

Swan Creek Water District

Record of Proceeding

April 26, 2018

The Regular Scheduled Meeting began at 6:30 p.m. right after the work session meeting.

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

Trustee Mitchell was unable to attend due to medical reasons.

Minutes approval from Regular Meeting on April 12, 2018- Motion was made by Trustee Fowler, seconded by Trustee Brunner, to approve the regular meeting minutes from April 12, 2018.

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

Public Forum – There were no public comments

Office Manager's Report

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

Resolutions 2018-18 thru 2018-24 were reviewed and signed by the Board. Details of these resolutions are in the April 12, 2018 meeting minutes.

Purchase Order were reviewed and initialed by the Board.

April's Billing/Usage Summary was given to the Board for review.

2018 Appropriations & Revenue after discussion and review:

Resolution 2018-25 was motioned by Trustee Fowler, seconded by Trustee Albert to approve the 2018 Appropriations & Revenue Budget. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes and Walker, yes. Motion Carried.

Changing Transfer to Advance – Tina explained that the transfers that were made earlier in the year need to be changed to an advance which according to the State Auditor's office, can be done in the UAN (Uniform Accounting Network) system with Board Approval. After further discussion:

Resolution 2018-26 was motioned by Trustee Fowler, seconded by Trustee Brunner to change previous transfers of \$25,000.00 (Resolution 2018-04) and \$10,000.00 (Resolution 2018-09) to Advances. Roll Call Vote: Albert, yes; Brunner, 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 2018-27 was motioned by Trustee Fowler, seconded by Trustee Walker to approve payment of the bills in the amount of \$3,288.84. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes and Walker, yes. Motion Carried.

Allocation of Bulk Sales Revenue & Rates – Trustee Fowler reported to the Board that he and Tina have reviewed the 2018 budget and water rates. There is \$0.65 to allocate to capital improvement and a new preliminary planning fund. After further discussion:

Resolution 2018-28 was motioned by Trustee Albert, seconded by Trustee Walker to increase the Capital Improvement Contribution by \$0.25 taking it from \$1.25 to \$1.50 per 1,000 gallons. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes and Walker, yes. Motion Carried.

Resolution 2018-29 was motioned by Trustee Fowler, seconded by Trustee Brunner to allocate \$.40 per 1,000 gallons to a new Preliminary Project Fund. Roll Call Vote: Albert, yes; Brunner, yes, Fowler, yes and Walker, yes. Motion Carried.

Trustee Fowler would like to wait until the advances are back in the General Fund and the current water line project is done before deciding on a new fund for bulk sales contributions. Tina explained that she thought that one (1) new fund would be sufficient because there would be a revenue line item for the \$.40 for and another for the bulk sales revenue. The Board agreed to table this until later.

Trailer Park Debt – Certify for Collection of Past Due Water Charges Trustee Fowler reported that he had recently spoke to the owner of the Trailer Park, Mike Files, regarding their past due balance. Although they have made \$5,000.00 in payments, billing was done the first of April which brought their balance up to \$19,386.65 and with the 10% late fee that will be processed soon, their balance will be \$21,325.32. Mr. Files stated he does not have any new updates on his Equity Line Application for the Board at this time. After further discussion:

Resolution 2018-30 was motioned by Trustee Fowler, seconded by Trustee Albert to Certify for Collection to the Fulton County Auditor for the past due water charges for Forest Mobile Home Park, located at 4549 County Road E (Property Owners, Barb and Mike Files of Midnight Properties), in the amount of \$21,325.32. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes and Walker, yes. Motion Carried.

Water Board Trustees' Report – Trustee Brunner updated everyone on a few of the highlights from the last JEDD (Joint Economic Development). Discussion continues about determining water availability in the area, where it would originate from and potential water capacities of different entities in the area, based on some new Environmental Protection Agency (EPA) regulations. Agriculture and residential areas were discussed as well. Trustee Brunner feels the Board should remain engaged in these important meetings.

