

Swan Creek Water District

Record of Proceeding

April 12, 2018

The meeting began with The Pledge of Allegiance at 6:30 p.m.

Roll call attendance showed the following Board members present Shawn Albert, Dale Brunner, Mark Fowler, Lennox Mitchell, and Randy Walker. Also present were Tina Whalen, Office Manager and Tom Shelley, Inspector. Visitor list attached.

Minutes approval from Regular Meeting on March 22, 2018- Motion was made by Trustee Fowler, seconded by Trustee Walker, to approve the regular meeting minutes from March 22, 2018.

Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes; Mitchell, yes; and Walker, yes. Motion Carried.

Board Reorganization – Trustee Brunner said he is stepping down as Board President and would like to nominate Trustee Albert as Board President. After further discussion:

Resolution 2018-18 was motioned by Trustee Brunner, seconded by Trustee Mitchell to appoint Trustee Albert as the Board President. Roll Call Vote: Walker, yes; Fowler, yes; Albert, yes; Brunner, yes; and Mitchell, yes. Motion Carried.

Resolution 2018-19 was motioned by Trustee Fowler, seconded by Trustee Albert to appoint Trustee Brunner as the Board Vice President. Roll Call Vote: Mitchell, yes; Walker, yes; Brunner, yes; Fowler, yes; and Albert, yes. Motion Carried.

Manager's Report

Cash Summary by Fund was given to the Board for review.

Resolutions 2018-13 thru 2018-17 were reviewed and signed by the Board. Details of these resolutions are in the March 22, 2018 meeting minutes.

Adoption of 2018 Permanent Appropriations – Tabled till next meeting.

Purchase Order were reviewed and initialed by the Board.

March's Investment and Bank Statements & Reconciliation were reviewed and initialed by the Board.

March's Fund Activity Report was given to the Board Treasurer, Mark Fowler for review.

RC-3 Records Disposal per Retention Schedule – The Board reviewed the RC-3 that Cindy and Tina prepared for records disposal. Tina explained the process and that the retention schedule was approved by the Board in 2011. It has been a couple years since and RC-3 was issued. Trustee Mitchell asked if this was done to free up space. Trustee Fowler said it was more than just that and that we did not need to keep records beyond the time we are required to. After further discussion:

Resolution 2018-20 was motioned by Trustee Fowler, seconded by Trustee Walker, to approve the RC-3 for records disposal. (See attached.) Roll Call Vote: Brunner, yes; Albert, yes; Mitchell, yes; Fowler, yes; and Walker, yes. Motion Carried.

Treasurer's Report

Bill Payments - After Trustee Fowler reported that, he has gone over all the bills:

Resolution 2018-21 was motioned by Trustee Fowler, seconded by Trustee Mitchell to approve payment of the bills for \$24,825.67. Roll Call Vote: Albert, yes; Brunner, yes; Walker, yes; Fowler, yes; and Mitchell, yes. Motion Carried.

Trailer Park Debt - Trustee Fowler reported that he and Tina met with Mike and Barb Files, the owners of Forrest Mobile Home Park, to discuss a plan on getting their past due water charges paid up. They gave a short-term payment schedule and have paid about \$5,000 toward the balance, but we did billing the first of April and the account is up to around \$20,000.00. They discussed refinancing or getting an equity line of credit to get everything caught up. Mr. Files has been in contact with Trustee Fowler and was informed to keep giving updates because the Board will have to make some decisions and will possibly certify for collection to the Fulton County Auditor for the balance. Trustee Fowler said if they were to pay it off, they can always rescind the resolution or modify the amount if needed. Trustee Fowler will keep in contact with Mr. Files.

Water Board Trustees' Report – Trustee Brunner reminded everyone that there is JEDD (Joint Economic Development) meeting at 7:30 here at the Township Hall.

Inspector's Report - Tom reported that a new tap was installed at 4835 Fulton Lucas Road and it went well.

New Business

Moving Public Forum Trustee Albert and Trustee Brunner said they would like to try having public forum and the beginning of the meetings. Tina asked Township Trustee Kazmierczak how it works out for the Township Trustees meetings. He said they have been thinking about moving theirs to the end, but it works ok for the most part. The Board agreed to move public forum up on the agenda, starting with the next meeting on April 26, 2018.

