

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, JULY 27, 2006**

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, July 27, 2006, at 7:30 a.m.

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

John Ault	Paul Brim	John Cheney
John Current	Joe Molnar	Alex Molner
Terry Murray	Lyle Schulte	Phil Shaffer

Members absent: None

Others:

Jerry Greiner	Beth Vannett	Bill Barber
Dave Cook	Valerie Megyesi	John Sopko
Stephanie Challender	Claud Barringer	

Rex Huffman, Spittler, Huffman & Newlove  
Mike Karafa, Jones & Henry Engineers, Ltd.

**Approval of Minutes**

The minutes of the regular meeting held on July 13, 2006, were reviewed. John Cheney made a motion to approve. Terry Murray 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: Jones & Henry sewer inspection report; Office space-mezzanine information; JRS grant information update; Several miscellaneous newspaper articles from and around the area.

**Report by Executive Director and Other Officials**

Jerry Greiner reported:

- Volunteers are still needed to work the booth at the WC Fair/Chamber Day event on August 2, 2006. A sign-up sheet was circulated.
- On July 13, 2006, Milton Center had its second meeting regarding CDBG funding. Bidding will begin soon for the sewer project.
- Custar's sewer construction is about 40% completed. Quotes for those residents who qualified for the service line grant are beginning to arrive.

- The JRS application for the Dominion Energy site has been submitted. A developer's agreement is being negotiated with Dominion.
- Officials from the Village of North Baltimore are meeting with District staff/board members on August 3<sup>rd</sup>. (Note: Rescheduled to August 9<sup>th</sup>.)
- Bill Barber and Dan Wickard recently were in Walbridge to discuss at a public meeting the storm water separation and heavy flooding issues.
- Lyle Schulte and John Current will be attending the Village of Pemberville's Board of Public Affairs meeting on July 31, 2006.
- The Tontogany waterline project will be beginning shortly. The contractor, Ed Kelly, will be using the District's entrance area at our lagoon treatment plant to house their vehicles.
- The District has made a donation to the Township Associations' auctioneer for the livestock sale at the WC Fair.
- The District's Annual Planning meeting is August 10, 2006, beginning after the regular board meeting.
- On July 20, 2006, Simon Gundy, Assistant Superintendent, attended the county's monthly supervisor meeting.
- Several sites in the Perrysburg area for a WaterShed are being considered.

After presenting the director's report, Jerry Greiner, welcomed District field employee, Claud Barringer.

### **Reports of Committees:**

Jerry Greiner circulated the minutes of the water and service delivery committee that met on July 25, 2006. Lyle Schulte reviewed and highlighted the minutes which included a report and presentation by Jones & Henry regarding the Tracy Road sewer inspection. He added that a representative from Jones & Henry would be giving a similar but shorter report at today's meeting. Also, Mr. Schulte reported that the Linwood-Kramer WL was discussed at the meeting, as well as, Ted Bennett's resignation as District Assistant Engineer, and an update on the JRS application.

John Cheney reported that the safety committee met on July 18, 2006. He reported that the committee discussed, among other things, several recent minor injuries, new CPR requirements and that the upcoming training would be implemented that reflected these changes, no vehicle accidents occurred and new lock-out procedures were in place for the District's vehicles when being serviced.

At this time, Jerry Greiner introduced Mike Karafa from Jones & Henry Engineers Ltd. Mr. Karafa stated that he was asked by the District's service delivery committee to return and give the remaining board members an overview of their work inspecting the Tracy Road sewer main from Oak Street to SR-795. He provided a video showing the inspection work that was completed in early spring. Overall, he reported 94% of the line was in "good shape" but the other 6% needs immediate rehabilitation. He provided a six-step, ranked schedule of needed repairs. These immediate repairs included

replacement of sewers under major road crossings at Tracy Road and SR-795 and also at Oregon Road and SR-795, he said. He added that these two areas need to be done now with a preliminary estimate in the range of \$1.5-\$1.8 million dollars.

The board members then discussed with Mr. Karafa specific rehabilitation work that would be needed at these two locations.

Jerry Greiner stated that a contract for design work would be presented later on at today's meeting.

### **Unfinished Business:**

**Resolution 2006-42**, Approval of a developer's agreement with Perrysburg One, LLC for Arbors of Perrysburg Development, WL #100C and SS #166B. Jerry Greiner recommended that this continue to be tabled. **Tabled.**

**Resolution 2006-74**, Approval of a contract with Robert Bettinger for the operation of the Nazareth Hall package plant facility. Jerry Greiner recommended that this be removed as the owner has contracted with an engineering firm for a sewer design. Phil Shaffer made a motion to approve. Terry Murray seconded the motion. A roll call vote was taken with all present voting yes. **Removed.**

**Resolution 2006-91**, Authorize the appropriation of permanent and temporary utility easements to construct the Tontogany waterline extension, WL #399. Jerry Greiner recommended that this be removed due to an agreement being reached with the property owners. Lyle Schulte made a motion to approve. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Removed.**

