

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, APRIL 12, 2007**

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, April 12, 2007 at 7:30 a.m.

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

John Cheney	John Current	Melinda Kale
Alex Molner	Terry Murray	Lyle Schulte
Phil Shaffer	John Ault	

Members absent: Paul Brim

Others:

Jerry Greiner	Dave Cook	Bill Barber
Val Megyesi	Mike Stoll	John Sopko
Sharon Gregg	Leanne O'Brien	Simon Gundy
Beth Vannett	Dan Wickard	Stephanie Challender

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

### **Approval of Minutes**

The minutes of the regular meeting held on March 22, 2007 were reviewed. John Cheney made a motion to approve. Lyle Schulte 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: Article from New York Times regarding drugs in our water supply, Article regarding the use of GIS growing in the municipal water and wastewater business, Article in Water World magazine regarding Water Industry focusing on customer information systems, 2006 Wood County annual report, Thank you card from Marsha Molnar, Letter to Andrew Kalmar regarding Board's letter of April 2, 2007-Billing & Rate Concerns, Weekly WaterShed revenues, Outline of discussion with Village of McClure, Letter from the City of Toledo regarding economic development, March Wood County housing stats, Article from the Sentinel regarding Perrysburg Township eyeing dilapidated site to clean up, Copy of letter to Bowling Green utility director Kevin Maynard regarding water needs, Agenda from the Northwest Ohio Sanitary Engineer's meeting, Articles in the Perrysburg Messenger regarding City and Township forming a joint committee to resolve zoning issues and tourism now being part of economic efforts in county, Guidance for interviews with R. Dorsey IT consultants, Best Practices newsletter from Betty Montgomery's office, Agenda for the employee job satisfaction visit, Letter to Representative Jon Husted regarding water quality, Summer landscaping list, Bowling Green's master metered Weston water usage, Brochure for the RCAP meeting on April 24<sup>th</sup>, Memo to staff and Board members regarding

looking forward, Article in Crescent News regarding Ayersville's sewer project, Nomination form for the Spirit of Wood County award, Brochures from Chicago GSB, E-mail from Edward Grant regarding follow-up to finance committee meeting March 15<sup>th</sup>; draft response to him also, Agenda from the Wood County Economic Development dinner, Copies of letters sent to the Northwood residents who attended the Finance Committee meeting March 15<sup>th</sup>, 2006 Wood County Economic Development Commission year in review 2006, E-mail from Dave Cook regarding 2002 bonds IRS rebate calculation, and the annual meeting critiques.

### **Report by Executive Director and Other Officials**

Jerry Greiner reported:

- Bids for the Milton Center sewer project have been received and the bid should be awarded next week.
- The Village of Hoytville waterline project will be bid and awarded in May.
- The Village of Risingsun sewer project will be funded by monthly billing. A (draft) handout was given to the Board outlining the procedure for debt allocation.
- Working on putting together planning meeting agenda. Management staff will meet second week of May, proposing the planning meeting be held in June or July.
- Meeting with City of Toledo April 13<sup>th</sup> to discuss JRS Project.
- Met with Perrysburg regarding service area along Five Point Road, and Levis Park needs. Also discussed cross-town sewer project and agreement.
- An example of a Board of Trustees plaque for the lobby area was circulated.
- Jerry on vacation April 31<sup>st</sup> thru May 2<sup>nd</sup>.
- Master list of countywide public realtion events was circulated and discussed Also discussed our level of participation in these events including chamber(s) events. John Cheney suggested the District take part in the North Baltimore annual chamber dinner and set up a display.
- Meeting was held with North Baltimore April 3, 2007. Agreement should be forthcoming.
- Northwest Sanitary Engineer's meeting was held at the District April 6, 2007.
- Met with Midwood regarding selling bulk water through their sites.

### **Reports of Committees:**

John Cheney reported that the IT Committee met on March 30, 2007 and discussed the R. Dorsey study and the Board's IT goals. The committee reviewed the computer buying policy, discussed offsite data storage and recovery, emergency plans, and personal computer and internet use. The committee also discussed setting a standard IT policy for future use. (note: Dorsey's report due Mid-May)

