

# Swan Creek Water District Board


## Regular Meeting Minutes

DATE	March 12, 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. Also present were Tina Whalen, Cindy Fowler 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 February 27, 2020. Motion carried unanimously.</p>
Public Forum	No public in attendance
Administrative	<p><b>Resolution(s) 2020-09</b> was reviewed and signed by the Board. Details of this resolution is in the February 27, 2020 meeting minutes.</p> <p><b>Fund Summary Report</b> was given to the Board for review.</p> <p><b>Purchase Orders</b> were reviewed and initialed by the Board.</p> <p><b>March's Usage/Billing Report for Cycle 2 Only</b> was reviewed by the Board.</p> <p><b>February's Bank and Investment Statements</b> were reviewed and initialed by the Board.</p> <p><b>Sunshine Law April 17<sup>th</sup> Training Cancelled</b> – Cindy received an email that all non-essential trainings/meetings are canceled through the end of April. There was no cost for this training.</p> <p><b>Cindy &amp; Tina will be training for new billing March 18, 19 &amp; 20</b> – This will be the first training session for the new billing software.</p>
Treasurer	<p><b>Resolution for Payment of Bills</b> - Trustee Fowler reported that he has reviewed the bills and saw no issues.</p> <p><b>Resolution 2020-10</b> was motioned by Trustee Fowler, seconded by Trustee Mitchell to approve payment of the bills in the amount of \$16,948.80.</p> <p>Roll Call was done and Motion carried unanimously.</p> <p><b>Trailer Park Status (\$1,410.07 Due March 20<sup>th</sup>)</b></p> <p>Tom saw the owner of the Trailer Park (Mike Files) while he was doing the daily chlorine water testing. Mike informed Tom of his new mailing address. Cindy updated this information in the billing computer.</p>
Water Board Trustees' Report(s)	<p><b>Dale and Lenny - CORD Meeting at Northwest Water &amp; Sewer District</b></p> <p>Dale and Lenny attended the annual CORD meeting. They both thought the meeting was informative and interesting. There was discussion on the District's lawsuit that they appealed and other water districts were keeping an eye on the situation and was glad of the outcome. Trustee Mitchell provided the Power Point presentation packet that was used at the meeting.</p>

<b>Inspector's Report</b>	Tom stated he thought his brother did a good job filling in for him while he was out of town.
<b>Old Business</b>	<p><b>Leak on CR EF at 1<sup>st</sup> Hydrant West of CR 3</b> – The Board discussed the email that Tina forwarded them from Dave's Services on the findings of the leak on CR EF. He said they dug up the valve box at the hydrant and found a substantial leak coming from the flange at the T connecting the main to the valve. The main leak was on the main side of this T with a small leak on the valve side. One of his guys discovered that he could turn several of the nuts with his fingers. They tightened all the bolt/nuts and the leak stopped. They then backfilled the area with stone.</p> <p>Trustee Mitchell asked if they could go back to the contractor who installed this line. Tina said that it past the warranty time, which is one (1) year. This project was installed the summer of 2018. Trustee Mitchell said the contractor who installed the line should be notified of this.</p> <p>Tina said she thought it would be a good idea to see if Dave Services would be interested in having an emergency maintenance agreement with the District. The District has an agreement with the Village of Delta, and the Township. After further discussion, Trustee Albert said it might be a good idea to see if he is interested and to at least get some rates from him. Tina said she needs to review other Emergency Maintenance Agreements to see where they stand and let the Board know what her findings are.</p> <p><b>Agreement with Village of Swanton &amp; FC</b> – Tina explained that she thought she had given the Board the original agreement at their last meeting, but it was the last amendment, which was only done because the agreement with Toledo had expired and a new 20-year agreement was made.</p> <p>She has not yet billed the Village of Swanton for the 198,000 gallons used during the emergency because she was not sure if the Board wanted her to bill for anything other than the water usage. The Board agreed that she should include any time that was spent on this. The Board discussed the \$0.35 per 1,000 gallons surcharge that they get whenever the Village has to use the water. Tina explained that any changes of the charges to the Village would have to be worked out with the Village and could be done without changing the agreement.</p> <p><b>County's Water Usage &amp; Road 2 &amp; 1-2 Master Meters</b> – Tina reported that Ziad responded to her question on how long he was going to estimate their usage for NEWS (Northeast Water System) and he is planning on waiting until May when all the master meters get their annual testing and calibration done. He said the readings are not making any sense. In the meantime, the Board would like Tom to get readings from the County's meter.</p> <p>Tina mentioned that the remote at the Village's connection is not working at all and the one at the Road 2 meter needs reset. Tom said the remote readers at the master meters have been problematic and they require a specific order of operation, and if not followed, you have to reprogram the reader.</p> <p>The Board would like Tina to contact Ferguson/Master Meter to see if they have an alternative to the current remote readers that are at the master meters.</p> <p>Trustee Albert asked how the new meter reader was working. Tina said she had some trouble getting readings and found out that it is because she was trying to get readings on a weekend. Master Meter said those heads are programed to give off a signal more frequently during normal business hours in order to save on the battery life. She also reported that they have had some issues with getting readings in some of the meters that are in a pit. Tom replaced some with plastic lids and it seemed to help on some. Tina will know more after they do readings in April.</p>

	<b>Liberty Center</b> – Tina reported to the Board that she received an email from Frank Godwin. No decision has been made, they are discussing all their options and Council will most likely make a decision within the next 3 weeks. It is possible that they could get water from Northwest Water and Sewer District. This topic will be removed from the agenda until Liberty Center contacts the District.
<b>New Business</b>	<p><b>Key Fobs</b> - The Township Office found the software for the alarm system and they can program key fobs. They have several fobs that are not being used and Tina asked the Board if any of them were interested in getting one.</p> <p>Trustee Albert, Trustee Mitchell and Trustee Walker said they would like to have one along with Tina and Cindy. Tina will coordinate with the Township office and she and Cindy can show the Board how to work the alarm system.</p>
<b>Motion for Adjournment</b>	At 7:33 P.M., Motion was made by Trustee Fowler to adjourn, seconded by Trustee Brunner. Motion carried unanimously.
<b>Upcoming Meetings</b>	The next two regular meetings are scheduled for: Thursday, March 26, 2020 at 6:30 p.m. Thursday, April 9, 2020 at 6:30 p.m.

### SWANCREEK WATER DISTRICT BOARD

  
Shawn Albert

  
Dale Brunner

  
Mark Fowler

  
Lennox Mitchell

  
Randy Walker, Board Secretary