

**NORTHWESTERN WATER AND SEWER DISTRICT
REGULAR MEETING
THURSDAY, MAY 15, 2008**

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 15, 2008 at 7:30 a.m.

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

John Ault	Paul Brim	John Cheney
John Current	Melinda Kale	Alex Molner
Lyle Schulte	Phil Shaffer	

Members absent: Bill Hirzel

Others:

Bill Barber	Mike Stoll	Dan Wickard
Dave Cook	Valerie Megyesi	Beth Vannett
Leanne O'Brien	Jerry Greiner	

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

Approval of Minutes

The minutes of the regular meeting held on May 1, 2008, were reviewed. Phil Shaffer made a motion to approve. Lyle Schulte 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: Copy of letter to Ed Ciecka regarding update on SR 795-Oregon Rd sewer repair, Copy of letter to Pat Bacon, Northwood City Administrator regarding meeting at Rossford on May 12, Copy of letter to Robert Harpster regarding WaterShed needs, Copy of letter to Kerry Bruce regarding master meter area for water service in Wood County, Copy of memo regarding Toledo water and sewer issues for the May 14th meeting, Letter from Andrew Kalmar regarding 2nd request to lower debt retirement reserve funds, CSX intermodal facility briefing from May 7, Information on the CCAO low cost loan program, Letter from Feller & Finch regarding Ray Saneholtz retirement, Invitation to the North Baltimore EMS open house May 10th, Agenda for the May 6th Perrysburg city council meeting, North Baltimore News for May 8th, Lake Erie West Manufacturing and Construction News, and the Northwest Ohio Real Estate Market Brochure.

Report by Executive Director and Other Officials

Beth Vannett reported:

- Jerry Greiner will be at an Excel software training today and tomorrow.
- A meeting was held with the City of Toledo on May 12 to discuss water and sewer issues.
- The Village of Wayne is discussing putting a WaterShed in the village.
- Meeting was held with the City of Rossford on May 12th.

John Cheney reviewed the minutes of the meeting and gave an overview of the items discussed. Jerry Greiner will follow-up with the city administrator in the next week or so. Mr. Greiner stated that one of Rossford's main concerns was what the procedure was to remove themselves from the District once they have joined. Mr. Greiner also indicated there was a big difference in water rates, around \$20 per quarter.

Jerry Greiner stated the City of Northwood administrator Pat Bacon was also in attendance at the Rossford meeting and is interested in having a portion of the City (Homecraft Subdivision) join the District.

Bill Barber reported:

- The Ford Rd forcemain public meeting was held on May 12, no one attended.
- Received a records request from an attorney for the Bates Road residents regarding their flooding issues.
- There have been no water contract talks with Bowling Green.
- Northwood has invited the District to attend their June 12 council meeting.
- Starting to do taps in Milton Center for sanitary sewer.
- The District has been nominated for the Toledo Area Safety Award. This award is for zero time lost due to injury.
- Will be setting up the Planning Meeting soon.
- Next Extension Committee meeting will be May 29th.

At this time, Valerie Megyesi gave the Board a brief overview of the Bureau of Worker's Compensation (BWC) rates and premiums. Ms. Megyesi circulated a spreadsheet showing claims over the years and medical expenses resulting from claims since 1999. The spreadsheet showed no lost wages within the history of the District. Ms. Megyesi also reviewed the discount the District receives and money saved by going with Comp Management as our third party administrator.

At this time, Dave Cook gave the Board an update on the insurance quotes he has received. Mr. Cook stated he has received three quotes and is pleasantly surprised. For example, the lowest quote was for \$61,000.00 whereas, the District currently pays \$80,000 annually he said. Mr. Cook asked the Board for the approval to make a decision meantime, with one

company and bring a resolution to the Board in the future. With no objections from the Board, John Cheney approved Mr. Cook's request.

At this time, Beth Vannett circulated and reviewed with the Board a water loss report for the Oregon, Portage/Rudolph, Landfill, and Weston master meter areas. Ms. Vannett stated the water loss calculations were over a 12 year period.

Dan Wickard discussed the ongoing maintenance efforts for the District. He said the crews were working on landscaping from last years projects and are currently performing sewer inspections for Inflow & Infiltration. Mr. Wickard also stated that annual hydrant flushing is taking place and the pump station crew is busy installing the new telemetry system. He is currently working on a contract with Portage-Otterbein Retirement Facility to operate their water treatment plant.

Bill Barber reviewed the status of several projects currently underway:

- Telemetry system start date will be June 3rd.
- Lift station at the FedEx facility will be installed soon; start-up date will be in the next few weeks.
- Generator for East Broadway will be delivered May 22nd
- Pump station at Lake Towne Senior Village will be installed in the next 2 weeks.
- Construction has started on the 3 waterline projects in Washington Township
- Currently bacteria testing on Chantilly Rue
- Project on Bradner Road to start in the next 2 weeks.

