

Swan Creek Water District Board Teleconference Meeting Minutes

DATE	<u>October 8, 2020</u>
6:30 PM	<p>Trustee Albert called the Meeting to Order</p> <p>Roll Call Attendance: All Board members were present for this Teleconference Meeting. Also present were Tom Shelley and Tina Whalen</p> <p>Motion was made by Trustee Fowler, seconded by Trustee Mitchell to approve the regular meeting minutes from September 24, 2020. Motion carried unanimously.</p>
Public Forum	No public in attendance
Administrative	<p>Resolution(s) 2020-28 thru 31 will be signed by the Board at the next meeting. Details of these resolutions can be found in the September 24, 2020 meeting minutes.</p> <p>Purchase Orders will be initialed by the Board at the next meeting.</p> <p>Fund Summary Report was emailed to the Board for review.</p> <p>September's Bank & Investment Statements and Reconciliation Report – Will be reviewed and initialed by the Board at the next meeting.</p> <p>October's Usage/Billing Summary – Will be given to the Board for review at the next meeting.</p> <p>3rd Quarter Payroll Taxes – Payments for quarterly taxes are included in the bills and will be paid and filed next week along with the required reporting.</p> <p>Webinar by EPA on Funding Programs - Tina reported that she attended this webinar on October 6, 2020. The slides were emailed to the Board for review. There are some programs available but the priorities are for things like, lead service line replacements, small and disadvantaged communities, and regionalization. Tina stated that she asked about extending 2 district lines to make 1 and they responded that this could fall under the regionalization and she would like this to be checked into. Trustee Mitchell said he would stop into the office to get a hard copy of the slides and Tina will highlight the key contacts for him.</p>
Treasurer	<p>Resolution for Payment of Bills – Trustee Fowler reported that he has reviewed the bills and had no issues.</p> <p>Resolution 2020-32 was motioned by Trustee Fowler, seconded by Trustee Walker to approve payment of the bills in the amount of \$10,297.10.</p> <p>Roll Call was done and Motion carried unanimously.</p> <p>Trailer Park Status – Current balance is \$1,216.49 due on October 19th.</p>
Water Board Trustees' Report(s)	<p>Trustee Fowler stated that he and Tina were discussing budgetary items and Tina mentioned that the gross revenue collected for Bulk Sales was going into the "Preliminary Project Fund" but the cost of the water was being paid for out of general operating. She asked if only the net revenue should be going into the "Preliminary Project Fund."</p>


	<p>Trustee Fowler said that all future bulk revenue sales going into this fund will be the net amount after the cost of the water. Trustee Walker stated that he agreed.</p> <p>Trustee Mitchell reported that he was informed that the City of Toledo was changing all meters to a certain type of water meter, including ones out of their area and wondered if this would affect the District. Tina said she had not heard anything, but didn't feel that the City of Toledo could dictate what meters they could use. She told Trustee Mitchell that Ziad Musallam would be the one he could check with on this.</p> <p>Trustee Mitchell also asked if we had received any information on whether or not we could place liens on those properties that are making payments on. Tina stated that she did not check into this. Trustee Fowler said he had a conversation with someone from the County Auditor's office. He was told, usually when they receive liens, it's been prepared by an attorney. We can prepare it ourselves if we know what needs to be in the document and have it recorded. Either way it will involve some time and money and at this time, it doesn't seem worth it.</p>
Inspector's Report	<p>Ohio Gas and Service Line hit at 1063 Lee High Drive – Tina reported that she received a call from Tim Rains from Ohio Gas about a line they hit on Lee High drive when they were installing a gas line at 1064 Lee High. 1064 has no water service from the District but the service line for 1063 was hit. Tom said there were a few OUPS tickets that had come in for Lee High Drive. Dave's Services made the repairs with no issues. Trustee Yunker said that Ohio Gas should be invoiced for the cost of the repairs. Trustee Albert agreed and told Tina to bill them the cost plus 10%.</p>
Old Business	<p>EPA Contract Operators – Trustee Fowler reported that he spoke to two of the contract operators. They are supposed to getting back with him. Trustee Albert told Tina to email them asking for their qualifications and salary requirements.</p> <p>Master Meter Change Outs & Check Valves – Tina reported that everything was on order but they have not yet found repair kits for the check valves that are in the master meter pits.</p> <p>Trustee Fowler mentioned that he felt it would be better to replace the check valves with new ones and that Tina told him it could be up to \$4,000 for an 8" check valve depending on what kind they decide to go with. The Board agreed that it would be best to replace the check valves. Tom asked Tina to check for a testable double check valve with fire protection. Tina said she thought that double check back flow devices could not be placed under ground. Tom said he thought they make some that can be used in the meter pits. Tina will do some checking.</p> <p>County Estimating Usage & Water Loss – Trustee Fowler and Tina met with Ziad Musallam on October 5th. and the following items were discussed:</p> <ul style="list-style-type: none"> • The Board does not wish to pay to have their master meters tested again this year; • The District's plan for replacing the meters in CR 2 and CR 1-2 meter pits; • The County plans on replacing their master meter on CR 3; • The District's plan to start billing the County for their usage off their meter vs. the County deducting what they use (or estimate) from the District water invoice. • The County estimating their usage and the 34+ million gallon difference from what their meter said they used vs. what the District was given credit for. For the short term, Ziad instructed Tina not pay the most current invoice for September's usage and to provide him with the District's billing records over the last 18 months, by billing period so he can issue credits accordingly. • The County pulling not only from CR 2 meter but also CR 1-2 meter and the District's request for them to pay for half of the maintenance on CR 1-2 pit as well. Ziad does not agree that they are pulling from both pits.

New Business	Trustee Mitchell said he noticed the next meeting dates on the agenda were October 22, and November 19 th and wanted to know if this was correct. Tina said that it is correct and that there is only one meeting scheduled for November and one for December. Trustee Fowler said it can always be changed if needed.
Motion for Adjournment	At 7:35 P.M., Motion was made by Trustee Fowler to adjourn, seconded by Trustee Albert. Motion carried unanimously.
Upcoming Meetings	The next two regular meetings are scheduled for: Thursday, October 22, 2020 & November 12, 2020 at 6:30 pm.

SWANCREEK WATER DISTRICT BOARD

Shawn Albert

Brad Yunker


Mark Fowler


Lennox Mitchell


Randy Walker, Board Secretary