

**NORTHWESTERN WATER AND SEWER DISTRICT
REGULAR MEETING
THURSDAY, APRIL 26, 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 26, 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	Beth Vannett
Stephanie Challender	Leanne O'Brien	Neal Materni

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

Approval of Minutes

The minutes of the regular meeting held on April 12, 2007 were reviewed. Terry Murray made a motion to approve. Phil Shaffer 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 "What are my Responsibilities as a Utility Board Member?", Contact information for the Henry County Regional Water and Sewer District, CCAO/CEAO Annual Summer Conference advance registration, Letter from Jones and Henry regarding emergency sanitary sewer repairs at Tracy Road and State Route 795, Weekly WaterShed revenues, Copy of letter sent to area city, township and village clerks and fiscal officers regarding joint projects in their area, Thank-you letter from TMACOG for support of area wide water quality funding, Letter from the festival committee in Weston regarding sponsorship for Weston Days, Spring 2007 newsletter, Article regarding clean, safe drinking water, and the March 2007 District work summary.

Report by Executive Director and Other Officials

Jerry Greiner reported:

- Hours for the field staff/front office staff have been adjusted to 7:00-3:30 for Daylight savings hours.
- Meeting was held with Toledo on April 13 to discuss JRS project.

- Meeting will be held on May 3 with Bowling Green to discuss water needs. The city has approved a contract for Country Manor.
- North Baltimore Chamber of Commerce dinner was held April 25. John Cheney, Alex Molner and Jerry Greiner were in attendance.
- Letter was sent to Jeffrey Harris at the Ohio Department of Development indicating the District was still interested in the grant, but there is no need for funding at this time.
- The Custar WaterShed is up, hoping to be in operation in 10 days.
- Applications are due for the County CDBG grants. We are pursuing \$75-\$100K for the Risingsun project.
- Contract with Rossford is complete. We will be doing plan reviews and inspection work for the city.
- Dr. Clint Longenecker was here April 24 to interview staff to complete a job satisfaction report.
- Meeting with TMACOG on April 25 to discuss 208 areas.

Reports of Committees:

John Cheney reported that the Finance Committee met April 19 and reported that the annual audit is complete that only a few adjustments need to be made. They reviewed the 2005 financial reports and discussed SDF charges. The committee also discussed the rate review and minimum usage rates. Discussion continued regarding the new Eden computer integration and the necessity to hire a full-time employee, the committee supported this decision. The committee also discussed possible improvements to the shop storage areas and discussed the Northwood billing.

John Cheney reported that the Safety Committee met on April 25 and stated several employees attended the statewide safety conference. He reported that 2 minor accidents occurred involving District equipment. He also reported that CPR/First training and trenching/shoring training will be taking place in the near future.

Lyle Schulte reported that the Extension Committee met on April 24 and discussed several village water needs, the JRS project, potential Bradner Road waterline extension, Klopfenstein Road petition update, and an update on the Middleton Township master meters. The committee also discussed the petition for water on Green, Robinson, and Cross Creek Rd. He stated there was a concern regarding the City of Bowling Green's ability to provide water to this area. He reported that there was interest to extend the Cuckle Creek waterline, and a home on Lime City Road was interested in water. The committee also discussed orders for the Five Point Road and Stoney Ridge/Lemoyne area for sewers. The Williamsburg-on-the-River wastewater treatment plant property was discussed along with updates on the Risingsun project. They also discussed possible changes to the extension policy.

