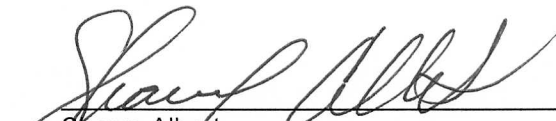


## Swan Creek Water District Board Regular Meeting Minutes

<b>DATE</b>	September 10, 2020
<b>6:30 PM</b>	<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</p> <p>Motion was made by Trustee Fowler, seconded by Trustee Walker to approve the regular meeting minutes from August 27, 2020. Motion carried unanimously.</p>
<b>Public Forum</b>	No public in attendance
<b>Administrative</b>	<p><b>Resolution(s) 2020-25</b> was reviewed and signed by the Board. Details of this resolution can be found in the August 27, 2020 meeting minutes.</p> <p><b>Purchase Orders</b> were reviewed by the Board.</p> <p><b>Fund Summary Report</b> was given to the Board for review.</p> <p><b>August's Bank &amp; Investment Statements and Reconciliation</b> were reviewed and initialed by the Board.</p> <p><b>September's Billing &amp; Usage Summary for Cycle 2 Only</b> was reviewed by the Board.</p>
<b>Treasurer</b>	<p><b>Resolution for Payment of Bills</b> – Trustee Fowler reported that he has reviewed the bills and had no issues.</p> <p><b>Resolution 2020-26</b> was motioned by Trustee Fowler, seconded by Trustee Albert to approve payment of the bills in the amount of \$21,543.63 Roll Call was done and Motion carried unanimously.</p> <p><b>Trailer Park Status</b> – (Balance \$2,853.17- Past due \$1,663.31) 1<sup>ST</sup> past due notice went out &amp; deadline was 9/10. 2<sup>nd</sup> past due notice can go out now along with posting special disconnect notices with a 10-day notice. If no payment has been received on Friday, September 11<sup>th</sup> at the start of business, the special 10-day disconnect notice will be posted on each residence, as well as mailed to the owners.</p> <p><b>Resolution 2020-27</b> was motioned by Trustee Fowler, seconded by Trustee Walker to approve of placing a \$100.00 fee on the District's "Deposit, Fee &amp; Charge Schedule" for posting shut-off notices at Multi-Dwelling Units. Roll Call was done and Motion carried unanimously.</p>
<b>Water Board Trustees' Report(s)</b>	
<b>Inspector's Report</b>	Tom was not able to attend, no updates.


<p><b>Old Business</b></p>	<p>County Estimating Usage &amp; Water Loss</p> <ul style="list-style-type: none"> <li>Update on Numbers – Tina reviewed her email to the District’s Attorney, Bobbie O’Keefe. She has not yet received a response and she and Trustee Fowler would like to have Bobbie’s feedback before they meet with Ziad again. The Board would like this issue resolved by the end of this year.</li> </ul> <p><b>Check Valves (Check, Clean and Rebuild if Necessary)</b> – Dave’s Services is going to quote on inspecting, cleaning and if necessary, repairing the check valves in all three master meter pits. Trustee Albert said Tina did not need approval to proceed with having Dave do this work. It needs done and she has authorization to issue a PO to get the work done.</p> <p>Trustee Mitchell mentioned that Tom dropped his phone recently while working in a meter pit. The meter pit had standing water in it which damaged Tom’s phone and required him to replace it. He felt that the District should reimburse him for this or have him use a phone owned by the District. Tina explained that Tom is a sub-contractor and they have to be careful what they do so that he is not in a category where the State may consider him an employee. The Board agreed that since Tom is a sub-contractor it’s best to let him handle it and use is as a write off.</p> <p><b>Replacing our Master Meters (Badger) with Master Meter’s Octave (Ultrasonic Meter)</b></p> <ul style="list-style-type: none"> <li>Email Response from Mike @ Master Meter - Tina provided the Board with a Q &amp; A between she and Mike from Master Meter. It addressed all her questions on the Octave Ultrasonic meter. She asked if the Board had any other questions they would like addressed before deciding to have the two master meters replaced in District 2. Trustee Albert told Tina to let Ferguson and Master Meter know that they are going to have the check valves done first before deciding to proceed.</li> </ul>
<p><b>New Business</b></p>	<p>EPA Operator Certification guidelines were printed out presented to the Board. The Board will review the handout of EPA guidelines that the District’s Operator needs to follow. The District requires an Operator to have a Class A and Class 2 Certifications.</p>
<p><b>Motion for Adjournment</b></p>	<p>At 7:15 P.M., Motion was made by Trustee Fowler to adjourn, seconded by Trustee Yunker. Motion carried unanimously.</p>
<p><b>Upcoming Meetings</b></p>	<p>The next two regular meetings are scheduled for: Thursday, September 24, 2020 and October 8, 2020 at 6:30 pm.</p>

**SWANCREEK WATER DISTRICT BOARD**

  
Shawn Albert

  
Brad Yunker

  
Mark Fowler

  
Lennox Mitchell

  
Randy Walker, Board Secretary