

NORTHWESTERN WATER AND SEWER DISTRICT
REGULAR MEETING
THURSDAY, SEPTEMBER 14, 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 14, 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
	Valerie Megyesi	Dan Wickard	Dave Cook
	John Sopko		

Rex Huffman, Spittler, Huffman, Yoon & Newlove
Tom Stalter, Poggemeyer Design Group

Doug Wulff	Mike Stoll	Tom Carpenter
Wendi Wagner	Christine Seiler	Jan Bower
Dorothy Burditt	Marian Gwyn	David Baumgardner
Cindy McCarthy	Bob McCarthy	Shirley Oberhaus
Betty Whitacre	Jack Eckert	Shirley Eckert

Approval of Minutes

The minutes of the meeting held on August 24, 2006, were reviewed. Joe Molnar made a motion to approve the minutes. John Cheney seconded the motion. A roll call vote was taken and all present voted yes. **Approved.**

New Business

At this time, Mr. Greiner recommended the Board of Trustees consider **Resolution No. 2006-139**, Necessity Resolution, Cuckle Creek and Gypsy Lane Roads area waterline improvements, WL #305B.

Bill Barber, District Engineer, shared with the Board members a colored map depicting the project boundaries, and parcel owners who petitioned and/or withdrew their petition. The information also included a timeline which detailed the project's history and

progress. He gave a review of the project including the estimated cost and route. He stated that the District received petitions from at least 60% of the property owners and that the project was recently reviewed with the District's Extension Committee.

Mr. Barber explained the accommodation taps that are in the area and explained the District accommodation taps would connect to the new line. The City of Bowling Green accommodation tap agreement would need reviewed by Rex Huffman, Attorney for the District, and the City to determine if that accommodation tap would be abandoned and connected also, as well as the fees that may be owed for the new waterline.

Jerry Greiner, Executive Director, explained the procedure for additional unit charges that may be paid in cash after the project has been assessed.

Mr. Barber also explained that owners that wanted to tap the waterline would need to sign the City of Bowling Green pre-annexation agreements that are required by the City when water service is provided.

Bill Barber then welcomed comments and/or questions from the following guests who were in attendance regarding the project:

Christine Seiler, Cuckle Creek Road, stated she did not sign the petition but indicated the petition was not presented as wanting the line, but asking only if there was interest in learning more about it. She felt there was no opportunity for owners to remove their names from the list.

Cindy McCarthy, Cuckle Creek Road, asked if anyone had pulled their name off the list and Mr. Barber replied no.

Janet Bower, Gypsy Lane Road, indicated she was the Bowling Green accommodation tap, and she asked questions about whether she would be required to tap and pay into this waterline project. Mr. Huffman indicated we would need to look at the agreement and discuss with officials from the City to determine how this would be handled. Ms. Bower questioned why people on Gypsy Lane Road from Dunbridge Road to the river who already have water, need to be part of this project.

Christine Seiler, Cuckle Creek Road, asked how votes were handled for residential vs. agricultural properties. Mr. Barber responded they received a vote the same as a home would. Mr. Greiner continued and stated if an owner had multiple parcels, they still only get one vote or were counted once. Mr. Greiner further explained agricultural deferments and the District would fund these amounts, and also explained how a parcel is charged that had a home as well as ag deferment on the same parcel.

Ms. Seiler asked how an owner can write the letter to get off the petition. Mr. Barber stated that at this point it is really too late once this resolution is presented

to the Board. He again stated he had not received any letters requesting to be removed from the petition.

Mr. Barber further explained the BowlingGreen pre-annexation agreement requirement. He stated that the City would only annex if the properties become contiguous with the City limits. Rex Huffman stated that if the city ever annexed this area, the city would have to provide the same services as it does to present city residents (ie, refuse collection, fire safety, police safety, etc.).

Tom Carpenter, Cuckle Creek Road, asked about Section F of this proposed project, that was indicated to be an alternate bid. Mr. Barber explained the cost of this section would increase the total project significantly. We will try to serve this property, possibly with an accommodation tap, Mr. Barber said. Mr. Barber and Mr. Greiner explained the property owners would only be assessed for an 8" line, with the District paying any oversizing costs above the 8" cost.

Ms. Bower, Gypsy Lane Road, stated her road has just been newly paved, and how would the District handle this. Mr. Barber stated that taps would be bored under the road, and Tom Stalter of Poggemeyer Design Group, stated the road crossings would be bored also.

Joe Molnar, District Board Member, asked about the petition process. Mr. Barber explained the process saying that the people on the project pass these out to judge the interest or support. The District then has a public meeting where the project and cost is explained, and at that time, owners were told they could withdraw their names. No further mailing was done to the property owners until the notice for the Board action on the Resolution of Necessity was sent, he said.

