

Swan Creek Water District Board

Regular Meeting Minutes

DATE	July 11, 2019
6:30 PM	<p>Trustee Brunner Called the Meeting to Order</p> <p>Pledge of Allegiance</p> <p>Roll Call Attendance: All present with the exception of Shawn Albert. Also present were: Tina Whalen, Tom Shelley, Inspector and Cindy Fowler.</p> <p>MOTION was made by Trustee Fowler, seconded by Trustee Brunner to approve the regular meeting minutes from June 27, 2019. Motion carried unanimously.</p>
Public Forum	No public in attendance
Administrative	<p>Resolution 2019-22 was reviewed and signed by the Board. Details of this resolution are in the June 27, 2019 meeting minutes.</p> <p>Fund Summary Report was given to the Board for review.</p> <p>Purchase Orders were reviewed and initialed by the Board.</p> <p>June's Bank and Investment Statements were reviewed and initialed by the Board.</p> <p>July's Billing and Usage Summary was given to the Board for their review</p> <p>Revised Appropriations- The Board reviewed the revised Appropriations for 2019. Tina explained that the majority of the changes were in the Capital Improvement Fund for the new Meter Reading Equipment and meters. After further discussion: Resolution 2019-23 was motioned by Trustee Fowler, seconded by Trustee Walker to approve the Revised 2019 Appropriations & Revenue Budget. Roll Call was done and Motion carried unanimously.</p> <p>State Audit (AUP) – Tina reported to the Board that the District is due for its biennial audit for 2017 & 2018 records. She was notified by the State Auditor's office that the District qualifies for an AUP (Agreed upon Procedures) Audit again and asked the Board if they were ok with it. It is a less extensive audit, is cost less and you only qualify if you did not have any findings for recovery in your previous audits. The District would have to have a regular audit in 2021 since they can only do the AUP audit two times in a row. The Board agreed on an AUP audit.</p> <p>Insurance Renewal – The Board reviewed the Insurance Renewal paperwork and Trustee Mitchell had a few questions regarding Burglary and Vandalism. Tina provided him with the phone number to Conrad Beck the District's Insurance representative. Trustee Mitchell will contact Mr. Beck with his questions. Trustee Brunner suggested Trustee Mitchell to email his findings to the Board.</p>

	<p>Painted Fire Hydrant on County Road 2 – Tina asked Tom if he knew who painted a fire hydrant on CR 2 between CR E and CR D red and white. Tom was unaware of this. Cindy said she thought the last time Chad from the Swanton Fire Department was in, that was mentioned they would be painting hydrants when they did testing's in June. Tina has not yet received any paperwork from the Fire Department on their last hydrant testing's not was she informed of any painting of any hydrants.</p>
Resolution for Payment of Bills	<p>Trustee Fowler reported that, he has gone over all the bills.</p> <p>Resolution 2019-24 was motioned by Trustee Fowler, seconded by Trustee Mitchell to approve payment of the bills in the amount of \$27,481.92. Roll Call was done and Motion carried unanimously.</p>
Water Board Trustees' Report(s)	<p>Trustee Fowler- Forest Mobile Home Park & Shut Off Procedures</p> <p>Trustee Fowler reported that Tina contacted him earlier in the week stating that the Trailer Park's June water bill is past due and their July bill is due on July 24.</p> <p>Trustee Fowler also updated the Board on his conversation with Char Lee, Fulton County Treasurer about Fulton County's Foreclosure processes and procedures. She informed Trustee Fowler that the Trailer Park owners are 3 payments behind and owe approx. \$50,000 and more than \$21,000 of that is owed to the Water District. He also talked about the bank that has the mortgage and how the County Treasurer felt it would be better if the bank pursued foreclosure vs. the County.</p> <p>Tina reported that since her call to Trustee Fowler, Forest Mobile Home Park has paid their past due amount including the late fee. She also read information provided from the District's Attorney on shut off procedures the District would need to follow if the need arose to turn the water off at the trailer park. Information from the Ohio Consumer's Counsel says:</p> <p><i>The utility can disconnect for non-payment if the landlord has not paid. However, the utility companies are required to provide a 14-day notice to the landlord and at the end of the 14 days, the utility is then required to provide a separate 10-day notice to the individual tenants and the notice must include a remedy available for the tenants to prevent the disconnection. This remedy includes requesting forms from the utility that establish an escrow account with the local court. Rental payments can be made to the escrow account, which can be used to pay the utility bills.</i></p> <p>Trustee Fowler would like a shut off notice drafted to have on hand if and when the Mobile Home Park is late again and they have to post notices at the trailers.</p> <p>Trustee Fowler- Promissory Notes</p> <p>Trustee Fowler updated the Board regarding the five accounts that are making payments on the Trunk Capacity Fee but did not have Promissory Notes on file. There were two of the five that had not responded after two notifications so Trustee Fowler went to visit them and was able to speak to each of the property owners and explain the reason we needed these notes. Tina reported that both property owners have since come in to take care of this and she updated and notarized their promissory notes and they are now on file.</p>

