

**Sandusky County Commissioners – 622 Croghan Street, Fremont, OH 43420**

**MEETING 2020**

Meeting: Board Of Commissioners

Location: Commissioners' Board Room

Date: 10/15/2020

Time: 8:00AM – 11:53AM

Present: Commissioners: Kay E Reiter, President; Russ Zimmerman, V-President; Scott Miller

Present: Theresa Garcia; County Administrator

Others Present by teleconference: Holly Elder, Tom Fullen, Craig Shoup, Jeff Geary

Others Present: Dr. Williams, Steve Shiets, Andy Brown, Sheriff Hilton, Amy Little

(\*action items)

AGENDA ITEMS	BRIEF DESCRIPTIONS / ACTION STEPS:	PERSON RESPONSIBLE:	DOLLAR AMOUNT:	MOTION / VOTE
<b>Call to Order Pledge of Allegiance (8:00am)</b>		Kay E Reiter, President		
<b>*Review &amp; Approval of Commissioner Meeting Minutes, incoming Mail Review &amp; External Meeting Notices</b>	The 10/13/2020 minutes were reviewed/approved by the Board. The Board reviewed incoming mail and external meeting notices.	Kay E Reiter Russ Zimmerman Scott Miller		*Motion: Move to Approve minutes Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3
<b>Review of External board / Meetings Attended by Commissioners</b>	Commissioner Reiter attended the TID (Transportation Improvement District) Board meeting. All members were present. They talked about how the City of Fremont is addressing the congestion on Fifth Street. The city of Fremont is taking the lead on the project to look for funding. They want to work the funds through the TID Board. There is a 4 million dollar Small City grant for construction projects. Want to use TID money for the project out on St. Rt. 412 and Countryside Drive. They also talked about the area of Kessler Industrial Park needing improvements and upgrades due to the high traffic, including truck traffic. This is another possible project where TID funding could be used.	Kay E Reiter		
	Commissioners attended the Michaels Ditch final hearing on Tuesday afternoon. There was some contention in the room but it went rather smoothly. Commissioner Reiter was glad to see the project moving forward. Commissioner Miller was impressed with the cost of the project.	Kay E Reiter Russ Zimmerman Scott Miller		

	<p>Commissioner Zimmerman attended the Better Building Project contractors meeting. They are moving along on the Fifth Street buildings. They should be done with those buildings by the end of November. They need to complete ceilings and painting. The Building Code Department could move in probably mid-November. We will have to watch that closely. They are working on the electrical concerns in both those buildings to meet code. Service Center roof should be done in four to five weeks. They are checking to make sure there are no leaks. They did some work in the building Monday since DJFS was closed for Columbus Day. They are starting the work on the Adult Probation offices. They talked about the room dividers in the conference rooms at the Service Center. They wanted to keep the best dividers and remove the oldest that is in the worst condition. They may have to subcontract to reinstall the divider. Midwest is doing a good job on both buildings.</p>	Russ Zimmerman		
<b>Commissioners and Administrator Discussion</b>	<p>Master Gardener, Joe Johnson, reached back out to Administrator Garcia. He stated their meeting went well and the proposal to work with the county was well received. They are calling members to check on their work commitments and are receiving positive responses. The Board meets November 2nd to vote on the proposal. He asked if there was a need to move faster and is there a need to start work this fall? Administrator Garcia informed him there is a possibility to have them do some Fall clean up this year. Commissioners asked to have them do clean-up at the courthouse prior to November 11<sup>th</sup> so it looks good for the Veterans Memorial Park dedication.</p>	Theresa Garcia		
	<p>Commissioner Miller asked if anyone else had been invited to a meeting to discuss the Nexus taxation. Commissioner Miller was the only one who received this invitation.</p>	Scott Miller		
	<p>Commissioner Reiter participated in a video by reading the story of Linda Beach who was a victim of domestic violence. During Domestic Violence Awareness month they will post several videos like this on social media to recognize the issue in the County.</p>	Kay E Reiter		
	<p>Administrator Garcia reviewed progress on the Building Code Department. As we work on hiring a Permit Tech we are finding it very difficult to find someone with the qualification we now know we need for the position. SafeBuilt suggest we include the Permit Tech in our current scope of work with them. This would allow us</p>	Theresa Garcia		

