

**NORTHWESTERN WATER AND SEWER DISTRICT
REGULAR MEETING
THURSDAY, FEBRUARY 22, 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, February 22, 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	Melinda Kale
Alex Molner	Lyle Schulte	Phil Shaffer
John Ault		

Members absent: Terry Murray, John Current

Others:

Jerry Greiner	Dave Cook	Bill Barber
Gavin Smith	Mike Stoll	John Sopko
Stephanie Challender	Leanne O'Brien	Valerie Megyesi
Dan Wickard	Beth Vannett	

Clint Wells, Poggemeyer Design Group
Rex Huffman, Spitler, Huffman & Newlove
Jim Ryquist, Tetra Tech

Approval of Minutes

The minutes of the regular meeting held on February 8, 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: Bowling Green Chamber of Commerce State of the County Address invitation, memo regarding house bill 304 from CORD, invitation to the Wood County Economic Development annual meeting, E-mail and attachments from Edward Grant of Northwood questioning new monthly billing, Article regarding Texas and Oklahoma wrangling over water, Article regarding life-cycle costs playing important role in asset management, Article regarding Bottled Water, Memo regarding safety committee February meeting, Article regarding the City of Toledo sewer and water rate increases, Program guidelines for the EPA water pollution control loan funds, District work summary for January 2007, Letter from TMACOG confirming Jerry Greiner's appointment as alternate member of the Board of Trustees, Copy of the WaterShed advertisement for the Suburban Press, January 2007 housing starts, and a letter to Ed Ciecka, Rossford administrator, regarding the ST. RT. 795 Sanitary Sewer repairs.

Report by Executive Director and Other Officials

Jerry Greiner reported:

- Proposed a joint meeting be held between the extension and finance committees on March 15th. Suggested the committee review maps and possibly drive different project routes.
- Annual Customer meeting will be held March 8, 2007, mailing list was circulated in the correspondence file. Suggested that the AEB board members be invited.
- Plaque for Joe Molnar's wife is complete, will get in contact with Marsha Molnar to invite her to next Board meeting for presentation.
- Milton Center project meeting was held Tuesday, February 20, 2007. Milton Center will bid the project March 5th and 12th with bid openings on the 29th.
- Meeting will be held in Henry Township on February 27, 2007 to discuss water service.
- The CORD state-wide meeting will be held March 16, 2007
- The third WaterShed has been installed and is up and running in Perrysburg (DC Ranch)
- Custar re-bid for the WaterShed, they will award the bid Thursday, March 1, 2007.
- Received the last easement for the Fostoria WaterShed.
- OSHA Form 200 has been posted with a few minor accidents reported.
- County-wide city administrator luncheon will be held at the District on March 9, 2007.
- Safety Expo will be held in Cleveland on March 21st and 22nd.
- Proposed the IT subcommittee meet sometime in March or April
- Proposed a date be set for the Planning/Outreach Meeting.
- John Cheney announced that the owner of the Watermill is advertising in the classifieds to sell the two sites.

Reports of Committees:

John Cheney reported that the Audit committee met on February 13, 2007 and covered concerns regarding the audit. He covered issues regarding the Toledo billing, cash receipts, conversion to new software, the JRS work, and credit card payments. He stated the audit will begin the first two weeks in April.

John Cheney reported that the Safety Committee met on February 21, 2007. He reported the committee discussed issues regarding the jet truck overload and a minor accident on St. Rt. 6 involving a District Vehicle. He updated the Board that the new ID tags were passed out and are activated and that the committee is still working on the new safety manuals.

Lyle Schulte reported that the Extension committee met on February 15, 2007. The committee discussed waterline sizes and the current policy. The committee also discussed the fixed base meter system, the Lucas County sinkhole and system development fees for Wal-mart and Main Street Church (Moline). The committee was also updated on the Risingsun and Milton Center sewer projects.

Unfinished Business:

None

New Business

Resolution 2007-28. Review and action on the recommendations from the Assessment Equalization Board for the Liberty Hi and Poe Roads waterline extension, WL #317E. John Sopko presented that the Equalization Board had two objections. The AEB board made the recommendation that the properties were assessed properly and that no changes be made. 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 2007-29. Notice of intent to proceed, Liberty Hi and Poe Roads waterline extension WL #317E. John Sopko stated that all statutory requirements concerning assessments have been met, and therefore, the construction of the previously approved plans, specifications and estimates for the installation of the waterline extension could proceed. Lyle Schulte questioned the county's timeline regarding the replacement of the Poe Road bridge. Mike Stoll responded that the project has been pushed out until 2008, but will not affect the construction of the waterline. 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 2007-30. Acceptance and action on bids received for Section C, Liberty Hi and Poe Roads waterline extension, WL #317E. Bill Barber presented that the bids for the project were favorable and the bid should be awarded to HPH, Inc. for a total cost of \$78,532.00. John Cheney made a motion to approve. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

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. Bill Barber suggested this resolution be tabled until further discussions can be held with the City of Rossford. Lyle Schulte made a motion to table. John Cheney seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

Resolution 2007-32. Authorize the release of retainage to Crestline Paving and Excavating, Inc. Easterly pump station replacement, SS #302 area. Bill Barber presented that the work on the Easterly pump station has been completed and suggested that retainage be released. 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 2007-33. Authorize borrowing from the Water Pollution Control Loan Fund for the Williamsburg-on-the-River wastewater treatment plant replacement, SS #4. Bill Barber presented that the project is ready for design and would like approval to apply for a revolving loan through the EPA Water Pollution Control Loan Fund. Dave Cook gave a brief overview of the loan and interest rates. 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 2007-34. Review and approval of utility easements for the Cuckle Creek and Gypsy Lane Roads area waterline extension, WL #305B. John Sopko presented that an easement has been obtained from David and Linda Baumgardner WL #305B. 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 2007-35, Acceptance and action on bids received for the Rossford pump station emergency repairs, WL #100 Area. Bill Barber presented that the bids for the pump station came in with ET Electric being the low bid. He proposed awarding the bid to ET Electric. John Cheney asked if Rossford would be sharing in the repair expense. Dave Cook responded that the cost of the repairs was 100% in the District budget. 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 2007-36, Approval of a contract with the City of Rossford for technical services for pump station operation and maintenance. Jerry Greiner reported that a contract was needed with the City of Rossford for services in the operation and maintenance of their pump station. 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 2007-37. Accept the application from Seneca County for two parcels to join the District. Jerry Greiner presented that two parcels in Seneca County need public sewer services. Bill Barber showed the affected parcels on a map. 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 2007-38. Accept the application from Webster Township to join the District. Jerry Greiner presented that Webster Township has submitted a signed application to join the District. 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 2007-39. Personnel Actions.

Jerry Greiner reviewed the following actions:

1. With the current opening for a Sanitary Treatment Maintenance Operator I-Jet Truck, applications on file will be looked at and interviews held. If no one is chosen an advertisement will be placed in the public newspaper.

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

Executive Session

John Cheney made a motion to enter into executive session to discuss real estate issues. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes.

After discussion in executive session, Alex Molner made a motion to return to regular session. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes.

Receipt of Other Comments

None

Regular Meeting Dates

Regular Meeting:	March 8, 2007 4:00 p.m.	District Operations Facility Regular Meeting
Regular Meeting:	March 22, 2007 7:30 a.m.	District Operations Facility Regular Meeting

Adjournment

Paul Brim made a motion to adjourn. Melinda Kale 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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