 6:30 p.m.

Roll call attendance showed the following Board members present Dale Brunner, Shawn Albert, Mark Fowler and Lenny Mitchell. Also present were Tom Shelley, Inspector, Cindy Fowler, Office Assistant, and Tina Whalen, Office Manager.

Trustee Walker was recovering from shoulder surgery and was not present.

Minutes Approval from Regular Meeting on November 8, 2018 - Motion was made by Trustee Fowler, seconded by Trustee Brunner, to approve the regular meeting minutes from November 8, 2018. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes and Mitchell, yes. Motion Carried.

Public Forum – There was no public present.

Office Manager's Report

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

Resolutions 2018-65 thru 70 were reviewed and signed by the Board.
Details of these resolutions are in the November 8, 2018 meeting minutes.

Purchase Orders – were reviewed and initialed by the Board.

November's Bank and Investment Statements were reviewed and initialed by the Board.

November's Fund Activity was given to Treasurer, Mark Fowler for review.

December's Usage/Billing Summary Report was reviewed by the Board. Tina explained that December is a billing month for the district (Cycle 1) and the report also reflects Cycle 2, which consists of Forrest Mobile Home Park and Aaron's Water Hauling.

RTR Summary – Endpoints (Cellular vs. ME) Tina gave the Board an overview of her preliminary research on different endpoint options the district will eventually need to purchase due to the current (CE) endpoint chips not being manufactured anymore. The district has approximately 174 RTR's /Endpoints in use that are 14 years old and have a life expectancy of 10-15 years.

If the district decides to go with the ME Endpoints they will have to purchase another transceiver in order to be able to remotely read them. The cost for this transceiver is around \$1,700.00. The other option is to purchase cellular endpoints and there is a \$10.68 /per unit annual fee to Badger. With the cellular units, the readings are uploaded daily into the Beacon software automatically and we can retrieve these readings at any time. Before cellular endpoints are purchased, Badger needs to review our area to see if it will work. With having a total of 304 RTR's/endpoints in the system that are 10 years or older, this annual fee would be expensive.

Trustee Albert asked Tina to find out if we could read the cellular endpoints when we are out reading meters and he requested that she send him the sales rep's contact information so he could call them. Trustee Albert, along with the rest of the Board and Tina do not think it is fair to have to purchase another piece of equipment when we just purchased this new meter reading system this year. The Board discussed having a Buckeye State Pipe and a Badger Representative come to a meeting to further explain the options available in detail.

Board Organization for 2019 – This was discussed by the Board and will be finalized at the next December meeting. The Treasurer Bond will need be renewed thru the Insurance Company for 2019.

Auditor of State Bulletin 2018-003 re: House Bill 312 Amendments - Tina reviewed a new bulletin from the State Auditor that requires political subdivisions to regulate the use of credit and or debit cards by having a written policy in place by February 2, 2019. She will review the policy requirements and draft one for the Board's review.

Tina also mentioned that they reviewed the Public Records Training Policy when she was at the year-end training. It is required that all elected officials, or appropriate designee, attend a 3-hour training on public records and open meetings law during each term. Although it said "elected officials", she has been told that it most likely applies to appointed officials as well. Trustee Albert suggested that Cindy attend the training for them. Cindy and Tina will get a list of training locations and dates and send it to the Board in case any of them would like to attend one. We will most likely have to pass a resolution appointing Cindy or Tina as a designee for Board members.

Treasurer's Report

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

Resolution 2018-71 was motioned by Trustee Fowler, seconded by Trustee Brunner to approve payment of the bills in the amount of \$98,249.03. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes; and Mitchell, yes. Motion Carried.

Update on 5315 S. Fulton-Lucas (Czajka) Trustee Fowler reported that after he spoke to Mr. Czajka and Bobbie, Tina sent a certified letter to Mr. Czajka and as of right now he is ok with making payments on the Trunk Capacity fee.

Updates on Promissory Notes & Liens Trustee Fowler and Tina met to review all the properties that are making payments on a "trunk capacity fee/Road 2 Equalization Fee". Out of 15, there are five (5) accounts that do not have a signed promissory note on file. These five accounts will be sent a letter and a promissory note to have signed.

Tina also reported on the information provided by the District's Attorney, Bobbie O'Keefe, regarding liens. She said there are mortgage liens and judgement liens which can be pursued for breach of contract. Pursuing collection through assessments seems to be the most common in our business. Mrs. O'Keefe suggested that the Board contact a real estate attorney who practices lien related law if they choose to pursue liens. The Board agreed that they will just keep an eye on those accounts making payments and will no longer accept any new promissory notes as stated in their previous resolution.

Water Board Trustees' Report

Trustee Mitchell reported on the last Zoning Commission meeting and the wording change for the Water District. The changes that they agreed on are pending approval by the County Prosecutor. Trustee Mitchell stated there is a Zoning Meeting scheduled for January 9th 2019, the Prosecutor's opinion should be in before the meeting.

Inspector's Report

Tom had nothing new to report. He did inform Tina that the County told him that the County Road 1-2 meter pit needed pumped out. He wanted to know if he should take care of these items when they come up or run it by Tina first. Tina and the Board agreed that he should just take care of it and report the information on his log sheets.

The Board discussed solar options for the sump pump that is in the Road 2 master meter pit instead of paying Toledo Edison a monthly fee of over \$50.00. There is hardly any usage at all and the bills are still over \$50.00 per month.

Unfinished Business

Tom & Tina's Contract Renewals were signed by the Trustee Albert, Tina and Tom.

New Business

2019 Meeting Schedule – After review of a 2019 meeting schedule prepared by Cindy:

Resolution 2018-72 was motioned by Trustee Fowler, seconded by Brunner to adopt the 2019 Meeting Schedule. Meetings will continue on the 2nd and 4th Thursday of each month with the exception of November which will be on the 1st and 3rd Thursday and only one (1) meeting in December on the 19th.

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

Adjournment

At 7:40 p.m. Trustee Albert moved to adjourn seconded by Trustee Brunner. Motion Carried

Up Coming Meetings

The next two regular meetings are scheduled for December 27, and January 10, 2019 at 6:30 p.m.

SWANCREEK WATER DISTRICT BOARD

Shawn Albert

Dale Brunner

Mark Fowler

Lennox Mitchell

Randy Walker, Board Secretary