

Swan Creek Water District

Record of Proceeding

January 11, 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, Cindy Fowler, Office Assistant. Visitor list attached.

Minutes approval from Regular Meeting on December 28, 2017- Motion was made by Trustee Fowler, seconded by Trustee Albert, to approve the regular meeting minutes from December 28, 2017. Roll Call Vote: Brunner, yes; Albert, yes; Fowler, yes; Mitchell, yes, and Walker, yes. Motion Carried.

Manager's Report

Errors on Resolution & 12/14 Minutes (Sign Revised) were reviewed and signed by the Board.

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

Resolutions 2017- 50 thru 54 were reviewed and signed by the Board. Details of these resolutions are in the December 28, 2017 meeting minutes.

2018 Temporary Appropriations and Revenues were reviewed by the Board.

Resolution 2018-01 was motioned by Trustee Fowler, seconded by Trustee Brunner to adopt the 2018 Temporary Appropriations and Revenue Budgets. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes; Mitchell, yes and Walker, yes. Motion Carried.

December's Checking and Investment Statements were reviewed and initialed by the Board.

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

Purchase Orders were reviewed and initialed by the Board.

Treasurer's Bond for 2018 – Trustee Fowler signed the 2018 Treasurer's Bond and it was witnessed by the Office Manager.

Trustee Mitchell said he noticed we pay for bacteria testing and wondered where we keep the results. Tina said they are in the Monthly Operating Reports that are required by the EPA.

Trustee Mitchell asked if this is what Tom tests for and Tina stated that Ziad does the Monthly Bacteria Testing, and Tom does the districts daily Chlorine Testing.

New Beacon Meter Reading System - Tina reported that Badger Meter is scheduled to conduct training on the new meter reading system. She provided the Board and Cindy the agenda. Training will be held on Tuesday, January 30th, 2018 for office training and Wednesday, January 31st, 2018 for field training.

Trustee Mitchell asked if this new Badger Meter System is what has been discussed at prior meetings. Trustee Albert replied yes. Trustee Albert asked if the original cost/quote was still good. Tina replied yes.

Tina reported she has informed Ziad Musallam that effective February 1st, 2018 the district would be on our new system and there will be additional charges incurred if the district has to do the County's meter readings and billing after that date. Mr. Musallam said they will not be ready to take over their billing for a couple more billing cycles.

Treasurer's Report

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

Resolution 2018- 02 was motioned by Trustee Fowler, seconded by Trustee Brunner to approve payment of the bills for \$ 21,208.20. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes; Mitchell, yes and Walker, yes. Motion Carried.

Inspector's Report - Tom called and said he was unable to attend and had nothing new to report.

New Business

Cleland Water Bill – Excessive Water Bill for 4599 County Road 1 was discussed with the Board. The customer called and said they have been out of town and received a \$1,656.86 bill and a leak detection notice. They asked if there was any relief available for this bill. Tina spoke to them this past week and told them she would present this situation to the Board. They have paid the bill and reported they believe it was a leaky toilet. The board reviewed what the credit would be if they were charged the bulk hydrant rate for the excess usage. After further discussion and review:

Resolution 2018-03 was motioned by Trustee Fowler, seconded by Trustee Albert to approve a One Time Credit to Theresa Cleland's account #100388, for water service to 4599 County Road 1, in the amount of \$556.93. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes; Mitchell, yes and Walker, yes. Motion Carried.

Tina would like to create a policy that reflects the standard procedures that they have been following for these "onetime credits". Trustee Mitchell asked what the onetime credit is; Trustee Albert explained how and why the onetime credit has been done.

County Road 3 & EF West Project

Engineer Update – Scott Lumbrezer from Arcadis was not able to attend but has met with Trustee Albert to go over some areas in question, and has emailed the design plans to the County Engineers office for review.

Trustee Albert will meet with the Township Zoning Inspector, Walt Hallett tomorrow to discuss some zoning issues. He also reported that Scott feels that an April 1, 2018 date would be good "shovel in the ground" date. This date will be used as the deadline for residences in the project area that have not yet signed their waiver.

Trustee Albert will put a generic letter together and send it to Tina to review. This letter, along with the "petition, statement, and waiver, will go out certified mail to each property owner that has not yet signed a waiver but have said they were interested in being included in the project.

Trustee Albert thought it would be easier to have Bobby to construct a legal letter for the residences that want to be included in the project, but are on the pending litigation case. Something that they could sign and have notarized so the District could allow them to sign the waiver. Tina said she thought Bobby had informed her that the District cannot pay any legal fees to help the residents get off the lawsuit. Trustee Albert feels like the opposition is dragging their feet and said maybe Bobby would do it for free. Tina will contact Bobby to get her thoughts on the matter.

The Board reviewed the updated spread sheet that shows all the residents in the project are, their contact information and their status.

Unfinished Business

Trustee Mitchell asked about the status of cleaning in the Township Building. Trustee Mitchell stated he knows of a cleaning service group that belongs to his 4H group. Tina stated the Township Trustees are handling that and to give any contact information to either her or the Township.

Contingency Plan – The Board has a copy of the Contingency Plan and will start reviewing it in 2018. Tina will make up a review schedule for the Contingency Plan for the Board to follow. They have 2 years to review the whole plan so there is plenty of time.

Township Zoning Commission & Request for Possible Amendment – (No Update)

Tina will create a draft and submit to Bobby for review.

Public Forum Trustee Brunner 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.


No public in attendance.

Adjournment – At 7:16 p.m., Trustee Fowler moved to adjourn seconded by Trustee Walker. Motion Carried.

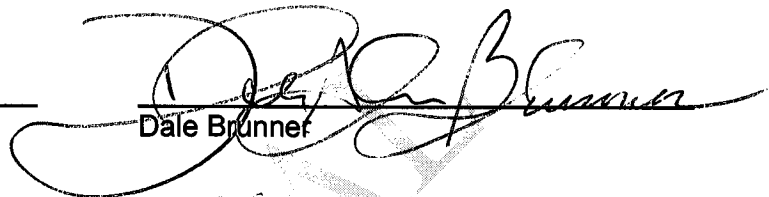
Up Coming Meeting -

The next regular meetings are scheduled for Thursday, January 25 and February 8 at 6:30 p.m.

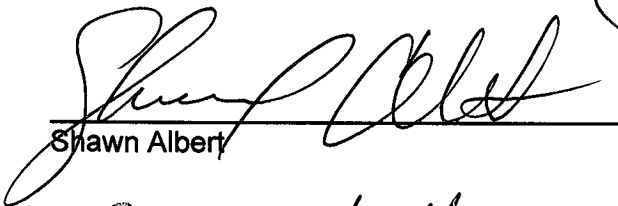
SWANCREEK WATER DISTRICT BOARD



Mark Fowler



Dale Brunner



Shawn Albert



Lennox Mitchell



Randy Walker, Water Board Secretary