	<p>time to get the department off the ground and collect some revenue to move the department forward and provide the best customer service. The Commissioners agreed this would be the best plan of action.</p> <p>Administrator Garcia will also be putting together notices to the Cities and Villages with information on how they can use the County Department for permit and inspection needs. They will all need to apply to the State to inform them they will be switching these services if they decide to move in that direction.</p>			
	<p>Commissioner Reiter updated the Board on Solid Waste business. She has asked Ottawa County Commissioner Don Douglas to chair the hiring committee to search for a new director and asked Seneca County Commissioner Mike Kerschner and Sandusky County Commissioner Russ Zimmerman to sit on the committee. Jaime Wolfe, HR Specialist for Sandusky County, will organize the group.</p> <p>Commissioner Reiter has also put together a Budget Committee. Sandusky County Commissioner Reiter, Ottawa County Commissioner Stahl and Seneca County Commissioner Paradiso will sit on this committee... Maureen Townsley, Solid Waste Fiscal Clerk, will organize the first budget meeting. Administrator Garcia will work with the Committee as well.</p>	Kay E Reiter		
<b>* Then /Now Documents</b>	None			
<b>* Personnel</b>	None			
<b>* Travel Requests</b>	None			
<b>Coroner Candidate</b>	<p><b><u>Dr. Williams – Coroner Candidate.</u></b> Dr. Williams came in to talk with the Commissioners regarding the Coroner’s office. See attachment A for agenda items. Dr. Williams presented several items he had questions about. He noted the current support staff provided by the Health Department is retiring and the Health Department notified him they will no longer be providing the assistance. The Commissioners will have to look into this and put together recommendations. There is also a training for Coroners in Cleveland in December he would like to attend. Other budget questions and requests were discussed.</p>	Dr. Williams – Coroner Candidate		

<b>Sanitary Engineer</b>	<b>Steve Shiets – Sanitary Engineer.</b> Steve came in for his regular meeting with the Commissioners See attachment B for agenda items. Wightmans Grove project was a large part of the discussion and where he stands on the progress of the project. The bids need to be tentively awarded for the project. Collection system bid goes to Underground Utility and B Hill'z for the Waste Water Treatment Plant. Steve reviewed the project expenses year to date and analysis of the fees for residents. Steve reviewed rate increases and decreases for facilities for 2021. The Commissioners approved of the recommendations.	Steve Shiets – Sanitary Engineer		
* <b>Resolutions</b>	2020 - 333 APPROVING SUPPLEMENTAL APPROPRIATION FOR SHERIFF CCW CONTRACT SERVICES (\$15,000.00) FOR EXPENSES	Sheriff CCW	\$15,000.00	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3
	2020 - 334 APPROVING SUPPLEMENTAL APPROPRIATION TO BOARD OF ELECTIONS WAGES (\$16,944.50) AND CONTRACT SERVICES (\$15,000.00) FOR ADDITIONAL POLL WORKER PAYMENTS	Board of Elections	\$16,944.50 \$15,000.00	*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Kay E Reiter Yes – 2, Miller abstained
	2020 - 335 APPROVING APPROPRIATION TANSFER FOR OCTOBER MANDATED SHARE (\$16,341.58) AND SEPTEMBER PLACEMENT COSTS (\$62,524.77) AND SUPPLEMENTAL APPROPRIATION FROM PUBLIC ASSISTANCE WAGES (\$40,000.00) AND BENEFITS (\$85,000.00) AND CHILD SUPPORT WAGES (\$15,000.00) AND BENEFITS (\$50,000.00) TO COVER YEAR END EXPENSES	DJFS	\$16,341.58 \$62,524.77 \$40,000.00 \$85,000.00 \$15,000.00 \$50,000.00	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3
<b>Public Open Session</b>	Citizens Attendees – Holly Elder Media Attendees – Tom Fullen, Eagle 99. Craig Shoup, News Messenger Elected Officials – none			
<b>Parks</b>	<b>Andy Brown- Parks.</b> Andy came in to talk to the Commissioners about the Park District move to River Cliff. Andy presented pictures and plans to review. The Park District is looking to go out to bid for the Office Renovation at the River Cliff Lodge. They are looking at having a late October Bid Notice and opening bids by mid-November. They are going to look at a base-bid for the exterior wall renovations, new entrance vestibule,	Andy Brown - Director		

