

**NORTHWESTERN WATER AND SEWER DISTRICT
REGULAR MEETING
THURSDAY, DECEMBER 27, 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, December 27, 2007 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
Melinda Kale	Alex Molner	Terry Murray
Lyle Schulte	Phil Shaffer	John Ault

Members absent: None

Others:

Jerry Greiner	Dan Wickard	Mark Berfield
Dave Cook	Leanne O'Brien	Stephanie Challender
Mike Stoll		

Clint Wells, Poggemeyer Design Group
Rex Huffman of Spitler, Huffman & Newlove Law Firm
Harold Weihl 14282 King Rd. Bowling Green, OH

Approval of Minutes

The minutes of the regular meeting held on December 6, 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.**

At this time, John Ault welcomed Harold Weihl property owner on King Road in Middleton Township. Mr. Weihl stated he granted to the District a 60 x 60 easement for the construction of a master meter pit on King and Hull Prairie Road. He stated he was unhappy with the rehabilitation of his property from the contractor (Thomas Bros.). He stated he had over 12,000 sq. ft of crop damage and soil compaction. He circulated pictures to the Board of the project and restoration work and indicated he would like to see some restrictions on contractors in the future to insure work is completed properly.

Correspondence

Jerry Greiner presented the correspondence file which was circulated and contained: Christmas card from John and Leona Ault, Invitation to the Bowling Green Chamber Annual Dinner, Review draft of the Wood County Comprehensive Land Use Plan, Agenda for the Wood County Economic Development Board of Directors and Membership meeting, Invitation to the Wood County Township Association annual meeting January 4, 2008, Memo from Jerry Greiner regarding the JRS project status, E-mail from Jerry Greiner to John Eckel regarding general water and sewer meeting December 17, 2007, Certificate of Achievement for Excellence in Financial Reporting for fiscal year ended December 31, 2006, Article in Sentinel Tribune regarding the City of Perrysburg budgeting \$2 million for a possible waterline extension east

along Five Point Road, Invoice for membership dues to the Bowling Green Chamber of Commerce, Article regarding municipal bonds, Thank you letter from R. Dorsey+ Company, Weekly WaterShed revenues, Letter from Mario & Crystal Goveia regarding Five Point Road sanitary sewers, Letter from Dan Wickard to Bernadette Barth with ODOT regarding contractual assistance with ODOT's pump stations, Outline given to the Wood County Commissioners on various projects being constructed or completed by the District in 2007, Booklet from Auditor of State Mary Taylor regarding Accountability for Public Money, Certificate of Membership to the Ohio Rural Water Association, Thank you letter from Experience Works, Fax to Steve Powell regarding projects in Washington Township, Copy of the resolution from the Wood County Commissioners adopting the Internal Revenue Service's Standard Mileage Reimbursement rate of 50.5 cents per mile, Article regarding megafarms and home septic systems, Article in the Crescent News regarding Ayersville Water and Sewer District petition to change district boundaries, Article on "Engaged employees give that extra effort", Article in Forbes magazine on how to give great speeches, and 2007 asset report from the GovDeals website.

Report by Executive Director and Other Officials

Jerry Greiner reported:

- Today will be Terry Murray's last meeting.
- Office was closed at noon on December 24, all day on the 25th and will be closed all day January 1st.
- Meeting with Henry Township January 8 to discuss CSX intermodal facility.
- TMACOG annual dinner will be held January 29, 2008.
- Next Service Delivery Committee a.k.a. Extension Committee meeting will be January 17, 2008
- Perrysburg Township approved a zoning change for Neiderhouse and Thompson Road. That area will need sewers; a joint meeting will take place in January with Perrysburg Township.
- The District received the GFOA certificate of excellence award for the 4th straight year.
- Audit Committee will meet the week of January 14, 2008.
- District has sold over \$50k worth of equipment on the GovDeals internet auction.
- Looking for dates for the annual customer meeting in February or March.
- Next planning meeting will be set-up sometime in April
- Clean-up of the Hoytville project moving slowly.