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. Lyle Schulte made a motion to table. Melinda 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. Bill Barber presented that an agreement had been reached with David Smith for the purchase of land for the Williamsburg-on-the-River WWTP plant. Rex Huffman stated that the contract needed to reflect that the purchase was subject to an easement acquisition. Phil Shaffer made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

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. Lyle Schulte made a motion to table. Melinda Kale 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. Lyle Schulte made a motion to table. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

Resolution 2007-61. Change Order #1 Hank's Plumbing and Heating, Inc. WL #100 transmission main replacement. Bill Barber stated that a change order was needed on this project for additional work done. The change order is an addition of \$9,712.87 for moving bore pit and going deeper with the waterline on Oregon Road. 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 2007-62. Change Order #1, Hank's Plumbing and Heating, Inc. Cuckle Creek and Gypsy Lane Roads area waterline extension, WL #305B. Bill Barber stated a change order was needed on this project. The change is an addition of \$68,834.77 which was the supplemental contract for encountering rock in directional drilling. John Current made a motion to approve. Terry Murray seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2007-63. Change Order #1, Hank's Plumbing and Heating Inc. Poe and Liberty Hi Roads waterline extension, WL #317E. Bill Barber stated a change order was needed on this project for change in pipe material per easement requirements, downtime for accommodation tap location/repair, and change in pipe material under roadside ditch. The change order was an addition of \$10,697.05. 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. Bill Barber stated an easement was needed from the Cullison family on this project. There are six family members that need to sign, and there has been several attempts made to collect the easement without success. He suggested we appropriate this easement. John Cheney made a motion to approve. Alex

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

New Business

Resolution 2007-68. Review and approval of utility easements for the Village of Milton Center sanitary sewer project, SS #1102. Bill Barber said that 2 more easements needed for this project have been received. The easements were from Velma Kronberg. Phil Shaffer made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2007-69. Review and approval of utility easements for the Village of Risingsun sanitary sewer project, SS #1900. Bill Barber stated that easements were received on 10 parcels for the Risingsun sewer project. 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 2007-70. Review and approval of grinder pump easements for the Village of Risingsun sanitary sewer project, SS #1900. Bill Barber stated that 6 grinder pump easements were obtained for the Risingsun sewer project. Alex Molner made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2007-71. Approval of a revised policy governing the extension and control of water services and sewer connections. Jerry Greiner suggested this resolution be tabled. Lyle Schulte made a motion to table. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

Resolution 2007-72. Review and approval of a revised motor vehicle policy. Jerry Greiner suggested this resolution be tabled. Lyle Schulte made a motion to table. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

Resolution 2007-73. Review and action of a cooperative agreement with the Village of North Baltimore. Jerry Greiner suggested this resolution be tabled. Lyle Schulte made a motion to table. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

Resolution 2007-74. Review and action of a license agreement with Amplex for antenna installations. Bill Barber presented that this agreement is for Amplex to use our tower for high-speed internet antenna installation. Amplex is our current internet provider and is willing to grant 2 connections to their system for every tower installation. The cost savings to us would average \$200 per month. Alex Molner made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2007-75. Change order #1, Poggemeyer Design Group, Hille Drive pump station and force main improvements, SS #200 area. Bill Barber stated this was a change order to close out the contract. The change is a deduct for \$8,926.93 for inspection services not

performed. 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 2007-76, Change order #3, Albert C. Thomas, Inc. Willowbend pump station upgrade, SS #307. Bill Barber stated this was a change order to close out the contract. The change is a deduct of \$21,000 for work not performed. 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 2007-77, Personnel Actions

Jerry Greiner reviewed the following actions:

1. Approve the completion of the probationary period for John Sanders, Sanitary Sewer Maintenance Worker II, effective April 28, 2007
2. Approval to accept service time for Jim Rossow.
3. Approval to accept service time for Roger Sarver.
4. Approval to hire Patricia Sheldrick-Swope, Staff Accountant I, effective April 30, 2007.

Discussion followed regarding the acceptance of service time from other government entities and our policy.

Terry Murray made a motion to approve the above actions. Lyle Schulte 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:	May 10, 2007 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	May 24, 2007 7:30 a.m.	District Operations Facility Regular Meeting

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Regular Board Meeting
April 26, 2007

Adjournment

Lyle Schulte made a motion to adjourn. Terry Murray 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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