

# Swan Creek Water District

## Record of Proceeding January 24, 2019

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.

**Minutes Approval from Regular Meeting on January 10, 2019 - Motion** was made by Trustee Fowler, seconded by Trustee Walker, to approve the regular meeting minutes from January 10, 2019.  
Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes; Mitchell, yes and Walker, yes. Motion Carried.

**Public Forum** – Township Trustee Kazmierczak was present and notified Trustee Albert and Trustee Walker, that the Township Trustees have re-appointment them to the Water District Board for another term. He said they should be receiving notification in the mail soon.

Trustee Albert asked Trustee Kazmierczak if he was involved in the Zoning updates as it pertains to the Water District wanting language added. Trustee Kazmierczak stated they will be discussing the detail of this with the County Prosecutor.

### Office Manager's Report

**Cash Summary Fund Report** was given to the Board for their review. The Board would like a Fund Summary Report at the next meeting instead of the Cash Summary Fund Report.

**Resolutions 2019-01** was reviewed and signed by the Board. Details of this resolution is in in the January 10, 2019 meeting minutes.

**Purchase Orders** - none

**Credit Card Policy Draft-** The Board reviewed a drafted Credit Card Policy that Tina presented. which is a new requirement for local government entities who have credit cards or credit accounts. She still needs to get some other details, like the credit limit on the Chase credit card account and the Fessenden's Hardware account. An addendum needs to be attached with authorized users and credit limits for them.

The Board would like to be added as authorized users of the Fessenden's Hardware Account just in case they would have to get some supplies for the District.

Trustee Kazmierczak told Tina that the Township was working on the same thing and they have some samples in the office of the policy requirements and forms, that she was welcome to review or make copies of.

Tina will finish up the draft after she finishes her research and hopefully be able to finalize it at the next meeting.

Trustee Mitchell questioned if a local bank, offered more competitive rates and rewards with their Credit Cards. It was discussed that this would be a good research project for Trustee Mitchell to compare what local banks offer vs. Chase Bank.

**ORWA (Ohio Rural Water Association) Membership Renewal** – The Board reviewed the annual membership renewal information. After discussion:

**Resolution 2019-02** was made by Trustee Mitchell, seconded by Trustee Brunner to renew the District's annual membership with ORWA (Ohio Rural Water Association) with a membership fee of One hundred thirty five dollars (\$135.00) plus an additional Twenty Five Dollars (\$25.00) for their legislation efforts.

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

**CORD (Coalition of Ohio Regional Districts) Membership Renewals** – Tina updated the Board on some communication issues she has had contacting CORD, which have since been resolved. The Membership Renewal fee is \$250.00 per year. After further discussion:

**Resolution 2019-03** was made by Trustee Brunner, seconded by Trustee Walker to renew the District's annual membership with CORD (Coalition of Ohio Regional Districts) with a membership fee in the amount of Two hundred fifty dollars (\$250).

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

**Year End Status** – Tina reported that the year-end procedures have been completed. The 2018 Annual Financial Statements along with the Notes to the Financial Statements are also completed and have been submitted to the State Auditor. The required legal notice will be in the Swanton Enterprise and The Key within the next couple weeks.

### **Treasurer's Report**

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

**Resolution 2019-04** was motioned by Trustee Fowler, seconded by Trustee Brunner to approve payment of the bills in the amount of \$766.44.

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

**Road 3 & EF Project Payments/Bulk Water Distribution** - Tina informed the Board that the first payment will be due on July 1<sup>st</sup> and she needs to know how the Board wants her to handle the portion that will not be collected through assessments. Prior to proceeding with the project, it was agreed that bulk sales revenue would cover the remaining balance on the payments. However, since all bulk sales revenue is going into the preliminary project fund, a decision needs to be made on whether some bulk sales should be directed into the Road 3 & EF West Project fund or if a transfer should be made once a year from the preliminary project fund into the Road 3 & EF West Project fund. Trustee Albert asked if we knew what the payment is going to be and how much the District will have to cover. Tina said she has an idea of what the payment is going to be, but is waiting on the final amortization chart from OWDA. Trustee Fowler stated that whichever method is easiest in the accounting system would be fine. Tina will provide the Board with more details after she has the final amortization chart from OWDA and she receives the assessments funds from the County Auditor which should be late February or early March.

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

Trustee Brunner- FCED (Fulton County Economic Development) Renewal/Invoice

Tina had provided the Board with an email of the FCED upcoming events and meetings.

Trustee Brunner provided the Board with information on the Breakfast on the Farm and the Traveling Memorial, which will be held at the Historical Society in Wauseon this May.

The Traveling Memorial is free to the public.

Trustee Brunner attends their meetings, and Trustee Mitchell has attended one as well. They feel it is important to stay informed and support our local community.

Trustee Brunner provided Tina with an \$500.00 invoice for the annual FCED membership fee.

**Motion** was made by Trustee Brunner, seconded by Trustee Albert to approve payment of \$500.00 for the FCED (Fulton County Economic Development) yearly membership renewal. Roll Call Vote: Albert, yes, Brunner, yes; Fowler, yes; Mitchell, yes and Walker, yes. Motion Carried.

### **Inspector's Report**

#### **Damaged Hydrant on County Road 2 @ 6667 (January 22, 2019)**

Tom reported that Matt Stout (Swancreek Maintenance Supervisor) notified him of a broken hydrant on County Road 2 that he noticed while snow plowing for the Township. Tom checked the broken hydrant and it is not leaking, he bagged it to keep debris out. There was a message on the office answering machine from the Fulton County Sheriff, reporting the incident and stating that the State Highway Patrol was handling the crash. Tina will contact the state highway patrol to get the incident report so an insurance claim can be made for the repairs. A hydrant repair kit has been ordered from Perrysburg Pipe and Tom said he would fix the hydrant when the weather is better.



### Unfinished Business

RTR/Endpoints (Cellular vs. ME) – There is no update on when Buckeye and Badger were going to come and test the area for the cellular endpoints. Tina told Trustee Albert that she has not given him the contact information yet because she wants to make sure he has all the facts before he calls. She will be sending him an email with all the details and history. Also, the 12 RTR's/Endpoints that were ordered last year should be arriving this week.

New Business - None at this time

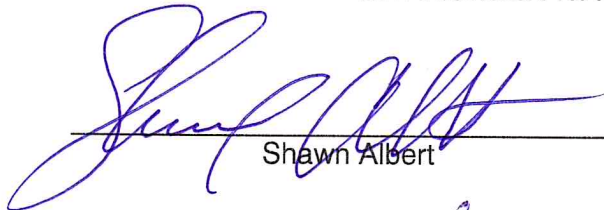
### Adjournment

At 7:35 p.m. Trustee Walker moved to adjourn seconded by Trustee Mitchell. Motion Carried

### Up Coming Meetings

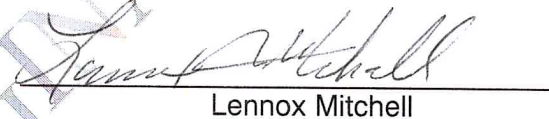
The next two regular meetings are scheduled for February 14th and February 28<sup>th</sup>, 2019 at 6:30 p.m.

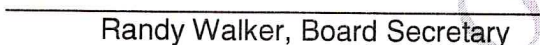
### SWANCREEK WATER DISTRICT BOARD

  
Shawn Albert

  
Dale Brunner

  
Mark Fowler

  
Lennox Mitchell

  
Randy Walker, Board Secretary