

Swan Creek Water District

Record of Proceedings
Wednesday, January 6, 2010

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

Roll call attendance showed the following Board members present: Bob Westmark, Walt Lange, David Schultz, Mark Fowler, and Rick Kazmierczak. Also present was Tina Whalen, Manager and Tom Shelley, Inspector. Visitors included: Mr. Alan Raven, Mr. Jewell, and Township Trustee, Jim Leu.

Minutes Approval – **Motion** was made by Trustee Fowler, seconded by Trustee Westmark, to approve the minutes from December 16, 2009. Roll Call Vote: Schultz, yes; Kazmierczak, yes; Fowler, yes; Lange, yes; and Westmark, yes. Motion Carried.

Manager's Report

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

Resolutions 2009-50 thru 200-53 were signed by the Board. Details of these resolutions can be found in the December 16th minutes.

December's Fund Ledger was given to Board Treasurer, Bob Westmark for review.

2010 Temporary Appropriations and Revenue Budget were given to the Board for review.

Resolution 2010-01 was motioned by Trustee Lange, seconded by Trustee Westmark to approve the Temporary Appropriation and Revenue Budgets for 2010. Roll Call Vote: Schultz, yes; Kazmierczak, yes; Fowler, yes; Lange, yes; and Westmark, yes. Motion Carried

Purchase Orders – Some blanket and regular purchase orders for 2010 were reviewed and signed by the Board.

Late Fees – The board reviewed late fees that other entities charge. The District's late fee of 2% with a minimum of \$2.00 is significantly lower than others. The Board agreed that it was unfair to increase late fees to make up the cost of Tom collecting payments when going to terminate services. Tina suggested charging \$25.00 which is half of the termination fee to those residents that Tom has to collect for.

Water Rates – Tina reported that there was a \$0.11/1,000 gallons water rate increase from Fulton County effective January 1, 2010. The Board agreed to only increase the District's rate by this amount.

Resolution 2010-02 was motioned by Trustee Westmark, seconded by Trustee Lange to add a \$25.00 collection fee to the Deposit, Fee and Charge Schedule and to increase the water rates by \$0.11 per 1,000 gallons changing the rate from \$8.79 to \$8.90 to be effective with the April billing. Roll Call Vote: Kazmierczak, yes; Fowler, yes; Schultz, yes; Westmark, yes; and Lange, yes. Motion Carried.

Billing Cycle – Tina proposed changing the billing cycle from bi monthly to quarterly. After brief discussion the Board agreed to leave it the way it is.

Treasurer's Report

Bill Payments – After review of the bills:

Resolution 2010-03 was motioned by Trustee Westmark, seconded by Trustee Lange to approve payment of the bills in the amount of \$9,202.69. Roll Call Vote: Schultz, yes; Kazmierczak, yes; Fowler, yes; Westmark, yes; and Lange, yes. Motion Carried.

Inspector's Report – None

Old Business

Homewood Park – No update

Quick Couplers for Hydrants – Trustee Westmark reported that he spoke to the Delta Fire Department and they said these couplers are not mandatory. Trustee Kazmierczak reported that he spoke to the Assistant Fire Chief in Swanton and they wanted them. They also would like a sheet listing all the District's fire hydrants. All though they were give a map, a simple spread sheet that they could carry around would be much more beneficial. Tina said she could put something together. Jim Leu suggested checking with Arcadis first, because they may already have something like this. Trustee Kazmierczak will contact Scott Lumbrezzer at Arcadis to check on this.

Sandland Farms Water Rate – The Board had a brief discussion on commercial water rates and large volume users Trustee Westmark suggested giving the trailer park a large volume discount. This will be discussed at a later time

Thomas & Lynette Keil (Amendment) – Tina reported that the Keil’s have signed the amendment to the agreement. The Board reviewed and signed it. This will have to be sent to Delta for signature. Changes to this agreement were approved by the Board with resolution 2009-15.

2126 CR F (Switching from Water Main back to Well) – Trustee Kazmierczak reported that he spoke to Mrs. Neal and told her what the proper procedures were and explained to her that as long as the service is connected, she would be required to pay the minimum water charge whether they used the water or not. Tina reported that they still have not contacted the District and that they did make a \$200.00 payment on their account. It was suggested that Tom just go knock on the door so the meter can be removed and the service can be disconnected.

Road 3/NEFC Water Main Project

Keil’s Tap – Tina reported that she sent out an e-mail to Ziad and Arcadis to get a cost on the 3” tap and on the change of hydrant location for the Keil properties. There was a brief discussion about a ditch crossing and the meter location.

New Business

Promissory Note for Mr. Faber (1636 County Road E – New Construction) – Tina reported that Mr. Faber is building a home on County Road E and was not aware that he had to hook up to the water line. He has paid the \$1,500 tap fee and has asked if the equalization fee could be paid in payments. Tina prepared a promissory note for the payments since the Board passed a resolution to accept payments on equalization fees.

The question of why equalization fees could not be placed on taxes was brought up. Tina will check with Bobbie, but thinks the only way to put this on the tax duplicate is if they default on payments.

Public Forum

Mr. Jewell asked if there was any assistance for residents who may have a hard time paying for the water line. Tina gave Mr. Jewell a packet from the USDA.

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

Meetings

- Next regular meeting will be held on Wednesday, January 20, 2010 at 6:30 p.m.

SWANCREEK WATER DISTRICT BOARD

Bob Westmark

Mark Fowler

Rick Kazmierczak

David Schultz

Walter Lange - Secretary, District Board