

# Swan Creek Water District Board

## Regular Meeting Minutes

DATE	February 13, 2020
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 with the exception of Trustee Walker. Also present were Tina Whalen and Cindy Fowler.</p> <p><b>Motion</b> was made by Trustee Fowler, seconded by Trustee Brunner to approve the regular meeting minutes from January 23, 2019. Motion carried unanimously.</p> <p><b>Motion</b> was made by Trustee Fowler, seconded by Trustee Albert to accept the Audit Committee minutes from December 5, 2019.</p>
Public Forum	No public in attendance
Administrative	<p><b>Resolution(s) 2020-04</b> was reviewed and signed by the Board. Details of this resolution is in the January 23, 2020 meeting minutes.</p> <p><b>Fund Summary Report</b> was given to the Board for review. Trustee Albert asked Tina if any transfers have been made from the preliminary fund to the fund for the Road 3 &amp; EF West Project loan. No transfers have been made yet. Tina want wants to see how much funds comes in from assessments this month.</p> <p><b>Purchase Orders</b> were reviewed and initialed by the Board.</p> <p><b>January's Bank and Investment Statements</b> were reviewed by the Board.</p> <p><b>February's Usage/Billing Summary report</b> was reviewed by the Board.</p> <p><b>Water Rate Down by \$0.11 (Go into Preliminary Fund?)</b> Tina informed the Board that the water rate went down \$0.11 per 1,000 gallons and asked if they wanted to direct it to the preliminary project fund. It was agreed to leave it in general operating until Tina and Trustee Fowler review the financials.</p> <p><b>R3 Records Disposal</b> – was given was given to the Board for review. Tina explained the retention schedule that was previously approved. After further discussion:  <b>Resolution 2020- 05</b> was motioned by Trustee Fowler, seconded by Trustee Albert to approve the RC-3 Records Disposal for March 2020.  Roll Call was done and Motion carried unanimously.</p> <p><b>Training for New Web-Based Billing</b> - Tina reported that training has been scheduled for the new web based billing software. The first round of training will be held on March 18, 19 and 20 and the second round will be April 2<sup>nd</sup> and 3<sup>rd</sup> right after meter readings.</p> <p><b>Sunshine Law/Public Records Training</b> – Tina explained that the state requires all elected officials to have 3 hours of Sunshine Law/Public Records training for each term. Although the law says elected officials, she has been told that it would be required for appointed officials as well. The Board has the option to appoint an employee from the District to attend for them. The next local training will be held on Friday, April 17 at Owens Community College Campus in the Veterans Hall from 9:00 a.m. till 12:15 p.m.</p>

