

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, AUGUST 7, 2008**

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, August 7, 2008 at 7:30 a.m.

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

John Ault	John Cheney	John Current
Bill Hirzel	Melinda Kale	Alex Molner
Lyle Schulte		

Members absent: Phil Shaffer

Others:

Bill Barber	Mike Stoll	Leanne O'Brien
Dave Cook	Jerry Greiner	Beth Vannett
John Sopko		

Tom Stalter, Poggemeyer Design Group  
Rex Huffman, Spitler, Huffman LLC  
Jon Eckel, City of Perrysburg  
Bob Bobeck, Gilmore, Jaison & Mahler

### **Approval of Minutes**

The minutes of the regular meeting held on July 17, 2008, were reviewed. Lyle Schulte made a motion to approve. John Ault 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: Letter to member village's regarding Board member vacancy with 4 resumes attached, Copy of letter from Poggemeyer Design Group to the Village of Millbury regarding Country Meadows area flooding, E-mail from Fifth Third Bank regarding Moody's bond rating, Outline for the Sandusky County follow-up meeting, Information from BGSU for football tickets, CCAO Newsletter, Minutes from the July 30<sup>th</sup> Safety Committee meeting, DEFA construction loan application for the Williamsburg on the River waste water treatment plant, Weekly WaterShed sales, Letter from AFSCME regarding desire to commence union negotiations, Information on the Code Red emergency notification system, Copy of letter to Jerry Bingham regarding untapped properties for the Latcha and Pemberville Roads sanitary sewer extension, Information on the local government services and regional collaboration grant program, Article in the Suburban Press regarding flooding in the Village of Millbury and Lake Township, 2008 Employee Satisfaction Survey results, File on the Halligan sewer back-up lawsuit, Round the Courthouse Square newsletter, North Baltimore News for July 24<sup>th</sup> and 31<sup>st</sup>, Article in the North Baltimore News regarding North Baltimore entering into a JEDD agreement with

Henry Township, Thank you letter from ODOT for the District's work at State Rt. 64 and King Road, System Development Fees collected as of June 30<sup>th</sup> report, Article in the Sentinel Tribune regarding flooding in Walbridge, and an article in the Perrysburg Messenger regarding the City of Perrysburg approving a contract with Poggemeyer Design Group for the engineering of a sanitary sewer line along Five Point Road between Rt. 25 and I-75.

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

Jerry Greiner reported:

- Met with Northwood July 24<sup>th</sup>, to discuss a capital plan
- Met with Rossford on July 28<sup>th</sup> to discuss capital needs and August 6<sup>th</sup> to discuss merger impact on both parties, will meet again with their utilities committee in August.
- Wood County Commissioner's still discussing a sewer line to the landfill.
- Moody's Bond rating came back at an "A3"-same as out current rating
- Meeting with Bloomdale council on August 12<sup>th</sup>.
- Met with Sandusky County Commissioner August 4<sup>th</sup> to discuss future water needs in area.
- Participated in the Bowling Green Chamber Day at the Wood County Fair July 30<sup>th</sup>.
- Employee night at the Mud Hens was July 25<sup>th</sup> with 60-70 employees and family attended.
- Meeting with Ottawa County week of September 9<sup>th</sup> to discuss future water needs in area.
- Extension Committee meeting next Thursday, August 14<sup>th</sup>.
- Administrative Committee meeting yet in August.
- Start thinking about Christmas dinner, will need to contact Maggie's soon with a date.

### **Reports of Committees:**

Jerry Greiner stated the administrative committee met July 31<sup>st</sup> and reviewed the billing/collection policy along with personnel items and the upcoming union negotiations. Minutes were circulated earlier.

Jerry Greiner stated the Planning Meeting was held August 6<sup>th</sup>. Upcoming projects and District needs for resources, etc. for the future were reviewed.

John Cheney stated the Safety Committee met on July 30<sup>th</sup>. He reported the committee discussed future training, on-going project site inspections and also reported that 2 minor accidents occurred last month. Minutes from this meeting were circulated.

