

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, OCTOBER 15, 2009**

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, October 15, 2009 at 7:30 a.m.

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

John Ault	John Cheney	John Current
Bill Hirzel	Melinda Kale	Lyle Schulte
Phil Shaffer		

Members absent: Alex Molner & Adam Seibert

Others:

Bill Barber	Jerry Greiner	Leanne O'Brien
Mike Stoll	John Sopko	Brad Ream
Dave Cook	Harold Bechstein	Bryan Martikan

Tom Stalter, Poggemeyer Design Group  
Rex Huffman, Spitler, Huffman LLP

### **Approval of Minutes**

The minutes of the regular meeting held on October 1, 2009, were reviewed. Lyle Schulte made a motion to approve. John Ault 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: Brochure for the Ohio Rural Water Fall Quarterly Meeting; Brochure for the Ohio Rural Water Association Fall Expo; 2010 Wood County Township Association Advertising; Weekly WaterShed sales; Application for Recovery Zone Economic Development Bond Cap for the JRS project; Agenda for the Water One Association meeting; Letter from WECC regarding wind energy; System development fees collected year to date; E-mail regarding ARRA/Stimulus construction journal inquiry; and various newspaper articles.

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

Jerry Greiner reported:

- Commissioner Brown's next mayor's meeting will be October 19<sup>th</sup>.
- Ottawa County water meeting October 2<sup>nd</sup> at Poggemeyer Design Group.

- District will be advertising in the Wood County Township book again. The cost is \$200.00.
- City of Bowling Green will be here October 21<sup>st</sup> to discuss their rate increase.
- Working on deferred assessments and sending letters out to collect any due.
- Submitted OPWC application for the Weston WWTP October 6<sup>th</sup>. The application scored a 75 at the local level.
- Memo will be coming regarding next year's plans for WaterSheds and WaterBoys.
- Dave Cook shared an e-mail he received regarding the Ohio EPA stimulus fund expending 5 million on projects that has created 213 jobs thus far.
- Finance Committee will be held October 22, 2009 at Poggemeyer Design Group.

### **Reports of Committees:**

Jerry Greiner stated the Extension Committee met on October 8<sup>th</sup>. A draft of the minutes were circulated and briefly reviewed.

### **Unfinished Business:**

**Resolution 2009-89.** Authorize a Wholesale Water Supply Contract Amendment with the City of Fostoria. Jerry Greiner requested this resolution be tabled. Lyle Schulte made a motion to table. Bill Hirzel seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2009-122.** Authorize an intergovernmental agreement with the Village of North Baltimore. Jerry Greiner asked that this resolution be tabled. Lyle Schulte made a motion to table. Bill Hirzel seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

### **New Business**

**Resolution 2009-154.** Acceptance and action on bids received for the Landfill sanitary sewer line extension, SS #610. Bill Barber explained that the bids received for the Landfill sewer line project were bid as a base bid for directional drilling and an alternate for open cutting. Based on the bids for directional drilling, Anderzack Pitzen was the lowest and best bid, he said. Anderzack Pitzen did not bid the alternate. Mr. Barber stated the District would be going with directional drilling and was prepared to award the contract to Anderzack Pitzen. Mr. Barber stated a fax was received October 14<sup>th</sup> from an attorney for Kwest Group asking for the rejection of Anderzack Pitzen's bid as unresponsive per bidding requirements as they did not bid the alternate. Rex Huffman reviewed the bid tabs and he did not see where Anderzack Pitzen's bid was unresponsive and felt the bid would be considered 2 separate bids, one for directional drilling and the other for open cutting. Mr. Huffman felt the best course of action would be to table this resolution to give him time to respond to the letter. After some discussion Lyle Schulte made a motion to table. Bill Hirzel seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2009-155.** Amendment #1, Poggemeyer Design Group, Risingsun waterline extension, WL #904B. Bill Barber stated this amendment for a deduction of \$63,573.13 is needed to cancel out this project, due to the grant funding being removed. Melinda Kale made a motion to approve. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2009-156.** Void Resolution 2009-140, Necessity Resolution, Risingsun waterline extension, WL #904B. Bill Barber stated this resolution is needed to void the necessity resolution and cancel out the project. Bill Hirzel made a motion to approve. John Current seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2009-157.** Amendment #1, Poggemeyer Design Group, Waterville Bluffs sanitary sewer extension, SS #2000. Bill Barber stated this amendment for a deduction of \$19,061.58 is needed to cancel out this project. Bill Hirzel made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2009-158.** Authorize the release of retainage for the First Solar sanitary sewer extension, SS #134A. Bill Barber asked for authorization to release retainage in the amount of \$31,208.87. This will close out the project, he said. 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 2009-159.** Change order #2, B. Hill'z Excavating, Inc. Weston waterline project, Division B, WL #2314. Bill Barber stated this change order is for an increase of \$5,118.96 for asphalt replacement due to utility conflicts with the existing sewer. Phil Shaffer made a motion to approve. John Current seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2009-160.** Authorize the partial release of retainage to B. Hill'z Excavating, Inc., for the Weston waterline project, Division B, WL #2314. Bill Barber asked for authorization to release partial retainage in the amount of \$3,619.86. Mr. Barber explained there are 2 parts to this project and B' Hill'z has completed the waterline portion of the project and asked that the retainage be released. Bill Hirzel made a motion to approve. John Ault seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2009-161.** Authorize a railroad crossing agreement with CSX Transportation for the JRS waterline extension, WL #183L. Bill Barber stated this resolution is authorizing a railroad crossing agreement with CSX for the JRS waterline. The cost for the agreement is \$2500.00, he said. Bill Hirzel made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2009-162.** Review and approval of utility easements for the JRS waterline extension, WL #183L. John Sopko stated 3 easements have been obtained for the JRS waterline extension. The easements totaled \$5,334.45, he said. Phil Shaffer made a motion

to approve. Melinda Kale seconded the motion. A roll call vote was with all present voting yes. **Approved.**

**Resolution 2009-163.** Personnel Actions.

Jerry Greiner reviewed the action as follows:

1. Approval to extend employment for Anna Berakis, GIS Intern, through December 31, 2009.

Lyle Schulte made a motion to approve the above item. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Executive Session**

Lyle Schulte made a motion to go into Executive Session to discuss personnel issues. John Ault seconded the motion. A roll call vote was taken with all present voting yes.

Phil Shaffer made a motion to go back into regular session. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes.

**Other**

At this time, Dave Cook reviewed the financial results of the District as of the end of September. The sewer fund is slightly ahead of 2008 for revenue and is running about \$60,000 less on the expense side. Revenue is running approximately \$22,000 ahead of budget and expenses are \$250,000 below budget through the end of September.

The water fund is about \$227,000 ahead of 2008. The primary reasons are the rate increase enacted for 2009 and actual usage running ahead of projected. On the expense side, 2009 is better than 2008 by about \$169,000. Revenue is \$312,000 more than budgeted and expenses are \$368,000 less than budgeted.

Mr. Cook pointed out that system development fees for both water and sewer are on track to be less than \$100,000 each versus a budget of \$230,000 for water and \$210,000 for sewer. He indicated that in discussion with other department heads that it is anticipated these will remain in the same range for 2010.

**Regular Meeting Dates**

Regular Meeting: November 5, 2009  
7:30 a.m. District Operations Facility

Regular Meeting: November 19, 2009  
7:30 a.m. District Operations Facility

**Receipt of Other Comments**

None

**Adjournment**

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

Respectfully Submitted,

John Current  
Secretary/Treasurer

/lob