

**NORTHWESTERN WATER AND SEWER DISTRICT
REGULAR MEETING
THURSDAY, JUNE 9, 2011**

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 9, 2011 at 7:30 a.m.

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

John Ault	John Cheney	John Current
Bill Hirzel	Melinda Kale	Leonard Michaels
Alex Molner	Lyle Schulte	Adam Seibert

Members absent: None

Others:

Jerry Greiner	Dave Cook	Gavin Smith
Leanne O'Brien	Bill Barber	Dan Wickard
Simon Gundy		

Clint Wells, Poggemeyer Design Group

Approval of Minutes

The minutes of the regular meeting held on May 19, 2011, were reviewed. John Cheney made a motion to approve. John Ault 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: Letter from Green & Green regarding V.E. Peterson complaint; Article regarding Bowling Green possibly increasing sewer rates; Article regarding North Baltimore lateral sewer line bids; Ohio Water Development Authority Annual Report; Brochure for the 2011 County Employee Picnic and Safety Fair; Estimates for a Cygnet WaterShed; CORD Outline; Wood County Housing Stats; Brooks Insurance Proposal; and various newspaper articles.

Report by Executive Director and Other Officials

Jerry Greiner reported:

- Bank for Green Dairy may be interested in paying off the special assessment.
- CDBG apps due June 10, 2011
- Health Department has some last chance sewer money available.
- JRS applications are due June 17, 2011. The District may be co-applicant with Economic Development for the CSX land.
- Looking to have a Northern Mayor's Group meeting on June 20th or 27th.

- Union Met on June 3rd.
- TID meeting June 3, 2011 a payoff for the TID was received from Perrysburg Township.
- Planning Meeting with the management will be July 14th and with the full board on August 11th.
- Ohio Rural Water Conference in Put-In-Bay on July 28th.
- Met with Cygnet on June 6th, they are moving forward with plans to join the District.

Dave Cook reported:

- JRS project is complete and came in on budget at \$7.2 million. The grant covered all but \$4.2 million which will be split with Dominion Energy.
- Reviewed utility industry ratios and where the District falls.

Beth Vannett reported:

- On-line bill pay is up and running; 75 customers have signed up so far.
- Toledo accounts are being put into our system, first bill should go out end of July.
- Meter change out in the #100 area should begin soon and take about 6 months to complete.
- Currently taking work orders in the Toledo #100 area.

Simon Gundy reported:

- Reviewed meter change out with Datamatic; Weston and Bowling Green Rd West are complete, Hoytville is next area to be completed.
- U.S. Bronco is ready to start WL #100 area meter change out in Rossford
- Reviewed organizational chart, new positions and current shuffle due to a retirement.
- Leak detection in Rossford area to start soon.
- Smoke testing #200 area.
- Finishing up landscaping.

Gavin Smith reported:

- New phone system will be installed in July.
- Servers have been replaced with virtual servers.
- Anna Berakis has put together a process to pull data from Datamatic and the telemetry to determine how much water loss we have.

Bill Barber reported:

- The last grinder pump is being installed on Truman Road for the Stony Ridge and Lemoyne project.
- Weston waterline on Walnut and Locust Street is complete and being tested this week.

- Weston WWTP improvements project will start sometime in July.
- Country Manor project will be re-bid sometime on August.
- Green Energy Grant projects will start in 2-3 weeks.
- Curtice Rd waterline is under construction.
- Woodmore St, project will start in 7-10 days.
- Love's Truck Stop sewer-line complete.
- Drouillard and Wales separation to start in 7-10 days.
- Northwood master meter project will start in 4-6 weeks.
- Waiting on CDBG funding for the West Millgrove project.
- Received OPWC notification to advertise for the East Broadway pump station.

Reports of Committees:

Lyle Schulte stated that the Administrative Committee met on May 24, 2011 and the Building Expansion Committee met on May 26, 2011. Minutes were included in the Board packets.

