

Swan Creek Water District Board

Regular Meeting Minutes

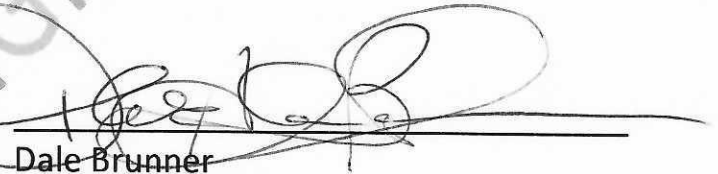
DATE	October 24, 2019
6:30 PM	<p>Trustee Albert called the Meeting to Order</p> <p>Pledge of Allegiance</p> <p>Roll Call Attendance: With the exception of Dale Brunner, all board members were present. Also present were Tina Whalen, Cindy Fowler and Tom Shelley, Inspector.</p> <p>MOTION was made by Trustee Fowler, seconded by Trustee Mitchell to approve the regular meeting minutes from October 10, 2019. Motion carried unanimously.</p>
Public Forum	No public in attendance
Administrative	<p>Resolution(s) 2019-31 thru 33 were reviewed and signed by the Board. Details of these resolutions are in the October 10, 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>Adjustments- Tina explained that two adjustments were needed because their usage was over estimated when their meter change out usage was not figured into the estimate. After further discussion:</p> <p>Resolution 2019-34 was motioned by Trustee Fowler, seconded by Trustee Walker to approve adjustments to: Account #100021, Marla Kusz at 6105 CR 1-1 in the amount of \$21.28 and Account # #100286, Ron and Dorothy Wielinski at 5102 CR 2 in the amount of \$62.98.</p> <p>Roll Call Vote was done and Motion carried unanimously.</p> <p>Transfer from 5110 to 5109 to cover Loan Payment – Tina reported that she reviewed Loan #7986 (Fund #5109) for the Road 3 & EF West Project and discovered that a transfer will have to be made from Fund #5110 (Preliminary Project Fund) in order to make the next payment in December. After further discussion:</p> <p>Resolution 2019-35 was motioned by Trustee Fowler, seconded by Trustee Albert to transfer \$1,544.00 from Fund #5110 to Fund #5109 to cover the loan payment for the Road 3 & EF West Project.</p> <p>Roll Call Vote was done and Motion carried unanimously.</p> <p>August 9, 2018 Audit Comm. Minutes – Tina reported to the Board that they had passed a motion to approve the August 9, 2018 Audit Committee Minutes, but they had not been signed. Trustee Fowler signed the minutes and Trustee Brunner can sign when he returns.</p> <p>Revised Appropriations – Tina reported that appropriations had to be revised and gave the Board a copy to review. She said they would have to pass a resolution to approve the revised appropriations before the end of the year.</p>

	<p>November's Meeting Schedule was discussed by the Board. Trustee Albert is not available on the 7th and the 21st. He did not realize that they had scheduled November's meetings for the 1st and 3rd Thursday. The Board is considering the option of having only one meeting in November on the 14th. Tina will would contact Ziad to see if he would be available on the 14th instead of the 21st.</p>
Treasurer	<p>Trustee Fowler reported that, he has reviewed the bills.</p> <p>Resolution 2019-36 was motioned by Trustee Fowler, seconded by Trustee Walker to approve payment of the bills in the amount of \$6,185.65.</p> <p>Roll Call was done and Motion carried unanimously.</p> <p>Trailer Park Status was discussed with the Board. They are currently have a past due balance of \$1498.65 (\$1,362.41 past due balance plus a \$136.24 late fee). The past due statement that was sent has a deadline on it of 9:00 a.m. on November 12th. If the past due payment is not made on or before November 12th, shut off notices will need to be posted on each residences door as well as mailed to the Trailer Park owners with a shut off date of November 22nd, 2019.</p> <p>2019 Audit Committee Members/Meeting - Tina reported that they need to have an Audit Committee Meeting before the end of the year. Trustee Albert suggested sending a letter to past audit committee members Alan Raven and Sharon Niedzwiecki to see if they are still interested in being on the Audit Committee and pick a date that will work with everyone's schedule before the end of the year.</p> <p>Trustee Fowler said that only two Board members can be on the committee and maybe Trustee Mitchell should be on the committee since he is a treasurer in training. Trustee Mitchell asked how many others need to be on the committee. Tina explained that she does not know because they have not been able to locate a policy/procedure on how members are selected and so forth. She only knows that they are required by the State Auditor to meet once a year. Trustee Fowler told Tina to reach out to Alan Raven and go from there.</p> <p>Office Lights- Trustee Walker asked if the lighting issue in the office had been resolved. Tina said the light have all been switched out and are working fine.</p> <p>Trustee Albert asked if Tina was able to contact anyone about a server for the district. Tina said she has only done a little research on a back-up server device. Trustee Albert stated he would contact a company that he has worked with and have them contact the Office.</p>
Water Board Trustees' Report(s)	N/A
Inspector's Report	Tom stated that the meter pit was installed today at 6290 CR 3, by Dave's Services.
Old Business	<p>New Master Meter Change Out Update – There are only nine (9) services left to change out.</p> <p>Tina reviewed a letter she is going to send to Buckeye State Pipe. This letter is letting them know that the District has changed meter suppliers and are no longer in need of their services, supplies, or the Badger Beacon System and wish to discontinue any service contracts with Buckeye State Pipe and/or Badger Meter. She asked the Board if they had anything they wished to add. They did not.</p> <p>County's Water Usage & Road 2 & 1-2 Master Meters – Ziad Musallam plans on attending the Board's November 21st meeting to discuss. In addition, Ziad mentioned to Tina that Liberty Center has approached them about getting water.</p>

	<p>Toledo Regional Water – Ziad will be at the November 21st Meeting to discuss this as well.</p> <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>3137 US 20A – Extending Water Line – (No Update) Sending a generic letter of interest to the area residences was mentioned. Trustee Albert asked Tom to contact Dave's Services to give an estimate on extending the line. Tina said that maybe it would be under the threshold for competitive bidding.</p>
New Business	<p>3060 US 20A – Renee Walker Inquiry – Renee contacted the office regarding water availability to a home they recently purchased. Tina discussed with the Board where the water line stopped, and the location of the residence. This would come into play with 3137 US 20A.</p>
Adjournment	<p>At 7:48 P.M., Motion was made by Trustee Fowler to adjourn, seconded by Trustee Albert. Motion carried unanimously</p>
Upcoming Meetings	<p>Thursday, November 7, 2019 – Regular Meeting @ 6:30 PM Thursday, November 21, 2019 – Regular Meeting @ 6:30 PM</p>

SWANCREEK WATER DISTRICT BOARD


Shawn Albert


Dale Brunner


Mark Fowler


Lennox Mitchell


Randy Walker, Board Secretary