

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, DECEMBER 6, 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 6, 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	Lyle Schulte
Phil Shaffer	John Ault	

Members absent: Terry Murray

Others:

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

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

**Approval of Minutes**

The minutes of the regular meeting held on November 29, 2007 were reviewed. Lyle Schulte 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: Perrysburg Messenger article regarding Rossford considering joining the District, Agenda for the December 11, Wood County Planning Commission meeting, Information from the CSEAO Winter Conference held December 2-5, Follow-up questionnaire to the Northwest Ohio 6119 meeting. Pledge card for Habitat for Humanity, Wood County area housing starts for November, 2008 holiday schedule, December billing calendar, Weekly WaterShed revenues, Article in the Sentinel Tribune regarding Rossford looking at joining the District, and an outline from meeting with Randy Gardner and the Health Department regarding sewers on Five Point Road.

**Report by Executive Director and Other Officials**

Jerry Greiner reported:

- Beth, Leanne and Rex attended a public records training at Owens College on December 4.
- Meeting was held with Randy Gardner, Wood County Health Department and the District to discuss sanitary sewers on Five Point Road on November 3.

- There will be a follow-up with Dominion Energy regarding cost participation for the waterline on Five Point Road.
- Extension Policy is being reviewed by management and will be brought to the Board soon.
- Annual Township Meeting will be held the first week in January.

**Reports of Committees:**

None to Report

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

**Resolution 2007-149.** Review and approval of a Water Management Agreement with the Village of Hoytville. Jerry Greiner suggested that this resolution be tabled. Melinda Kale made a motion to table. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2007-172.** Authorize a tower lease agreement with the City of Northwood. Jerry Greiner suggested that this resolution be tabled. Melinda Kale made a motion to table. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2007-175.** Authorize an amendment to the water agreement for the City of Fostoria. Jerry Greiner suggested that this resolution be tabled. Melinda Kale made a motion to table. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2007-176.** Authorize an agreement with the Village of Bloomdale. Jerry Greiner suggested that this resolution be tabled. Melinda Kale made a motion to approve. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2007-199.** Authorize the issuance of bond anticipation notes for the construction of the Tracy Road and Oregon Road trunk sewer replacement, SS #100 area. Dave Cook stated this resolution is to approve borrowing for the Tracy and Oregon Road sewer replacement. The borrowing is a short term bond for \$2.2 million with Huntington Bank with an interest rate of 4.29%. 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 2007-201.** Amendment to the Certification of Estimated Resources for fiscal year 2007. Jerry Greiner suggested this resolution be tabled. Melinda Kale made a motion to table. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2007-202.** Amendment of the Expenditure Appropriations for fiscal year 2007. Jerry Greiner suggested this resolution be tabled. Melinda Kale made a motion to table. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2007-216.** Certification of Estimated Resources for Fiscal Year 2008. Dave Cook stated this resolution is for the 2008 budget and includes utility revenues from operations and non-operating revenues. Mr. Cook stated this resolution is supported by the rate resolution. Lyle Schulte made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2007-217.** Approval of Expenditure Appropriations for Fiscal Year 2008. Dave Cook stated this resolution is for the operating budget. Mr. Cook stated he did meet with department heads and \$124,000 was removed from the budget. Mr. Cook reviewed the breakdown of 2008 expenses and stated the budget did include 2 new employees and also reflected the percentage change of sewer and water to 55% and 45%. John Current made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes with the exception of John Cheney who voted no. **Approved.**

**Resolution 2007-218.** In the matter of fixing rates for sewer collection services, water distribution services, and sale of water in the District area. At the Board's previous meeting, it was requested that staff bring back to the Board alternatives representing rates with a 140% and a 150% revenue debt coverage factor. Mr. Cook reviewed both options with the Board and included examples reflecting these changes for residential and commercial users. The water rates included increases in both the base charge and the volume charge. The sewer rates include an increase to the base charge but no increase in the volume charge.

Mr. Cook reviewed the underlying factors considered as part of the rate study. Mr. Cook told the Board that water rates will be impacted more than the sewer rates primarily because of the change in allocation of expense between water and sewer to reflect the current environment. The allocations of expenses that are not directly incurred for either water or sewer are allocated 55% to sewer and 45% to water. This is changed from the current 62% sewer and 38% water. Mr. Cook indicated a review was made of the allocation of costs between the base charge and the volume charge also to ensure an appropriate split was achieved. John Cheney asked if industrial customers will pay the same base charge as residential customers. Mr. Cook stated the base charge billed is determined by the meter size with larger meters paying a higher charge.

The Board discussed the effects of changing the current policy of covering revenue debt service by 150%. Lyle Schulte asked if the debt reserve is lowered, will the District be affected in the future when borrowing. Mr. Cook stated there is a possibility the District's bond rating could be lowered if the policy is changed. This could result in a higher interest rate on future borrowings.

John Cheney asked if all customers will see a different base charge. Mr. Cook stated that customers will see a different base charge due to equalizing the base minimum charges for all service areas. Beth Vannett reviewed with the Board the effect of the proposed rates to average customers for the Perrysburg, Oregon, and Bowling Green service areas. Phil Shaffer made a motion to approve the resolution with the 150% debt reserve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

### **New Business**

**Resolution 2007-219.** Change order #2, Poggemeyer Design Group, Cuckle Creek and Gypsy Lane Roads area waterline extension, WL #305B. Bill Barber stated this change order is for a deduction of \$3,469.51 for inspection services that were completed by District staff. 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 2007-220.** Change order #1, Poggemeyer Design group, Bates Road pump station replacement, SS #400 area. Bill Barber stated this change order is for a deduction of \$11,220.14 for inspection services that were completed by District staff. John Current made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2007-221.** Change order #1, Poggemeyer Design Group, Hamlet pump station replacement, SS #410. Bill Barber stated this change order is for a deduction of \$13,500.00 for inspection services that were completed by District staff. 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 2007-222.** Change order #1, Poggemeyer Design Group, installation of the WL #300B master meters in Middleton Township. Jerry Greiner suggested this resolution be removed. John Cheney made a motion to remove. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Removed.**

**Resolution 2007-223.** Authorize the release of retainage to E.T. Electric, Ltd. For the Rossford pump station emergency repairs, WL #100 area. Bill Barber requested retainage be released to E.T. Electric for the Rossford pump station emergency repairs. The amount of retainage is \$1,525.60. 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 2007-224.** Declare surplus vehicles for sale via internet auction. Jerry Greiner stated this resolution is a request to sell a 2001 Dodge pick-up via Gov Deals internet auction. 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 2007-225.** Authorize an agreement with the Village of Millbury for storm water billing services. Jerry Greiner stated this resolution is to authorize an agreement with the Village of Millbury to bill their storm water charge. The approval of the resolution will be contingent upon final review of the agreement from Rex Huffman. John Cheney made a motion to approve. Alex Molner seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2007-226.** Personnel Actions.

Jerry Greiner reviewed the following actions:

1. Approval for license pay increase for Christopher Blake, Water Quality Technician I, effective November 7, 2007.

John Cheney made a motion to approve the above action. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Receipt of Other Comments**

None

**Regular Meeting Dates**

Regular Meeting:	December 27, 2007 7:30 a.m.	District Operations Facility Regular Meeting
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Regular Meeting:	January 10, 2007 7:30 a.m.	District Operations Facility Regular Meeting
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**Adjournment**

John Cheney 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

JC/lob