

# Swan Creek Water District Board

## Regular Meeting Minutes

DATE	October 10, 2019
6:30 PM	<p>Trustee Albert called the Meeting to Order</p> <p>Pledge of Allegiance</p> <p>Roll Call Attendance: With the exception of Dale Brunner, all board members were present. Trustee Brunner just had surgery and is out recovering. Also present were Tina Whalen and Tom Shelley, Inspector.</p> <p><b>MOTION</b> was made by Trustee Fowler, seconded by Trustee Walker to approve the regular meeting minutes from September 26, 2019. Motion carried unanimously.</p>
<b>Public Forum</b>	No public in attendance
<b>Administrative</b>	<p><b>Resolution(s) 2019-30</b> was reviewed and signed by the Board. Details of this resolution are in the September 26, 2019 meeting minutes.</p> <p><b>Fund Summary Report</b> was given to the Board for review.</p> <p><b>Spectrum Phone &amp; Wi-Fi for SCWD</b> – Tina reported that Spectrum was in yesterday and replaced the modem that had a short in it and this took care of the phone issue they were having earlier this week. Also, Cindy called to get a quote for the District to obtain their own dedicated internet, Wi-Fi and phone separate from the Township. The first year would be \$69.97/month and \$105/month after the first year. Also, there would be a \$99 installation fee. The District currently pays the Township \$80/month for internet, Wi-Fi and phone which is combined onto one bill and was a cost savings at the time of the change from Windstream to Spectrum.</p> <p>Trustee Albert asked Tina to check into the price for a server since there is not an automatic backup system on the computers.</p> <p><b>Purchase Orders</b> were reviewed and initialed by the Board.</p> <p><b>October's Billing and Usage Summary</b> was reviewed by the Board. Trustee Albert said he would like to see the previous month's bulk usage on these reports.</p> <p><b>September's Bank and Investment Statements</b> were reviewed and initialed by the Board.</p> <p><b>Tina's Extra Hours</b> – Tina had overtime hours in August and September due to the meter change out project. Since she is currently paid on a part-time salary basis and she exceeded the work hours of her salary, the Board agreed that she should be paid for the extra hours. Trustee Fowler thought it would be best to split it up into two months since it is an accumulation for two months. Also, it should be paid out of the Capital Improvement fund since the extra time was spent on the Master Meter change out project. After further discussion:</p>

	<p><b>Resolution 2019-31</b> was motioned by Trustee Fowler, seconded by Trustee Albert to authorize payment for Tina Whalen's 79.5 extra hours she worked in August and September; to be paid from the Capital Improvement Fund (5104) and broken up into two payments. Roll Call was done and Motion carried unanimously.</p>
<b>Resolution for Payment of Bills</b>	<p>Trustee Fowler reported that, he has reviewed the bills.</p> <p><b>Resolution 2019-32</b> was motioned by Trustee Fowler, seconded by Trustee Walker to approve payment of the bills in the amount of \$33,004.98. Roll Call was done and Motion carried unanimously.</p>
<b>Water Board Trustees' Report(s)</b>	N/A
<b>Inspector's Report</b>	<p>Tom asked if we ever received maps that showed valve locations with addresses. He has been exercising valves and they would be easier to locate if he had addresses on the map. Tina will check her notes from when she and Tom talked to Ziad and see what they can do.</p>
<b>Old Business</b>	<p><b>New Master Meter Change Out Update</b> – As of Wednesday, October 9, 2019, there were 46-meter change outs to go and 10 of them were already scheduled.</p> <p><b>County's Water Usage &amp; Road 2 &amp; 1-2 Master Meters</b> – Tina sent Ziad Musallam an email asking that Fulton County consider paying half of the maintenance on the CR 1-2 master meter as they do with the CR 2 master meter.</p> <p><b>Toledo Regional Water</b> – Since the last meeting, Tina received an email from Ziad Musallam stating that the Fulton County Commissioners have agreed to enter into the proposed contract and all entities are waiting for the October 18<sup>th</sup> deadline to identify the participating parties of the proposed contract as needed to finalize the water sale rate. Tina will invite Ziad to a future meeting to go over the details.</p> <p><b>3137 US 20A – Extending Water Line</b> – No Update.</p> <p><b>Split Lots and New Builds</b> – Tom had noticed some building activity on one of the lots that were sold by Tim Austin on CR EF but had not heard of a tap permit being issued. Tina checked with the Township and Trustee Kazmierczak said that the owner was just building a pole barn for now. Tina will check into this again to see if there was a zoning permit issued.</p> <p><b>Trailer Park Status</b> – The past due balance was paid on Wednesday, October 9<sup>th</sup> after Trustee Albert contacted Mike Files twice. The current balance from October's billing cycle is due by October 23<sup>rd</sup>.</p> <p><b>Asset Management Plan Mandated by the Ohio EPA</b></p> <ul style="list-style-type: none"> <li>• Valve Exercising Program – No Update</li> <li>• Capital Improvement Plan (5, 10 &amp; 15 Year) – No Update</li> </ul>
<b>New Business</b>	<p><b>T. Dodd Late Fee Credit (Due Dates &amp; Posting Late Fees)</b> – Tina reported that Tiffany Dodd of 4455 S. Fulton-Lucas called about a \$30.98 late fee that was posted to her account. She paid on the due date, but late fees were posted the morning of the due date, which is not normal. After further discussion:</p> <p><b>Resolution 2019-33</b> was motioned by Trustee Fowler, seconded by Trustee Albert to credit the late fee on Mrs. Dodd's account #101326 in the amount of \$30.98. Roll Call was done and Motion carried unanimously</p>



<b>Adjournment</b>	At 7:35 P.M., Motion was made by Trustee Fowler to adjourn, seconded by Trustee Walker. Motion carried unanimously
<b>Upcoming Meetings</b>	Thursday, October 24, 2019 – Regular Meeting @ 6:30 PM Thursday, November 7, 2019 – Regular Meeting @ 6:30 PM

### SWANCREEK WATER DISTRICT BOARD

  
Shawn Albert

\_\_\_\_\_  
Dale Brunner

  
Mark Fowler

  
Lennox Mitchell

  
Randy Walker, Board Secretary