

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, MARCH 23, 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, March 23, 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	Bill Barber	Dave Cook
Valerie Megyesi	Ted Bennett	Larry Brown
Stephanie Challender	Dan Wickard	

Rex Huffman, Spitler, Huffman, Yoon & Newlove  
Tom Stalter, Poggemeyer Design Group

**Approval of Minutes**

The minutes of the regular and annual customer meeting held on March 9, 2006 at 4:00 p.m. and 7:00 p.m., respectively, were reviewed. Lyle Schulte made a motion to approve. Paul Brim seconded the motion. A roll vote was taken and all present voted yes. **Approved.**

**Correspondence**

Mr. Greiner presented the correspondence file which was circulated and contained: a letter to the Tontogany waterline project owners notifying them of an upcoming 4/6/06 informational meeting; WaterShed weekly revenue report; letter from Continental Valuations, Inc.; Custar Village newsletter draft; letters to and from Lawrence Moore (E. River SS #438A property owner); letter from Senator George Voinovich regarding financing alternatives for rural wastewater projects in Ohio; updated District organizational chart; Sentinel-Tribune article on the recent customer annual meeting; letter from Jim Rossow on behalf of the members of AFSCME Local 1099; Winter 2006 Best Practices publication; 2005 Wood County Economic Development year in review report; 2005 annual Wood County Commissioner report; Ohio Rural Water Association publication.

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

Jerry Greiner reported:

- The Ohio Rural Water Convention is April 3-6 of this year. A proposed schedule was provided to Board members. There was interest to attend on Wednesday, April 5, 2006.
- The Wood Economic Dinner was held on 3/22/2006. There was a turn-out of approximately 350 people.
- The annual customer meeting critiques are due today.
- The quarterly township trustee meeting is scheduled for March 30, 2006. Dan Wickard, District superintendent and Portage Township trustee, will present a report of District news to the trustees.
- The District is hosting an informational meeting with property owners along the Tontogany waterline project. A copy of the notice that was sent to owners was included in today's correspondence file.
- Washington Township is hosting an area water meeting in April. The District has been asked to attend this meeting, too.
- A follow-up meeting on April 4, 2006, has been scheduled with officials from North Baltimore to discuss the possibility of the village joining the District.
- A meeting with officials from the village of Bairdstown occurred recently regarding the possibility of the village joining the District. Overall, the meeting went well. There are approximately 50 users in the village.
- District officials will be going to Weston's village council meeting next month to give a status update on water and sewer work being done in the village.
- Extension committee meeting will be scheduled in early April.

### **Reports of Committees:**

None

### **Unfinished Business:**

**Resolution 2006-11**, Authorize the transfer of land in the Arlington Woods subdivision to the Arlington Woods Homeowners Association. Jerry Greiner recommended that this continue to be tabled until the subdivision files the necessary paperwork to reactivate the association. **Tabled.**

**Resolution 2006-19**, Acceptance and action on bids for the installation of the WL #300B master meters in Middleton Township. Bill Barber reported that the District received four (4) bids concerning this project which involved installing 3 meter pits in Middleton Township, as required in the water agreement with the city of Bowling Green. He explained the base bid and alternate bid and recommended that only the base bid be awarded. He stated that Albert Thomas, Inc. ("Thomas") was the low bidder. Tom Stalter, Poggemeyer Design Group, reported that he reviewed Thomas' bid and found

that Thomas substituted a different manufacturer for this project's valve station than what was originally specified. Because this bid review took some considerable time, Mr. Stalter recommended that the substantial completion date be extended if this resolution passed today. The Board agreed to this and then discussed bidding and awarding procedures in relation to Thomas' substituted specification. After a lengthy discussion, Lyle Schulte made a motion to approve awarding this contract to Albert Thomas, Inc. Alex Molner seconded the motion. A roll call vote was taken with all present voting yes with the exception of Joe Molnar who voted no. **Approved.**

**Resolution 2006-23**, Necessity Resolution, East Wooster Street waterline extension, WL #345. Jerry Greiner stated that District officials are waiting for a response from the township trustees regarding the District's estimated construction cost proposal. He recommended this continue to be tabled until a response is made. **Tabled.**