Reports of Committees:

Jerry Greiner reported that the water and sewer service delivery committee met on December 20, 2007 and gave a brief overview of projects discussed. He stated the committee reviewed the waterline projects on Green, Cross Creek, Liberty Hi and Robinson Roads; AEB recommendations for the Moline-Martin waterline project; current status of the Hoytville operations agreement; and the Chantilly Rue waterline replacement project. Mr. Greiner also reported on the 795/Oregon Road project; status of Milton Center, Risingsun and Stony

Ridge/Lemoyne. He also stated the extension policy was discussed, but is still being revised and will be presented to the Board at a later date.

Mr. Greiner also updated the Board on construction projects underway at Lake Towne Senior Village, FedEx facility and status on the JRS project.

John Cheney stated the Safety Committee met on December 19, 2007. Mr. Cheney reported that 2 minor accidents had occurred, there were no injuries but damage to the cold barn's sink and minor damage to the vehicle occurred as a result. Mr. Cheney also reported additional signage was being ordered for the fuel area and the 2008 training calendar was discussed.

Unfinished Business:

Resolution 2007-148. Void resolution 2004-122, approval of an interagency agreement with the Village of Hoytville. Jerry Greiner suggested that this resolution be removed. Lyle Schulte made a motion to remove. Terry Murray seconded the motion. A roll call vote was taken with all present voting yes. **Removed.**

Resolution 2007-149. Review and approval of a Water Management Agreement with the Village of Hoytville. Jerry Greiner suggested that this resolution be removed. Lyle Schulte made a motion to remove. Terry Murray seconded the motion. A roll call vote was taken with all present voting yes. **Removed.**

Resolution 2007-172. Authorize a tower lease agreement with the City of Northwood. Jerry Greiner suggested that this resolution be removed. Lyle Schulte made a motion to remove. Terry Murray seconded the motion. A roll call vote was taken with all present voting yes. **Removed.**

Resolution 2007-175. Authorize an amendment to the water agreement for the City of Fostoria. Jerry Greiner suggested that this resolution be removed. Lyle Schulte made a motion to remove. Terry Murray seconded the motion. A roll call vote was taken with all present voting yes. **Removed.**

Resolution 2007-176. Authorize an agreement with the Village of Bloomdale. Jerry Greiner suggested that this resolution be removed. Lyle Schulte made a motion to remove. Terry Murray seconded the motion. A roll call vote was taken with all present voting yes. **Removed.**

Resolution 2007-201. Amendment to the Certification of Estimated Resources for fiscal year 2007. Jerry Greiner suggested this resolution be removed. Lyle Schulte made a motion to remove. Terry Murray seconded the motion. A roll call vote was taken with all present voting yes. **Removed.**

Resolution 2007-202. Amendment of the Expenditure Appropriations for fiscal year 2007. Jerry Greiner suggested this resolution be removed. Lyle Schulte made a motion to remove. Terry Murray seconded the motion. A roll call vote was taken with all present voting yes. **Remove.**

New Business

Resolution 2007-227. Change order #1A, B. Hill's Excavating, Inc. Village of Risingsun sanitary sewer project, SS #1901. Jerry Greiner stated this change order is for an additional 29 grinder pumps and one duplex grinder pump for the Scott Township area. Clint Wells indicated this was an oversight in the bid and will be taken from the contingencies and will not affect individual's estimated monthly cost. 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 2007-228. Approval of a developer's agreement with FedEx Ground Packaging Systems, Inc. Stephanie Challender stated FedEx Ground Packaging Systems, Inc. has returned the completed and signed developer's agreement. Ms. Challender also stated that FedEx Ground Systems, Inc. would be paying for and completing the pump station work and once complete dedicate it back to the District. Lyle Schulte made a motion to approve. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2007-229. Approval of utility easements for the FedEx Ground Package Systems project, WL #100 area and SS #139A. Stephanie Challender stated a permanent easement was obtained from the FedEx Ground Systems, Inc. for \$1.00. 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 2007-230. Review and action on the recommendations of the Assessment Equalization Board for the Moline-Martin, Taylor and Neill Streets waterline extension, WL #189E. Mike Stoll stated the District received three objections to the waterline extension and only two property owners attended the AEB hearing. Mike Stoll presented the Board with a map of the area and briefly discussed the objections. The AEB recommended that no change be made to any of the property assessments. 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 2007-231. Notice to Proceed, Moline-Martin, Taylor and Neill Streets waterline extension, WL #189E. Mike Stoll stated this resolution is needed to proceed with the waterline extension on Martin-Moline, Taylor and Neill Streets. 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 2007-232. Approval to advertise for bids for the Moline-Martin, Taylor and Neill Streets waterline extension, WL #189E. Mike Stoll stated this resolution is needed to advertise for bids for WL #189E extension. Mr. Stoll stated the Chantilly Rue waterline replacement and the Bradner Road waterline extension would also be bid with this project sometime in January. 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 2007-233. Appointment of the Assessment and Equalization Board members for the Green Road waterline extension, WL #399A, Cross Creek Road waterline extension, WL #399B; Robinson Road waterline extension, WL #399C; and the Bradner Road waterline extension, WL #234D. Stephanie Challender stated this resolution was needed to appoint