### **Unfinished Business:**

**Resolution 2008-19**, Void Resolution 2004-122, approval of an interagency agreement with the Village of Hoytville. Jerry Greiner asked that this resolution be tabled. Lyle Schulte made a motion to table. Bill Hirzel seconded the motion. A roll call vote was taken with all present voting yes. **Tabled**

**Resolution 2008-20**, Review and approval of a Water Management Agreement with the Village of Hoytville. Jerry Greiner asked that this resolution be tabled. Lyle Schulte made a motion to table. Bill Hirzel seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2008-111**. Amend Resolution 2007-239, Authorize the purchase of five acres and easements for the construction of a wastewater treatment facility, SS #4.3. Jerry Greiner asked that this resolution be tabled. Alex Molner made a motion to table. John Ault seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

### **New Business**

**Resolution 2008-148**. Change order #4A, B. Hill's Excavating, Inc., Village of Risingsun sanitary sewer project, SS #1901. Bill Barber stated this change order was for an increase of \$101,384.00 for the addition of Girton Road extension and one tap on Bays Road west of the village. He stated a time extension of 30 days is also included in this change order. Alex Molner made a motion to approve. John Current seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2008-149**. Change order #2, Henning/Saad, Inc., East Broadway pump station back-up power supply-generator, WL #101. Bill Barber stated this change order was for an increase of \$1,889.00 for additional driveway stone and excavation due to unknown site conditions. He stated this change also included a time extension. Lyle Schulte made a motion to approve. Alex Molner seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2008-150**. Amendment #1, Poggemeyer Design Group, East Broadway ump station backup power supply-generator, WL #101. Bill Barber stated this amendment is for a deduction of \$6,010.28 for construction observation completed by District personnel. Melinda Kale made a motion to approve. Alex Molner seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2008-151**. Authorize the release of retainage to Henning/Saad, Inc., for the East Broadway pump station backup power supply-generator, WL #101. Bill Barber asked that retainage be released for this project. He stated this will close out the project. Alex Molner made a motion to approve. Bill Hirzel seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2008-152**. Change order #2, Buckeye Excavating and Construction, Inc., Chantilly Rue waterline replacement, WL #218. Bill Barber stated this change order is for an increase of \$5.43 for final quantity adjustments. Bill Hirzel made a motion to approve. Alex Molner seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2008-153**, Amendment #1, Poggemeyer Design group, Chantilly Rue waterline replacement, WL #218. Bill Barber stated this amendment is for a deduction of \$10,121.74 for construction observation performed by District personnel. 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 2008-154.** Authorize the release of retainage to Buckeye Excavating and Construction, Inc., Chantilly Rue waterline replacement, WL #218. Bill Barber asked that retainage in the amount of \$6,615.64 be released to the contractor to close out this project. Lyle Schulte made a motion to approve. Bill Hirzel seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2008-155.** Authorize a developer's agreement with Evansville Western Railway, Inc., for sanitary sewer improvements, SS #2500 and WWTP #25. Rex Huffman reviewed the most recent developer's agreement with the Board. He pointed out that the developer has agreed to pay the system development fee and he is still working out the reimbursement cost with the developer's attorney. Mr. Huffman stated the developer will be covering the entire cost of the sewer line and package plant. He asked that this resolution be passed contingent upon his final review of the developer agreement. Alex Molner made a motion to approve. John Current seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2008-156.** Authorize a developer's agreement with Evansville Western Railway, Inc., for a waterline extension, WL #316K. Rex Huffman reviewed the most recent developer's agreement with the Board. He stated the developer will be covering the cost of the waterline extension; however the District will be paying a portion of the 200,000 gallon water tower to be constructed on the site. Mr. Huffman asked that this resolution be passed contingent upon his final review of the agreement. Alex Molner made a motion to approve. Bill Hirzel seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2008-157.** Resolution of Necessity, Evansville Western Railway, Inc., sanitary sewer improvements, SS #2500 and WWTP #25. Bill Barber stated the estimated cost for this project is \$580,500.00 and will be paid by Evansville Western Railway. John Current made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2008-158.** Resolution of Necessity, Evansville Western Railway, Inc., waterline extension, WL #316K. Bill Barber stated the estimated cost for this project is \$1,603,125.00. He stated the District will pay \$175,000 toward the construction of a 200,000 gallon water tower on the site. Lyle Schulte made a motion to approve. John Ault seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2008-159.** Authorize a contract with Poggemeyer Design Group for the Evansville Western Railway, Inc., sanitary sewer improvements, SS #2500 and WWTP #25. Bill Barber stated this resolution is to approve a contract with Poggemeyer Design Group. He stated the contract is for \$89,450 and the estimated construction cost is \$473,000. 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 2008-160.** Authorize a contract with Poggemeyer Design Group for the Evansville Western Railway, Inc., waterline extension, WL #316K. Bill Barber stated this resolution is to approve a contract with Poggemeyer Design Group. He stated the contract is for a total of \$186,625.00 and the estimated construction cost is \$1,306,250. Melinda Kale made a motion to approve. John Current seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2008-161.** Approval to advertise for bids for the Evansville Western Railway water tower project. Bill Barber stated that due to the amount of time it takes to order and construct a water tower he would like advertise this project as soon as possible. He stated advertisement will take place August 29<sup>th</sup> and September 5<sup>th</sup> and bids opened on September 16<sup>th</sup>. The estimated cost of the tower is \$550,000.00; the District will be paying \$175,000 toward the cost he said. Lyle Schulte made a motion to approve. Alex Molner seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

At this time Melinda Kale left the meeting.