**Resolution 2006-106**, Resolution of Assessments, Linwood, Kramer, Dirlam & Huffman Roads waterline extension, WL #305A. Dave Cook provided a summary of the final cost and assessment breakdown of the project which included actual versus estimated costs. He stated that two additional units were added to the project which lowered the unit cost and front footage charges to affected parcels. He stated that any unpaid final assessments, after the thirty-day period expires, will be certified to the Wood County Auditor in September of 2006 to begin collection in 2007. Beth Vannett added that 51 of the 65 units were tapped. 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 2006-108**, Approval of a Village of Pemberville Sewer Area Agreement. Jerry Greiner recommended that this continue to be tabled. **Tabled.**

**Resolution 2006-111**, Amendment of the Employee Education Reimbursement Policy. Jerry Greiner recommended that this continue to be tabled. He stated that this will be presented at the District's Administrative Committee after this meeting. **Tabled.**

### **New Business**

**Resolution 2006-114**, Review and approval of utility easements for the Tontogany waterline extension, WL #399. Jerry Greiner stated that an easement with owners, Gordon and Diana Cox, is needed for the construction and maintenance of the water line system. Alex Molner made a motion to approve. Joe Molnar seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2006-115**, Authorize a design services contract with Jones & Henry for emergency sewer work on the Tracy Road trunk sewer, SS #100 area. Jerry Greiner stated that the passing of this resolution would be for design work only in connection with Mike Karafa's (Jones & Henry) presentation today. The board discussed financing options for this rehabilitation work. After discussion, 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 2006-116**, Amend Resolution 2006-48, Review and approval of utility easements for the Linwood, Kramer, Dirlam & Huffman Roads waterline extension, WL #305A. Jerry Greiner stated that this amended resolution reflects corrected amounts paid to owner Doug Seiple for two parcels. Lyle Schulte made a motion to approve. John Cheney seconded the motion. A roll call vote was taken with eight members voting yes, and Alex Molner voting no. **Approved.**

**Resolution 2006-117**, Change order #1, Underground Utilities, Inc., Linwood, Kramer, Dirlam & Huffman Roads waterline extension, WL #305A. Jerry Greiner stated that this change order is necessary due to a final quantity adjustments resulting in a reduced contract amount. 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 2006-118**, Change order #5, Hank's Plumbing and Heating, Inc., Moundview waterline replacement project, WL #232A. Jerry Greiner stated that a quantity adjustment is needed due to the replacement of a fence near the Great Eastern Mall that provides a barrier to through traffic. He also stated that there was also pavement striping, asphalt and concrete road replacement and top soil which was requested by the city of Northwood. This added to the change order net increase, he said. Phil Shaffer made a motion to approve. Terry Murray seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2006-119**, Authorize a professional services contract with PDG for the JRS application in Troy Township. Jerry Greiner reported that as part of the JRS application process, a survey was needed. He stated that a developer's agreement is being negotiated with Dominion Energy which will include reimbursement to the District for Dominion's portion of the survey work. 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 2006-120**, Review and approval of a grinder pump easement for the village of Luckey sanitary sewer system. Jerry Greiner stated that a grinder pump easement is needed from James & Melinda Juergens for the installation and maintenance of a grinder pump located on their property. 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 2006-121**, Approval of a developer's agreement with McCarthy Builders, Inc., for Emerald Lakes, Plat 2, SS #345A and WL #444A. Ted Bennett stated that this is a continuation of Plat 1 in the Emerald Lakes subdivision. He stated that the agreement requires a water and sanitary sewer system to be constructed at the developer's cost with the District maintaining and operating the system. Joe Molnar made a motion to approve. John Cheney seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2006-122**, Authorize the certification of delinquent water and sewer utility bills. Beth Vannett reported the District has a once-a-year opportunity to certify delinquent utility bills to the real estate taxes by the second Monday of September. A letter is sent to all delinquent property owners with a 30-day notice to pay their bill prior to certification. Terry Murray made a motion to approve. Phil Shaffer seconded the motion. A roll call vote was taken with eight members voting yes, and Paul Brim voting no. **Approved.**

#### **Resolution 2006-123, Personnel Actions**

Jerry Greiner reviewed the actions as follows:

- A. Approve the completion of the probationary period for Simon Gundy, Assistant Superintendent, effective July 31, 2006.
- B. Approve the resignation of Theodore A. Bennett, Assistant Engineer.
- C. Approval of the Assistant Engineer job description.
- D. Approve to post publicly the Assistant Engineer position.
- E. Approve to post publicly the Engineer-In-Training position
- B. Approve to hire Nick Scott, as an GIS/Engineering intern, effective August 20, 2006, subject to the memo prepared by Gavin Smith, GIS/IT Administrator.

Paul Brim moved to approve all of the above listed personnel actions. Terry Murray seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

#### **Other**

None

#### **Receipt of Other Comments**

None

**Regular Meeting Dates**

Regular Meeting:	August 10, 2006 7:30 a.m. 9:00 a.m.	District Operations Facility Regular Meeting Annual Planning Meeting
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Regular Meeting:	August 24, 2006 7:30 a.m.	District Operations Facility Regular Meeting
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**Adjournment**

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

Respectfully Submitted,

John Current  
Secretary/Treasurer

/smc