

# Swan Creek Water District

Record of Proceedings

October 15, 2008

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, and Rick Kazmierczak. Trustee Lange was out of town. Also present were Tina Whalen, Manager, and Tom Shelley, Inspector. Visitors included: Alan Raven, Township Trustee, Jim Leu, and Township Fiscal Officer, Dawn Wheatley.

Minutes Approval – **Motion** was made by Trustee Fowler, seconded by Trustee Westmark, to approve the minutes from October 1, 2008. Roll Call Vote: Schultz, yes; Kazmierczak, yes; Fowler, yes; and Westmark, yes. Motion Carried

## Manager's Report

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

**Purchase Orders** were reviewed and signed by the Board.

**Resolutions** 2008-44 and 45 were reviewed and signed by the Board. Details of these resolutions can be found in the October 1<sup>st</sup> meeting minutes.

**RCAP Free Training Classes** – Tina reported that RCAP was offering free training classes on Utility Management and Financial Management. She would like to attend both classes which will give her 10 contact hours for her Class A EPA requirements. The classes will be held on December 17<sup>th</sup> and 18<sup>th</sup> in Defiance. The Board agreed to allow Tina to attend these two classes. Trustee Westmark said he would like to attend the Financial Management Class on December 18<sup>th</sup>. Tina will register Trustee Westmark for this session.

**Certified unpaid Balance on vacant property at 1250 Glenmar** – Tina reported that service to 1250 Glenmar was terminated for non-payment and she was going to have the Board pass resolution to certify for collection. However, she was contacted by Danberry Realty stating that they are in charge of the property and wanted the District to send them the water bill. The bill has since been mailed to Danberry.

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

**September's Bank Statements and Reconciliation** were reviewed and initialed by the Board.

## Treasurer's Report

**Bill Payments** – After review of the bills, Trustee Shultz asked what the \$1,320.00 to Utility Sales Agency was for. Tina responded that it was for some remote meter readers that they needed.

**Resolutions 2008-46** was motioned by Trustee Westmark, seconded by Trustee Fowler to approve payment of the bills in the amount of \$3,382.27. Roll Call Vote: Schultz, yes; Kazmierczak, yes; Westmark, yes; and Fowler, yes. Motion Carried

**Audit Committee Meeting** – Trustee Westmark reported that the Audit Committee met today at 6:00 p.m. to review all funds. Minutes of this meeting will be presented at the next Water Board Meeting.

## Inspector's Report/Concerns

Tom reported that a Lucas County tap was sticking up about 10" after the drainage work was done by Lucas County. The Board asked that Tom lower the curb stop if possible.

**New Business**

**OUPS** - Trustee Westmark asked about utility markings and why we don't mark the service line to the property owner's house. He received a call from a resident who was getting underground electrical lines and said we only marked his curb stop and the water main. Tom responded that we only mark the curb stops and water mains and that is the standard practice for water utilities.

Jim Leu mentioned that there could be a liability in marking resident's private water line.

Tina will send out an e-mail to other water utilities and will check with Bobbie.

**Old Business**

**NE Fulton County Water Project** – No Update

**Water Request in Peaceful Valley** – Trustee Lange met with Scott Lumbrezer and they viewed the area. Trustee Westmark said they will be meeting again at his house to discuss some options.

**Hydrant Accident at CR F & CR 1** – Tina reported that the hydrant has been repaired and she just received Taylor's invoice in the amount of \$1,482.46. She will be sending a bill to the insurance company to include this and Tom's time. The Board agreed that administrative time should be included.

**Public Forum** – None

**Adjournment** – At 7:25 p.m. Trustee Westmark moved to adjourn seconded by Trustee Fowler. Motion Carried.

**Meetings**

- Next two regular meeting will be held on Wednesday, November 5, and November 19, 2008 at 6:30 p.m.

SWANCREEK WATER DISTRICT BOARD

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Bob Westmark

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Mark Fowler

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Rick Kazmierczak

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David Schultz

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Walter Lange  
Secretary, District Board