Duane Abke, Tom Carpenter and Ted Deal to the Assessment and Equalization Board for the above projects. The hearing will be held January 8, 2008 at the Washington Township Fire Hall. Lyle Schulte made a motion to approve. John Cheney seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2007-234, approval of utility easements for the Cross Creek and Liberty Hi Roads waterline extension, WL #301A. Stephanie Challender stated that two easements were obtained from Norman and Margaret Busch and Shane Vetter and Ashley Digby for the Cross Creek and Liberty Hi Road waterline project. Each easement was obtained for a \$1.00. Alex Molner made a motion to approve. Terry Murray seconded the motion. A roll call vote was taken with all present yes. **Approved.**

Resolution 2007-235, Selection of pre-qualified design firms for the calendar year 2008 in accordance with the Design Professional Selection Law. Mike Stoll presented that 17 firms submitted a statement of qualification (SOQ). Of the 17 received, the top 3 to be selected as pre-qualified were Poggemeyer Design Group, Jones & Henry Engineers, and Tetra Tech Professional Services. 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 2007-236, Approval of an updated schedule of system development fees for the District. Jerry Greiner discussed the change in the system development fee schedule and indicated there was no change except for meters 3" or larger based on calculations taken from American Waterworks Association guidelines. 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 2007-237, approval of amended operation and maintenance rates for sewer collection services, water distribution services, and sale of water in the District area. Jerry Greiner stated this resolution is to amend the operation and maintenance rates for sewer for uses of facilities in villages such as Custar, Weston, Risingsun and Tontogany. Terry Murray made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2007-238, Approval of a Public Records Policy. Jerry Greiner stated the public records law had changed slightly and this resolution is to approve a new records policy for the District. Rex Huffman stated that the policy was taken from the Wood County Board of Commissioners policy and would satisfy House Bill 9. Mr. Huffman also indicated that 2 appendices (B & C) would be added at a later date. 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 2007-239, Authorize the appropriation of land for the Williamsburg-on-the-River wastewater treatment plant, SS #4.3. Jerry Greiner stated this resolution is an approval to purchase 5 acres of land and an easement from Donna Martin for the Williamsburg-on-the-River wastewater plant. Mr. Greiner stated the offer for the 5 acres is \$40,000.00 and \$9,470.00 for a permanent easement both being based on a recent appraisal. 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 2007-240. Personnel Actions.

Jerry Greiner reviewed the following actions:

1. Approval for license pay increase for Jason Bomeli, Sanitary Treatment Maintenance Operator II, effective November 8, 2007.
2. Approval for license pay increase for Tim Wilkins, Dispatcher/Inventory Clerk II, effective December 18, 2007.

Jerry Greiner also circulated proposed management salaries for 2008. After some discussion the Board asked the Administrative Committee to further review and make a recommendation at the next Board meeting.

Terry Murray made a motion to approve actions 1 and 2. Paul Brim seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Receipt of Other Comments

Terry Murray said he was proud to have served on this Board and felt it was a “class operation” or “first-class operation” and wished everyone well since this was his last meeting.

President John Ault thanked him for his efforts and thanked everyone for their support in 2007 while he resided as President of the Board.

Regular Meeting Dates

Regular Meeting:	January 10, 2008 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	January 24, 2008 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