

Swan Creek Water District Board

Regular Meeting Minutes

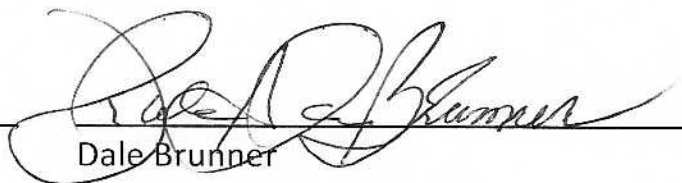
DATE	December 12, 2019
6:30 PM	<p>Trustee Albert called the Meeting to Order</p> <p>Pledge of Allegiance</p> <p>Roll Call Attendance: All board members were present. Also present were Tina Whalen and Cindy Fowler.</p> <p>MOTION was made by Trustee Albert, seconded by Trustee Brunner to approve the regular meeting minutes from November 14, 2019. Motion carried unanimously.</p>
Public Forum	<p>James and Diane Howard from 5393 CR 1 asked if there were going to be any water rate increases next year. They have seen articles in the paper about Toledo water rate increases and changes in billing frequency. Tina informed them that the District has not been given any rates increases from Fulton County and that their billing cycle will remain bi-monthly. Mr. Howard asked about the minimum usage and Tina stated that the District's minimum usage of 5,000 gallons bi-monthly for \$60.80 has not changed. They also asked if there were any senior discounts available. Cindy provided them with the District's senior discount requirements and paperwork.</p> <p>Trustee Fowler did state that he and Tina need to get together to go over operating expenses to see if any rate increases would be necessary in the near future to cover operating costs.</p>
Administrative	<p>Resolution(s) 2019-37 thru 39 were reviewed and signed by the Board. Details of these resolutions are in the November 14, 2019 meeting minutes.</p> <p>Fund Summary Report was given to the Board for review.</p> <p>November's Bank and Investment Statements were reviewed and initialed by the Board.</p> <p>Purchase Orders were reviewed and initialed by the Board.</p> <p>2019 Final Appropriations & Revenues Budget were discussed with the Board. After further discussion: Resolution 2019-40 was motioned by Trustee Fowler, seconded by Trustee Brunner to approve the 2019 Final Appropriations & Revenues Budget. Roll Call Vote was done and Motion carried unanimously.</p> <p>2020 Temporary Appropriations & Revenues were not ready and will be reviewed by Tina and Trustee Fowler before the next meeting.</p> <p>Annual Transfers for Road 2 Trunk Capacity Fees and Equalization Fees were reviewed with the Board. The Board previously passed a Resolution to do an annual transfer for the 15 customers that are making payments on these fees instead of applying them every billing cycle. After further discussion: Resolution 2019-41 was motioned by Trustee Fowler, seconded by Trustee Walker to approve transfers from the General Operating Fund (5101) to the Road 2 Construction Fund (5105) not to exceed \$7,636.14 for payments made in 2019 for Road 2 Trunk Capacity Fees and Equalization Fees. Roll Call Vote was done and Motion carried unanimously.</p>