	<p>conduit, new electric box, and drywall - basically the shell of the office. Hopefully that will be completed and most of it will be out of the 2020 budget, with some spilling into 2021. Then they plan to re-evaluate and decide when/how to approach the rest of the renovations (alternate bid) so they can get occupancy. That's going to be dependent on where their finances are after COVID-related revenue losses and some other project completions. We're hoping that we can possibly get occupancy late 2021 maybe early 2022. They would like to try to open this building to non-profit groups for meetings. Administrator Garcia asked Andy to submit revenue loss information to her to see if these can be covered by Coronavirus/Cares Act funding. Commissioner Zimmerman talked about a concern on the bike trail near CR109 where the trees cover a good portion of the trail and seems dangerous. There is the same issue at CR 106. The goal is to make sure bicyclist feel the need to stop at the intersections since they don't have a clear view of traffic</p>			
<p><b>Sheriff – Budget meeting</b></p>	<p><b>Chris Hilton – Sheriff.</b> Sheriff Hilton came in to talk about the 2021 budget. Amy Little, Fiscal Officer, came in with the Sheriff to assist in presenting the budget information. Sheriff talked about wages. This is pretty much set by contract. He talked about what to do with and where to put his School Resource Officers when school is not in session. He does have some ideas but he is not sure how these will play out. There are some outside contracting that may work with Townships. He is working on a presentation and making it affordable. The MOU with 911 will be signed for 2021 so it will be important to get that number to the Auditor to build the reimbursement into the official certificate. Sheriff talked about the need for an additional correction officer for the jail. He talked about the situation regarding an attempted suicide at the jail to validate his need. There was discussion regarding new vehicles and what Sheriff would like to have. He had budgeted for a new boat for the marine patrol. This needs to be moved over to PI. They are also going to move some small equipment purchases to PI as well. Amy will get with Administrator Garcia to make adjustments in their budget request.</p>	<p>Chris Hilton- Sheriff Amy Little – Fiscal Officer</p>		

* Adjournment (11:53am)	With business completed for the day the meeting was adjourned.			* Motion: Move to adjourn Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3
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Signature of:

*Kay E. Reller*

Kay E Reller, President

*absent*

Russ Zimmerman, Vice President

*Scott Miller*

Board of County Commissioners, Sandusky County Ohio

Attest: *Theresa Garcia*  
Clerk to the Board / County Administrator

I, the undersigned, Clerk of the Board of Commissioners, Sandusky County, Ohio, do hereby certify that the foregoing is a true and correct copy from the official record of said Board of County Commissioners as recorded in its Journal.