Inspector's Report

County Road 1-2 Master Meter Pit (1-1/2" Meter Replacement

Tom reported that the small meter at the 1-2 meter pit was making a loud clunking noise, but it is still reading. Tina spoke with Badger and they think it could be the magnet, she ordered a new meter and Tom will be installing it. Trustee Albert asked Tom if he intends on tearing the old meter apart to find out what component failed, Tom stated he wasn't sure.

Tina said the master meters are scheduled to be tested and calibrated by the end of May and wanted to know if Tom wanted to make sure it was done after he installs the new meter and he said yes. The Road 1-2 master meters were not able to be tested and calibrated last year, due to the fact that the valves were unable to be opened.

Tom spoke with the owner of the Trailer Park and he told Tom, they found 2 trailers that had left their water running after they left the park. Tom has noticed when he has done his testing, the meter isn't spinning as fast.

New Taps are going to be installed next week at 1903 CR EF & 4455 S. Fulton-Lucas.

New Business - No new business at this time.

County Road 3 & EF West Project

Engineer Update – Scott Lumbrezer, from Arcadis presented the Board with the Construction Contract. Scott reviewed some of the next steps that will take place, and what documents need to be signed. The Notice to Proceed after signing will set the contract times in motion. A pre-construction meeting needs to be scheduled after all entities involved have been contacted.

Tina reviewed what Resolutions the Board had already motioned on, and what still needs to be completed, contingent on the Ohio Water Development Authority (OWDA) Loan approval.
After further discussion:

Resolution 2018-31 was motioned by Trustee Fowler, seconded by Trustee Walker to approve the Board President, Shawn Albert to sign the Construction Contract, contingent upon the approval of the OWDA Loan (Ohio Water Development Authority). Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes and Walker, yes. Motion Carried.

Resolution 2018-32 was motioned by Trustee Fowler, seconded by Trustee Albert to approve and sign the letter of agreement with Arcadis for the Construction RPR Phase of the project, contingent upon the approval of the OWDA Loan. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes and Walker, yes. Motion Carried.

Easement(s) Status – Tina reported that she and Trustee Fowler met with Kim Gibson to review the placement of the easement for 3024 CR EF. Ms. Gibson's had a concern about the septic system and wanted her attorney to review the documents before she signed them. Tina obtained some septic information from the Fulton County Health Department, and asked that they visit the site with Tom to verify the leach field location. She will continue to work on getting these easements obtained.

Unfinished Business

Review of Contingency Plan - The Board starting their review of the contingency plan today and will continue until they have gone through it all. After further discussion:

Motion was made by Trustee Albert, seconded by Trustee Brunner to schedule a special work session meeting on Thursday, May 24th, 2018 at 6:00 p.m. to continue the review of the contingency plan. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes and Walker, yes. Motion Carried.

Adjournment – At 7:50 p.m. Trustee Albert moved to adjourn seconded by Trustee Fowler. Motion Carried.

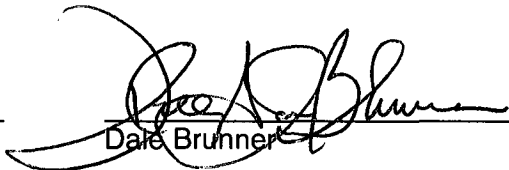
Up Coming Meeting -

The next two regular meetings are scheduled for Thursday, May, 10, 2018 and May 24, 2018 at 6:30 p.m. The Board will have a special work session meeting on Thursday, May 24, 2018 at 6:00 p.m.

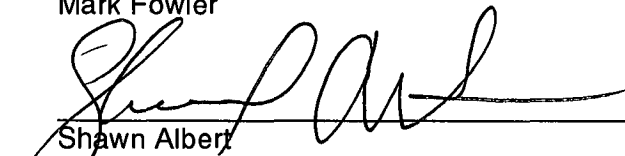
SWANCREEK WATER DISTRICT BOARD



Mark Fowler



Dale Brunner



Shawn Albert



Lennox Mitchell



Randy Walker, Water Board Secretary