

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, MAY 11, 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, May 11, 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	Alex Molner	Joe Molnar
Terry Murray	Lyle Schulte	Phil Shaffer

Members absent: None

Others:

Beth Vannett	Bill Barber	Dave Cook
Larry Brown	Dan Wickard	Tom McGrain
Stephanie Challender	Bill Tuttle	Ben Bish

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

**Executive Session**

Lyle Schulte made a motion to go into executive session to discuss personnel issues and pending litigation. Phil Shaffer seconded the motion. A roll call was taken and all present voted yes.

Phil Shaffer made a motion to return to regular session. Lyle Schulte seconded the motion. A roll vote was taken and all present voted yes.

**Approval of Minutes**

The minutes of the regular meeting held on April 27, 2006, were reviewed. John Cheney made a motion to approve. Terry Murray seconded the motion. A voice call vote was taken with all present voting yes. **Approved.**

**Correspondence**

Beth Vannett presented the correspondence file which was circulated and contained: HB304 proposed changes; Letter from Robert Williams of City of Toledo's utility department regarding water and sewer service in Troy Twp.; Several Customers First for Government publications; Newspaper article regarding ORWD; First Federal Bank information; Correspondence with North Baltimore personnel; April 19<sup>th</sup> TMACOG minutes; The Big Picture (TMACOG) publication; TMACOG member reception invitation; Letter form Glatfelter Claims Management, Inc. regarding a District claim

decision; District memo to Robert Mack & John Hrosko regarding Emerald Lakes subdivision; Spring 2006 Courthouse Square publication; Karl Hirzel donation information; Center for Regional Development 5th Annual Conference notice; Letter from Campbell, Inc. to a customer regarding backflow compliance; ACCT Board Self-Evaluation article; Several newspaper articles regarding the Rossford arena property.

After presenting the correspondence, Beth Vannett introduced Ben Bish, Bill Tuttle and Tom McGrain, new District employees, who will be working in the District's field operations.

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

Beth Vannett reported:

- A 2005 summary of actual water and sewer billing was presented to the Board. Actual billed amounts were higher than the previous year.
- The District billed approximately 16,000 accounts this past quarter.
- Tontogany has begun to bill the District's sewer charge which consolidated billing for its customers.
- Certifications for real estate taxes will be due to the Auditor in August. The billing department will begin working on this in June.
- CCR reports are due on July 1, 2006. The District now publishes 6 reports with the addition of Weston.

Dan Wickard reported:

- The field operation department is near fully-staffed. With the addition of new employees, special projects have been able to be completed such as the installation of telemetry at Weston's pump stations.
- A summary of Weston's system was given including recent valve problems.
- Two water towers were recently inspected. The Oregon Road water tower's report indicated no apparent problems. Weston's water tower report has not been received.
- Landscaping has been completed for winter work orders. This does not include contractual projects with contractors.
- 40-50 Weston accounts are remaining that need touch reading conversion.

Dave Cook reported:

- The District's 2005 financial statements are almost complete. The Audit committee is meeting on May 16<sup>th</sup> with the District's auditing firm (Gilmore, Jasion) to discuss the 2005 audit.
- A resolution for a bond purchase regarding the Linwood-Kramer-Huffman Road waterline project will be presented for Board approval at the District's next Board meeting.

- The financial software conversion project is on schedule. The projected live date is scheduled for this September.
- April and May's financial reports will be produced together.
- 26 properties are participating on the Reitz, Ovitt, Pargillis waterline project.

Bill Barber reported:

- A meeting was recently held with the Bowling Green's utility director and assistant director concerning future capacity needs.
- Rudolph-Libbe has contacted the District to schedule a meeting regarding a possible location for the state's JRS program.
- CDBG applications are due. Two applications that will affect the District are Milton Center and Risingsun village sewer projects.
- Advertising for bids are underway in Tontogany for its waterline extension.
- Advertising is currently underway in the village of Luckey for its waste water treatment plant facility. An agreement is pending with the village for the District to operate the village's system.
- The village of Pemberville will be building a new waste water treatment plant. The village is interested in discussing possible reserve capacity with the District.
- Discussions are continuing in the village of North Baltimore regarding the village joining the District.
- The village of Bairdstown joined the District on May 9, 2006. There are approximately 60 customers in the village. A resolution for acceptance will be presented to the Trustees at the next Board meeting.
- On May 15, 2006, District personnel will be going to Weston's council meeting to present an update on the village's system.
- The District is now locating OUPS tickets with a new software program, IRTNet. District staff has reported that the new software is very user-friendly.
- A recent meeting with Perrysburg official and District staff occurred on May 10<sup>th</sup> regarding Perrysburg's forcemains and possible reduction of some of its pumpstations.

### **Reports of Committees:**

Bill Barber stated that the District's Resource Committee met on May 4, 2006. He reviewed and highlighted the minutes which included discussion related to the state's JRS program, Bowling Green WTP buy-in, long-term treatment options and the District's sewer master plan. He also highlighted a memo from Jerry Greiner that provided an update related to these items.

Paul Brim stated that the District's Public Relations Committee met on May 9, 2006. He reviewed and highlighted the minutes. He stated that the meeting focused on District-community involvement presently and in the future.