### **New Business**

**Resolution 2006-39**, Review and approval of easements for the Village of Custar collection system, SS #1101. Larry Brown stated that easements with James & Barbara Maas are needed for the construction and maintenance of the of the sanitary sewer system. Paul Brim made a motion to approve. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2006-40**, Authorize a contract with Quality Control Inspection, Inc. for inspection services. Ted Bennett stated that this was a renewal contract with Quality Control Inspection. He stated that this company is used when District personnel are short-handed and need a fill-in for construction inspection. He reported that historically Quality Control Inspection has performed very satisfactory work. John Cheney made a motion to approve. John Current seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2006-41**, Approval of a developer's agreement with Capital Commons Investors, LLC for the Woodcreek Senior Village complex, WL #166B. Ted Bennett stated that this subdivision will be located in Lake Township, north of Walbridge, Ohio. He stated that agreement allows the developer to extend a water line to serve this subdivision. Lyle Schulte made a motion to approve. Terry Murray seconded the motion. A roll call vote was taken with all present voting yes with the exception of Alex Molner who was absent when the roll call was made. **Approved.**

**Resolution 2006-42**, Approval of a developer's agreement with Perrysburg One, LLC for Arbors of Perrysburg Development, WL #100C and SS #166B. Ted Bennett stated that this agreement has been sent to the developer for approval. He recommended that this be tabled until the agreement is returned to the District. Alex Molner made a motion to approve. **Tabled.**

**Resolution 2006-43**, Change order #2, Hank's Plumbing and Heating, Inc., Moundview waterline replacement project, WL #232A. Bill Barber stated that a change order in the amount of \$21,494.59 is necessary due to final quantity adjustments. He also stated

that this project has been completed. John Current made a motion to approve. Joe Molnar seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2006-44**, Change order #2, PHC, Inc., Woodland Forest sanitary sewer extension, SS #219A. Bill Barber recommended that a time extension for substantial and final completion be awarded to PHC, Inc. due to weather and pump station repair problems. Alex Molner made a motion to approve. Terry Murray seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2006-45**, Amend the fees and charges schedule for services rendered by the District. Dave Cook explained the current fees and charges (customer service items) and the proposed changes to certain items in the schedule which would become effective June 1, 2006. John Cheney made a motion to approve. Joe Molnar seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2006-46**, Amend the equipment usage charges for services rendered by the District. Dave Cook explained that this was related to the above-mentioned Resolution 2006-45. However, Mr. Cook reported that this schedule and its proposed amendments, involve equipment and equipment employee hourly rates, not service items. Terry Murray made a motion to approve. Alex Molner seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

#### **Resolution 2006-47, Personnel Actions**

Jerry Greiner reviewed the actions as follows:

- A. Approval for the promotion of Mark Tillison, from Water Quality Technician, I to Meter/Field Technician, II, effective March 13, 2006. He will serve a 75-day probationary period, subject to the memo prepared by Dan Wickard, superintendent.
- B. Approval to post position, Water Quality Technician, I, internally.
- C. Approval to hire Nick Scott (currently a GIS intern), as an engineering intern, effective May 20, 2006, subject to the memo prepared by Ted Bennett, engineer.
- D. Approval to hire Michael Graffin, summer maintenance, effective approximately May 1<sup>st</sup> until August 31, 2006, subject to the memo prepared by Jerry Greiner, executive director.
- E. Approval to hire Eric Radabaugh, summer maintenance, effective approximately May 1<sup>st</sup> until September 1, 2006, subject to the memo prepared by Jerry Greiner, executive director.
- F. Approval to hire Brandon Radabaugh, summer maintenance, effective approximately June 1<sup>st</sup> until August 1, 2006, subject to the memo prepared by Jerry Greiner, executive director.

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

**Executive Session**

None

**Other**

None

**Receipt of Other Comments**

None

**Regular Meeting Dates**

Regular Meeting:	April 13, 2006 7:30 a.m.	District Operations Facility Regular Meeting
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Regular Meeting:	April 27, 2006 7:30 a.m.	District Operations Facility Regular Meeting
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**Adjournment**

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

Respectfully Submitted,

John Current  
Secretary/Treasurer

/smc