

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, NOVEMBER 29, 2007**

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, November 29, 2007 at 7:30 a.m.

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

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

Members absent: Terry Murray

Others:

Jerry Greiner	Beth Vannett	Val Megyesi
Dave Cook	Leanne O'Brien	John Sopko
Mike Stoll	Bill Barber	

Tom Stalter, Poggemeyer Design Group  
Rex Huffman of Spitler, Huffman & Newlove Law Firm  
Bill Hirzel, 5423 Ayers Rd. Walbridge, OH

**Approval of Minutes**

The minutes of the regular meeting held on November 8, 2007 and minutes of the Planning Meeting held October 11, 2007 were reviewed. Lyle Schulte made a motion to approve. Alex Molner 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: Thank you letter from CORD for hosting 6119 meeting, Letter from the Village of Grand Rapids regarding the need to address properties within the Grand Rapids service area, Weekly WaterShed rates, Outline from the employee potluck held November 21, Article in the Perrysburg Messenger regarding FedEx transfer site gaining initial approval, Article in the Perrysburg Messenger regarding Perrysburg Township and Wood County approving FedEx tax abatement, Article in the Perrysburg Messenger regarding the District reviewing a proposed waterline extension on Five Point Road, Invitation to a holiday party at Huntington Bank, Brochure from Woodlane, News Release from the Ohio EPA regarding the Five Point Road Sewers public meeting on December 5, Copy of E-mail from John Sopko regarding upcoming project public meetings, Wood County Area Housing Starts, Letter from TMACOG, Letter from the City of Perrysburg regarding the city budgeting \$2 million for the proposed waterline project on Five Point Road, CORD 6119 meeting Attendance for November 16, Thank you card for the District's help in the August bus driver in-service, Article in the Toledo Blade regarding waterline project in Spencer Township, Article in the Toledo Blade regarding study pondering BG-Perrysburg waterline, Monitoring Notice from the Department of Development for the Village of Custar, 2007 WWTP

operator base hourly rate survey by county, and financing options from Poggemeyer Design Group for the West Millgrove sanitary sewer system.

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

Jerry Greiner reported:

- Meeting was held with CSX officials November 13. Options for water and sewer were presented.
- Meeting with Rossford was held November 13 with the Utilities Commission to further discuss joining the District.
- Bill Barber met with residents from the Five Point Road area to discuss sanitary sewers on November 14. The EPA public meeting will be held December 5.
- A CORD 6119 meeting was held November 16 at the District.
- Meeting was held November 19 with the Village of Millbury to discuss storm sewer charge. The Village would like to the District to bill this.
- Conversations have taken place with Bob Mack concerning the purchase of the Ampoint sewer system.

### **Reports of Committees:**

The Finance Committee was held November 27, 2007. Dave Cook stated the committee reviewed the rate study completed by Poggemeyer Design Group and the study will be presented to the full Board today.

The extension committee met on November 15, 2007. Water items discussed included: the master meter in Fostoria, the CSX intermodal facility, the Village of Grand Rapids service area, a project update on the Village of Hoytville waterline, a developer agreement with Phil Shaffer for a water line extension, a project update on the Moline-Martin waterline as well as the Cross Creek, Robinson, and Green Road waterline, and interest for water has been expressed for Lime City Road and Newton Road. Sewer items discussed include: land purchase negotiations for the Williamsburg-on-the-River treatment plant, the FedEx facility sewer construction, and a project update on the sewer systems in the Village of Milton Center and Risingsun. Jerry Greiner also updated the committee on the status of the JRS project.

### **Unfinished Business:**

**Resolution 2007-148.** Void resolution 2004-122, approval of an interagency agreement with the Village of Hoytville. Jerry Greiner suggested that this resolution be tabled. Alex Molner made a motion to table. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2007-149.** Review and approval of a Water Management Agreement with the Village of Hoytville. Jerry Greiner suggested that this resolution be tabled. Alex Molner made a motion to table. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2007-172.** Authorize a tower lease agreement with the City of Northwood. Jerry Greiner suggested that this resolution be tabled. Alex Molner made a motion to table. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2007-175.** Authorize an amendment to the water agreement for the City of Fostoria. Jerry Greiner suggested that this resolution be tabled. Alex Molner made a motion to table. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2007-176.** Authorize an agreement with the Village of Bloomdale. Jerry Greiner suggested that this resolution be tabled. Alex Molner made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2007-198.** Authorize an amendment to the contract with Poggemeyer Design Group for the Stony Ridge and Lemoyne sanitary sewer project, SS #145. Bill Barber stated this resolution is an increase to the Poggemeyer contract of \$287,800.00. The increase will include design revisions (digitizing plans), bidding, administrative, easement preparation, boundary survey and construction staking and observation services. Alex Molner made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved**

**Resolution 2007-199.** Authorize the issuance of bond anticipation notes for the construction of the Tracy Road and Oregon Road trunk sewer replacement, SS #100 area. Dave Cook suggested this resolution be tabled. John Cheney made a motion to table. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2007-201.** Amendment to the Certification of Estimated Resources for fiscal year 2007. Jerry Greiner suggested this resolution be tabled. Alex Molner made a motion to table. Paul Brim seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2007-202.** Amendment of the Expenditure Appropriations for fiscal year 2007. Jerry Greiner suggested this resolution be tabled. Alex Molner made a motion to table. Paul Brim seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

