

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, AUGUST 4, 2011**

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, August 4, 2011 at 7:30 a.m.

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

John Ault	John Current	Bill Hirzel
Melinda Kale	Leonard Michaels	Alex Molner
Lyle Schulte	Adam Seibert	

Members absent: John Cheney

Others:

Bill Barber	Dan Wickard	Leanne O'Brien
Mike Stoll	Dave Cook	Beth Vannett
Val Megyesi	Neal Materni	John Sopko

Clint Wells, Poggemeyer Design Group  
Rex Huffman, Spitler, Huffman LLC

Gary Cromley, 13480 Union Hill Rd, Bowling Green, OH

### **Approval of Minutes**

The minutes of the regular meeting held on July 21, 2011, were reviewed. Bill Hirzel made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

### **Correspondence**

Bill Barber presented the correspondence file which was circulated and contained: Letter from USDA regarding Letter of Conditions for building renovations and purchase of the Cygnet water and sewer systems; E-mail from Poggemeyer regarding mechanical estimate for the building; Summer and Cygnet newsletters; Copy of letter to Rossford from the City of Toledo regarding Toledo-Rossford JEDZ Contract; and an invitation to the Fall 2011 Ohio Rural Water Conference.

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

Bill Barber reported:

- Planning Meeting with the Board will be August 11<sup>th</sup>.
- Wood County Chamber Day at the Fair was August 3<sup>rd</sup>.

- Application submitted to DEFA for Custar and Milton Center water. Received preliminary ranking of 40% principal forgiveness and 0% loan.
- Preliminary JRS application was submitted for CSX property on July 27<sup>th</sup>.
- Ohio Rural Water Conference at Put-in-Bay was July 28<sup>th</sup>.
- Received 250 Billing technician applications, currently reviewing.
- Jerry met with Kurt and Miller and Perrysburg Township to discuss TID
- Jerry would like to set-up a Public Relations and Finance Committee soon.

### **Reports of Committees:**

The Building Expansion Committee met on July 22, 2011, minutes were included in the Board packets.

### **Unfinished Business:**

**Resolution 2011-88.** Authorize the advertisement for bids for the District Building Expansion Project. Bill Barber stated this resolution is to approve the advertisement for bids for the Building Expansion Project with dates to be determined. The engineer's estimate on the project is \$3,430,000.00 for the base and \$650,000.00 for the alternate, he said. Mr. Barber clarified that the alternate was included in the base bid price. Alex Molner made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2011-90.** Change order #1, E.R. Zeiler, Curtice and Woodmore St., WL #218. John Sopko stated this change order is for an increase of \$8,030.54 for additional work performed. The existing tees and fittings were replaced and several water main breaks were repaired he said. John Ault made a motion to approve. Bill Hirzel seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2011-92.** Authorize a contract with Con Keefer, construction manager for the District Building Expansion Project. Bill Barber asked that this resolution be removed. Alex Molner made a motion to remove. Adam Seibert seconded the motion. A roll call vote was taken with all present voting yes. **Removed.**

### **New Business**

**Resolution 2011-97.** Authorize a contract with AQ2 Technologies for electronic check processing. Beth Vannett stated this resolution is to approve a contract with AQ2 Technologies for electronic check processing. The total contract cost is \$6,425.00 with a \$2,495.00 annual maintenance fee she said. Leonard Michaels made a motion to approve. Adam Seibert seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2011-98.** Accept the application from the Village of Cygnet to join the District. Dave Cook stated this resolution is to approve the Village of Cygnet's application to join the District as of August 4, 2011. Adam Seibert made a motion to approve. Bill Hirzel seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2011-99.** Authorize an assignment and assumption agreement and license agreement(s) with the Village of Cygnet. Dave Cook stated this resolution is to approve the assignment and assumption agreement with the Village of Cygnet. This agreement will allow the District to assume the Village's water and sewer assets and also assume the debt associated with each. Adam Seibert made a motion to approve. Bill Hirzel seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2011-100.** Change order #1, Mosser Construction, Inc., Energy Efficiency Projects. Mike Stoll stated this change order is for a deduction of \$13,987.00 for materials and labor to delete framing, insulation, gypsum board ceiling at Ford and Latcha Road locations; delete demolition and replacement of existing overhead coiling door at East Broadway location; and furnish and install insulated sectional overhead doors in lieu of coiling overhead doors at Ford Road and Tontogany locations. Adam Seibert made a motion to approve. John Ault seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2011-101.** Change order #2, Mosser Construction, Inc., Energy Efficiency Projects. Mike Stoll stated this change order is for a deduction of \$170.00 to eliminate the window lites in the hollow metal doors located at East Broadway Pump Station and the Latcha Road Pump Station. Alex Molner seconded the motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2011-102.** Change order #3, Mosser Construction, Inc., Energy Efficiency Projects. Mike Stoll stated that this change order is a deduction of \$4,000.00 to delete new aluminum door, frame and hardware at the East Broadway Pump Station. Melinda Kale made a motion to approve. Adam Seibert seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2011-103.** Change order #1, Paschal Bihn and Sons Excavating, Wales and Drouillard Roads waterline relocation, WL #227A. Neal Materni stated this change order is for an increase o \$2,658.98 for existing waterline not being at the depth as shown in as-built requiring additional time and material to perform work. Adam Seibert made a motion to approve. Alex Molner seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2011-104.** Personnel Actions.

Jerry Greiner reviewed the actions as follows:

1. Donna Carter, Billing Technician III, probation complete, effective August 6, 2011
2. Tom McGrain, Meter/Field Technician II, probation complete, effective August 6, 2011
3. Mike Curtis, Water and Sewer Maintenance Worker IV, probation complete, effective August 5, 2011.
4. Jim Rossow, Sanitary Sewer Maintenance Operator IV, probation complete, effective August 5, 2011

John Current made a motion to approve the above items. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Executive Session**

None

**Receipt of Other Comments**

None

**Regular Meeting Dates**

Regular Meeting:	August 18, 2011 7:30 a.m.	District Operations Facility Regular Meeting
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Regular Meeting:	September 1, 2011 7:30 a.m.	District Operations Facility Regular Meeting
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**Adjournment**

Melinda Kale made a motion to adjourn. Leonard Michaels 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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