	<p>Cindy's Contract Renewal – Trustee Albert said they need to go into executive session to discuss this and that they will do it after they finish the other agenda items.</p>
Treasurer	<p>Resolution for Payment of Bills - Trustee Fowler reported that he has reviewed the bills and saw no issues: Resolution 2019-42 was motioned by Trustee Fowler, seconded by Trustee Brunner to approve payment of the bills in the amount of \$115,960.56. Roll Call was done and Motion carried unanimously.</p> <p>Trailer Park Status (Back -Flow was Tested on 11/22/2019) Discussion was had regarding when the Trailer Park bill is due (December 30th) and what their current balance due is (\$2,436.50). Also discussed was when late fees would be added, when past due notice would be sent out, and what the shut off date would be.</p> <p>2019 Audit Committee Meeting – Trustee Fowler reported that they had an Audit Committee meeting on December 5, 2019. Tina said she would have the minutes for the Boards review at the next meeting.</p>
Water Board Trustees' Report(s)	<p>Trustee Albert asked Tina where the changed out meters were being stored and what they were going to do with them. Tina reported that the meters are at Tom's and that she had Cindy call Omni Source and Metal X about scrapping them out. Both companies will take the old meters. The price of the payout will depend on the price of bronze at the time. Trustee Albert said that maybe they could also be donated to a Boy Scout Troop as a scrap out project but he was fine with it either way.</p>
Inspector's Report	<p>Tom was not able to attend the meeting. He will be going on vacation after Christmas. His brother will be available if needed. Tina and Cindy will do the daily water testing.</p>
Old Business	<p>US 20 A – Extending Water Line Inquiries – No new developments. Tom has not asked Dave's Services about a quote yet.</p> <p>County's Water Usage & Road 2 & 1-2 Master Meters – These will be monitored by Ziad for a few months to see if the numbers are still not making any sense.</p> <p>Toledo Regional Water (Water Rates) Tina reported that she received the new water rates from Ziad for the next four years. It appears that there is not an increase from what the District is paying now until 2022. However, Ziad did say that the rates include Lucas & Fulton County surcharges, which are subject to change.</p> <p>Liberty Center – Tina updated the Board on her recent phone conversation with Frank Godwin. Mr. Godwin gave Tina their usage from 2018 (approximately 37 million gallons) along with their average water rate (\$9.31/1,000 gallons.) Frank would like to set up a meeting after the 1st of the year with a couple Board members just to discuss their needs. Trustee Albert asked Tina to have them send maps and specs of their water lines and was fine with setting up a meeting after the 1st of the year.</p> <p>New Computer & Back-Up - ACT will be coming in on Thursday, December 19, 2019 to set up the new billing computer.</p>
New Business	<p>Meeting Schedule for 2020 – After review of the meeting schedule for 2020; Resolution 2019-43 was motioned by Trustee Fowler, seconded by Trustee Albert to adopt their 2020 Meeting Schedule with meetings being held on the 2nd and 4th Thursday of each month at 6:30 PM with the exception of only having one meeting in November and December, which will be on November 19, and December 17, 2020. Roll Call Vote was done and Motion carried unanimously.</p>

	<p>Board Positions 2020 – After discussion, the Board agreed to leave all positions as they currently stand:</p> <p>Resolution 2019-44 was motioned by Trustee Fowler, seconded by Trustee Albert to keep the Board positions as they currently stand - Shawn Albert, President; Dale Brunner, Vice President; Randy Walker, Secretary; Mark Fowler, Treasurer; and Lennox Mitchell, Trustee. Roll Call Vote was done and Motion carried unanimously.</p>
<p>Executive Session to Discuss Cindy's Contract Renewal</p>	<p>At 7:29 p.m. Motion was made by Trustee Albert, seconded by Trustee Brunner to go into Executive Session to discuss Cindy's Employee Contract Renewal. Roll Call Vote was done and Motion Carried unanimously.</p> <p>At 8:05 p.m. Motion was made by Trustee Brunner, seconded by Trustee Walker to return to regular session. Roll Call Vote was done and Motion Carried unanimously.</p> <p>Trustee Albert informed Cindy that the Board has agreed to renew her contract for another two years, with a \$0.25 per hour increase each year. Cindy agreed to the pay increases and the contract renewal and she stated that she would like a performance review done at the end of 2020.</p> <p>Resolution 2019-45 was motioned by Trustee Albert, seconded by Trustee Brunner to approve a 2-Year Employee Contract Renewal with Cindy Fowler. Her hourly rate will be increased from \$14.50 to \$14.75 beginning January 1, 2020 and from \$14.75 to \$15.00 on January 1, 2021.</p> <p>Roll Call Vote was done and Motion carried unanimously with Trustee Fowler abstaining.</p>
<p>Motion for Adjournment</p>	<p>At 8:11 P.M., Motion was made by Trustee Fowler to adjourn, seconded by Trustee Walker. Motion carried unanimously.</p>
<p>Upcoming Meetings</p>	<p>The next two regular meetings are scheduled for: January 9, and January 23, 2020 at 6:30 p.m.</p>

SWANCREEK WATER DISTRICT BOARD


Shawn Albert


Dale Brunner


Mark Fowler


Lennox Mitchell


Randy Walker, Board Secretary