

Swan Creek Water District Board Meeting Minutes

DATE	March 11, 2021
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 for this meeting. Also present were Tina Whalen, Tom Shelley, and Cindy Fowler.</p>
Minutes Approval	<p>Motion was made by Trustee Albert, seconded by Trustee Fowler to approve the regular meeting minutes from February 25, 2021. Motion carried unanimously.</p> <p>Motion was made by Trustee Fowler, seconded by Trustee Yunker to accept the Audit Committee Minutes from December 3, 2020. Motion carried unanimously.</p>
Public Forum	No public in attendance
Administrative	<p>Resolution(s) 2021-06 & 07 were signed by the Board. Details of these resolutions can be found in the February 25, 2021 meeting minutes.</p> <p>Purchase Orders were initialed by the Board.</p> <p>Fund Summary Report was provided to the Board for review.</p> <p>March's Billing/Usage Summary for Cycle 1 ONLY was provided to the Board for review.</p> <p>February's Bank and Investment Statements were reviewed and initialed by the Board.</p> <p>Fiscal Integrity Act Training Hours Tina informed the Board that she had to sign up for some virtual training classes through the Auditor of State so she can meet the "Fiscal Integrity ACT" requirements. She usually attends the year end training, but due to COVID they did not have it. She would like to get her hours in before the District's audit this year.</p> <p>Memo to Customer re: Billing & Due Dates Tina provided the Board with a copy of the memo to the customers. This will go out in April which is the districts next billing cycle. The memo reminds them of the district billing months and when payments are due regardless of the current postal issues.</p> <p>Comparison of Budget vs. Appropriated Report was provided to the Board for their review. Tina went over the report with the Board.</p>
Treasurer	<p>Resolution for Payment of Bills – Trustee Mitchell reported that he has reviewed the bills they are proper and in order.</p> <p>Resolution 2021-08 was motioned by Trustee Mitchell, seconded by Trustee Walker to approve payment of the bills in the amount of \$14,618.33. Roll Call was done and Motion carried unanimously.</p>


Water Board Trustees' Report(s)	<p>Trustee Albert asked if the EPA Operator Fees/Fulton County Commissioners line item on the Payment Listing is a monthly charge from Ziad. Tina, said yes, it is his average monthly fee.</p> <p>Trustee Albert verified that Ziad will be at the next meeting, March 25th. Tina stated yes, he will be here.</p> <p>Trustee Mitchell told the Board that he received a voicemail message from Sandy Kessler at RCAP (Rural Community Assistant Partnership) in Defiance, Ohio. Once he is able to make contact with Sandy, he will invite her to an upcoming Water District meeting.</p>
Inspector's Report	<p>Tom said his only updates are down under Old Business.</p>
Old Business	<p>EPA Contract Operators – Ziad will be attending the Board's meeting on March 25, 2021.</p> <p>Trustee Albert asked Trustee Walker if he had time to make some calls/emails from the EPA Operator List. Tina will provide Trustee Walker with information he may need when making his calls.</p> <p>New Master Meters & Check Valves in CR 2 & 1-2 Pits – Tom reported that the CR 2-meter pit check valve has been installed and he did not notice any reverse flow. Tina said according to the last check she did, the meter seems to be running in the correct direction but they need to figure out if the usage makes sense. Tina would like Tom to start getting readings from the County's meter. Tom said that the County's meter head on their new meter is not wired up yet but he will start getting readings from the County's meter on April 1st.</p> <p>Tina informed Tom that they received the dual output remotes from Master Meter but not the heads that go with them.</p> <p>Invoice to County – Tina informed the Board that Ziad responded to the invoice she submitted to the County for the meter upgrades on both the Road 2 and Road 1-2 and he said the agreement applies to the Road 2 meter pit only. Trustee Albert told Tina to rebill the County for the Road 2 portion only but wanted to pursue getting the Road 1-2 meter pit in the agreement.</p> <p>Trustee Albert would like Tina to contact Bobbie O'Keefe and ask her what we need to do to update/change the Agreement/Addendums between the Water District and Fulton County. The Board would like to include the Road 1-2 meter pit so that the County can pay half of the expenses on it as well as the Road 2.</p> <p>EPA Compliance Letters – Tina reviewed part of her response to the EPA (Environmental Protection Agency) regarding of a timeline for the documents/procedures they are requesting for compliance. Tina will CC the Board on any communication she has with the EPA.</p> <p>Office Help – Tina stated Kim Crouch will start employment on Thursday, April 1st. This is a billing month and a good place to start. Tina and Kim will go out and do Meter Readings together and then Cindy will work with Kim on getting the billing out to the customers. Cindy and Tina will put together a training schedule for Kim and will incorporate the outline that Trustee Albert put together.</p> <p>Capital Improvement Funds used for Engineering Plans - Tina checked with the State Auditor's office and they responded as follows: Any expenditures including engineering related to a project which is considered a capital improvement would most likely be ok to charge to the fund.</p>

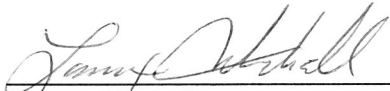
	<p>After further discussion:</p> <p>Motion was made by Trustee Albert, seconded by Trustee Fowler to authorize Arcadis, to prepare an official quote for engineering a project on County Road E that would connect the two districts into one. Roll call was done and Motion carried unanimously.</p>
New Business	<p>Trailer Park's Annual Back Flow Inspection & Testing Tina reported that the Trailer Park is overdue on their Annual Back Flow Inspection and Testing. They have not responded to the letter she mailed so she had Cindy contact Bob Dick's Plumbing to schedule this. Bob Dick's Plumbing will perform the annual inspection & testing for the week of March 15, 2021. The District will pay for this and bill the Forrest Mobile Home Park for it..</p>
Motion for Adjournment	<p>At 7:15 P.M., Motion was made by Trustee Fowler to adjourn, seconded by Trustee Yunker. Motion carried unanimously.</p>
Upcoming Meetings	<p>Next two Regular Meetings are: March 25, and April 8, 2021 @ 6:30 PM</p>

SWANCREEK WATER DISTRICT BOARD


Shawn Albert


Brad Yunker


Mark Fowler


Lennox Mitchell


Randy Walker, Board Secretary