

# Swan Creek Water District

Record of Proceedings

Thursday, May 12, 2016

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, and Walt Lange. Also present were Tina Whalen, Office Manager, Cindy Fowler, Office Assistant and Tom Shelley, Inspector. Visitors list attached.

**Trustee Walker was absent.**

**Minutes Approval from Regular Meeting on April 28th - Motion** was made by Trustee Lange, seconded by Trustee Albert, to approve the meeting minutes from April 28, 2016. Roll Call Vote: Albert, yes; Brunner, abstain; Fowler, yes; and Lange, yes. Motion Carried.

## Manager's Report

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

**Resolution(s) 2016-21** were reviewed and signed by the Board. Details of these resolutions are in the April 28, 2016 meeting minutes.

**April's Fund Ledger** was given to the Board's Treasurer, Mark Fowler for review.

**Purchase Orders** – were reviewed and initialed by the Board.

**April's Bank and Investment Statements & Reconciliation** were and initialed by the Board.

Trustee Albert asked Tina if new signature cards were needed at the bank. Tina explained that every time there is a Board member change, everyone has to sign again and she sent the updates to the bank and they are working on it. She might have everything ready for signature at the next meeting and she is not sure if Trustee Walker will have to go to the bank and sign or not.

### **F & M Training Brief Review from May 4<sup>th</sup> - (New ACH Rules, Cyber Security, Remote Deposits) –**

Tina and Cindy attended Training hosted by F & M Bank detailing new ACH (Automated Clearing House) Rules; some of which will be effective in September 23, 2016, and September 15, 2017. Also presented was the option of using "eDeposits" (Remote Deposit Capture). This option would require a scanner that would convert paper checks into electronic transactions resulting in electronic deposits into the Water District's

F & M Bank account. There are fees involved and the option to purchase the scanner up front or pay higher monthly fees.

Tina is researching, but it appears that it would be a cost savings to the District. Once she has gathered all the information she will send the board the details. Trustee Lange, Trustee Fowler and Trustee Brunner had questions: who keeps a copy of the checks if retrieval would be needed, how long the paper checks would need to be kept, would a digital and a hard copy of the checks be made, as well as what the procedure would be for their disposal. Tina said the bank said the checks should be kept for 90 days and that a line item of check disposal could be added onto the Retention Schedule as well.

## Treasurer's Report

**Bill Payments** – Trustee Fowler reported that he has gone over all the bills. No questions or concerns.

**Resolution 2016-22** was motioned by Trustee Fowler, Seconded by Trustee Albert to approve payment of the bills in the amount of \$29,873.72. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes; and Lange, yes. Motion Carried.

## **New Business**

New Services & Taps- Tina reported that the office has been receiving a lot of inquiries about new taps and new water service. Tom might be a little busy this Spring and Summer.

## **Inspector's Report**

Tom reported that Ziad said some of the master meter remote readers were not working. He checked all six (6) of them and only had to replace one (1) and reset the others. Tom said that Ziad has a new employee doing the readings and if they hold down the button too long it resets the remotes and they have to be re-programmed.

Tina said she sent two (2) emails to Commercial Waterworks to get the master meters tested and calibrated by the end of the month. She will let Tom know when they plan on doing them as soon as she hears back. Tom said he will keep an eye on the meter pits to see if they need pumped out.

Trustee Brunner asked about Lee High Drive and Tina reported no bill has been received by Mika Construction as of yet, Trustee Brunner was asking about the lot for sale and if anyone had purchased the property yet. There has been no word on this recently.

## **Old Business**

**Water Contract with County** - No updates at this time, waiting on needed signatures on the Contract. Ziad will be attending a meeting once he is ready for the Board.

### **RTR Replacements at 3595 CR 2 (Rainey) and 3681 CR 2 (Hampton)**

A Certified Letter was sent to both customers stating that they needed to contact Tom so he could check their meters or their water service would be turned off. The letter was sent due to prior attempts at making contact with the customers have not been successful. Tina has had to estimate their water usage. Both customers called Tom and he has replaced their RTR's (Remote Transmitted Reader). It was determined that the property at 3595 CR 2 (Rainey) has been under billed based on the actual reading and will be billed for accordingly. The property at 3681 CR 2 (Hampton) has been overbilled based on the actual reading. The Board agreed to issue them a credit to their account for their overpayment. After review and discussion:

**Resolution 2016-23** was motioned by Trustee Fowler, Seconded by Trustee Lange to approve a credit in the amount of \$395.52 to Hampton's account at property located at 3681 CR 2 due to overpayment of their estimated water bills. Roll Call Vote: Albert, yes; Brunner, yes; Fowler, yes; and Lange, yes.

Motion Carried

### **Johnson Trucking's & Fleet Truck Wash**

Trustee Brunner and Tina have attempted to make contact with Fleet Truck Wash and have not been successful. Tina will send a letter to Johnson Trucking and Fleet Truck Wash stating that we have attempted to make contact and have provided the information on the temporary option of a hydrant meter. At this time the ball is in their court.

## **Public Forum**

**Larry Durholt** asked what the charges paid to Arcadis are for. It was explained that it was payment from a bill just received for services from October thru December 2015. It was for activity that was already in progress prior to the Law Suit.

**Sharon Niedzwiecki** asked how long Tina's wages were for on the payment listing, she was told it was for one (1) month.

Sharon also asked Trustee Albert if he had decided if he was "staying on" the Water Board. It was explained that it is not up to him or the Water Board but up to the Township Trustee's. Trustee Fowler recommended that she contact the Township Trustee's with any questions because the procedures have changed. Sharon asked if the position has to legally be advertised, or does the Township ask the Water Board member if they are interested in staying on. Again, it was suggested that she contact the Township Trustees.

Trustee Lange explained how prior interview and appointment procedures were unfair and how the Trustees are using new methods of interviewing for appointments. Trustee Albert thought that this was on the Townships next Agenda. Trustee Fowler asked Trustee Albert if he has received a letter from the Township about his intent yet, he though Trustee Kazmierczak mentioned this letter would be sent to Trustee Albert soon. Trustee Albert said he has not received anything from the Township as of yet.

Sharon asked about her question at the last meeting to Trustee Fowler about payment made to the Attorney for the law suit. She asked if that was the only invoice received for the lawsuit. Trustee Albert said that some was paid through the District's insurance policy. It was stated that this conversation might fall under discussion about the Law Suit and could not be discussed further.

Trustee Lange said that he feels the Board should take the time to review and revise the Bylaws as soon as possible since they do not match the original court entry. Tina will get this in the works and it will be on the next meeting's Agenda.

**Adjournment** – At 7:14 p.m. Trustee Fowler moved to adjourn seconded by Trustee Brunner. Motion Carried.

**Up Coming Meetings**

The next two regular meetings are scheduled for Thursday, May 26th, and June 9th, 2016 @ 6:30 p.m.

SWANCREEK WATER DISTRICT BOARD

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Mark Fowler

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Dale Brunner

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Shawn Albert

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Randy Walker

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Walt Lange, Water Board Secretary