

**NORTHWESTERN WATER AND SEWER DISTRICT
REGULAR MEETING
THURSDAY, DECEMBER 14, 2006**

A regular meeting of the Northwestern Water and Sewer District Board of Trustees was held in the Board Room of the Northwestern Water and Sewer District's Operations Facility, Bowling Green, Ohio on Thursday, December 14, 2006, at 7:30 a.m.

Mr. John Ault, President, brought the meeting to order and requested that the roll be called:

Paul Brim	John Cheney	John Current
Alex Molner	Terry Murray	Lyle Schulte
Phil Shaffer	John Ault	

Members absent: Joe Molnar

Others:

Jerry Greiner	Dave Cook	Bill Barber
Gavin Smith	Mike Stoll	John Sopko
Stephanie Challender	Leanne O'Brien	Valerie Megyesi

Tom Stalter & Clint Wells, Poggemeyer Design Group
Rex Huffman, Spitler, Huffman & Newlove

Approval of Minutes

The minutes of the regular and planning meeting held on November 30, 2006, were reviewed. Lyle Schulte made a motion to approve. John Cheney seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Correspondence

Jerry Greiner presented the correspondence file which was circulated and contained: picture of first Custar sewer tap, memo regarding 2007 IRS mileage reimbursement rates, letter from Eastman & Smith regarding House Bill 304, brochure, agenda, and listing of members from CCAO winter conference in Columbus, new housing starts report for November, advertisement regarding a videoconference on reading financial statements, copy of letter to EPA regarding extension of Country Manor sewer permit, listing of attendees for the Hardin County Meeting, copy of letter to Allen Rupp (EPA) regarding sanitary sewer diversion, December calendar, 2007 United Way campaign contribution report, Fax to Village of Pemberville Council regarding storm water charges, newspaper article regarding policy shift by Ridgeville Corners Board, RSVP for the Wood County Township Association luncheon, CORD newsletter, and invitation to CORD board meeting for February 2, 2007. newspaper article regarding water outage in Perrysburg, letter from John Fischer regarding health issues, newspaper article regarding Rossford authorizing sewer repairs, and a copy of the letter sent to Custar residents regarding 120 day notice to tap.

Report by Executive Director and Other Officials

Jerry Greiner reported:

- JRS-update, have not heard anything regarding application. Most other applicants have heard back and have been asked to take less funding. Should hear by the end of December.
- Jerry Greiner said a draft agreement has been sent to Rossford regarding the District operating their pump stations. Rossford also asked for additional quotes for plan reviews and inspections of new construction.
- The meeting for the Liberty Hi/Poe Road waterline project was held last night. Residents voiced their concerns regarding their accommodation taps and may request to speak to Executive Director or Board, Mike Stoll reported.
- First tap was made to the Custar sanitary sewer. Tom Stalter met with the village council to close out the financials, set rates, and approve costs.
- Tontogany area waterline meeting was held December 5, 2006.
- Village of Tontogany signed off on the contract to allow the District to serve customers residing outside of the village.
- The mayor in the Village of Hoytville has moved, a meeting has been set-up to name a new mayor.
- A meeting will be held on January 2, 2006 with North Baltimore to discuss economic development and the new proposed CSX facility, west of town.
- Discussions were held in Columbus regarding the CDBG grant for the Risingsun sanitary sewer project and a meeting will be held with the USDA on Tuesday, December 19, 2006 also. USDA is likely to replace CDBG for the project.
- Steve Spirn will hold the sexual harassment training on December 15, 2006 for all new employees and all field staff.
- Milton Center sanitary sewer project will likely be bid in January or February 2007.
- The Village of Luckey has proposed that the District perform sewer tap inspections for their sewer separation one it is completed.

At this time Rex Huffman requested the Board approve an easement for Norman and Loretta Hartman for the Bowling Green WL #300B master meter area. The Board took a roll call vote approving the easement 8-0. At the next scheduled Board meeting an amendment to a previously passed resolution regarding this matter will be presented to the Board he said. Terry Murray made a motion to approve. Lyle Schulte seconded the motion. **Approved.**

Dave Cook presented a draft of the 2007 budget. A handout was given to the Board which outlined the 2007 water and sewer budgets, which were revised from the December 7, 2006 Finance Committee meeting. Mr. Cook outlined the 2007 projects, projected income and expenses. The Board discussed the budget and requested Mr. Cook and the management look over one more time before finalization at the December 28, 2006 meeting.

Reports of Committees:

None, other than Finance Committee's review of the proposed 2007 rates.