Unfinished Business:

None

New Business

Resolution 2011-73. Authorize a USDA legal services agreement with the law firm of Spittler & Huffman, LLC. Jerry Greiner stated this resolution is to authorize an agreement to refinance the Cygnet water and sewer debt and to finance the District building expansion. Adam Seibert made a motion to approve. Alex Molner seconded the motion. A roll call vote was taken with all present voting yes with the exception of Leonard Michaels who was out of the room. **Approved.**

Resolution 2011-74. Authorize the sewer utility rates for the Stony Ridge and Lemoyne sanitary sewer project, SS #145. Dave Cook reviewed the sewer rates for the Stony Ridge and Lemoyne area with the Board and indicated the rates included a 15% increase for I & I. John Cheney made a motion to approve. Alex Molner seconded the motion. A roll call vote was taken with all present voting yes, with the exception of Adam Seibert who was out of the room. **Approved.**

Resolution 2011-75. Authorize water utility rates for the Toledo Master Meter area, WL #100 service area. Dave Cook stated this resolution is to authorize the water utility rates for the Toledo Master Meter area. Mr. Cook reviewed the rates for each area and the surcharges from Toledo associated with that area. Adam Seibert made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2011-76. Approve a contract with Poggemeyer Design Group for the OPWC Glenwood-Beech Streets sanitary sewer replacement, SS #5001. Bill Barber stated this resolution is to approve a contract with Poggemeyer Design Group for the Glenwood-Beech

Streets sanitary sewer replacement design. The total contract is \$53,600.00 and the engineer's estimate for the project is \$418,220.00, he said. Leonard Michaels made a motion to approve. John Current seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2011-77. Change order #6, Deer Creek Excavating, Stony Ridge and Lemoyne sanitary sewer improvements, SS #145. Bill Barber stated this change order is for a time extension only due to heavy rainfall. The substantial completion date will change from May 17, 2011 to August 7, 2011 and the final completion date will be June 26, 2011 to September 7, 2011, he said. Bill Hirzel made a motion to approve. Alex Molner seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2011-78. Personnel Actions.

Jerry Greiner reviewed the actions as follows:

1. Stace Dibling, Sanitary Treatment Maintenance Operator II, license pay increase, effective May 11, 2011.
2. Stace Dibling, Sanitary Treatment Maintenance Operator II, probation complete, effective June 9, 2011.
3. Michelle Gilford, Sanitary Treatment Maintenance Operator II, license pay increase, effective May 11, 2011.
4. Todd Saums, Water & Sewer Maintenance Worker I, license pay increase, effective May 11, 2011.
5. Gregory Glowczewski, Sanitary Treatment Maintenance Operator I-Pump Stations, probation complete, effective June 13, 2011.
6. Approval to promote Michelle Gilford, Sanitary Treatment Maintenance Operator II to Water Quality Technician I, effective June 13, 2011.
7. Approval to post vacant Sanitary Treatment Maintenance Operator II position internally.
8. Approval to promote Pat Gifford, Water and Sewer Maintenance Worker II to Meter/Field Technician I, effective June 15, 2011.
9. Approval to post vacant Water and Sewer Maintenance Worker II position internally.
10. Approval to post Meter/Field Technician I position internally.

Adam Seibert made a motion to approve the above items. John Cheney seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Executive Session

John Cheney made a motion to go into Executive Session to discuss personnel. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes.

Leonard Michaels made a motion to go back into regular session. Adam Seibert seconded the motion. A roll call vote was taken with all present voting yes.

Receipt of Other Comments

At this time, Bill Barber stated that the Safety Committee brought to his attention that once the building is under construction there will be no designated tornado area. The current area, he stated was in the mechanic's area which will be first area to be under construction. Mr. Barber stated there were a few options for a tornado area; the smaller conference rooms or the corridor of the two story area was suggested by Poggemeyer. Leonard Michaels suggested Poggemeyer make decision as to the best place in the building and to give us a price quote.

Alex Molner left the meeting at 9:50 a.m.
Melinda Kale left the meeting at 10:00 a.m.

Regular Meeting Dates

Regular Meeting:	June 23, 2011 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	July 7, 2011 7:30 a.m.	District Operations Facility Regular Meeting

Adjournment

John Cheney made a motion to adjourn. Adam Seibert 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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