

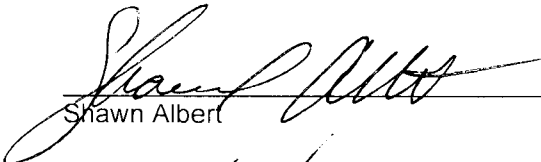
Swan Creek Water District Board Meeting Minutes

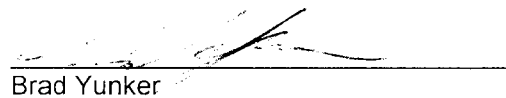
DATE	February 11, 2021
<p>6:30 PM</p> <p>Minutes Approval</p>	<p>Trustee Albert called the Meeting to Order</p> <p>Pledge of Allegiance</p> <p>Roll Call Attendance: All Board members were present for this meeting with the exception of Trustee Walker. Also present were Tina Whalen, Tom Shelley, and Cindy Fowler.</p> <p>Motion was made by Trustee Fowler, seconded by Trustee Yunker to approve the regular meeting minutes from January 28, 2021. Motion carried unanimously.</p>
<p>Public Forum</p>	<p>Township Trustee(w) Wilson and Kazmierczak were in attendance and said they would like to discuss a couple items but would wait until the end of the meeting.</p>
<p>Administrative</p>	<p>Resolution(s) 2021-03 & 04 from previous meeting were signed by the Board. Details of these resolutions can be found in the January 28, 2021 meeting minutes.</p> <p>Purchase Orders were initialed by the Board.</p> <p>January's Bank and Invest Statements & Reconciliation Report were reviewed and initialed by the Board.</p> <p>Tina informed the Board that the State Treasurer sent out a notification that they will be eliminating the Star Plus program and will only have the Star Ohio program. Any funds that are in the Star Plus account will be transferred to the Star Ohio account.</p> <p>Fund Summary Report was provided to the Board for review.</p> <p>February Usage/Billing Report for District 1 and 2 was provided to the Board for review.</p> <p>Resolution to Approve Adjustments from July thru December 2020 Tina will have this information at the next scheduled meeting.</p> <p>Letters from EPA Survey/Audit Tina emailed Trustee Albert the letters from the EPA regarding the District's survey/audit. She went over them with Ziad and will respond to the EPA within the required 30 days. Items listed will need to be given a time frame on when they will be completed. Trustee Albert said he is willing to come in and review them with Tina.</p> <p>2020 Annual Financial Statements – Tina reported that she submitted the 2020 annual financial statements to the State Auditor on January 29, 2021. She provided the Board with a copy of the "notes to the financial statements" and informed them that a copy of the detailed financial reports are in the office should anyone like to review them. As required by law, Tina will have Cindy place a notice in the Swanton Enterprise informing the public that the annual financial reports have been submitted to the State Auditor and are available for public inspection.</p>
<p>Treasurer</p>	<p>Resolution for Payment of Bills – Trustee Mitchell reported that he has reviewed the bills and had no issues.</p>

