

# Swan Creek Water District Board

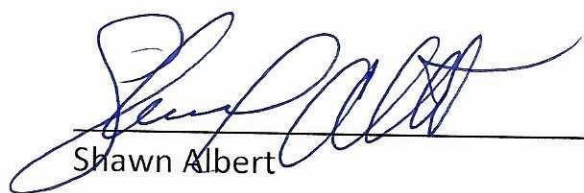
## Regular Meeting Minutes

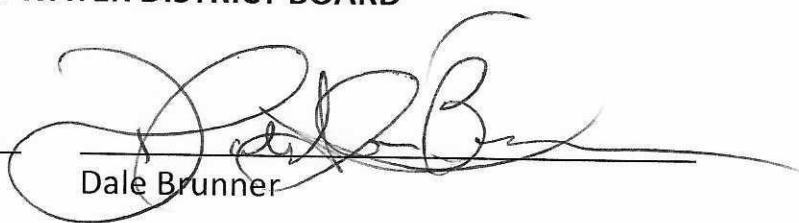
DATE	November 14, 2019
6:30 PM	<p>Trustee Albert called the Meeting to Order</p> <p>Pledge of Allegiance</p> <p>Roll Call Attendance: All board members were present. Also present were Tina Whalen, Cindy Fowler and Tom Shelley, Inspector.</p> <p><b>MOTION</b> was made by Trustee Albert, seconded by Trustee Fowler to approve the regular meeting minutes from October 24, 2019. Motion carried unanimously.</p>
Public Forum	No public in attendance
Ziad Musallam	<p><b>County's Water Usage &amp; Road 2 &amp; 1-2 Master Meters</b> Ziad Musallam was present and discussed his concern with the meter readings that he is getting from their master meter on CR 3 that feeds NEWS (Northeast Water System). He had the meter cleaned and recalibrated and the numbers still seem off since it shows more than they are billing out.</p> <p>Tina explained that they have had a lot of maintenance on the CR 1-2 master meter over the last five years and presented a chart that shows that the usage through that meter has more than doubled since the County tied into their line on CR 3. The District would like the County to consider sharing the cost of the maintenance on the District's CR 1-2 master meter like they do with the CR 2 master meter. It is obvious that all the extra water heading north to feed NEWS is causing more flow through the CR 1-2 master meter and not just the CR 2 meter.</p> <p>Mr. Musallam said now that the turnpike construction crew is done using their water from one of their hydrants, he would like to monitor the numbers for a couple more months to see if it changes.</p> <p><b>Toledo Regional Water</b> Mr. Musallam discussed the Uniform Water Contract details with the Board, which still need to be reviewed by the County's Prosecutor before the County Commissioners can sign anything. It appears that it will be a couple years before the District will see any rate increase from what they are paying now. The County's Contract with the City of Toledo will not affect the current contract that the County has with the Water District. More details to follow as it progresses.</p> <p><b>Liberty Center</b> – Ziad had mentioned to Tina that he was contacted by Frank Godwin from Liberty Center. Tina said that Mr. Godwin had also called the Water Office and spoke with Cindy. Frank was interested in looking at a map of the District's current water lines. During the call he received another call and told Cindy he would call back. Tina has not heard back from him, but will reach out to Frank and email him a map of the District's water lines.</p>

