

Swan creek Water District

Record of Proceedings
Wednesday, May 19, 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, Mark Fowler, Dave Schultz, Walt Lange, and Rick Kazmierczak. Also present was Tina Whalen, Manager and Tom Shelley, Inspector. Visitors included: Mr. Ziad Musallam, Mr. Alan Raven, Mr. Jewell, and Township Trustee, Jim Leu

Minutes Approval – **Motion** was made by Trustee Lange, seconded by Trustee Westmark, to approve the minutes from May 5, 2010. Roll Call Vote: Kazmierczak, yes; Schultz, 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.

Resolution 2010-21 was signed by the Board. Details of this resolution can be found in the May 5th minutes.

April's Investment Statement was reviewed and initialed by the Board.

April's Bank Statement and Reconciliation was reviewed and initialed by the Board.

Badger Price Increase – Tina reported that Badger is suppose to issue a price increase the first of June, but does not know how much until Utility Sales receives the written notification. In the meantime, Tina ordered 24 meters and RTR's which should last for the balance of the year.

Revised Appropriations & Revenues – Tina reported that she had to revise the 2010 appropriations and revenues due to the increased number of taps and service installations. After review:

Resolution 2010-22 was motioned by Trustee Westmark, seconded by Trustee Lange to approve the revised 2010 appropriations and revenues. Roll Call Vote: Schultz, yes; Fowler, yes; Kazmierczak, yes; Westmark, yes; and Lange, yes. Motion Carried.

Purchase Orders were reviewed and signed by the Board.

Kim Simon – Tina reported that she met with Kim Simon today and she was interested in helping out around the office. Tina said she seemed to be perfect for the job. The Board agreed to allow a contract to be prepared for Mrs. Simon.

Treasurer's Report

Bill Payments – After review of the bills:

Resolution 2010-23 was motioned by Trustee Westmark, seconded by Trustee Lange to approve payment of the bills in the amount of \$8,323.15. Roll Call Vote: Schultz, yes; Kazmierczak, yes; Fowler, yes; Westmark, yes; and Lange, yes. Motion Carried.

Inspector's Report

Services Under the Road (Copper vs. Plastic) – Tom reported that all the services under the Road on the NEFC/County Road 3 project are plastic and that the District has always been told by the County Engineers office that they only want copper under their roads. When the District has to install long taps they are always copper services which are more expensive. Mr. Leu said that it is best to use the copper. Trustee Kazmierczak suggested that we check into this and put it on the agenda for the next meeting.

NEFC/Road 3 Hydrant Key to Swanton – Tom reported that the hydrants on Road 3 were turned over to the District and one key was given to him by the contractor. The hydrants are tamper proof and a key must be used to open them. Tom gave the key to Chad Smith from the Swanton Fire Department. Mr. Musallam said that more keys will be provided after the project is complete.

Progress on Taps Installed – Tom reported that 19 taps have been installed so far. The Board asked Mr. Musallam when the residents can hook up. Mr. Musallam said they the Districts 2 miles are substantially complete and that the residents can hook up as soon as Tom approves the taps.

Old Business

RCAP & Water Rates – Tina reported that she received an e-mail from RCAP stating that they have been very busy, but wanted to clarify that the District was interested in a rate analysis and recommendations with Board education. Tina will notify the Board as to when they will be able to fit us in their schedule.

Drain Tile Damage on Road 1-1 – Tina reported that she spoke with Bobbie and there is not much that can be done about this. She said the District could send a letter to the contractor that installed the services that damaged the counties drain tile just letting them know what has been found and what it has cost. These are the sort of things that might be looked at when another project comes up for bid.

Road 3/NEFC Water Main Project

Review with Ziad Musallam on Meter Readings and Billing for the County

The Board and Mr. Musallam reviewed a list details prepared by Tina. Mr. Musallam said the only items that were not previously discussed were the equipment fees and service and support costs. Mr. Musallam wanted to know if the equipment fee would start when the service starts or when equipment actually had to be replaced. The Board explained that it would start when the District starts the service for the county and after the fee is collected for five years it would stop. The Board discussed with Mr. Musallam many different ways this fee could be charged. The Board agreed that they would like this to be called an equipment replacement cost and that the funds would be put aside for that purpose only.

Ziad will have the county's legal counsel review and start preparing a separate contract that will have to be reviewed by the Board and their legal counsel.

Parcel 26-05085200.000 29 Acre Lot w/156' of Frontage on Road 3 – Tina explained that this parcel was included on the planning assessment, but was not included in the construction. There was a split off this parcel since the planning and most of this parcel fronts US-20A. A tap was installed at the parcel. The Board agreed to leave it out of the construction assessment because it would make more sense to include it in a project on US-20A should they ever run a line down that way. Trustee Lange indicated that he thought the parcel fronting Road 3 (known as Mock woods) was a separate parcel from the remaining Mock farm with frontage on US 20A.

New Business –

Trustee Kazmierczak and Schultz said that the next agenda needs to include the hydrant on CR 2 at CR EF.

Public Forum – None

Adjournment – At 7:30 p.m. Trustee Lange moved to adjourn seconded by Trustee Westmark. Motion Carried

Meetings

- Next two meetings are scheduled for Wednesday, June 2, and June 16, 2010 at 6:30 p.m.

SWANCREEK WATER DISTRICT BOARD

Bob Westmark

Mark Fowler

Rick Kazmierczak

David Schultz

Walter Lange - Secretary, District Board