

**NORTHWESTERN WATER AND SEWER DISTRICT
REGULAR MEETING
THURSDAY, JUNE 18, 2009**

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 18, 2009 at 7:30 a.m.

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

John Ault	John Current	Bill Hirzel
Melinda Kale	Alex Molner	Lyle Schulte
Adam Seibert	Phil Shaffer	

Members absent: John Cheney

Others:

Bill Barber	Dave Cook	Beth Vannett
John Sopko	Mike Stoll	Valerie Megyesi
Dan Wickard	Gavin Smith	Stephanie Challender
Pat Gifford	Jarred Myers	

Clint Wells, Poggemeyer Design Group
Rex Huffman, Spitler, Huffman LLP

Approval of Minutes

The minutes of the regular meeting held on June 4, 2009, were reviewed. Bill Hirzel made a motion to approve. Adam Seibert seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Correspondence

Beth Vannett presented the correspondence file which was circulated and contained: City of Toledo's Council agenda for June 23rd which lists the District's request to amend our water and sewer contracts; CDBG Competitive Grant Program information; RCAP information on personnel; Department of Commerce Economic Development Administration grant information; several newsletter and newspaper articles.

Report by Executive Director and Other Officials

Beth Vannett reported:

- The Board's annual planning meeting is scheduled for July 29th at 7:30 a.m.
- The phone system at the District has been switched to an auto attendant system. We have not received any public complaints so far. The system seems to be directing the public to the right departments.

- The Village of Hoytville merger was effective June 1st. The public advertisement is in the newspaper stating the Village has applied to join the District. The public has a 90 day period in which to object to the Village's application.
- The Wood County Heritage Days occurred on June 13th and 14th. Those who worked at the District's booth thought it went well over the weekend.
- Reported the Customer Service staff is currently working on the 2009 certification process.
- An audit of the billing of the quarterly water charge by the City of Northwood is underway. Letters will be sent to any delinquent property owners giving them the opportunity to pay these charges prior to certification to the real estate taxes. The District had the billing company that was used by Northwood send out the first and second quarter 2009 billing due to the City of Toledo's inability to add these charges to their bill at this time.
- The sewer charges will be billed by the District to the 117 Hoytville water customers. The District assumed the operation and maintenance and billing of their sanitary sewer system on June 1, 2009.

Bill Barber reported:

- He attended the County-wide Mayors' meeting on June 15th. Several topics were discussed regarding water availability in Wood County, more specifically from the City of Oregon and Ottawa County. Ed Cieka from the City of Rossford reported on the lack of a water contract with the City of Toledo; Bob Mack of Perrysburg Township reported the township may be funding an engineering contract for water resources in their area; Mayor Nelson Evans from the City of Perrysburg stated they are beginning to look at water options available when their contract with the City of Toledo expires in 2027. Mayor John Quinn from the City of Bowling Green reported on their current plant expansion and stated they are currently in negotiations with the District on the provision of water in the county.
- There is no new information to report on the proposed IPA facility.
- The land is being purchased from Otterbein Portage Valley for the JRS water tower.
- The CSX tower painting is currently under way. The waterlines to serve the tower are installed and are being filled and tested now.

Gavin Smith reported:

- The Village of Hoytville sewer system has been added to our GIS system.
- The data in the GIS system is being transferred to a multi-user system which means that any changes made will be available to all District users of the system on a real-time basis.
- The fireline audit work by the GIS department is complete and has been turned over to operations for field verification.
- The audit of the billing records vs. the water and sewer tap records is on-going.

- An audit of all agriculturally deferred parcels is also underway to audit parcels the district has deferred assessments on to determine if the properties still qualify for the deferment.

Dave Cook reported:

- This is the last year for audit services for the firm of Gilmore, Jasion & Mahler, who has done the audit for the past 5 years. Requests for proposals will be sought this fall for interested companies for audit services for the next 5 year period.
- The financial statements are done for May. Sewer year-to-date revenue is up and operating expenses are down. Most expense categories are under budget. On the water side, year-to-date revenue is up, and operating expenses are down, mostly due to purchased water costs in the Fostoria area.

Dan Wickard reported:

- The employees attending the meeting are Pat Gifford and Jarred Myers.
- The District has televised the sanitary sewers in the Homecraft area of Northwood. The report is being reviewed today to determine the areas that need attention.
- We are jetting the sewers more frequently in the Evergreen Landfill area in Northwood. The leachate from Evergreen and LOF is combining and turning solid, which then plugs the sewer system.
- The staff has been busy with waterlines being moved due to two bridges being replaced by the Engineer's office. The bridges at Roachton Road and Hull Prairie Road and at Fort Meigs Road and Five Point Road were replaced. The District had waterlines in both these areas.
- A chlorine building is being constructed in the Village of Portage. This will allow for the addition of chlorine to alleviate the THM (Trihalomethanes) issues.
- The water and sewer telemetry projects are going well. We are currently installing the system at the Rossford water pump station. We will be able to better monitor the City of Toledo system operators and how they run the District water system.