	<p>Installing Meter Pits at Long Driveways</p> <p>While Trustee Fowler was trying to make contact with the property owners for the unsigned promissory notes, he drove down a very long driveway (approx. 400 to 500 feet long). These residences had meters installed inside their home after Road 2 Project was installed and there were no distance requirements for meter pits at the time. Trustee Fowler feels that the Board should look at these long driveways that are back in the woods and consider having meter pits installed at the road for the following reasons:</p> <ol style="list-style-type: none"> 1. If there was a leak or break in the line going back to the home, it would be the District's loss and they may not even know there is a leak. 2. The driveways condition was in bad shape with potholes. Tina said she has been driving down these driveways for 13 years and Cindy is now doing most of the meter readings and the conditions have worsened. <p>It was agreed that Cindy or Tina would email the Board with a list of driveways that they have to drive down during meter readings and the Board would take a look at them.</p>
Inspector's Report	<p>Tom reported that he located and exercised the valve at the Trailer Park, just in case it had to be shut-off. He did log this on the valve-exercising sheet.</p> <p>He also reported that he was contacted by a concerned citizen regarding two men in an "unmarked truck messing with valves" at the County Road 1-2 master meter. He went to look into it and found it was Fulton County workers sent by Ziad Musallam to check the bypass valves. Tom stayed with them and helped check the valves. Tina will contact Ziad about the District not being notified that someone would be working/testing the District's valves.</p>
Old Business	<p>Asset Management Plan Mandated by the Ohio EPA</p> <ul style="list-style-type: none"> • Valve Exercising Program – (In Progress) • Capital Improvement Plan (5, 10 & 15 Year) – (In Progress) <p>County's Water Usage & Road 2 & 1-2 Master Meters – Tina reported to the Board that Ziad contacted the entity that did the master meters testing and calibration because there has been some discrepancies with their master meter numbers vs's the District's Road 2 master meter numbers. This is why his men were checking the by-pass valves. Also, she did email Trustee Albert and the other Board Members, the Agreement with the County that pertains to the County's connection into the Districts system on County Road 3.</p> <p>3137 US 20A – Tina updated the Board that the resident had called the office to check on the status of his request for water and the estimated cost. She contacted Scott Lumberzer from Arcadis, and he went out to verify the end of the line and measured the distance from the end of the line to 3137 US 20A and it is approximately 580 feet. Scott said that if he used the construction numbers from last year's project, the cost would be around \$73 per foot. He also mentioned that there were a few houses across the street that may want to be included. Trustee Fowler suggested the resident contact his neighbors to see if they might be interested. Tina will contact the resident with the information.</p>

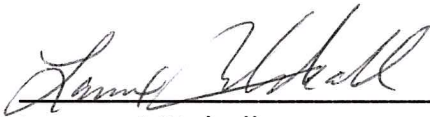
	<p>JEDD (Joint Economic Development District)</p> <p>Tina told the Board she emailed Bobbie O’Keefe, the District’s attorney and included the “Consideration Form for the JEDD” that Matt Gilroy handed out to the Board. She will also send the form to Trustee Albert.</p> <p>Trustee Brunner asked how the Board would like to fill this form out. It was suggested that each of them fill out the form and write down their thoughts, questions and concerns so that they could review at the next meeting.</p> <p>The Board reviewed the discussion that was had at the June 27th meeting with Matt Gilroy of FCED, and James Mehaffie of RCAP as well as the Consideration Form from Matt Gilroy of FCED.</p> <p>Tina mentioned a Conference call as an option to discuss any questions.</p>
New Business	No new business at this time.
Adjournment	At 7:47 P.M., Motion was made by Trustee Fowler to adjourn, seconded by Trustee Walker. Motion carried unanimously
Upcoming Meetings	Thursday, July 25, 2019 - Regular Meeting @ 6:30 PM Thursday, August 8, 2019 – Regular Meeting @ 6:30 PM


SWANCREEK WATER DISTRICT BOARD

Shawn Albert


Dale Brunner

Mark Fowler


Lennox Mitchell


Randy Walker, Board Secretary