At this time President Cheney welcomed Robert Bobeck, representing the District's auditor, Gilmore Jasion & Mahler. He gave a brief presentation to the Board on the results of the 2007 financial audit. Mr. Bobeck stated that he had previously given the Audit Committee and members of the Finance Committee a full review. He indicated that the audit firm issued a "clean" opinion and found no deficiencies from the state required review items. After this presentation, the Board dismissed staff and conducted a closed session with Mr. Bobeck. Mr. Cheney indicated that he thought the District's Finance Department was doing a good job.

**Resolution 2008-162.** Resolution of Necessity, JRS waterline extension, WL #321C. Jerry Greiner stated this resolution of necessity was dependent on the agreement with Dominion Energy. Rex Huffman stated he should have the contract signed shortly and asked this resolution be passed contingent upon his final approval of the agreement. Jerry Greiner circulated a letter from the City of Bowling Green which stated support for providing water to the JRS site. Lyle Schulte made a motion to approve. John Ault seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2008-163.** Resolution of Necessity, JRS sanitary sewer extension, SS #140E. Bill Barber discussed with the Board the route and costs of the sewer extension and also reviewed the relationship of the JRS project to the Stony Ridge and Lemoyne sewer project. Lyle Schulte made a motion to approve. John Ault seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2008-164.** Approval to advertise for bids for the JRS water tower project. Bill Barber stated that with the time restraint this project is under bidding for the water tower needs to proceed as soon as possible. He stated advertisement will be August 11<sup>th</sup> and August 18<sup>th</sup> with bids opened on August 27<sup>th</sup>. The cost estimate for the water tower is \$1,500,000 he said. Alex Molner made a motion to approve. Bill Hirzel seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2008-165.** Authorize borrowing form the Water Pollution Control Loan Fund for the Williamsburg-on-the-River wastewater treatment plant replacement. SS #4. Bill Barber stated this resolution is to give Jerry Greiner authorization to sign loan documents on behalf of the District for financing the Williamsburg-on-the-River wastewater treatment plant replacement. 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 2008-166.** Authorize the preparation of an application in the Ohio Public Works Commission State Capital Improvement and/or local Transportation Improvement Program. Bill Barber stated this resolution is authorizing an application for Issue 1 grant money. He stated 4 projects will be submitted and include: Weston water tower replacement; credit enhancement for the Oregon/795 project; Y Street pumpstation replacement; and as an alternate, upgrades to the Weston wastewater treatment plant. Alex Molner made a motion to approve. Bill Hirzel seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2008-167.** Approval of the operating budget for fiscal year 2009. Dave Cook briefly reviewed the tentative budget and stated that the Ohio Revised Code requires the Board to pass a mid-year budget every year. Alex Molner made a motion to approve. Bill Hirzel seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2008-168.** Authorize the certification of delinquent water and sewer utility bills. Jerry Greiner stated this resolution gives the District authorization to certify delinquent utility bills to the Wood County Auditor by the first Tuesday in September. Bill Hirzel made a motion to approve. Alex Molner seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2008-169.** Declare surplus items for sale via internet auction. Jerry Greiner stated this resolution is authorizing the sale of surplus items on GovDeals internet auction. Lyle Schulte made a motion to approve. Alex Molner seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2008-170.** Personnel Actions.

Jerry Greiner reviewed the following actions:

1. Approve the completion of the probationary period for Robert Barnett, Sanitary Treatment Maintenance Operator I, effective August 18, 2008.

Bill Hirzel made a motion to approve the above actions. John Ault 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:	August 21, 2008 7:30 a.m.	District Operations Facility Regular Meeting
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Regular Meeting:	September 4, 2008 7:30 a.m.	District Operations Facility Regular Meeting
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**Adjournment**

John Ault made a motion to adjourn. John Current seconded the motion. A voice vote was taken with all present voting yes. **Adjourned.**

Respectfully Submitted,

John Current  
Secretary/Treasurer

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