

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, MAY 25, 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 25, 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
Lyle Schulte	Phil Shaffer	

Members absent: Terry Murray

Others:

Jerry Greiner	Beth Vannett	Bill Barber
Dave Cook	Dan Wickard	John Sopko
Stephanie Challender	Gavin Smith	

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

**Approval of Minutes**

The minutes of the regular meeting held on May 11, 2006, were reviewed. Lyle Schulte made a motion to approve. Phil Shaffer 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: Several e-mails from a North Baltimore councilman; An updated District organizational chart; April Wood County Area Building Permit summary; Larry Brown's exit interview; CSEAO upcoming conference agenda; Article regarding House Bill changes in sewage treatment regulations; 2006 Ohio Agricultural Fair schedule; Letter to Robert R. Williams, P.E. regarding sanitary sewer area needs in Troy Township; Letter from the Ohio EPA regarding the Hamlet & Hille Drive pumpstations; Several newspaper articles from the Perrysburg Messenger-Journal; Memo from Jerry Greiner to the District's Public Relations Committee regarding upcoming events; Letter from Dominion Resources; Village of Walbridge's roster of officials; Toledo Community Foundation, Inc.'s letter regarding a Karl Hirzel donation made on behalf of the Board members.

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

Jerry Greiner reported:

- A lunch meeting with the city of Bowling Green's new assistant utility director was held recently. Discussion occurred on the availability of services and buy-in of the city's WTP.
- Several District employees are currently taking Ohio EPA examinations for various licensing.
- The village of Custar's service line grant process is currently underway. A letter and application packet was sent to approximately 70 homes.
- Risingsun and Scott Township's income survey has been mailed to residents respectively. This income survey helps to qualify the area for CDBG money.
- The District mailed an application for a booth at the Wood County Heritage Days on June 10/11. The application was accepted and a sign-up sheet for working this event (general information booth) will be distributed to trustees.

After presenting the director's report, Gavin Smith, GIS/IT Administrator, gave a brief report on the District's current procedures for computer back-up and security measures.

### **Reports of Committees:**

Lyle Schulte reported that the water and service delivery committee met on May 24, 2006. He reviewed and highlighted the minutes which included Dominion Energy's JRS application, petitions for extension of water on Huffman/Cuckle Creek, removal of accommodation water taps on Liberty Hi/Poe Road and the cross-town forcemain in Perrysburg discussions.

John Cheney stated that the audit committee met on May 16, 2006. He stated that the committee members (Rhonda Melchi, BG School Treasurer, Michael Sibberson, WC Auditor & John Cheney, Board member, along with Dave Cook met with the District's auditing firm, Gilmore, Jasion & Mahler to discuss the District's 2005 comprehensive annual report. He stated that representatives from Gilmore, Jasion & Mahler will review the report with the board at today's meeting.

### **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.**

**Resolution 2006-74**, Approval of a contract with Robert Bettinger for the operation of the Nazareth Hall package plant facility. Dan Wickard recommended that this continue to be tabled. **Tabled.**

### **New Business**

**Resolution 2006-81**, Change order #1, Albert C. Thomas, Inc., installation of the WL #308B master meters in Middleton Township. Bill Barber stated that due to a delay in awarding the bid and the signing of the contract, the original contract must be adjusted accordingly. He recommended that the substantial completion date be extended from May 1, 2006 until November 30, 2006 and the final completion date be extended from May 15, 2006 until May 15, 2007. Lyle Schulte made a motion to approve. Joe Molnar seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2006-82**, Change order #1, Buckeye Excavating & Construction, Hille Drive pumpstation and forcemain improvements, SS #200 area. Bill Barber stated that due to a delay in plan approval, the original contract must be adjusted accordingly. He recommended that the substantial completion date be extended from May 1, 2006 until September 1, 2006 and the final completion date be extended from May 15, 2006 until October 1, 2006. Paul Brim made a motion to approve. Alex Molner seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2006-83**, Change order #3, PHC, Inc. Woodland Forest sanitary sewer extension, SS #219A. Bill Barber stated a change order is needed in the amount of \$2,500.00 due to the added testing stations and an air release that District staff requested. Alex Molner made a motion to approve. John Cheney seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2006-84**, Authorize the issuance of a water special assessment bond for the Linwood, Kramer, Dirlam & Huffman Roads waterline extension, WL #305A. Dave Cook explained that he is looking to issue a revenue bond at the end of June to finance the assessment owners' portion of the project costs. This resolution authorizes the District to move forward with the bond in an amount not to exceed \$1.2 million dollars, he said. The interest rate is also unknown at this time but estimated would be approximately 5½ %, he said. He added that this bond will mature in twenty years. 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 2006-85**, Accept the application from the Village of Bairdstown to become a member of the District. Bill Barber stated that the village adopted an ordinance to join the District. He reviewed the village's water system which includes a 4-inch line with one fire hydrant that serves approximately 60 customers. He also stated that a service

agreement with Bloomdale for the village's water source exists. Rex Huffman indicated that no problems should occur with the transfer of this agreement to the District. Bill Barber further stated that the village is currently under a critical area for sewers. After discussion, John Cheney moved to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

#### **Resolution 2006-86, Personnel Actions**

Jerry Greiner reviewed the actions as follows:

- A. Approval of the promotion of John Sopko, Sanitary Engineering Aide, II, to Project Manager, subject to the letter prepared by Bill Barber. He will serve a 140-day probationary period.
- B. Approve to post internally the vacated position Sanitary Engineering Aide, II due to John Sopko's promotion, as well as Sanitary Engineering Aide, I in the event no current employees qualify for the Aide, II position. Also, approval to post the position publicly if no current employees apply and/or qualify for the vacated position.
- C. Approve the hiring of Andrea Rossow for the previously Board approved GIS intern position, subject to the memo prepared by Gavin Smith, GIS/IT Administrator.
- D. License pay increases for the following due to the successful passing of OTCO's Backflow Prevention Training Course, effective April 21, 2006:
  - a. Claud Barringer
  - b. Mark Berfield
  - c. Chris Blake
  - d. Jason Bomeli
  - e. Tom Hutchings
  - f. Eric Smarr
  - g. Steven Watkins
- D. Approve the completion of the probationary period for Mark Tillison, Meter/Field Technician, II, effective May 27, 2006
- E. Approve the completion of the probationary period for Tom Hutchings and Steven Watkins, Sanitary Treatment Maintenance Operators, II, effective May 27, 2006.
- F. Approve the completion of the probationary period for Kenneth Amos, Water and Sewer Maintenance Worker, II-part-time, effective May 27, 2006.

Alex Molner 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**

Representatives from the auditing firm of Gilmore, Jasion & Mahler presented and highlighted a preliminary draft of the District's 2005 audit which included a "clean opinion" from the firm and that the District has complied with all federal procedures.

The representatives also explained the review's format changes and reasoning for the changes.

Gilmore's representatives provided financial tables and graphs of the District's financial situation. These were circulated and explained to the Board members.

John Cheney suggested that Gilmore, et al., return to present a comprehensive review to the District's finance committee. Dave Cook stated that a committee meeting would be scheduled soon.

### **Receipt of Other Comments**

None

### **Regular Meeting Dates**

Regular Meeting:	June 8, 2006 7:30 a.m.	District Operations Facility Regular Meeting
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Regular Meeting:	June 22, 2006 7:30 a.m.	District Operations Facility Regular Meeting
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### **Adjournment**

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

Respectfully Submitted,

John Current  
Secretary/Treasurer

/smc