County Road 3 & EF West Project

Engineer Update – Scott Lumbrezer, from Arcadis reported that he Board received bids that were opened on April 10, 2018. He presented the bid tabs and a letter stating that he has found no reason not to award the bid to Bryan Excavating's which was the lowest and best bid. He checked their references and had them fill out a Bidder Qualification Statement. After further discussion:

Resolution 2018-22 was motioned by Trustee Fowler, seconded by Trustee Albert Brunner to acknowledge and accept all bids as presented by Arcadis. Roll Call Vote: Walker, yes; Albert, yes; Mitchell, yes; Fowler, yes; and Brunner, yes. Motion Carried.

Tina read a resolution of intent to proceed and explained that this would be the next move for the Board to make.

Resolution 2018-23 was motioned by Trustee Fowler, seconded by Trustee Mitchell to pass the resolution of intent to proceed with the construction of the County Road 3 & EF West water line project. Roll Call Vote: Brunner, abstain; Albert, yes; Walker, yes; Fowler, yes; and Mitchell, yes. Motion Carried.

Resolution 2018-24 was motioned by Trustee Fowler, seconded by Trustee Albert to award the contract to Bryan Excavating who presented the lowest and best bid for the Road 3 & EF West waterline project. Roll Call Vote: Mitchell, yes; Walker, yes; Fowler, yes; Albert, yes; and Brunner, yes. Motion Carried.

Update on Waivers – Tina reported that they now have 18 waivers signed.

Easement(s) Status – Tina reported that the Aumiller's easements have been signed and she is waiting on Kim Gibson to review and sign for the others. After they all have been signed, the permanent easements will be recorded at the Fulton County Recorder's office. Trustee Brunner asked why the temporary easements not be recorded. Trustee Fowler said that we don't have to record the temporary ones unless the project was going to take a while and there was a risk of property owners changing. Tina said she did not have a problem with recording them all and that is costs about \$52.00 per easement to record. The Board agreed that both temporary and permanent easements should be recorded.

Unfinished Business

Review of Contingency Plan - The Board will start reviewing the contingency plan on April 26, 2018 at 6:00 p.m.

Public Forum Trustee Albert opened the floor to the public after stating that: DUE TO PENDING LITIGATION, THERE WILL BE NO DISCUSSION ON THE ROAD 3, EF & PEACEFUL VALLEY PROPOSED PROJECT.

Records request can be submitted to the Swancreek Water District Office during normal office hours.

Jim Wagoner had questions about the bids that came in and how much lower they were than the estimate. Tina said she would give him a copy of the bids and that the construction estimate was \$425,000.00 but did not include engineering and other items.

Mr. Wagner said he had a request in for copies of the petition, statement and waiver, but he got a copy from Bobbie. Tina said she thought they had given him a copy of the ones he signed from the Road 2 project and that she would be glad to give him a copy of them.

Mr. Wagner said he noticed that one of the Board members did not vote for one of the items and asked if he could ask why. Trustee Brunner said no.

Jim Bloom asked if there was any reason that the minutes were not being kept up on the web site. The last ones he saw were from December. Tina explained that they don't maintain a web site and that they just send them to somebody who puts them on the Townships website. Township Trustee Kazmierczak said he would like to answer that. He explained that they have had some difficulties with the individual they contract with to maintain the website and he is not always very attentive to posting things in a timely and efficient manner. They are in the process of reexamining his contract and looking into doing something different where they could post to the website on their own. Tina told Mr. Bloom that all he has to do is call her and she can always email them to him.

Adjournment – At 7:19 p.m. Trustee Albert moved to adjourn seconded by Trustee Brunner. Motion Carried.

Up Coming Meeting -

The next two regular meetings are scheduled for Thursday, April 26, and May, 10, 2018 at 6:30 p.m. The Board will have a work session meeting on Thursday, April 26, 2018 at 6:00 p.m.

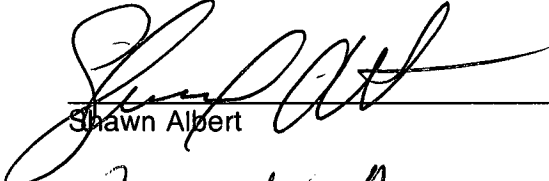
SWANCREEK WATER DISTRICT BOARD



Mark Fowler



Dale Brunner



Shawn Albert

Lennox Mitchell



Randy Walker, Water Board Secretary