Lyle Schulte stated that a tentative agreement has been reached with Jim Jacobs for a land purchase in Stony Ridge. Rex Huffman is working on the details with Mr. Jacob's attorney.

Bill Barber stated that we are waiting on another appraisal for the Martin property for the Williamsburg-on-the-River WWTP. Jeff Upton is in the process of completing the appraisal. Mr. Barber stated the appraisal may come in higher since there is a waterline that runs along the property making it more valuable. Jerry Greiner will be in contact with Ms. Martin and try to reach a conclusion in the next few weeks.

Reports of Committees:

None to Report

Unfinished Business:

Resolution 2008-19, Void Resolution 2004-122, approval of an interagency agreement with the Village of Hoytville. Bill Barber asked that this resolution be tabled. Lyle Schulte made a motion to table. John Ault seconded the motion. A roll call vote was taken with all present voting yes. **Tabled**

Resolution 2008-20, Review and approval of a Water Management Agreement with the Village of Hoytville. Bill Barber asked that this resolution be tabled. Lyle Schulte made a

motion to table. John Ault seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

Resolution 2008-83, Amendment #1, Expenditure Appropriations for Fiscal Year 2008. Bill Barber asked that this resolution be tabled. Lyle Schulte made a motion to table. John Ault seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

New Business

Resolution 2008-84 Resolution of Necessity, Scheider Road waterline extension, WL #455. Bill Barber stated this project is a waiver project for the Islamic Center of Toledo. Mr. Barber stated the estimated project cost for this waterline extension is \$295,823.00. John Current made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2008-85 Notice to proceed, Scheider Road waterline extension, WL #455. Bill stated this is resolution is needed to proceed with the waterline extension. John Current made a motion to approve. John Ault seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2008-86. Authorize the advertisement for bids for the Scheider Road waterline extension, WL #455. Bill Barber stated that advertisements will take place May 16th and 23rd with bids opened on June 3rd. The engineer's estimate for this project is \$213,730.00 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 2008-87. Authorize the partial release of retainage to Anderzack-Pitzen Construction, Inc. for the Tracy Road and Oregon Road sewer replacement, SS #100 area. Bill Barber asked for partial release of retainage of \$10,718.00 to comply with the contract limits. Mr. Barber stated that \$50,793.00 will remain in the District treasury until the project is complete. 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 2008-88. Authorize the emergency repair of a waterline on State Route 64, WL #320E. Bill Barber stated this resolution is to authorize an emergency repair of a private waterline on State Route 64. Since ODOT needs to have the line relocated in order to replace the road culvert. Mr. Barber stated in order to meet ODOT's time frame to get the road re-opened, he is requesting a temporary repair to the line which will cost \$25,000.00. Mr. Barber stated that once the temporary line is connected, the City of Bowling Green will turn over the 8 existing customers to the District. Lyle Schulte made a motion to approve. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2008-89. Tracy Road Development Ltd., LLC Job Ready Site resolution of support. Bill Barber stated this resolution is for support of a JRS application that Rudolph Libbe is making for property in Lake Township. Mr. Barber stated that a letter was needed indicating the District has enough water and sewer capacity for any future need to the area.

Lyle Schulte made a motion to approve. Paul Brim seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Executive Session

John Ault made a motion to go into executive session to discuss personnel actions. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes.

John Current made a motion to come out of executive session. Alex Molner seconded the motion. A roll call vote was taken with all present voting yes.

Resolution 2008-90. Personnel Actions.

Dan Wickard reviewed the actions as follows:

1. Approve the completion of the probationary period for Claud Barringer, Dispatcher I, effective May 31, 2008.
2. Approval for license pay increase for Claud Barringer, Dispatcher I, effective April 28, 2008.
3. Approve the completion of the probationary period for Bryan Martikan, Sanitary Treatment Maintenance Operator II, effective May 31, 2008.
4. Approve the job rate/classification change for Jason Bomeli from Sanitary Treatment Maintenance Operator II to Sanitary Treatment Maintenance Operator I, effective May 12, 2008.
5. Approve personal leave of absence for Tom Hutchings effective June 3, 2008.
6. Approval to post internally, Sanitary Treatment Maintenance Operator II Jet Truck Crew, as an interim position.

Phil Shaffer made a motion to approve the above personnel actions. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes with the exception of Paul Brim who abstained. **Approved.**

Receipt of Other Comments

None

Regular Meeting Dates

Regular Meeting:	June 5, 2008 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	June 19, 2008 7:30 a.m.	District Operations Facility Regular Meeting

Page 6
Regular Board Meeting
May 15, 2008

Adjournment

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

Respectfully Submitted,

John Cheney
President

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