### **New Business**

**Resolution 2007-205.** Acceptance and action on bids received for the Cross Creek and Liberty Hi Roads waterline extension, WL #301A. Bill Barber stated the lowest bid for this project was Schalk Brothers for \$129,698.00. Mr. Barber stated an alternate was included in the bid, but will not be awarded as this time due to the District buying an existing private line. Mr. Barber recommended awarding the bid to Schalk Brothers. 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 2007-206.** Amend Resolution 2007-196, Authorize the advertisement for bids for the Mandell Road pump station replacement, SS #400 area. Bill Barber stated this is a 2008 replacement project. Mr. Barber stated he would like to advertise for bids on December 10th

and 17<sup>th</sup> with a bid opening on January 8, 2008. 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 2007-207**, Review and approval of easements for the Mandell Road pump station replacement, SS #400 area. Bill Barber stated an easement has been obtained from the Cedar Creek Community Church for \$1.00. 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 2007-208**, Resolution of Necessity, Bradner Road waterline extension, WL #234D. Bill Barber stated this waterline is a 500' extension and involves 3 parcels. The engineer's estimate for the project is \$38,874.00. Mr. Barber stated he would like to advertise this with the Moline-Martin waterline project. Lyle Schulte made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes with the exception of Alex Molner who was absent. **Approved.**

**Resolution 2007-209**, Cancel resolution 2007-163, Authorize a cooperative agreement with the Ohio Water Development Authority for the Village of Risingsun sanitary sewer project, SS #1900. Dave Cook stated that resolution 2007-163 needed to be cancelled due to incorrect language in the resolution. The resolution stated the District would be borrowing on a long-term basis when in fact borrowing will on be for the construction period. John Cheney made a motion to approve. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes with the exception of Alex Molner who was absent. **Approved.**

**Resolution 2007-210**, Authorize a cooperative agreement for construction, maintenance and operation of a state sewer project- USDA Rural Development between the District and the Ohio Water Development Authority for the Village of Risingsun sanitary sewer project, SS #1901. Dave Cook stated this resolution is in conjunction with the previous resolution and will replace resolution 2007-163. John Cheney made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2007-211**, Approval of utility easements for the Village of Risingsun sanitary sewer project, SS #1901. John Sopko stated several easements had been received for the Village of Risingsun sanitary sewer project. The cost of the easements totaled \$9,069.00. John Current made a motion to approve. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2007-212**, Approval of grinder pump easements for the Village of Risingsun sanitary sewer project, SS #1901. John Sopko stated seven grinder pump easements had been obtained for the Risingsun sanitary sewer project. All easements were obtained for \$1.00 each. 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 2007-213**, Approval of utility easements for the Tracy Road and Oregon Road trunk sewer replacement, SS #100 area. John Sopko stated an easement had been secured from Tracy Development for \$1.00 for the Tracy and Oregon trunk sewer replacement. Lyle Schulte made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2007-214**, Change order #2, H & K Construction Services, Ltd. Locust Street, Walnut Street and Broadway Avenue waterline improvements in the Village of Weston. WL #2312. Bill Barber stated the change order is for an increase \$3,551.41 for additional fittings for the existing service for the school. Alex Molner made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2007-215**, Authorization to submit an application to participate in the Ohio Public Works Commission State Capital Improvement Program. Bill Barber stated this resolution is authorizing an application to OPWC for a capital improvement grant for the lightning strike at the East Broadway pump station. The lightning strike repairs totaled approximately \$50,000.00. Alex Molner made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

At this time, Jack Jones of Poggemeyer Design Group presented to the Board the 2008 rate study proposal. Mr. Jones presented the results of the rate study review and reviewed the cost of service methodology, revenue requirements and future unknowns. Mr. Jones reviewed the water usage trends, SDF balances, and minimum charges. Mr. Jones made a recommendation to the Board to add \$2.00 per month to the minimum usage charge on both water and sewer and to lower the revenue reserves from 1.5% to 1.25%. Mr. Jones summarized the minimum charge summary and stated this charge would provide 3-5 years of historical data for cost of service and volume rate increases. After much discussion, the Board decided to meet again December 6, 2007 to further discuss the rate proposal.

**Resolution 2007-216**, Certification of Estimated Resources for Fiscal Year 2008. Dave Cook suggested this resolution be tabled. Alex Molner made a motion to Table. Paul Brim seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2007-217**, Approval of Expenditure Appropriations for Fiscal Year 2008. Dave Cook suggested this resolution be tabled. Alex Molner made a motion to table. Paul Brim seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2007-218**, In the matter of fixing rates for sewer collections services, water distribution services, and sale of water in the District area. Dave Cook suggested this resolution be tabled. Alex Molner made a motion to table. Paul Brim seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Receipt of Other Comments**

None

**Regular Meeting Dates**

Regular Meeting:	December 6, 2007 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	December 27, 2007 7:30 a.m.	District Operations Facility Regular Meeting

**Adjournment**

Alex Molner made a motion to adjourn. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Adjourned.**

Respectfully Submitted,

John Current  
Secretary/Treasurer

JC/lob