Mike Manahan, of Huffman Road, stated there were 2 opportunities for conversation about the project - one at the general meeting and today=s meeting. He felt he was not clear on the cost based on these meetings, and would have liked to have something in writing detailing the cost and the process to get the water.

Ken Peters, Huffman Road, stated he was the one that passed the petitions around. He said some people were against it, some wanted more information and some signed the petitions right then. He felt there was a good turnout at the public meeting, and that some additional owners signed the petitions after that meeting.

Mr. Molnar stated the process would be reviewed based on these comments received to see how we can improve it.

Doug Wulff, Cuckle Creek Road, stated he owns property on Kramer Road where the assessment was \$25,000 per property, whereas 12 years ago, the

estimate was \$6,000. He said, "water provides quality of life and the city water is priceless."

After all comments and questions were answered the Board discussed the project and John Cheney made a motion to approve Resolution 2006-139, Necessity Resolution, Cuckle Creek and Gypsy Lane Roads area waterline extension, WL #305B. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

After a short break, Mr. Greiner introduced John Heer of Brooks Insurance who provided an overview of the Districts insurance coverages. He indicated the District is covered by Rural Utilities Companies insurance that specializes in coverages for entities like the District. Mr. Heer proceeded to review the coverages and the dollar amounts of coverage provided.

Mr. Dave Cook then introduced Mr. Robert Bobak, from our accounting firm Gilmore, Jason, & Mahler, Ltd. Mr. Bobak presented a training session on Reading and Understanding Your Financial Statements.

Alex Molner then continued the regular meeting and asked Mr. Greiner to proceed with the agenda.

Correspondence

Jerry Greiner presented the correspondence file which was circulated and contained the following: Resume for Michael Stoll, Assistant Engineer candidate for the District; correspondence on House Bill 304; letter from the Department of Development requesting additional information on our Jobs Ready Site application; articles on the Bass Pro store that may be locating in the Crossroads of America; articles regarding the possible construction of a new Catholic church facility on Five Point Road; August operating report; planning meeting questionnaire; WaterShed revenue to date; articles regarding the provision of water to western Lucas County by the City of Toledo.

Report by Executive Director and Other Officials

Jerry Greiner reported:

- September 21st is the next Township Trustees dinner. The president of the association was informed their Board appointment ends December 31, 2006. He indicated the association would take action at their early January meeting, he thought.
- The Board discussed the appointment of a Building Expansion Committee at the last meeting.
A meeting was held with Seneca County and City of Fostoria officials regarding sewer needs on Fostoria Road north of the city limits. The

District has a force main along this road that could serve these residents who need service.

We are still working on the agreements with the Village of Pemberville and the Village of Tontogany.

The next Ohio Rural Water annual meeting is October 24 and 25.

The Wood County Planning Commission was at our office on Wednesday, September 13, 2006, for a public meeting on an update to the master plan. There was a good turnout from the public.

There have been no new updates on the Village of North Baltimore discussions on joining the District.

The water project to serve the Village of Hoytville is currently being discussed again to proceed.

Alex Molner said that at the last meeting it was determined to appoint a new committee to review a building expansion for the District. He asked the Board for volunteers to serve on the committee. Alex Molner, Lyle Schulte, Joe Molnar and Paul Brim stated they would serve on the committee. The first meeting was scheduled for Tuesday, September 19, 2006, at 7:30 a.m. at the District operations facility.

John Cheney and Paul Brim left the meeting at 10:15 a.m.

Reports of Committees:

Jerry Greiner indicated the Administrative Committee met on Tuesday, September 12, 2006. Most of the items discussed are on the agenda for today. Also reviewed was the list of policies in effect that need to be reviewed.

Old Business:

Resolution 2006-108, Approval of a Village of Pemberville Sewer Area Agreement. Jerry Greiner recommended that this continue to be tabled. **Tabled.**

Resolution 2006-136, Authorize a professional design contract with Poggemeyer Design Group for the District operations facility building expansion project. Jerry Greiner recommended that this continue to be tabled. **Tabled.**

New Business:

Resolution 2006-139, Necessity Resolution, Cuckle Creek and Gypsy Lane Roads area waterline improvements, WL #305B. See action at the beginning of the meeting.