<p><b>Administrative</b></p>	<p><b>Resolution(s) 2019-34 thru 36</b> were reviewed and signed by the Board. Details of these resolutions are in the October 24, 2019 meeting minutes.</p> <p><b>Fund Summary Report</b> was given to the Board for review.</p> <p><b>October's Bank and Investment Statements</b> were reviewed and initialed by the Board.</p> <p><b>Purchase Orders</b> were reviewed and initialed by the Board.</p> <p><b>November's Usage/Billing Summary</b> was reviewed by the Board.</p> <p><b>Adjustments for Shearer-</b> Tina explained that Randy Sheamer's water bill was \$439.00 with his usage over 36,000 gallons. This usage was a combined total of the meter change out and the new meter readings. Mr. Sheamer has paid \$200.00 in cash towards his bill. This is above average usage for him, he states there has been nothing out of the ordinary done at home and no leak was detected when we did the readings. He had already filled his pool and paid for that usage back in August. His average usage is around 8,000 gallons. Tina said that if she were to handle this like others in the past and charge him the bulk rate for the excess, his one-time credit would be \$109.77. Trustee Albert did not feel that they should treat it as a one-time credit since it could be an error with the change out. After further discussion:</p> <p><b>Resolution 2019-37</b> was motioned by Trustee Walker, seconded by Trustee Fowler to approve a credit adjustment in the amount of \$109.77 to Randy Sheamer of 4815 CR E, account #100359.</p> <p>Roll Call Vote was done and Motion carried unanimously.</p> <p><b>Revised Appropriations (Table for December's Meeting)</b> – Tina will email appropriation and revenue status reports to the Board so they can review them prior to the next meeting in December.</p>
<p><b>Treasurer</b></p>	<p>Trustee Fowler reported that he has reviewed the bills and saw no issues:</p> <p><b>Resolution 2019-38</b> was motioned by Trustee Fowler, seconded by Trustee Mitchell to approve payment of the bills in the amount of \$20,553.70.</p> <p>Roll Call was done and Motion carried unanimously.</p> <p><b>Trailer Park Status</b> was discussed with the Board. They have paid their past due amount and late fee in the amount of \$1,498.65 for their October bill. They have a current balance due of \$1,390.34 for their November bill, which has a due date of November 19<sup>th</sup> at 9:00 a.m. Backflow testing at the Trailer Park was also discussed. Tina said she sent a Certified Letter to the Trailer Park that they were past due on having their backflow testing done.</p> <p><b>2019 Audit Committee Meeting – December 5<sup>th</sup>, 2019 @ 5:30 p.m.</b> – A meeting has been scheduled. Tina emailed notification to all members after Alan Raven said he could attend an Audit Committee meeting on December 5<sup>th</sup> at 5:30 PM. She is waiting to hear back from Sharon Niedzwiecki..</p>
<p><b>Water Board Trustees' Report(s)</b></p>	<p>Trustee Albert discussed the quote from ACT Systems, Ltd. for a back-up system and a new computer for Cindy, which has the billing software on it, is very old, and would need upgraded to Windows 10. The laptop that Tina uses is provided by the State Auditor's office since the District is on the State's accounting system, UAN (Uniform Accounting Network) and they do their own yearly updates. After further discussion:</p> <p><b>Resolution 2019-39</b> was motioned by Trustee Fowler, seconded by Trustee Mitchell to approve the expense up to \$3,000, to purchase a new Computer and data backup system. Roll Call was done and Motion carried unanimously.</p>

<b>Inspector's Report</b>	Tom has nothing new to report
<b>Old Business</b>	<p><b>New Master Meter Change Out Update</b> – There are only two (2) services left to change out. One is scheduled to be changed out on 12/2/2019, and the other is currently shut off due to some renovations and will be changed out when they call to get the service on.</p> <p><b>Asset Management Plan Mandated by the Ohio EPA</b></p> <ul style="list-style-type: none"> <li>• Valve Exercising Program – (In Progress)</li> <li>• Capital Improvement Plan (5, 10 &amp; 15 Year) – (In Progress)</li> </ul> <p><b>3137 US 20A – Extending Water Line</b> – (No Update)</p> <p><b>New builds and new Taps</b> were briefly discussed.</p> <p>The upcoming meeting on December 19<sup>th</sup>, 2019 was discussed. Trustee Albert will not be able to make the meeting on the 19<sup>th</sup>. The Board discussed changing the Meeting to Thursday, December 12<sup>th</sup> at 6:30 p.m.</p> <p><b>Motion</b> was made by Trustee Fowler, seconded by Trustee Mitchell to change December 19<sup>th</sup> meeting to December 12<sup>th</sup> at 6:30 p.m. Roll Call Vote was done and motion carried unanimously.</p>
<b>Adjournment</b>	At 8:23 P.M., Motion was made by Trustee Albert to adjourn, seconded by Trustee Fowler. Motion carried unanimously
<b>Upcoming Meetings</b>	Thursday, December 12, 2019 – Regular Meeting @ 6:30 PM

### SWANCREEK WATER DISTRICT BOARD

  
Shawn Albert

  
Dale Brunner

  
Mark Fowler

  
Lennox Mitchell

  
Randy Walker, Board Secretary