**Unfinished Business:**

**Resolution 2006-23**, Necessity Resolution, East Wooster Street waterline extension, WL #345. Bill Barber recommended this continue to be tabled. **Tabled.**

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

**Resolution 2006-66**, Change order #4, Hank's Plumbing and Heating, Inc., Moundview waterline replacement project, WL #232A. Bill Barber recommended that this continue to be tabled. **Tabled.**

**New Business**

**Resolution 2006-69**, Review and approval of easements for the Village of Tontogany waterline extension, WL #399. Larry Brown stated that an easement with George & Joan Bierley is needed for the construction and maintenance of the water line system. Alex Molner made a motion to approve. John Current seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2006-70**, Review and approval of the CSX Transportation pipeline crossing agreement for the Oregon Road grade separation project, WL #144A. Bill Barber stated that an easement is needed from CSX Transportation for the construction of the waterline on Oregon Road that crosses property owned by the railroad company. 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 2006-71**, Review and approval of the CSX Transportation pipeline crossing agreement for the Village of Custar collection system. Bill Barber stated that an easement is needed from CSX Transportation for the construction of the sanitary sewer collection system and wastewater treatment plant in the village which crosses property owned by the railroad company. 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 2006-72**, Change order #1, Ed Kelly & Sons, Inc., Hamlet pump station replacement, SS #410. Bill Barber stated that Ed Kelly & Sons, Inc. recently notified the District that they were requesting a change order to change the wet well from concrete to fiberglass (which was originally bid as an alternate). He stated that this was a net decrease of \$4,000.00 to the contract due to an error in the bid originally submitted by the contractor. 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 2006-73**, Authorize the release of retainage to Precision Directional Boring, LLC, for the Roachton Road waterline project, WL #302A. Bill Barber stated that the contractor has substantially completed this project and therefore recommended releasing the retainage of \$3,991.84 to Precision Directional Boring. Paul Brim made a motion to approve. Terry Murray seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2006-74**, Approval of a contract with Robert Bettinger for the operation of the Nazareth Hall package plant facility. Dan Wickard recommended tabling this item due to the owner's reluctance to sign the agreement. **Tabled.**

**Resolution 2006-75**, Authorize the purchase of land for the Village of Risingsun wastewater treatment plant, SS #1900. Bill Barber stated that the Board had previously approved a purchase agreement for approximately 5 acres to be used for the construction of a wastewater treatment plant in Risingsun (Resolution 2005-126). He stated that the soil borings, EPA reviews and engineer's review have been completed and approved. He therefore recommended that the Board authorize the District's legal counsel to finalize the purchase agreement. 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 2006-76**, Approval of a Cash Rental Agreement for the District's property in Washington Township. Rex Huffman stated that this is a one-year cash rent agreement with Doug Spoerl who has farmed this property in the past. He outlined the terms and conditions of the agreement. 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 2006-77**, Receive and award bids for the sale of the Vactor Jet Truck. Dave Cook stated that sealed bids were being accepted recently from government agencies-only regarding the sale of the District's jet truck. He stated that the District received one bid which met the District's conditions including the reserve amount requirement. He recommended that the Board approve the bid submitted by the village of Republic. The village will not take possession of the jet truck until the District receives the new jet truck in approximately 4-6 weeks, he said. Paul Brim made a motion to approve. Joe Molnar seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2006-78**, Authorize the sale of unneeded vehicles at ABC Auto Auction. Dave Cook stated that in conjunction with the above-mentioned jet truck, five other vehicles were available through sealed bidding to government agencies-only. However, no bids for these vehicles were received, he said. After speaking with a local township administrator regarding their process for discarding unneeded vehicles, he recommended that these vehicles be sent to ABC Auto Auction on an "as-is", reserve-amount basis. Lyle Schulte made a motion to approve. Terry Murray seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2006-79**, Review and approval of easements for the Linwood, Kramer, Dirlam & Huffman Roads waterline extension, WL #305A. Larry Brown stated that an easement with Arlene M. Moosman, Trustee is needed for the construction and maintenance of the of the water line system. Alex Molner made a motion to approve. Paul Brim seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2006-80**, Personnel Actions

Dan Wickard reviewed the actions as follows:

- A. Approve the completion of the probationary period for Michelle Hayden, Sanitary Treatment Worker II, effective May 13, 2006.
- B. Approve the completion of the probationary period for Chris Blake, Sanitary Treatment Worker II, effective May 13, 2006.
- C. Approve the completion of the probationary period for Claud Barringer, Sanitary Treatment Maintenance Operator II, effective May 13, 2006.
- D. Approve the completion of the probationary period for Diana Shoemaker, Billing Technician I, part-time, effective May 20, 2006.
- E. Approve the termination of Brian Monroe, Water & Sewer Maintenance Worker I, effective May 5, 2006.
- F. Approve the hiring of Stanislav Nikolov for the previously Board approved GIS intern position, subject to the memo prepared by Gavin Smith, GIS/IT Administrator.

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

**Other**

Discussion occurred regarding the date for the Annual Planning meeting. A proposed date of July 27, 2006, was discussed and confirmed.

**Receipt of Other Comments**

None

**Regular Meeting Dates**

Regular Meeting:	May 25, 2006 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	June 8, 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