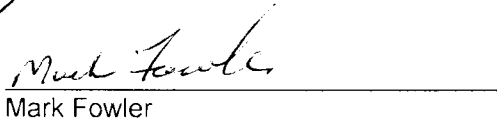
	<p>Resolution 2021-05 was motioned by Trustee Mitchell, seconded by Trustee Fowler to approve payment of the bills in the amount of \$21,529.37. Roll Call was done and Motion carried unanimously.</p> <p>Trailer Park Status – Current balance \$1,777.91 due 2/19/2021</p> <p>Trustee Mitchell said that the “trailer park status” can be removed from the agenda since they seem to be keeping up with their bill. If they fall behind, it can be placed back on. Trustee Albert agreed that it could be removed for now.</p>
<p>Water Board Trustees’ Report(s)</p>	<p>Trustee Mitchell reported that he was able to speak to a Sheri Hughes from RCAP (Rural Community Assistant Partnership). She referred him to a contact in Defiance Ohio.</p> <p>Trustee Mitchell stated he was told there will be grant money available and March 3-2021 is when nominations are due.</p> <p>Trustee Mitchell also stated he was told the USDA will have monies available as well. He will try to get more information on loan/grant money from RCAP/USDA and the EPA and would like to invite them to a meeting if possible.</p> <p>Trustee Albert feels it is important to find out the details on the application process and to find out if projects need to be shovel ready with plans already engineered.</p>
<p>Inspector’s Report</p>	<p>Tom updated the Board regarding his contact with US Saws. They have a battery-operated valve exerciser (approx. \$5,000-\$6,000) that would benefit the district. It uses Milwaukee batteries that are made for these machines because of the high torque.</p> <p>An onsite demonstration could be set up after the snow melts. Also, they may have some on-line webinars which will demonstrate the proper way to exercise valves as well as opening and closing fire hydrants. When Tom gets the information, he will send it to Tina so she can inform the Board in case they wish to participate in a webinar or onsite demonstration.</p>
<p>Old Business</p>	<p>EPA Contract Operators – So far, only Ziad Musallam has responded to Tina’s email and she sent his most recent email to the Board for review. Tina said she asked Ziad to figure out how many hours it would take one person to handle all of the EPA items including the technical services. She feels that one person should be handling all the EPA items. Ziad responded that he felt that it would require 20 hours per week.</p> <p>Ziad is scheduled to retire from Fulton County mid-May of this year and the District may have to have somebody lined up as an operator of record.</p> <p>Trustee Albert stated his concern of only having one option and would prefer to find an Operator of Records in Fulton County. Tina said the only way to look into more options is to include area contractor operators outside of Fulton County.</p> <p>The Board would like to schedule a working meeting in March to discuss details and option regarding a new EPA Operator.</p> <p>New Master Meters in CR 2 & 1-2 Pits – The District is waiting on Dave’s Services to schedule installation of the check valve at the Road 2 master meter. Also, there are not updates as to when the Road 1-2 meter replacement will be in.</p>

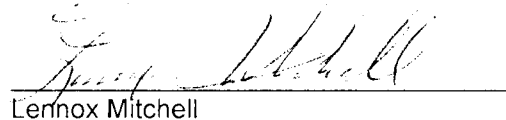
	Office Help Interviews – Trustee Albert, Trustee Fowler and Tina interviewed two candidates before the meeting. Trustee Albert would like to discuss these personnel items in Executive Session.
New Business	<p>Trustee Kazmierczak reported that since Trustee Fowler is not renewing another term for the Water Board, the Township Trustees will be advertising for the Water Board position in the local papers and on the Township's Web Page.</p> <p>He also asked if the compensation has been raised. Trustee Albert said that the Board recently discussed increasing the Board's compensation and they didn't feel it needed to be increased. The rate remains at \$90.00 per regular meeting attended.</p> <p>Trustee Kazmierczak also reported that Tiffany resigned from the Township and they hired Dawn Wheatly to work in the front office part time.</p> <p>Trustee Wilson and Trustee Kazmierczak also reported that at the last Township meeting, the topic of charging the Water District rent was discussed and they felt that it was best to make the Water Board aware before any decision was made by the Township Trustees.</p> <p>The Water District currently pays half of the phone/internet bill as well as half of the cleaning bill. Tina said she also purchases toilet paper and paper towels occasionally.</p> <p>Trustee Albert stated he is all for the Water District contributing to purchase supplies (toilet paper, cleaning supplies etc.), but is against the Water District paying rent in a building that the Swancreek Township residence pay for with their taxes.</p>
Executive Session	<p>At 7:10 p.m. Trustee Albert made a motion to go into executive session to discuss personnel issues and office help Interviews, motion was seconded by Trustee Yunker. Motion Carried.</p> <p>At 7:35 p.m. Trustee Fowler made a motion to return to regular session seconded by Trustee Mitchell. Roll Call was done and Motion Carried unanimously.</p>
Motion for Adjournment	At 7:36 P.M., Motion was made by Trustee Fowler to adjourn, seconded by Trustee Albert Motion carried unanimously.
Upcoming Meetings	Next two Regular Meetings are: February 25, and March 11, 2021 @ 6:30 PM

SWANCREEK WATER DISTRICT BOARD


Shawn Albert


Brad Yunker


Mark Fowler


Lennox Mitchell


Randy Walker, Board Secretary