Resolution 2006-140, Authorize the preparation of an application to participate in the Ohio Public Works Commission State Capital Improvement program. Bill Barber stated we submit applications to this program each year for possible funding. We are submitting an application for the WL #100 area power supply improvements, which is an upgrade to the backup power at the East Broadway pump station. 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 2006-141, Review and approval of grinder pump easements for the Village of Luckey sanitary sewer extension, SS #1402. Bill Barber said these are grinder pump easements in the amount of \$1 each for several lots along Lemoyne Road south of Krotzer Road. Joe Molnar made a motion to approve. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2006-142, Authorize the release of retainage for the Moundview waterline replacement project, WL #232A. Bill Barber reported this project is complete and recommends the retainage be released. 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 2006-143, Authorize the release of retainage for the Linwood, Kramer, Dirlam, & Huffman Roads waterline extension, WL #305A. Bill Barber reported this project is also complete and recommends the retainage be released. 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 2006-144, Change order #2, Buckeye Excavating & Construction, Inc., Hille Drive pump station and force main improvements, SS #200 area. Bill Barber indicated this change order is necessary due to electrical revisions, the addition of a gate valve on the force main, tree removal, meter station concrete section, a reduction for casing pipe and a 14 day extension of time. 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 2006-145, Change order #2, Buckeye Excavating & Construction, Inc., Oregon Road grade separation project, WL #144A. Bill Barber stated this change order is for final quantity adjustments and field revision. Joe Molnar made a motion to approve. Phil Shaffer seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2006-146, Authorize the release of retainage for the Oregon Road grade separation project, WL #144A. Bill Barber reported this project is complete and recommends the retainage be released. Terry Murray made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2006-147, Review and approval of a Water Purchase Agreement with the Village of Hoytville. Mr. Greiner recommended this resolution be tabled until the village acts on it first. **Tabled.**

Resolution 2006-148, Review and approval of a Water System Maintenance and Access Agreement with the Village of Hoytville. Mr. Greiner recommended this resolution be tabled until the village acts on it first. **Tabled.**

Resolution 2006-149, Authorize a contract with GovDeals, Inc., to sell unneeded and obsolete items via an Internet-based auction system. Dave Cook, Finance Director, explained that this online auction site is used to sell surplus property. He stated the site is approved for use by the State of Ohio, and that there are approximately 100 Ohio entities using the service. The service fee is 15% of the sale price to the auction site. Lyle Schulte made a motion to table this resolution in order to gather further information. Terry Murray seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

Resolution 2006-150, Resolution for the provision of water and sanitary sewer service to the Troy Township Jobs Ready Site. Jerry Greiner reported the Department of Development is requesting more information for the Jobs Ready Site application and is requesting documentation the District has the legal authority, capability and capacity to serve the site in Troy Township. 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 2006-151, Personnel Actions:

Jerry Greiner reviewed the actions as follows:

1. Successful completion of the probationary period for Ben Bish, Water and Sewer Maintenance Worker I, effective September 15, 2006. Job rate increased to full job rate of \$13.64.
2. Successful completion of the probationary period for Thomas McGrain, Water and Sewer Maintenance Worker I, effective September 18, 2006. Job rate increased to full job rate of \$13.64.
3. Successful completion of the probationary period for William Tuttle, Water and Sewer Maintenance Worker I, effective September 25, 2006. Job rate increased to full job rate of \$13.64.
4. Approval to hire Michael Stoll as the Assistant Engineer.
5. Approval to hire Leanne O'Brien as the Executive Secretary.

Terry Murray made a motion to approve. Joe Molnar seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Other:

Under other business, Lyle Schulte said that Terry Shupe would like to address the Board regarding a cab and chassis purchase that is tentatively in the 2007 budget. Terry Shupe

reported that due to a change in the emissions requirements for 2007, the cost of a cab and chassis will increase \$10,000 - 12,000. A company that participates in the state purchase program has indicated they are willing to purchase a 2006 cab and chassis for the District and sell it to us in 2007. This purchase would replace the District's "super truck" which is scheduled for replacement in 2007. Dave Cook recommended this be reviewed further and reported on at the next meeting.

Joe Molnar asked if Albert Thomas, Inc., is using the equipment we required for the master meter replacement. Mr. Barber stated they have ordered the equipment we specified in the bid.

Lyle Schulte asked the status of the appropriation of easements for the Tontogany waterline and the master meter installation. The Tontogany easement has been resolved, the master meter installation is still being discussed. No appropriation action has been taken yet for the master meter installation.

Receipt of Other Comments:

None

Executive Session:

None

Regular Meeting Dates:

Regular Meeting:	September 28, 2006 7:30 a.m.	District operations facility 12560 Middleton Pike
Regular Meeting:	October 12, 2006 7:30 a.m.	District operations facility 12560 Middleton Pike

Adjournment:

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

Respectfully Submitted:

John M. Current
Secretary/Treasurer

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