\_\_\_\_\_  
Clerk, Board of County Commissioners, Sandusky County, Ohio

Attachment A

15 October 2020

# SANDUSKY COUNTY COMMISSIONERS MEETING

RE: 2021 Coroner staffing and Budget Focus

1. What is the plan for administrative support for the Coroner's Office? A) The Sandusky County Health Department is no longer lending support to/for the Coroner's office. B) Marsha is planning to retire at the end of the current term.
2. Is there a budgeted salary for the guardian of the records (administrative support)? A) If so, what is it?
3. Office location. A) Is there an office space for the Coroner and or guardian of the records? B) Is there a budget for a new computer to electronically file death certificates, camera equipment and supplies, etc?
4. Cause of death Investigator. According to David P. Corey, Executive Director of the Ohio State Coroners Association (614-262-6722), A) A survey of counties of similar size and budget have Coroner Investigators. The law enforcement has its investigative branch however; it is for determining criminality, not cause of death. B) A Cause of death Coroner investigator would work directly for the Coroner's office and report to the Coroner. C) With the increasing frequency of suicides and overdoes the complexity of case scenarios makes it difficult for the Coroner to cover all angles. An investigator would be essential in helping to gather first hand data at scenes where suspicious deaths have occurred. D) Possible candidates include, retired law enforcement, current law enforcement, physicians, nurses, etc.
5. Compensation for Coroner Investigator surveyed range from \$5-24,000/year, individual case-by-case fee of ~\$500, to \$15-\$25/hour depending of the case load expertise and preferences.
6. Maintaining the current Deputy Coroner, Dr. John Hiestand.
7. Support for Coroner training in December for the Coroner, Deputy, Investigator and administrative support person, (to take place in Cleveland)

Respectfully submitted: James M. Williams MD, PhD

**AGENDA**  
**Commissioners' Meeting**

October 15, 2020

1. County Design Services

Wightman's Grove Sanitary Sewer Collection & Treatment System (Poggemeyer)

- Design Agreement with Poggemeyer
  - Invoice #1 - \$8,338.98
  - Invoice #2 - \$9,700.69
  - Invoice #3 - \$9,549.92
  - Invoice #4 - \$5,848.54
  - Invoice #5 - \$3,223.57
  - Invoice #6 - \$2,018.04
  - Invoice #7 - \$2,075.95
  - Invoice #8 - \$589.93
  - Invoice #9 - \$996.55
  - Invoice #10 - \$1,401.94
  - Invoice #11 - \$1,310.81
  - Invoice #12 - \$3,900.00
  - Invoice #13 - \$1,279.75
  - Invoice #14 - \$1,358.84
  - Invoice #15 - \$420.38
- OWDA Design Loan Application was approved in December 2016
  - Poggemeyer submitted an OWDA Pay Request #1 through #7
  - OWDA Pay Requests covered Invoices #1 to Invoices #30
  - Poggemeyer submitted an OWDA Pay Request #8 for Invoices #31 to #34
  - Invoice #34 - \$1,528.00 (only \$670.53 available for the Design Loan)
  - At this point, the rest will need to be funded via General Fund (\$13,205.72)
  - Reimbursement should be from the Construction Loan
- Permit To Install and plans were approved by Ohio EPA
- NPDES permit for the Wastewater Plant was approved
- Floodplain Permit via Regional Planning is approved
- Property acquisition for lift station and wastewater plant is complete
  - Wastewater Plant Site (300' by 350' - 2.41 Acres)
  - Lift Station Site (140' by 165' - 0.5303 Acres)
- Easement from Dave Pasch (County Road 198 Right-of-way Issue) is complete
- Bid Opening on August 20, 2020 at 10:30 a.m.
  - Contract A – Sanitary Sewer & Lift Station (\$1,534,000)
    - Underground Utilities had low bid with \$1,446,930.00
  - Contract B – Wastewater Treatment Plant (\$830,000)
    - Bids were not able to be awarded via Ohio Revise Code
    - Rebid on September 29, 2020 at 10:30 a.m.
    - Engineer Estimate was increased by Poggemeyer (\$995,000)
    - B. Hill'z had low bid with \$961,417.00
- Total Construction Cost for Contractors - \$2,408,347
  - With 65 Residents, over \$37,052 per residence
  - Typically utilize \$12,000 or less per residence to show feasibility
  - Does not include consultant engineer costs in cost per residence
- OWDA Construction Loan was submitted for a mid-December award if successful
  - Tentative award resolutions if construction loan is received for both projects
  - Underground Utilities has already started contacting property owners for tap info
  - Cannot sign contracts until loan notification in mid-December



