


Swan Creek Water District Board Regular Meeting Minutes

| DATE | September 26, 2019 |
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| 6:30 PM | <p>Trustee Albert called the Meeting to Order</p> <p>Pledge of Allegiance</p> <p>Roll Call Attendance: All Board Member were present. Also present were Tina Whalen and Tom Shelley, Inspector.</p> <p>MOTION was made by Trustee Fowler, seconded by Trustee Walker to approve the regular meeting minutes from September 12, 2019. Motion carried unanimously.</p> |
| Public Forum | No public in attendance |
| Administrative | <p>Resolution(s) 2019-29 was reviewed and signed by the Board. Details of this resolution are in the September 12, 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>State Audit – Tina reported that the audit is complete. She reviewed the report with the Board and discussed the recommendation of having the Board review and approve all adjustments that are made in the billing software. Sometimes adjustments are made due to return checks or errors and she needs to make adjustments. The suggestion from the auditor was to have the Board review all adjustments made on a periodic basis and have them approve them even if it is after the fact.</p> <p>Fiscal Officer Training - Tina reported that she will be going to fiscal officer training, on October 16, 2019 in Perrysburg. This is required by the state auditor's office if you did not attend the annual conference. The cost is \$100 and is coming out of the training funds that were already appropriated.</p> |
| Resolution for Payment of Bills | <p>Trustee Fowler reported that, he has reviewed the bills.</p> <p>Resolution 2019-30 was motioned by Trustee Fowler, seconded by Trustee Brunner to approve payment of the bills in the amount of \$32,519.40. Roll Call was done and Motion carried unanimously.</p> |
| Water Board Trustees' Report(s) | <p>Trailer Park Status – Tina reported that the trailer park is past due on their water bill. They currently owe \$2,031.15 which includes \$184.65 late fee. They were mailed a past due statement with a shut off date of October 11, 2019. If they do not pay by 9:00 a.m. on October 11th, we can post 10 day notices at the trailers.</p> |
| Inspector's Report | Tom had nothing new to report other than an update on the meter change outs. |
| Old Business | <p>New Master Meter Change Out Update (See Attached)</p> <p>Tina provided the Board with a Progress Report as of September 26, 2019, Tom has changed out 370 units and there are 113 to go. Training is scheduled for next week and Tina has more complete units on order.</p> |

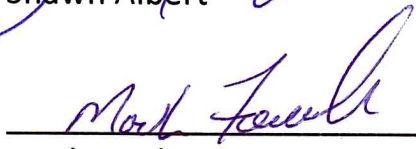
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| | <p>Asset Management Plan Mandated by the Ohio EPA</p> <ul style="list-style-type: none"> • Valve Exercising Program – No Update • Capital Improvement Plan (5, 10 & 15 Year) – No Update <p>County’s Water Usage & Road 2 & 1-2 Master Meters – Tina has no update.</p> <p>3137 US 20A – Extending Water Line – No Update.</p> <p>JEDD (Joint Economic Development District) – The Board reviewed a letter that Trustee Brunner drafted and had no recommended changes. Trustee Brunner will sign the letter and Tina will sent it to Matt Gilroy and give a copy to each of the Township Trustees.</p> <p>Toledo Regional Water – Tina informed Trustee Mitchell that she recently sent Ziad an email and will forward his response as soon as she gets it.</p> |
| New Business | New Zoning Permits (Ted Burch) – Trustee Albert asked why zoning permits were sent to all the Water Board Members. Tina said the township was going to send her all zoning applications on new dwellings and that she would look and see if there was a water line available. The Township might have decided to send them to everyone. Trustee Albert said it might cause less confusion if they would send them to Tina, Cindy, Trustee Albert and Trustee Brunner. |
| Adjournment | At 7:30 P.M., Motion was made by Trustee Fowler to adjourn, seconded by Trustee Walker. Motion carried unanimously |
| Upcoming Meetings | Thursday, October 10, 2019 – Regular Meeting @ 6:30 PM Thursday, October 24, 2019 – Regular Meeting @ 6:30 PM |

SWANCREEK WATER DISTRICT BOARD



 Shawn Albert

 Dale Brunner



 Mark Fowler



 Lennox Mitchell



 Randy Walker, Board Secretary