

# Swan creek Water District

Record of Proceedings

May 7, 2008

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

Roll call attendance showed the following Board members present: David Schultz, Rick Kazmierczak, Bob Westmark, Walt Lange and Mark Fowler. Also present was, Tom Shelley, Inspector and Tina Whalen, Manager. Visitors included: F.C. Sanitary Engineer, Ziad Musallam, Alan Raven, and Jim Leu. Visitor List Attached

Minutes Approval – **Motion** was made by Trustee Lange, seconded by Trustee Kazmierczak, to approve the minutes from April 16, 2008. Roll Call Vote: Schultz, yes; Fowler, yes; Westmark, yes; Lange, yes; and Kazmierczak, yes. Motion Carried

## **Fulton County Sanitary Engineer, Ziad Musallam**

### **Chlorine Monitoring Requirements Letter from EPA**

Mr. Musallam informed the Board of the EPA's request to have the daily chlorine sample taken from the entry points on both Districts. Tina is currently taking samples at representative points throughout the water system on a daily basis and this should be sufficient.

Mr. Musallam presented a sample letter to send to the EPA requesting that they allow the District to continue its current monitoring. The Board agreed to have Tina send this letter to the EPA.

### **Water Supply Contingency Plan Draft for District 1 & 2**

Mr. Musallam presented a draft of the Water Supply Contingency Plan for both Districts. Some areas were reviewed. A resolution allowing the District's Manager to spend funds in case of an emergency was recommended to put into the Plan.

The District's Manager, Inspector, and the Board will review the plans and adopt them and the resolution at a future meeting.

## **Manager's Report**

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

**April's Fund Ledger** was given to Bob Westmark, the Boards Treasurer for review.

**Comparison of Budget and Appropriations Report** was given to the Board for review.

**Resolutions** 2008-23 and 2008-24 were reviewed and signed by the Board. Details of these resolutions can be found in the April 16<sup>th</sup> meeting minutes.

**April's Billing Summary** was given to the Board for review. The next billing will be in June.

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

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

**Records Retention Schedule** – Tina presented the Board with a draft of the required records retention schedule. After review;

**Resolution 2008-25** was motioned by Trustee Lange, seconded by Trustee Westmark to adopt the records retention schedule. Roll call vote: Schultz, yes; Fowler, yes; Kazmierczak, yes; Lange, yes; and Westmark yes. Motion Carried.

**Treasurer's Report**

**Bill Payments** – After review of the bills,

**Resolutions 2008-26** was motioned by Trustee Westmark, seconded by Trustee Lange to approve payment of the bills in the amount of \$21,252.97. Roll Call Vote: Fowler, yes; Schultz, yes; Kazmierczak, yes; Lange, yes; and Westmark, yes. Motion Carried

**Inspector's Report/Concerns**

**CR 1-1 Water Main Relocation** – Tom reported that this project is complete. S & S was able to lower that 100 foot section.

**Possible Leak on CR F Between 1-2 & 1-1** – No update. We are still waiting on Hahn and Willeman to schedule a time to dig the area up.

**Old Business**

**NE Fulton County Water Project** – Trustee Kazmierczak asked Mr. Musallam if there were any updates on this project. Mr. Musallam reported that the THM study came back ok and that he was at a meeting with representatives from OWDA, EPA, Issue 2 and CDBG and they were all interested in helping to support this project. There is no word yet in regards to getting funds from the Federal level. Mr. Musallam will advise the District of the next meeting which should be within the next couple weeks.

**Henry County** – No letter has been received yet. Mr. Musallam said he will need a formal letter from the District or from Henry County in order to get permission from Toledo.

**Back Flow Device Test for Mobile Home Park** – Tina reported that Midnight Properties had the back flow tested and will send a copy of the results as soon as they get them.

**Maps Review for Density** – Trustee Kazmierczak requested that this be reviewed at the next meeting.

**New Business**

**Public Forum** – None

**Adjournment** – At 7:35 p.m. Trustee Lange, moved to adjourn seconded by Trustee Fowler. Roll call vote: Schultz, yes; Kazmierczak, yes; Fowler, yes; Westmark, yes; and Lange, yes. Motion Carried.

**Meetings**

- Next two regular meeting will be held on Wednesday, May 21 and June 4, 2008 at 6:30 p.m.

SWANCREEK WATER DISTRICT BOARD

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Walter Lange  
Secretary, District Board