

Swan Creek Water District

Record of Proceedings

Wednesday, August 3, 2011

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

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

Minutes Approval – **Motion** was made by Trustee Westmark, seconded by Trustee Lange, to approve the minutes from July 20, 2011. Roll Call Vote: Lange, yes; 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.

Resolutions 2011-33 thru 2011-37 were signed by the Board. Details of these resolutions can be found in the July 20 and July 24th minutes.

Purchase Orders were signed by the Board.

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

Inspector's Report – Tom Shelley reported that Taylor Excavating installed a new tap on S. Fulton Lucas and all went well.

Treasurer's Report

Bill Payments – After review of the bills;

Resolution 2011-38 was motioned by Trustee Westmark, seconded by Trustee Lange to approve payment of the bills in the amount of \$5,485.74. Roll Call Vote: Kazmierczak, yes; Schultz, yes; Fowler, yes; Westmark, yes; and Lange, yes. Motion Carried.

Old Business

Sandland Farms – Trustee Lange reported that he scheduled a meeting for August 16th 10:00 a.m. and that he has not been able to reach Paul Barnaby. Trustee Kazmierczak will call Paul Barnaby to confirm. Tina Whalen will be out of town and cannot attend this meeting, but will post the Special meeting and send Trustee Lange and Kazmierczak the minutes from the last meeting and the water rate proposal she sent to the Brehms. The Board discussed if there should or should not be a trunk capacity fee since they are paying for the construction.

Drainage Issue at 6991 CR 2 – Trustee Lange is going on vacation, the Board will discuss the issue when he returns and make a plan.

New Business

Petition Request for CR EF between 3 & 4 – Tina reported that Shawn Shinaberry called and requested a petition for CR EF between Roads 3 & 4. She asked the Board if they want questionnaires sent out to CR EF between CR 2 and CR 3 also. The Board agreed that it makes sense to try to get the main extended from where it was stopped between 2 & 3.

CR H properties with Swanton water - Tina Whalen asked the Board if it made sense to approach the residents on Road H who are in the Township but have the Village water main across their property. Township Trustee, Jim Leu said his biggest concern on H is the area between Roads 2-2 and 3. It was agreed that the District be prepared if anyone contacts them asking us for help like they did on Lee High. Trustee Kazmierczak wants to get an aerial view of CR H from 2-2 to 3 and down 2-2 from H to the rail road tracks.

CR 1-1 & Lee High Drive

Minutes from July 24th Meeting – **Motion** was made by Trustee Fowler, Trustee Kazmierczak, to approve the minutes from July 24, 2011. Roll Call Vote: Lange, yes; Schultz, yes; Kazmierczak, yes; Fowler, yes; and Westmark, yes. Motion Carried.

EPA Approval of Prints – Trustee Kazmierczak reported that he delivered the prints to the EPA last Tuesday and that Arcadis needs to remove the Marvin and Miering properties from the prints. Tina reported that Musa from the EPA said that we should have approval by the end of the week.

Resolution Authorizing Engineer to Advertise for Bids

Resolution 2011-39 was motioned by Trustee Kazmierczak, seconded by Trustee Fowler to Authorize Arcadis to Advertise for Bids on the CR 1-1 & Lee High Drive Water Main Project. Roll Call Vote: Lange, yes; Kazmierczak, yes; Schultz, yes; Westmark, yes; and Fowler, yes. Motion Carried.

Tina reviewed all the steps that need to be taken on a new project.

The Board agreed that bid openings will be September 7th at 6:30 p.m. at the regularly scheduled meeting.

Trustee Schultz asked if the Board should video tape the project. Tom Shelly will take pictures of each driveway, man holes, trees that will be cut down and anything else of importance.

Estimated Assessment Letters – Tina said she planned on getting the letters of estimated assessment out on Friday, August 5th, but needs to find out what the interest rate will be. She will check with Sue Farmer at OWDA about the rates and Attorney, Bobbie O’Keefe to see if a range of 2-4% could be used in the letters if needed.

The Board reviewed the numbers for the estimated assessment. Tina said that the planning amount needs to be included so the estimate will be \$11,076.47 which includes \$876.47 for planning. Also, the residents that were included in the planning that are not included in the construction will have to be assessed for the planning.

Easements - Tina Whalen spoke with Scott Lumbrezer and there is an easement needed at Joe Knepley’s property. Tina will contact Dave Maxson in Wauseon to get going on this. It will be cheaper than using Arcadis and she used him for the Road 2 easements.

Tina said that Scott Lumbrezer was asking if the Board still wanted him to send a response to the Village. Trustee Kazmierczak said yes, but wanted to review it before it was sent out.

Public Forum – None

Adjournment – At 7:55 p.m. Trustee Westmark moved to adjourn seconded by Trustee Lange. Motion Carried

Upcoming Meetings

Next two meetings are scheduled for August 24, 2011 and September 7, 2011 at 6:30 p.m.

SWANCREEK WATER DISTRICT BOARD

Bob Westmark

Mark Fowler

Rick Kazmierczak

David Schultz

Walter Lange - Secretary, District Board