

**NORTHWESTERN WATER AND SEWER DISTRICT
REGULAR MEETING
THURSDAY, JULY 13, 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, July 13, 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	Joe Molnar	Alex Molner
Terry Murray	Lyle Schulte	Phil Shaffer

Members absent: None

Others:

Jerry Greiner	Beth Vannett	Bill Barber
Dave Cook	Valerie Megyesi	Neal Materni
Stephanie Challender	John Sopko	Jim Rossow

Dan Spitler, Spitler, Huffman & Newlove
Tom Stalter, Poggemeyer Design Group

Approval of Minutes

The minutes of the regular meeting held on June 22, 2006, and the meeting-of-the-whole on June 8, 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: WC Fair booth sign-up; June Operating report; Wood County new housing starts; Information regarding the 5 Star Support-Employer Support of Guard & Reserve; SDF report through 6/30/2006; Five Point Road Sanitary Sewer orders; WaterShed analysis; North Baltimore summertime festival information and NB Chamber of Commerce May minutes; Letter to Ohio EPA re: recent by-pass pumping; Toledo Blade 6/29 article re: Perrysburg annexation; Perrysburg Messenger Journal-July 5th edition; Sentinel-Tribune article regarding Troy Twp.-Job Ready site; CSEAO Summer Conference information; Customers First for Government publications; Letter to Risingsun mayor regarding funding for sewer project; Letter to interested party regarding Creek Bend Court inspection; Ohio Public Works correspondence; Fremont News-Messenger article regarding NORW; Letter to District from Eastman & Smith re: opposition to HB 304; June Work Summary report; Letter to Local 5 Integrating Committee re: Tracy Development JRS; TMACOG 2006 Summer Assembly information.

Report by Executive Director and Other Officials

Jerry Greiner reported:

- North Baltimore discussions are continuing. The village remains interested in joining the District. An upcoming meeting between district and village officials will be scheduled for 8/1, 8/2 or 8/3.
- The Annual Planning Meeting has been re-scheduled to August 10, 2006, due to a conflict with the finance dept. Committee agendas were circulated and briefly reviewed for the upcoming meeting.
- The Chamber of Commerce Day at the WC Fair is on August 2, 2006. A sign-up sheet for participation was circulated.
- The District received an award from OWEA.
- The Dominion Energy-JRS application is due on July 19th.
- Milton Center's 2nd meeting regarding block grant funding is scheduled for July 13, 2006.
- Several District staff members recently met with the Walbridge officials to discuss recent flooding problems and remedies in the village.
- The District/Mudhens outing is scheduled for July 22, 2006. Tickets are still available today.
- West Millgrove/Stoney Ridge income survey work is being conducted. ARCAP may be also involved in this.
- Dave Cook attended the recent WC Economic Development meeting.

After presenting the director's report, Jerry Greiner, introduced and welcomed new employee, Neal Materni, Sanitary Engineering Aide, II.

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 among other things: Dominion Energy's JRS application update, Huffman/Cuckle Creek waterline petition status, Pemberville sewer contract update and the Williamsburg package plant replacement status.

Unfinished Business:

Resolution 2006-23, Necessity Resolution, East Wooster Street waterline extension, WL #345. Jerry Greiner recommended that this be removed. 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 2006-42, Approval of a developer's agreement with Perrysburg One, LLC for Arbors of Perrysburg Development, WL #100C and SS #166B. Jerry Greiner 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. Jerry Greiner recommended that this continue to be tabled. **Tabled.**

Resolution 2006-91, Authorize the appropriation of permanent and temporary utility easements to construct the Tontogany waterline extension, WL #399. Jerry Greiner recommended that this be removed due to an agreement being reached with the property owners. Lyle Schulte made a motion to approve. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

New Business

Resolution 2006-98, Review and approval of a utility easement for the Hamlet pumpstation replacement, SS #410. John Sopko stated that a permanent and temporary easement is needed with the Hamlet Homeowners Association for the replacement of the pump station. He stated that the homeowners association has executed all necessary easement documents and therefore recommended that this resolution be approved. 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 2006-99, Review and approval of utility easements for the Tontogany waterline extension, WL #399. John Sopko stated that an easement with owners, John T. Schutzberg, Glasgo-Mackey Farms, Inc. and Virgil & Melva Jean Behnfeldt, Trustees, is needed for the construction and maintenance of the water line system. Lyle Schulte made a motion to approve. Terry Murray seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

At this time, John Cheney asked if the District staff was prepared to recommend the next six resolutions for approval and if so, was Poggemeyer Design Group prepared to administer and complete these on a timely basis. Both Bill Barber and Jerry Greiner answered these affirmatively and Tom Stalter said they were increasing their staffing to accommodate this workload.

