

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, JANUARY 24, 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, January 24, 2008 at 7:30 a.m.

Mr. Alex Molner, Vice-President, brought the meeting to order and requested that the roll be called:

Paul Brim	John Current	Bill Hirzel
Melinda Kale	Alex Molner	Lyle Schulte
Phil Shaffer		

Members absent: John Ault & John Cheney

Others:

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

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

### **Approval of Minutes**

The minutes of the regular meeting held on January 10, 2008, were reviewed. Bill Hirzel 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: TMACOG meeting notice and agenda for January 24, 2008, 2008 CSEAO members listing, OnTap magazine, Map showing interest on Cross Creek/Brillhart/Robinson Roads for a waterline extension, Article in the Perrysburg Messenger regarding Perrysburg Township residents seeking to stop zoning change, Letter to John Hrosko and John Alexander regarding the proposed Five Point Road waterline project, 2008 Wood County Employee Holidays, System development fees collected for 2007, Updated Wood County Employee Handbook, Copy of fax to Steve Powell regarding the letters that were sent to Green/Robinson/Cross Creek residents for the waterline extension, Comments from Michael Clifton regarding the Lake Township rate increase, Invitation to the Ohio Rural Water Association's annual conference and training event, Invitation to the 2008 TMACOG winter general assembly, Copy of resume from Paul Thayer for interest in the District Board seat, Board of Trustees contact list, Summary of Ohio Ethics Laws, Copy of the January 16, 2008 Safety Committee minutes, Information from Eastman and Smith regarding House Bill 103, Agenda for the State of the Region Conference, Weekly WaterShed revenues, Copy of resolution 08-115 from the Wood County Commissioners revising representation on various Boards and Commissions for 2008, Letter from TMACOG regarding request for 2007 operating budget, Wood County Housing stats, Membership acceptance form for the National

Fire Protection Association (NFPA), Copy of power point presentation from the January 15, 2008 Audit Committee, Agenda for the TMACOG General Assembly, and a copy of the letter to Allen Rupp at the EPA regarding sanitary sewer diversion.

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

Jerry Greiner reported:

- Annual customer meeting will be held March 27, 2008.
- Spoke with Donna Martin regarding WWTP property for the Williamsburg-on-the-River replacement project. There seems to be some interest, a copy of the appraisal was sent and will be followed up on in the next week.
- Jerry Greiner will be attending the Ohio Rural Water quarterly meeting on January 29, 2008.
- Jerry Greiner and Bill Barber will be meeting with the Lucas County Sanitary Engineer January 28, 2008.
- Jerry Greiner and Dave Cook will meet with Andy Brossart and John Fischer on January 30, 2008 to discuss borrowing needs.
- Jerry Greiner has been in contact with Rossford, their utilities committee has not met yet.
- Operations will be following up with the Village of Woodville regarding operation needs.
- Annual TMACOG dinner will be held January 29, 2008.
- Jerry Greiner and Bill Barber met with the City of Bowling Green January 17<sup>th</sup> to discuss water and sewer needs.
- Next Extension Committee meeting will be held February 7, 2008
- Management will be reviewing current District policies and make updates as needed.
- Northern Ohio Rural Water and Lorain Water asked to meet with Jerry Greiner in the next few weeks.

### **Reports of Committees:**

Dave Cook stated the Audit Committee met on January 15, 2008. He stated this was the first meeting with the auditors Gilmore, Jaison & Mahler. Mr. Cook gave a brief report of the meeting and discussed the new state's internal control requirements. Mr. Cook stated the audit needed to be completed by June 30, 2008.

Bill Barber stated the Water and Sewer Service Delivery Committee met on January 17, 2008. Mr. Barber reported that the committee reviewed the waterline replacement for Chantilly Rue, the master meter in the City of Fostoria, and the interest level for water on the Cross Creek/Robinson/Brillhart Roads in the Grand Rapids service area. Mr. Barber said the committee also discussed the Williamsburg-on-the-River package plant, Oregon/795 repairs, the Village of Risingsun, Stony Ridge/Lemoyne and the Village of Milton Center sanitary sewer projects. Mr. Barber also reported that there is some level of interest in the ConAgra buildings in Ampoint and he has been in discussion with the developer for the Great Eastern Shopping Center for re-development and a possible master meter. Mr. Barber also reported he met with North Baltimore and hopes to hear from them soon on utilities for the CSX inter

modal facility and he also gave a brief update on the JRS project. Mr. Barber reported to the Board that the JRS project is on a tight schedule and the elevated tank for the project needs to be designed and ordered soon.