Reports of Committees:

Lyle Schulte reported the Extension Committee met on June 11, 2009. He asked John Sopko to give a report on the meeting. John Sopko reviewed what was discussed regarding the Stony Ridge and Lemoyne sewer project Equalization Board hearings. Mr. Sopko asked the Board to reconsider the committee's recommendation for one unit charge for the Stony Ridge Civic Association due to the limited use of their facility.

The Finance Committee also met on June 4th and minutes were provided for that meeting.

Unfinished Business:

Resolution 2009-32. Approval of an intergovernmental agreement with the Board of County Commissioners for the Landfill sanitary sewer line extension, SS #610. Bill Barber reported this is a standard agreement. The District will design, build and finance the construction of the project. The Commissioners will then fund the project long term, either via a special assessment or revenue bond. Lyle Schulte made a motion to approve. Adam Seibert seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

New Business

Resolution 2009-84. Review and action on the Equalization Board recommendations for the Stony Ridge and Lemoyne sanitary sewer project, SS #145. The recommendation of the Equalization Board and the District Staff was presented as part of the Report of Committees earlier in the meeting. John Current made a motion to approve. Bill Hirzel seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2009-85. Notice of Intent to Proceed, Stony Ridge and Lemoyne sanitary sewer project, SS #145. Bill Barber stated this resolution is the next step in the process prior to authorization to bid. Bidding will likely occur later this summer or early fall. 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 2009-86. Change order #1, Landmark Structures, JRS water tower project. Bill Barber requested this resolution be tabled. Lyle Schulte made a motion to table. Adam Seibert seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

Resolution 2009-87. Approval of water and sanitary sewer rates for the Village of Hoytville. Dave Cook stated this resolution will formally add their sewer rates to our rate structure. We recommend their rates remain in place through the end of the year. They will be phased in to our current rate over the next two year period. We also recommend their water debt charge remain the same through the end of the year. This will also be reviewed as a part of the budget process. John Ault made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2009-88. Authorize a Wastewater Treatment and Collection System contract with the City of Bowling Green. Bill Barber requested this resolution be tabled. Bill Hirzel made a motion to table. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

Resolution 2009-89. Authorize a Wholesale Water Supply Contract Amendment with the City of Fostoria. Rex Huffman requested this resolution be tabled. We are very close to agreement, with the major difference between the parties being the wholesale water rate. Adam Seibert made a motion to table. John Current seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

Resolution 2009-90. Change order #3, Meyer Hill Lynch Corporation, IT support services. Gavin Smith reported the District added a personal computer to our inventory requiring a pro-rated increase in the yearly maintenance contract for information technology support. Adam Seibert made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2009-91. Authorize Amendment D-5 to the Wholesale Water Supply Contract with the City of Bowling Green. Bill Barber reported this amendment increases the gallonage limit of our contract to serve the Green Dairy facility. Bill Hirzel made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2009-92. Amend Resolution 2009-51, Authorize a developer's agreement with Evansville Western Railway, Inc., for sanitary sewer improvements, SS #2500 and WWTP #25. Rex Huffman reported the agreement has been finalized and signed by CSX representatives. The reimbursement issues have been agreed upon and are different than what the Board authorized by Resolution 2009-51, therefore, that resolution needed amended for the new funding method for the wastewater treatment plant. 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 2009-93. Amendment #1, Poggemeyer Design Group, Landfill sanitary sewer line extension, SS #610. Bill Barber stated this engineering contract adjustment is necessary due to the change in the scope of this project. This is a decrease in the contract amount of \$51,200. 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 2009-94. Personnel Actions.

Gavin Smith reviewed the action as follows:

1. Extension of the temporary appointment of Anna Berakis, GIS Intern, until October 16, 2009, in order to complete the fireline audit, water and sewer billing audit, and the agricultural deferment audit. If the audits are done sooner, the appointment will end.

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

Other

Resolution 2009-95. Authorize the request for Obligation of Funds with USDA for the Stony Ridge and Lemoyne sanitary sewer project, SS #145. Dave Cook reported that USDA has announced the funding for this project using their stimulus funds. This form needs to be signed and sent to USDA immediately. This will authorize Alex Molner to sign the document in the place of John Cheney, President of the Board. Bill Hirzel made a motion to approve.

John Ault seconded the motion. A roll call vote was taken with all present voting yes, with Alex Molner abstaining from the vote. **Approved.**

Regular Meeting Dates

Regular Meeting:	July 2, 2009 7:30 a.m.	District Operations Facility
Regular Meeting:	July 16, 2009 7:30 a.m.	District Operations Facility
Annual Planning Meeting:	July 29, 2009 7:30 a.m.	District Operations Facility

Receipt of Other Comments

A short discussion was held regarding the billing issues with the Friendly Village mobile home parks. The District bills the account (through the City of Toledo billing system) based on a master meter serving the park. The park is then separately re-billing their customers in the park. In May 2009, the rates increase dramatically.

Executive Session

None

Adjournment

Bill Hirzel made a motion to adjourn. Lyle Schulte 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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