### **Unfinished Business:**

**Resolution 2007-31**, Approval to advertise for bids for the emergency sewer work on the Tracy Road and Oregon Road trunk sewers, SS #100 area. Jerry Greiner suggested this

resolution be tabled. Terry Murray made a motion to table. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2007-42**, Authorize the purchase of land for the Williamsburg-on-the-River wastewater treatment plant, SS #4. Jerry Greiner suggested this resolution be tabled. Terry Murray made a motion to table. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2007-46**, Authorize the issuance of revenue notes for the Tracy Road and Oregon Road trunk sewers, SS #100 area. Jerry Greiner suggested this resolution be tabled. Terry Murray made a motion to table. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2007-54**, Review and action on the State of Ohio, Department of Development grant agreement for the Ohio Job Ready Sites Program. Jerry Greiner suggested this resolution be tabled. Terry Murray made a motion to table. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

### **New Business**

**Resolution 2007-56.** Review and approval of utility easements for the Village of Milton Center sanitary sewer project, SS #1102. Bill Barber said that 3 more easements needed for this project have been received. 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 2007-57.** Review and approval of a grinder pump easement for the Nazareth Hall force main, SS #4.4. Bill Barber stated that a grinder pump easement was needed for a resident (Lawrence and Nancy Seeburger) along River Road. Phil Shaffer made a motion to approve. Terry Murray seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2007-58.** Review and approval of grinder pump easements for the US Route 23 sanitary sewer extension, SS #904. Bill Barber stated that we have received grinder pump easements on 1 of the 2 parcels in Seneca County that were added to the District. John Cheney made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2007-59.** Review and approval of utility easements for the WL #100 transmission main replacement. Bill Barber stated that an easement has been received from ODOT (for Owens Community College). Phil Shaffer made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes with the exception of John Ault who abstained. **Approved.**

**Resolution 2007-60.** Review and approval of the CSX Transportation pipeline crossing agreements for the Village of Milton Center sanitary sewer project, SS #1102. Bill Barber stated that easements were needed for three railroad crossings in Milton Center. This resolution is an authorization to sign the CSX agreement. John Cheney made a motion to

approve. John Current seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2007-61.** Change Order #1 Hank's Plumbing and Heating, Inc. WL #100 transmission main replacement. Jerry Greiner suggested this resolution be tabled. Phil Shaffer made a motion to table. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2007-62.** Change Order #1, Hank's Plumbing and Heating, Inc. Cuckle Creek and Gypsy Lane Roads area waterline extension, WL #305B. Jerry Greiner suggested this resolution be tabled. Phil Shaffer made a motion to table. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2007-63.** Change Order #1, Hank's Plumbing and Heating Inc. Poe and Liberty Hi Roads waterline extension, WL #317E. Jerry Greiner suggested this resolution be tabled. Phil Shaffer made a motion to table. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2007-64.** Change order #4, Crestline Paving & Excavating, Inc. Easterly pump station replacement. Bill Barber stated that a change order was needed to close out this project. The change order is a deduction of \$1,922.28. 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 2007-65.** Approval of a contract with Poggemeyer Design Group for the West Millgrove sanitary sewer collection system, SS #1902. Bill Barber stated that this is a proposal to start the design work for the West Millgrove sanitary sewer project. The village is not under environmental orders, but the grant agencies recommend we proceed for (future year's) funding. Terry Murray made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2007-66.** Authorize the appropriation of easements for the Cuckle Creek and Gypsy Lane Roads waterline extension, WL #305B. Jerry Greiner suggested this resolution be tabled. Phil Shaffer made a motion to table. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2007-67, Personnel Actions**

Jerry Greiner reviewed the following actions:

1. Approve the completion of the probationary period for Mark Berfield, Sanitary Treatment Maintenance Operator II, effective April 14, 2007
2. Approve the completion of the probationary period for Patricia Gifford, Sanitary Treatment Maintenance Operator II, effective April 21, 2007.
3. Approval to hire Mark Naus, Sanitary Treatment Maintenance Operator I-Jet Truck, effective May 7, 2007.
4. Approval to extend time for the GIS/Engineering intern Nicholas Scott till September 1, 2007.

5. Approval to hire Jared Mills, GIS/GPS Intern, effective May 7, 2007.
6. Approval to accept retirement of Scott Zellers, foreman, effective April 28, 2007.

Conversation and discussion followed on our staffing levels, overall wage and benefit expenses, and pressure to maintain current rate levels.

Lyle Schulte made a motion to approve the above actions. Alex Molner seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

### **Executive Session**

None

### **Receipt of Other Comments**

None

### **Regular Meeting Dates**

Regular Meeting:	April 26, 2007 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	May 10, 2007 7:30 a.m.	District Operations Facility Regular Meeting

### **Adjournment**

Lyle Schulte made a motion to adjourn. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Adjourned.**

Respectfully Submitted,

John Current  
Secretary/Treasurer

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