### **Unfinished Business:**

**Resolution 2008-11.** Authorize the advertisement for bids for the Robinson Road waterline extension, WL #399C. Bill Barber stated this resolution is needed to advertise for bids for the Robinson Road waterline extension #399C. The project will be advertised February 4<sup>th</sup> and 11<sup>th</sup>, with bids opened on February 26, 2008. The engineer's estimate for this project is \$79,915.00. Mr. Barber stated this project is being bid with the Green Road and Cross Creek Road waterline projects. 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 2008-14,** Authorize the advertisement for bids for the Cross Creek Road waterline extension, WL #399B. Bill Barber stated this resolution is needed to advertise for bids for the Cross Creek Road waterline extension, WL #399B. The project will be advertised February 4<sup>th</sup> and 11<sup>th</sup>, with bids opened on February 26, 2008. The engineer's estimate for this project is \$294,245.00. 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 2008-19,** Void Resolution 2004-122, approval of an interagency agreement with the Village of Hoytville. Jerry Greiner asked that this resolution be tabled. **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. **Tabled.**

### **New Business**

**Resolution 2008-22** Review and action on the recommendations of the Assessment Equalization Board for the Green Road waterline extension, WL #399A. John Sopko stated there was one objection on this project from Michael and Kimberly Pollock. Mr. Sopko stated the objection was for the necessity of the project due to the Pollock's investing over \$20,000 for their water system. Mr. Sopko stated the AEB recommended no change to the assessment. John Current made a motion to approve. Paul Brim seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2008-23.** Notice of intent to proceed, Green Road waterline extension, WL #399A. Bill Barber stated this was a petitioned project and all requirements have been met and can be advertised for bid. 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 2008-24.** Authorize the advertisement for bids for the Green Road waterline replacement, WL #399A. Bill Barber stated this resolution is needed to advertise for bids for the Green Road waterline #399A. The project will be advertised February 4<sup>th</sup> and 11<sup>th</sup>, with the bids be opened on February 26, 2008. The engineer's estimate on this project is \$275,776.00. 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 2008-25.** Authorize the advertisement for bids for the Chantilly Rue waterline replacement, WL #218. Bill Barber stated this resolution is needed to advertise for the Chantilly Rue waterline replacement. The project was advertised January 14<sup>th</sup> and 21<sup>st</sup> with bids opened on February 12, 2008. Mr. Barber stated this project is being advertised with Moline Martin and Bradner Road waterline projects. The engineer's estimate for this project is \$182,025.00. 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 2008-26.** Review and approval of utility easements for the Green Road waterline extension, WL #399A. John Sopko stated 3 easements were obtained from Robert and Beverly Seeman for the Green Road waterline extension. Mr. Sopko stated the easements are a 3' permanent easement and all were obtained for \$1.00 each. Melinda Kale made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2008-27.** Review and approval of a developer's agreement with Lyle L. Shaffer for the Huffman Road waterline extension, WL #318F. Bill Barber stated this resolution is approving a developer's agreement with Lyle Shaffer for 3600 lineal feet of 3' waterline affecting five homes. Paul Brim made a motion to approve. John Current seconded the motion. A roll call vote was taken with all present voting yes with the exception of Phil Shaffer who abstained. **Approved.**

**Resolution 2008-28.** Personnel Actions.

Jerry Greiner reviewed the actions as follows:

1. Approve the 3% rate increase for all union employees.

Lyle Schulte made a motion to approve. Bill Hirzel seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

At this time, Rex Huffman distributed a summary of the Ohio Ethics Laws pursuant to the Ohio Revised Code Chapter 102 to the Board and some staff. Mr. Huffman reviewed the laws and any changes enacted in the past year. After discussion and explanation, an acknowledgement was circulated to all for their signature.

### **Executive Session**

Phil Shaffer made a motion to go into executive session to discuss the Executive Director's salary. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes.

Lyle Schulte made a motion to return to regular session. John Current seconded the motion. A roll call vote was taken with all present voting yes.

**Receipt of Other Comments**

None

**Regular Meeting Dates**

Regular Meeting:	February 14, 2008 7:30 a.m.	District Operations Facility Regular Meeting
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Regular Meeting:	February 28, 2008 7:30 a.m.	District Operations Facility Regular Meeting
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**Adjournment**

Lyle Schulte made a motion to adjourn. Bill Hirzel seconded the motion. A voice call vote was taken with all present voting yes. **Adjourned.**

Respectfully Submitted,

John Current  
Secretary/Treasurer

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