- General Fund Expenditures for possible reimbursement by OWDA Construction Loan
  - Wastewater Plant Site (\$41,250) and Lift Station Site (\$15,000)
  - Easement for County Road 198 (\$225)
  - Ohio EPA Permit To Install (\$12,466.22)
  - Design Contract Amendment #1 – Geotechnical Exploration (\$7,075)
  - Design Contract Amendment #2 – Environmental Review Record (\$7,000)
  - Design Contract Amendment #3 – Water Resource Delineation Report (\$5,140)
  - Design Contract Amendment #4A – Design Overruns (\$35,000)
  - Design Contract Amendment #4B – Construction Inspection (\$118,500)
  - Design Overruns (\$13,205.72 to date minus Invoice \$43)
- Design Overruns (\$35,000) refer mostly to alternate plant and lift station sites
  - Did not ask Poggemeyer to proceed with design before securing sites
  - During bidding it was discovered single phase was utilized for electric
    - Provided Poggemeyer design plans for Westwood Wastewater Plant
    - Electric service was single phase with add-a-phase for 3-phase
    - Single phase equipment is typically problematic (i.e. Yacht Club)
    - Wastewater site actually has 3-phase power at Northeast corner
- Still have one Permanent and Construction easement to obtain if needed
  - Gravity Sewer Description for Sandusky River Co.'s property
    - Approximately 1,780' of gravity (PDG completed survey description)
    - Sewer Extension will cost approximately \$144,121.20
      - Gravity Sewer: 1,780' x \$72.54 = \$129,121.20
      - Manhole Frames & Lids: 4 Each x \$600 = \$2,400
      - Manhole Lining: 21 Vertical Feet x \$600 = \$12,600
- Easement for the description and Agreement was approved by Prosecutor's Office
  - Developer's Agreement for number of connections
    - Only Monthly Debt Component
    - Need to determine how many connections to require
    - If not signed, non-perform the gravity sewer within easement
- Wightman's Grove Improvement Analysis
  - Without Future Connections, Estimated Monthly Rates of \$127.52 to \$150.70
  - With Future Connections, Estimated Monthly Rates of \$104.58 to \$135.68
- Wightman's Grove Conservancy District – Flood Improvement Status (?)
  - Inflow into the Sanitary Sewer will overload plant causing EPA violations

## 2. 2021 Budgets

- No salary increases
- Delayed new Van purchase in 2020 to 2021
- Sanitary Sewer Budget - \$2,442,500 (Budget Certification - \$2,289,000)
  - OWDA Pass Thru for reimbursing Poggemeyer Design Group for Wightmans
  - Requested increase of Budget Certification of \$153,500 from County Auditor
- OWDA & OPWC 20 Year Construction Loan will be complete July 1, 2021
  - Joint Facility (Port Clinton Lift Station) OWDA Construction Loan
    - Loan was for \$1,144,413.89 (\$84,848.16 annual payment)
    - Loan was repaid by approximately 450 customers
  - Sunny Acres (Rice Lift Station) OWDA Construction Loan
    - Loan was for \$307,234.55 (\$22,778.72 annual payment)
    - Loan was repaid by approximately 200 customers
  - Sunny Acres (Rice Lift Station) OPWC Construction Loan
    - Loan was for \$49,844.55 (\$2,492.20 annual payment)
- Water Budget - \$95,000 (Budget Certification - \$95,000)