Resolution 2006-100, Authorize a contract with Poggemeyer Design Group for the Mandell Road pumpstation replacement, SS #400 area. Bill Barber stated that the pumpstation is scheduled to be replaced in the 2007 budget. He stated that the passing of this resolution is for design work only. John Cheney made a motion to approve. Joe Molnar seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2006-101, Authorize a contract with Poggemeyer Design Group for the Bates Road pumpstation replacement, SS #400 area. Bill Barber stated that this is similar to the previously passed resolution. He stated that the replacement of this pumpstation is scheduled in the 2007 budget. This resolution enables the design work

to begin. 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 2006-102, Authorize a contract with Poggemeyer Design Group for the Gleneagles and Ford Road area waterline replacement, WL #113A. Bill Barber stated that a portion of an eight-inch (8") waterline in the Gleneagles subdivision remains original and is in need of repair. He stated that this portion, approximately 1835 LF, is experiencing multiple leaks and needs to be replaced. 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 2006-103, Authorize a contract with Poggemeyer Design Group for the Cuckle Creek and Gypsy Lane Road area waterline improvements, WL #305B. Bill Barber provided a detailed map and explained the project which involves approximately 40 homes. Mr. Barber said the District has received the necessary Board policy figure of 60% of property owners signing petitions in order to proceed with design. This project was recently presented at the District's Water & Sewer Service Delivery committee, he said. Mr. Barber stated that the passing of this resolution is for the authorization to contract for design costs only. Lyle Schulte made a motion to approve. John Cheney seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2006-104, Authorize a contract with Poggemeyer Design Group for the Rossford pumpstation rehabilitation, WL #100-1. Bill Barber stated that a recent evaluation determined that there were deficiencies in the pump station's air supply and electrical problems. He stated that at the recent District Service Delivery committee meeting, the committee recommended that the District proceed with the repair work. Phil Shaffer made a motion to approve. Alex Molner seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2006-105, Authorize a contract with Poggemeyer Design Group for the Waterline #100 area water transmission main replacement. Bill Barber stated that the District applied for Issue II money which would replace and repair a transmission waterline on Oregon, Biniker and Tracy Roads. The District was notified by OPWC that the application was approved, he said. Alex Molner made a motion to approve. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2006-106, Resolution of Assessments, Linwood, Kramer, Dirlam & Huffman Roads waterline extension, WL #305A. Jerry Greiner recommended that this be tabled. **Tabled.**

Resolution 2006-107, Authorize the final release of retainage to Hank's Plumbing and Heating, Inc. for the Arlington Woods sanitary sewer project, SS #1001. Bill Barber stated that the project is finished and all punch-list items have been completed. He recommended that the final retainage be released. 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 2006-108, Approval of a Village of Pemberville Sewer Area Agreement. Bill Barber recommended that this be tabled. **Tabled.**

Resolution 2006-109, Rudolph Libbe's Job Ready Sites Resolution of Support. Jerry Greiner stated that a private company, Tracy Development Ltd., is submitting an application for consideration of the JRS program for a site located near SR795/Tracy Road. As part of the application process, Tracy Development has asked the District's Board of Trustees to approve a resolution of support for their application. Phil Shaffer made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2006-110, Approval of water rates for the Village of Bairdstown. Dave Cook stated that the District assumed the operation and maintenance of the village's water system on July 1, 2006. He stated he reviewed the current rates and recommends that it stay the same but be reviewed at the end of the year when the District's rates are annually reviewed. John Cheney made a motion to approve. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2006-111, Amendment of the Employee Education Reimbursement Policy. Jerry Greiner recommended that this be tabled. He stated that this will be presented to the District's Administrative Committee. **Tabled.**

Resolution 2006-112, Approval of the operating budget for fiscal year 2007. Dave Cook stated that the Auditor for the State of Ohio requires regional water and sewer districts to submit an operating budget since they have the ability to levy taxes. He stated that even though the District currently does not levy taxes, a tentative, estimated budget must still be submitted to the county auditor to satisfy the requirements of the Ohio Revised Code. Alex Molner made a motion to approve. Joe Molnar seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2006-113, Personnel Actions

Jerry Greiner reviewed the actions as follows:

- A. Approve the completion of the probationary period for Eric Smarr, Water & Sewer Maintenance Worker I, I effective July 14, 2006.
- B. Approve the completion of the probationary period for Eric Jones, Water & Sewer Maintenance Worker I, I effective July 17, 2006.
- C. Approve the completion of the probationary period for Mark Berfield, Water & Sewer Maintenance Worker I, I effective July 17, 2006.

- D. Approve the license pay increase for Patricia Gifford, Sanitary Treatment Maintenance Operator, II, due to the transfer of an Ohio EPA Class II Operator license, effective June 28, 2006.

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

Other

None

Receipt of Other Comments

None

Regular Meeting Dates

Regular Meeting:	July 27, 2006 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	August 10, 2006 7:30 a.m. 9:00 a.m.	District Operations Facility Regular Meeting Annual Planning Meeting

Adjournment

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

Respectfully Submitted,

John Current
Secretary/Treasurer

/smc