

**NORTHWESTERN WATER AND SEWER DISTRICT
REGULAR MEETING
THURSDAY, JUNE 14, 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, June 14, 2007 at 7:30 a.m.

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

John Cheney	John Current	Melinda Kale
Terry Murray	Lyle Schulte	Phil Shaffer
John Ault		

Members absent: Paul Brim, Alex Molner

Others:

Jerry Greiner	Dan Wickard	Bill Barber
Simon Gundy	Mike Stoll	Beth Vannett
Stephanie Challender	Leanne O'Brien	Chris Blake
Gavin Smith		

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

Tim Cook & Ted Thompson, R Dorsey Plus

Approval of Minutes

The minutes of the regular meeting held on May 24, 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: Wood County housing stats, 3 articles from Ohio Rural Water Magazine on setting water rates, Copy of cost estimate for Lucas County sinkhole repairs, Memo regarding the Wood County Heritage Days workers, Sentinel Tribune article regarding block grants, report of system development fees collected year to date, Article regarding FBI investigating Ohio sewer contracts, Pictures of the Custar WaterShed, Information regarding the Mud Hens employee outing, TMACOG newsletter regarding the Wood County member reception, Fax from Brooks Insurance regarding insurance renewals, Invitation to the Jamie Farr Owens Corning Classic from Sky Bank, Board Planning Meeting Questionnaire, City of Perrysburg City Council Agenda Weekly WaterShed revenues, Brochure from Cube Culture and Greg Papp, Article on GIS, Summary of billing for all areas, BG Chamber news, Master List of PR events, Ohio Rural Water Association 2007

summer quarterly meeting, and a Certificate of Attendance for Donna Laibe for a seminar on how to become a better communicator.

Report by Executive Director and Other Officials

Jerry Greiner reported:

- CAFR on schedule, Audit committee will meet to discuss on June 18, 2007.
- Troy Township dinner was May 30, 2007. Ideas were discussed to bring Toledo utilities to Troy Township.
- Custar project is in the clean-up stages. 20 homes are yet to tap the sewer line.
- Milton Center construction should begin June 25, 2007.
- Cost estimate was received for the Lucas County sinkhole. The estimate is \$110,000.
- Wood County Heritage Days were held June 9-10.
- One of the two homes that have joined the District in Sandusky County for sewers has tapped; the other is in the process.
- A regional meeting will be held on June 19, 2007 to discuss cooperation in the north end of the county.
- Ohio Rural Water Association meeting will be held August 16, 2007 in Put-in-Bay.
- TMACOG meeting will be held in Put-in-Bay on July 26.

At this time Bill Barber gave a brief presentation to the Board regarding the lightning strike at the East Broadway pump station. He showed pictures of the damage done and an overview of response times and repairs needed. He stated he has been in contact with the insurance agency and are waiting on the adjustor to survey the damages. As well, OPWC is eing contacted about grant money.

At this time Jerry Greiner advised the Board of four areas that will be receiving EPA orders for sewers. The areas are Sugar Ridge Road and Mercer Road, Huffman and Kramer Roads, Rudolph Road, and Bays and Bradner Roads.

Reports of Committees:

None to Report

Unfinished Business:

Resolution 2007-72. Review and approval of a revised motor vehicle policy. Jerry Greiner suggested this resolution be tabled. 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 2007-83. Authorize the appropriation of easements for the Village of Risingsun sanitary sewer. Bill Barber stated that the District is unable to secure 18 easements for the Village of Risingsun sanitary sewer project. He stated most of the easements needed were from Sandusky County. He suggested the District go ahead and appropriate. Terry Murray made a motion to approve. John Current seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