Unfinished Business:

Resolution 2006-165, Approval of a cash rental agreement for the District's property in Washington Township. Jerry Greiner proposed that this continue to be tabled. **Tabled.**

Resolution 2006-193, Authorize a Safety Policy for the District. Jerry Greiner proposed that this resolution be tabled. **Tabled.**

New Business

Resolution 2006-196, Review and approval of utility easements for the Arbors of Perrysburg development, SS # 114B. Bill Barber said a permanent utility easement needed from Keith Ritz for the installation and maintenance of a sanitary sewer line to serve the Arbors of Perrysburg complex. Alex Molner made a motion to approve. Terry Murray seconded the motion. A roll call vote was taken with all present voting yes. **Approved**

Resolution 2006-197, Review and approval of a utility easement for the installation of the WL #300B master meters in Middleton Township. Bill Barber said this is an easement needed from the City of Bowling Green for the installation, construction and maintenance of a master meter pit in Middleton Township. Lyle Schulte made a motion to approve. John Current seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2006-198, Approval to advertise for bids for the Rossford pump station emergency repairs, WL #100 area. Bill Barber said the City of Toledo brought to the District's attention the main conduit in the pump station was leaking water into the electrical cabinet and requested it be repaired. Advertisement will take place December 15th and December 22, 2006 with the bids being opened on January 23, 2007. Estimated cost is \$48,400.00. Phil Shaffer made a motion to approve. John Cheney seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2006-199, Approval to advertise for bids for the WL #100 transmission main replacement. Bill Barber said the Oregon, Biniker and Tracy Roads interconnection in the WL #100 area received Issue 2 funding and is ready to bid. Advertisement will be December 21st and 28th with bids received on January 23, 2007. The estimated cost of the project is \$250,000.00. Alex Molner made a motion to approve. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2006-200, Change Order #1, Albert C. Thomas, Inc. Waterford pump station replacement, SS #426. Bill Barber said a change order is required for the Waterford pump station contract. Allowances not used for asphalt replacement and tree removal resulted in a net decrease of \$10,847.31 in the contract. John Cheney made a motion to approve. Alex Molner seconded the motion. A roll call was taken with all present voting yes. **Approved.**

Resolution 2006-201, Authorize the release of retainage to Albert C. Thomas, Inc. for the completion of the Waterford pump station replacement, SS #426. Bill Barber said the work on the Waterford pump station has been completed and the retainage should be released to the contractor. Phil Shaffer made a motion to approve. Lyle Schulte seconded the motion. A roll call was taken with all present voting yes. **Approved.**

Resolution 2006-202, Change order #3, Buckeye Excavating & Construction, Inc. Hille Drive pump station and force main improvements, SS #200 area. Bill Barber said a change order is needed for the Hille drive pump station resulting in a net decrease in the contract of \$5,214.00. John Cheney made a motion to approve. Phil Shaffer seconded the motion. A roll call was taken with all present voting yes. **Approved.**

Resolution 2006-203, Authorize the release of retainage to Buckeye Excavating & Construction, Inc. for the completion of the Hille Drive pump station and force main improvements, SS #200 area. Bill Barber said the contract for the Hille Drive pump station and force main are complete and recommended retainage be released. Terry Murray made a motion to approve. John Current seconded the motion. A roll call was taken with all present voting yes. **Approved.**

Resolution 2006-204, Authorize a contract with Poggemeyer Design Group for the Williamsburg-on-the-River wastewater treatment plant improvements, SS #4. Bill Barber said a site for the plant has not yet been selected, but the District could proceed with preliminary designs. Alex Molner made a motion to approve. Paul Brim seconded the motion. A roll call was taken with all present voting yes. **Approved.**

Resolution 2006-205, Approval of a developer's agreement with the Main Street Church for waterline improvements on Moline-Martin Road, WL #189D. Bill Barber proposed this resolution be tabled. **Tabled.**

Resolution 2006-206, Selection of pre-qualified design firms for architectural services for the District's office building expansion project. Bill Barber presented that 9 firms submitted a statement of qualification (SOQ). Of the 9 the top 3 to be selected as pre-qualified were Poggemeyer Design Group, Stantec Consulting Michigan, Inc. and DLZ Ohio. John Cheney made a motion to approve. John current seconded the motion. A roll call was taken with all present voting yes. **Approved.**

Resolution 2006-207, Selection of pre-qualified professional design firms for the calendar year 2007 in accordance with the Design Professional Selection Law. Bill Barber presented that 18 firms submitted a statement of qualification (SOQ). Of the 18 the top 3 to be selected as pre-qualified were Poggemeyer Design Group, Jones & Henry Engineers, and Tetra Tech Professional Services. Lyle Schulte made a motion to approve. Paul Brim seconded the motion. A roll call was taken with all present voting yes. **Approved.**

Resolution 2006-208, Authorize a technical services contract with the City of Rossford for pump station operation and maintenance. Bill Barber said Jerry Greiner recommends this resolution be tabled. **Tabled.**

Resolution 2006-209, Approval to advertise for bids for the Bates Road pump station replacement, SS #400 area. Bill Barber presented that due to age and outdated equipment the Bates Road pump station needs to be upgraded. Advertisement will be January 9th and 16th with bids due on February 1, 2007. The estimated cost of the project is \$286,000. Alex Molner made a motion to approve. Terry Murray seconded the motion. A roll call was taken with all present voting yes. **Approved.**

Receipt of Other Comments

None

Regular Meeting Dates

Regular Meeting:	December 28, 2006 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	January 11, 2007 7:30 a.m.	District Operations Facility Regular Meeting

Adjournment

John Cheney made a motion to adjourn. Lyle Schulte seconded the motion. A voice call vote was taken with all present voting yes. **Adjourned.**

Respectfully Submitted,

John Current
Secretary/Treasurer

/lob