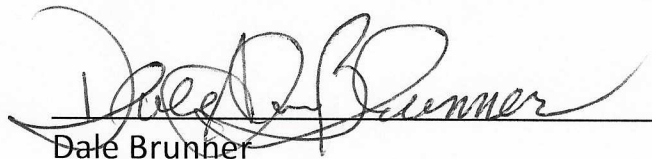
	<p>Cindy has already registered for this and Trustee Mitchell said he would like to attend as well. Cindy will take care of his registration. Trustee Brunner asked Tina if she had this training. She said she had to attend this training several years ago and that the State Auditors check this during the audits. Trustee Brunner said he would be out of town. After further discussion:</p> <p><b>Resolution 2020-06</b> was made by Trustee Fowler, seconded by Trustee Brunner to appoint Cindy Fowler and Trustee Mitchell to take the Sunshine Law/Public Records Training on behalf of the rest of the Board.</p> <p>Roll Call was done and Motion carried unanimously.</p>
<b>Treasurer</b>	<p><b>Resolution for Payment of Bills</b> - Trustee Fowler reported that he has reviewed the bills and saw no issues. Trustee Mitchell inquired about an item on the one of the bills. Tina showed him the line item was for postage paid, printed envelopes that they use for mailing out the water bills.</p> <p><b>Resolution 2020-07</b> was motioned by Trustee Fowler, seconded by Trustee Mitchell to approve payment of the bills in the amount of \$16,151.74.</p> <p>Roll Call was done and Motion carried unanimously.</p> <p><b>Trailer Park Status</b> – 10 day shut off notices were posted at the trailer park on February 5<sup>th</sup> with a shut off date February 17, 2020. Check was received on February 11<sup>th</sup> in the amount of \$3,356.28, which covered the past due balance and February's bill. Their current balance is ZERO.</p> <p>Trustee Fowler reported that he called the District's Attorney, Bobbie O'Keefe, on Monday, February 3<sup>rd</sup> to ask her about options for the District to collect a deposit from the Trailer Park should we every have to turn the service off. Whatever is decided it would have to be stated in the Deposit, Fee, and Charge Schedule and most likely have to be spelled out for multi residential units so that not one particular account is being singled out. Bobbie is looking into a few things before she makes any recommendations.</p>
<b>Water Board Trustees' Report(s)</b>	
<b>Inspector's Report</b>	Tom is still out of town. Cindy and Tina will continue doing the daily chlorine testing.
<b>Old Business</b>	<p><b>US 20 A – Extending Water Line Inquiries</b> – No updates. Trustee Albert suggested removing this line item since there has been no response from the residence after they were given an approx. cost regarding extending the water line to their property.</p> <p><b>County's Water Usage &amp; Road 2 &amp; 1-2 Master Meters</b> – No updates, the district's usage is still being estimated by Northeast Water District.</p> <p><b>Liberty Center</b> – The Board discussed options on getting water to Liberty Center if needed. Tina had a map that shows the area between the best connection point at CR 5 &amp; E all the way up to CR 7 and U. It also shows all the dwellings so the populated areas would stick out. Trustee Fowler said he was not concerned about the populated areas he would rather just run it all the way down CR 5 to the County line.</p> <p>Trustee Albert reported that he spoke to Scott Lumbrezer from Arcadis to see if he could give us some estimated numbers and felt that trenching the line in without any taps would be the best way to go. Trustee Albert asked Tina to send Scott any information she has. Scott will be getting back to Shawn when he has time to review.</p>



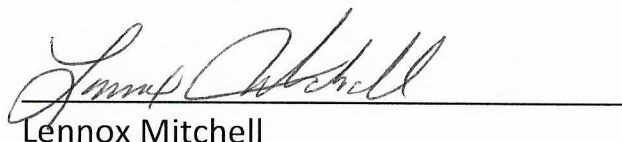
	<p>The Board discussed different options for covering the costs through the water rate to Liberty Center. Trustee Albert and Trustee Fowler felt that just running the line with no involvement with the residence for taps would be best and if residence wanted to tie in later, they would have taps installed.</p>
<b>New Business</b>	<p><b>4080 Creekside Drive – Josh Dekoyer's Leak</b>  Tina informed the Board that Mr. Dekoyer called regarding the leak notice he received in his February bill. He stated his bill has been higher than normal the last two billing cycles. He checked in his crawl space and noticed water leaking from the meter. He found a gasket laying on a brick. One side of the meter had a gasket and the other side did not. He installed the gasket and the leak stopped. Mr. Dekoyer said that it was apparent that when the meter was changed out, one gasket did not get installed. Tina ran some numbers and informed the Board that based on his average usage the excess gallons billed for the last two billing cycles would be 10,947 gallons. If they wanted her to issue a credit for the full amount, it would be \$133.16. After further discussion:  <b>Resolution 2020-08</b> was made by Trustee Albert, seconded by Trustee Mitchell to issue a credit to Josh Dekoyer's account #101229 at 4080 Creekside Drive in the amount of \$133.16. Roll Call was done, motion carried unanimously.</p> <p>The Board would like Tom to inspect the meter after he returns.</p> <p><b>CORD Meeting</b> – Tina reported that the annual CORD meeting will be held on Friday, February 28, 2020 at 8:00 a.m. and an agenda will be coming soon from Jerry Greiner.</p>
<b>Motion for Adjournment</b>	<p>At 7:18 P.M., Motion was made by Trustee Fowler to adjourn, seconded by Trustee Mitchell. Motion carried unanimously.</p>
<b>Upcoming Meetings</b>	<p>The next two regular meetings are scheduled for:  Thursday, February 27, 2020 at 6:30 p.m.  Thursday, March 12, 2020 at 6:30 p.m.</p>

### SWANCREEK WATER DISTRICT BOARD

  
Shawn Albert

  
Dale Brunner

  
Mark Fowler

  
Lennox Mitchell

  
Randy Walker, Board Secretary