

**NORTHWESTERN WATER AND SEWER DISTRICT
REGULAR MEETING
THURSDAY, SEPTEMBER 28, 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, September 28, 2006, at 7:30 a.m.

Mr. Alex Molner, Vice President, brought the meeting to order and requested that the roll be called:

Paul Brim	John Cheney	John Current
Joe Molnar	Alex Molner	Terry Murray
Lyle Schulte	Phil Shaffer	

Members absent: John Ault

Others:

Jerry Greiner	Beth Vannett	Bill Barber
Dave Cook	Mike Stoll	John Sopko
Stephanie Challender	Dan Wickard	Don Duncan

Tom Stalter, Poggemeyer Design Group
Jon Eckel, City of Perrysburg
Jim Woodward, ESGR

Approval of Minutes

The minutes of the regular and planning meeting held on September 14, 2006, 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

Jerry Greiner presented the correspondence file which was circulated and contained: HB304 information; WaterShed monthly and year-to-date revenues; Thank-you from Village of Weston regarding a District's donation for Weston Days; Youth Violence Seminar information; Five Point Road sewer orders from the EPA; Miscellaneous articles from publications.

Report by Executive Director and Other Officials

Jerry Greiner reported:

- The quarterly Township Trustees dinner occurred on September 21, 2006. Lyle Schulte and Joe Molnar attended.

- Tentative assessment letters are ready to be mailed to owners along the Cuckle Creek, et al waterline project.
- On September 21, 2006, Tom Stalter met with officials in Milton Center regarding the village's sewer project.
- New District Employee Mike Stoll began this week. Leanne O'Brien starts on Monday.
- District staff recently went to Stow, Ohio to tour the city's fixed base meter reading system.
- Brooks Insurance provided a cost breakdown of different levels of umbrella coverage. This breakdown was distributed to Board.
- A meeting with ARCAP occurred between Jerry Greiner and Tom Stalter regarding the Stony Ridge sewer project.
- The Village of Walbridge may formerly join the District. An application packet was recently mailed to the village.
- A water and sewer equity comparison was distributed to the Board. This comparison was based on years 2004, 2005 and 2006.
- Proposed meeting dates in November and December are: November 9th and 30th and December 14th and 28th.

Reports of Committees:

Jerry Greiner reported that the building expansion committee met on September 26, 2006. Items discussed included discussion on space and storage needs as well as options for the same. A question arose on the qualifications statement law for architectural design. Rex Huffman agreed to review this.

Unfinished Business:

Resolution 2006-108, Approval of a Village of Pemberville Sewer Area Agreement. Jerry Greiner recommended that this continue to be tabled. Bill Barber outlined the terms of the agreement which included master meter installation, terms of the contract, rates, charges and fees and the service area. Rex Huffman discussed the Troy Township area contract terms. 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 2006-136, Authorize a professional design contract with Poggemeyer Design Group for the District operations facility building expansion project. Jerry Greiner proposed that this continue to be tabled. **Tabled.**

Resolution 2006-147, Review and approval of a Water Purchase Agreement with the Village of Hoytville. Jerry Greiner stated that as part of the grant funding process for the village, a water purchase agreement is needed. He discussed the terms of this agreement and also stated that this is an interim agreement and will be modified. The terms of the contract were reviewed with the Board. After discussion, John Cheney made a motion to approve. John Current seconded the motion. A roll call was taken with all present voting yes. **Approved.**

2006-148, Review and approval of a Water System Maintenance and Access Agreement with the Village of Hoytville. Jerry Greiner stated that this agreement allows the District to operate and maintain Hoytville's water system. He outlined the terms of the agreement which included testing requirements, rates, billing and inspection. Phil Shaffer made a motion to approve. Lyle Schulte seconded the motion. A roll call was taken with all present voting yes. **Approved.**

2006-149, Authorize a contract with GovDeals, Inc. to sell unneeded and obsolete items via an Internet-based auction system. Dave Cook stated that as a follow-up to a question asked at the last Board meeting, GovDeals does not charge a buyers premium. By executing this contract, the District is not locked into using this company for exclusive surplus bidding, he said. Jerry Greiner added that no immediate township auction is scheduled. Other than the above-mentioned, the terms of the contract were discussed at September 14, 2006 Board meeting. Joe Molnar made a motion to approve. John Current seconded the motion. A roll call was taken with all present voting yes. **Approved.**

New Business

Resolution 2006-152, Authorize the appropriation of permanent and/or temporary utility easements for the installation of the WL #300B master meters in Middleton Township. John Sopko stated he has spoken to the homeowners about this needed easement, but the homeowners are unwilling to come to an agreement. Rex Huffman outlined the appropriation procedures. 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 2006-153, Change order #4, PHC, Inc., Woodland Forest sanitary sewer extension, SS#219A. Bill Barber stated that Lake Township recently requested a catch basin be installed due to drainage problems near a manhole. This change order reflects this repair, he stated. Phil Shaffer made a motion to approve. Terry Murray seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2006-154, Authorize the release of retainage to PHC, Inc., Woodland Forest sanitary sewer extension, SS #219A. Bill Barber stated that the contractor has substantially completed this project and therefore recommended releasing the retainage of \$22,162.44 to PHC, Inc. 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 2006-155, Approval of an intergovernmental agreement with the Village of Milton Center. Jerry Greiner outlined the terms of the agreement for wastewater services with the village of Milton Center. He stated that this agreement is subject to his and the District's counsel's final review. 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 2006-156, Agreement to use the WaterShed trademark name. Rex Huffman stated that Engineered Fluid, Inc. has a trademark for the name "WaterShed" for a particular piece of its equipment and by law has to protect such trademark, he said. He explained the difference between a license and a trademark. An agreement with the District was reached with Engineered Fluid for the District to receive a license for use of the name "WaterShed". Terry Murray moved to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2006-157, Amend the Travel and Reimbursement Policy for the District employees. Jerry Greiner circulated the current policy and stated that the limits could be increased to reflect inflation. Dave Cook stated that the revised amounts reflect the current limits authorized by the State of Ohio's for its employees. Terry Murray made a motion to approve. Lyle Schulte seconded the motion. **Approved.**

Resolution 2006-158, Personnel Actions

Jerry Greiner reviewed the actions as follows:

- A. Approve the completion of the probationary period for John Sopko, Project Manager, effective October 2, 2006.
- B. Approve the hiring of Carl Snyder, GIS Intern, effective October 3, 2006, subject to the memo prepared by Gavin Smith, GIS/IT Administrator.

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

Receipt of Other Comments

None

Regular Meeting Dates

Regular Meeting:	October 12, 2006 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	September 26, 2006 7:30 a.m.	District Operations Facility Regular Meeting

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.**

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Respectfully Submitted,

John Current
Secretary/Treasurer

/smc