

Swan Creek Water District

Record of Proceeding
February 14, 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. Also present were Tina Whalen, Office Manager, Tom Shelley, Inspector and Cindy Fowler, Office Assistant. Trustee Walker was out of town on vacation.

Minutes Approval from Regular Meeting on January 24, 2019 - Motion was made by Trustee Fowler, seconded by Trustee Brunner, to approve the regular meeting minutes from January 24, 2019.

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

Public Forum - Township Trustee Kazmierczak was in attendance, he had nothing new to report

Office Manager's Report

Fund Summary & Cash Summary Fund Report was given to the Board for review.

Resolutions 2019-02 thru 2019-04 were not prepared and will be at the next meeting for review and signature. Details of these resolutions are in the January 24, 2019 meeting minutes.

Purchase Orders were reviewed and initialed by the Board.

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

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

January & February's Billing & Usage Summary Report was given to the Board for review.

Absent for February 28, 2019 Meeting – Tina will not be at the next meeting, but will have everything ready for Cindy and the Board.

Treasurer's Report

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

Resolution 2019-05 was motioned by Trustee Fowler, seconded by Trustee Mitchell to approve payment of the bills in the amount of \$18,475.67.

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

Trailer Park & Conversation with the County Auditor – Trustee Fowler reported that he spoke to Char Lee from the Fulton County Treasurer's office on February 13, 2019 regarding the Trailer Park. She told Trustee Fowler that a Foreclosure Notice had been sent out to the Trailer Park in 2018 but no action has been taken at this time.

The Forrest Mobile Home Park taxes for the 2nd half of 2018 and the 1st half of 2019 have not been paid. Char explained to Trustee Fowler how any funds received this year would be applied. (1st 2018's Past Due Construction Assessment, 2nd Real Estate Taxes, etc.) Trustee Fowler explained to her about the past problems trying to collect water charges on time and spoke about the \$21,000 assessment placed on their taxes last year from non-payment. Char said she would be informing the County Prosecutor of the situation. She and Trustee Fowler will keep their lines of communication open with any updates.

Trustee Albert asked is the Trailer Park was current on their bill. Tina said they have a payment due on February 26th and that February's bill was twice the amount it had been running. However, this is not unusual for them during winter months because of frozen and busted pipes.

Water Board Trustees' Report - Trustee Mitchell had a webinar print out from RCAP (Rural Community Assistant Partnership) on grant money access. He will review it with the Board at an upcoming meeting.

Inspector's Report - Tom reported that the damaged Hydrant at 6667 County Road 2, has recently come up missing. He and Tina have been communicating on replacement of the Hydrant.

Trustee Albert asked Tom if he has had any problems with Hydrant tops cracking. He said he heard somewhere in Michigan was having problems with some of their Hydrant tops cracking due to the cold weather. This problem is suspected to be caused by the oil used in the hydrant, water getting in and then freezing. Tom said he is not aware of any problems.

Tom reported that he currently has 6 RTR's to replace when the weather breaks. They are ones that are over 10 years old, and we have not been able to get readings from them.

Unfinished Business

RTR/Endpoints (Cellular vs. ME) - Tina reported that Buckeye Pipe and Badger Meter are planning on doing some testing of their cellular readers in our area on March 28TH and attending the Board meeting that evening. She also reported that after Tom replaces the 6 RTR's, there will be 6 left from her last order of 12. A decision is going to have to be made on whether they will be going with cellular units or not.

Credit Card Policy Draft – Tina updated the Board on the Credit Limits at Fessenden's Hardware and the Districts Credit Card. They both have a limit of \$5,000. She is still working on the final draft.

Road 3 & EF Project Loan Payments - Tina said she feels that an annual transfer from the preliminary project fund into this fund would be the easiest. Since the 1st payment is not due till July 1st, she will wait until she receives the first half tax settlement from the County Auditor to see how much they will need to cover the loan payment.

Damaged Hydrant on CR2 @ 6667 (Now Stolen) - Tina reported to the Board that she is checking with local distributors to get a quote on replacing the top of this hydrant so she can include the cost of the hydrant to the insurance company. Also a report has been filed with The Fulton County Sherriff.

New Business

Payments on Lucas County Trunk Cap Fees & Rd 2 Equalization Fees (New Proposed Procedure)

Tina sent the Board an overview of the multiple steps that they take monthly when posting, tracking, and applying payments that are made on Lucas County Trunk Cap Fee & Rd 2 Equalization Fees. She proposed a new procedure on posting these payments and making sure they get applied to the Road 2 debt retirement account on an annual basis by transferring the payments that have been made at the end of every year. After further discussion:

Resolution 2019-06 was made by Trustee Fowler seconded by Trustee Brunner to approve a new procedure on posting Lucas County Trunk Cap Fees & Rd 2 Equalization Fees annually into the Road 2 Debt Retirement Account. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes and Mitchell, yes. Motion Carried.

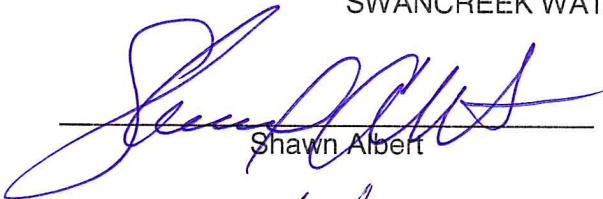
Adjournment

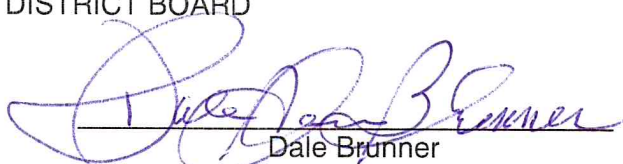
At 7:40 p.m. Trustee Fowler moved to adjourn seconded by Trustee Albert. Motion Carried

Up Coming Meetings

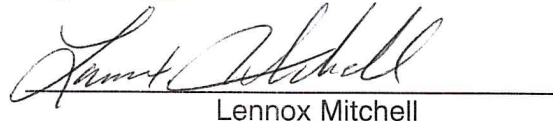
The next two regular meetings are scheduled for February 28th and March 14th, 2019 at 6:30 p.m.

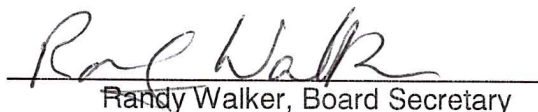
SWANCREEK WATER DISTRICT BOARD


Shawn Albert


Dale Brunner


Mark Fowler


Lennox Mitchell


Randy Walker, Board Secretary