New Business

Resolution 2007-95. Review and approval of construction easements for the Main Street Church Martin-Moline Road waterline extension, WL #189D. Mike Stoll stated that 4 out of the 5 easements for the Main St. Church waterline extension have been received. 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 2007-96. Review and approval of a grinder pump easement for the Perry Township sanitary sewer project, SS #904. Mike Stoll stated this resolution is for the approval of grinder pump easement for Kirby Flowers in Perry Township. John Cheney made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2007-97. Review and approval of construction easements for the Village of Milton Center sanitary sewer project, SS #1102. Bill Barber stated this resolution is the approval of 8 easements received from Milton Center. 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 2007-98. Authorize the appropriation of easements for the Village of Milton Center sanitary sewer project, SS #1102. Bill Barber stated that the District was unable to secure 4 easements from the Village of Milton Center. He stated these would need to be appropriated. Terry Murray made a motion to approve. John Cheney seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2007-99. Authorize a contract with Poggemeyer Design Group for the East Broadway pump station backup power supply generator, WL #101. Bill Barber stated this resolution is for a contract with Poggemeyer for East Broadway pump station backup power supply-generator. He stated the District received a grant through OPWC for \$175,000. John Cheney made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2007-100. Authorize a contract with Poggemeyer Design Group for the Martin-Moline waterline extension, WL #189E. Bill Barber stated that several petitions have been received for areas around Moline Martin Road. He stated one area has the necessary 60% with the other two areas close to the 60% requirement. This resolution is a contract through Poggemeyer Design Group for costs estimates for the project. 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 2007-101. Authorize a contract with Poggemeyer Design Group for the Cross Creek and Green Roads waterline extension, WL #399A. Bill Barber stated petitions have been received for the Cross Creek and Green Roads area. They have the necessary 60% requirement and this resolution is authorizing a design contract through Poggemeyer Design Group. He stated this project was budgeted for 2007. John Cheney made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes, with the exception of John Current who was absent. **Approved.**

Resolution 2007-102. Change order #2, Hank's Plumbing and heating, Inc. Cuckle Creek and Gypsy Lane Roads area waterline extension, WL #305B. Bill Barber stated this is a change order for an additional \$5,813.49 for costs incurred for directional drilling under asphalt driveway, repairing unmarked accommodation taps, and downtime for Verizon line location. 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 2007-103. Change order #2, Hank's Plumbing and Heating, Inc. Poe and Liberty Hi Roads waterline extension, WL #317E. Mike Stoll stated this is a change order for a decrease of \$17,846.45. He stated the line was not extended to 1 parcel on Poe Road and 1 parcel on Liberty Hi. 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 2007-104. Resolution of Assessments, Poe and Liberty Hi Roads waterline extension, WL #317E. Jerry Greiner stated this resolution is to close out the project and to send the final assessments to the parcel owners. He stated the project came in 25% less than estimate. He cited one owner's assessment is different than the others due to an extra expense incurred for an unmarked accommodation water line. Terry Murray made a motion to approve. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2007-105. Authorize the advertisement for bids for the Route 20 sanitary sewer pump station abandonment, Phase 2 project, SS #322B. Bill Barber stated this resolution is for the authorization to advertise for bids for the pump station abandonment phase 2 work on Route 20 near Holiday Inn and the nursing home. 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 2007-106. Authorize a contract with Poggemeyer Design Group for a three year rate study. Jerry Greiner stated this resolution is to authorize a contract with Poggemeyer Design Group to complete a three-year rate study and system development fee update. The estimated cost is \$34,500. John Cheney made a motion to approve. Terry Murray seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2007-107. Personnel Actions.

Jerry Greiner reviewed the following actions:

1. Approval to Hire Tom McGrain, Water and Sewer Maintenance Worker II effective June 18, 2007.

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2. Approval to hire Matthew Bockbrader, Water and Sewer Maintenance Worker I.
3. Approval to hire Brian Martikan, Water and Sewer Maintenance Worker I.

4. Approval for license pay increase for James Rossow, Electronic Technician effective June 6, 2007.
5. Approval for license pay increase for Mark Berfield, Sanitary Treatment Maintenance Operator II effective June 6, 2007

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

Executive Session

None

Receipt of Other Comments

At this time, Tim Cook and Ted Thompson from R Dorsey Plus, the IT consultants, presented to the Board their findings and recommendations from the IT assessment. They gave an overview of the assessment process, their findings and recommendations for any improvement needed.

Regular Meeting Dates

Regular Meeting:	June 28, 2007 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	July 12, 2007 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

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