

**NORTHWESTERN WATER AND SEWER DISTRICT
REGULAR MEETING
THURSDAY, SEPTEMBER 4, 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, September 4, 2008 at 7:30 a.m.

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

John Ault	John Current	Bill Hirzel
Melinda Kale	Alex Molner	Lyle Schulte
Phil Shaffer		

Members absent: None

Others:

Bill Barber	Mike Stoll	Leanne O'Brien
Dave Cook	Jerry Greiner	Beth Vannett

Clint Wells, Poggemeyer Design Group
Rex Huffman, Spitler, Huffman LLC
Adam Seibert, Board of Trustee nominee

At this time the Board of Trustees along with the staff observed an arc flash presentation done by Hancock Wood Electric.

At this time John Cheney suggested the Board consider **Resolution 2008-171**, Accept the appointment from the Municipalities to fill the un-expired term of Paul Brim, trustee. Bill Hirzel made a motion to approve. John Current seconded the motion. A roll call vote was taken with all present voting yes with the exception of Alex Molner who was absent. **Approved.**

Rex Huffman gave the oath of office to Adam Seibert, whose term is effective until December 2012.

Approval of Minutes

The minutes of the regular meeting held on August 21, 2008, were reviewed. Bill Hirzel made a motion to approve. John Current seconded the motion. A roll call vote was taken with all present voting yes with the exception of Alex Molner who was absent. **Approved.**

Correspondence

Jerry Greiner presented the correspondence file which was circulated and contained: Article on Water Wars and Peace, E-mail from Fifth Third regarding Moody rating, August 8th CCAO newsletter, Letter from Midwest Claims regarding Belmont lawsuit, July Wood County housing starts, Invitation to the Wood County Township Association fall dinner, Invitation to the Wood County Farm Bureau Annual Meeting, Article on Pennsylvania American Water Delivering Value Beyond the Tap, Weekly WaterShed revenue, Bylaws of the Henry County Water and

Sewer District, Article in the Sentinel Tribune regarding new solar plant, Advertisement for the WaterShed in the Perrysburg Messenger, Article in the Suburban press regarding creek clean-up in Genoa, Copy of letter to Adam Seibert regarding new Board position, Copies of letters to Duane Abke, Paul Thayer, and Harold Bechstein regarding filled Board position, E-mail from Tom Stalter regarding OPWC applications, Copies of draft merger documents sent to Pat Bacon in the City of Northwood, Employee organization chart, Official statement from Fifth Third regarding revenue bonds, Invitation from Poggemeyer for customer dinner at Mancy's, August 28th North Baltimore News, Agenda for the September 3rd Wood County Economic Development Board of Directors Meeting, Great Lakes RCAP Connection Summer Newsletter, Outline of the North Baltimore conversation from June 11, 2008, and a copy of the cultural resources survey for the Williamsburg-on-the-River treatment plant.

Report by Executive Director and Other Officials

Jerry Greiner reported:

- Met with Northwood on August 26th to discuss GIS.
- Met with Sandusky County on August 26th to discuss regional water and sewer needs.
- Met with Henry County on August 27th to discuss water and sewer needs
- The bond sale is complete and special assessment projects will be sent to the Auditor next week for certification.
- The village of Portage mayor has resigned. Jerry has been in discussion with Paul Skaff, village solicitor, regarding the village's sewer system and options for them to join the District.
- A District employee was approached by the Village of Portage Police to use the Bays Road Tower to impound cars.
- Bill Barber gave an overview to the Board regarding the Dominion water tower and stated the bids came in high due to the short timeframe for construction. Bill has requested a time extension from the state. If this is approved, we may amend the scope of the contract work.
- The County Engineer has requested the District be involved in a stormwater review group at the county level.
- A gross over-billing has occurred with the Charter Steel account. Correspondence has been sent to Charter Steel and the City of Fostoria in explanation.

Reports of Committees:

Jerry Greiner stated the Administrative Committee met on August 29th and discussed the merit pay policy, personnel items, the fees and charges schedule, and reviewed changes to the employee manual. Minutes of this meeting will be sent out soon.

At this time John Ault left the meeting.

Unfinished Business:

Resolution 2008-19, Void Resolution 2004-122, approval of an interagency agreement with the Village of Hoytville. Jerry Greiner asked that this resolution be tabled. Lyle Schulte made

a motion to table. Melinda Kale 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. Jerry Greiner asked that this resolution be tabled. Lyle Schulte made a motion to table. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Tabled**.

Resolution 2008-111. Amend Resolution 2007-239, Jerry Greiner stated an agreement had been reached with Donna Martin. He stated a total of 5.394 acres plus easements will be purchased for a total of \$91,032.00. Melinda Kale made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved**.

New Business

Resolution 2008-177. Receipt and action on bids received for the Route 64 waterline extension, WL #320E. Bill Barber stated that the base bid plus alternate would be awarded for this project since all easements could not be obtained requiring the need for the work outlined in the alternate bid. Mr. Barber stated that H & K Construction was the low bidder for the base bid, but did not bid on the alternate, therefore he asked that the bid be awarded to Speer Brothers for \$123,340.50 which included the alternate work. 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 2008-178. Review and approval of utility easements for the Route 64 waterline extension, WL #320E. Bill Barber stated an easement had been obtained for \$1.00 from James and Jill Bernthisel. Melinda Kale made a motion to approve. John Current seconded the motion. A roll call vote was taken with all present voting yes. **Approved**.

Resolution 2008-179. Amend the Fees and Charges Schedule for services rendered by the District. Jerry Greiner stated that charges to the water tap schedule have been increased due to the increased cost of materials and labor. Mr. Greiner recommended these changes be effective September 1, 2008. Alex Molner made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved**.

Resolution 2008-180. Approval of a revised merit pay policy. Jerry Greiner provided the Board with 2 options for a merit pay policy. Mr. Greiner stated both versions were reviewed in the administrative committee. John Cheney asked that the policy be amended to state that merit pay is not an automatic and is contingent upon approval of the finance committee and the Board funding the "merit pool." It was the consensus of the Board to choose option A for the merit pay policy. Bill Hirzel made a motion to approve option A with the amendment. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved**.

Resolution 2008-181. Personnel Actions.

Jerry Greiner reviewed the following actions:

1. Approval to post internally, Engineering Aide II.
2. Approval to hire Engineering Intern position

3. Approval to promote Neal Materni to Project Manager, effective September 29, 2008.
4. Approval to post internally, Engineering Aide II position.

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

At this time, Melinda Kale and Phil Shaffer left the meeting.

Executive Session

Bill Hirzel made a motion to go into executive session to discuss pending litigation. Alex Molner seconded the motion. A roll call vote was taken with all present voting yes.

Lyle Schulte made a motion to come out of executive session. Adam Seibert seconded the motion. A roll call vote was taken with all present voting yes.

Receipt of Other Comments

None

Regular Meeting Dates

Regular Meeting:	September 18, 2008 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	October 2, 2008 7:30 a.m.	District Operations Facility Regular Meeting

Adjournment

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

Respectfully Submitted,

John Current
Secretary/Treasurer

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