3. 2021 Rate Increases
  - Sandusky Township Sewer District
    - Requested the Sanitary Engineer's start performing pump repairs for them in 2017
    - The surplus is now negative (-\$13,781) for the second year in a row
    - Rate increase for these repair costs may be suggested based on the 2019 Annual Report
    - The rate increase was reevaluated due to Covid (Planned for 2020)
  - General Sewer District Debt Loans are getting close to the end of some loan payments in 2021
    - Operation, Maintenance & Rehabilitation should increase but an overall decrease for bill
    - The rate increases & decreases was reevaluated due to Covid (Planned in 2020)
  - Suggested Rate Changes for 2021 (Effective July 1, 2021)
    - Rice Township Customers (State Route 53, Sunny Acres & Shorewood)
      - Net **decrease** of \$12.31 per month per ESFU (\$85.01 per month)
      - Decrease Joint Debt from \$10.64 to \$2.14 on July 1, 2021
      - Increase Joint O, M, & R from \$8.36 to \$9.86 on July 1, 2021
      - Decrease Rice Debt from \$7.81 to \$0.00 on July 1, 2021
      - Increase Rice O, M, & R from \$6.50 to \$8.00 on July 1, 2021
      - Increase Collection System O, M, & R from \$5.00 to \$6.00 on July 1, 2021
    - S.R. 6 Customers (First increase by the County since January 1, 2016)
      - Net **increase** of \$1.00 per month per ESFU (\$97.28 per month)
      - Increase Collection System O, M, & R from \$5.00 to \$6.00 on July 1, 2021
    - STSD - Phase 1A Customers (\$91.16 per month)
      - Net **decrease** of \$4.00 per month per ESFU
      - Decrease Joint Debt from \$10.64 to \$2.14 on July 1, 2021
      - Increase Joint O, M, & R from \$8.36 to \$9.86 on July 1, 2021
      - Increase STSD O, M, & R from \$7.00 to \$10.00 on January 1, 2021
    - STSD - Phase 1B and 3 Customers (\$100.76 per month)
      - Net **increase** of \$3.00 per month per ESFU
      - Increase STSD O, M, & R from \$7.00 to \$10.00 on January 1, 2021
    - Adams Acres Customers
      - Been performing \$1 step increases since 2002 (Resolutions for 3 years at a time)
        - Keep up with Operation, Maintenance and Replacement
        - Setting some back for eventual replacement
      - Increase with Westwood Subdivision still saw a \$21 increase with the new plant
      - Replacement of the 1976 Wastewater Plant should be in next 5 to 6 years
      - Suggest \$2 step increase for the next 3 years
        - \$52 for 2021, \$54 for 2022, \$56 for 2023
    - Westwood Customers
      - Was performing \$1 step increases since 2002 (Resolutions for 3 years at a time)
      - Stopped in 2018 with construction of new plant
      - Suggest \$1 step increases for 3 years at a time starting back up in 2021
        - \$72 for 2021, \$73 for 2022, \$74 for 2023
      - Keep up with Operation, Maintenance and Replacement
4. General Water Plan (Performed by ms consultants) – *No Changes*
  - \$22,000 covered via the Sanitary Engineers Service Agreements for 2018, 2019 & 2020
  - Evaluate County Water Plant vs. City of Fremont Water
    - Met with the City of Fremont on December 18, 2018 and December 17, 2019
  - Expansion of County Water Service
  - Many items within this plan will be utilized to finalize the Asset Management Plan
  - The plan is currently under review

5. District #1 Agreement – *No Changes*
    - Met with the City on July 26, 2018
      - Provided a Supplemental Agreement to extend the old agreement to July 27, 2018
      - City would need three readings to complete the Supplemental Agreement
      - Commissioners should be receiving approved Supplemental Agreement soon
      - Approval would extend the original agreement to September 30, 2019
    - Met again on October 3, 2018 to discuss the Agreement
      - Rate determinations were discussed in more details
      - Provided more information based on our original meetings in 2015 on October 9, 2018
    - New Agreement had three requests originally from the County
      - Switchover Date for County to take over the billing for County customers with a flat rate
      - Add an Operation & Maintenance charge to the City for pumping Pinewood Village Area
        - This would include the Autumnwoods Subdivision Area
        - Similar to how Grandview Lift Station pumps City sewage from Augusta Drive Area
      - Update the rates to the current rates for both the City and County
    - New Agreement had one request originally from the City
      - City I/I Plan was approved via Ohio EPA with the following commitments:
        - County is committing \$50,000 annually for I/I Plan over the 10 year period
        - If \$50,000 is not spent in that year, funding rolls over to the next year
        - Basically committed spending \$500,000 on I/I issues within the next 10 years
    - Determined Billing Charge for City of Fremont
      - Based off information the County had from 2014
      - Utilizing Water & Sewer Office Costs – Estimated at \$14.70 of the \$67.49
      - Utilizing Sewer Office Costs – Estimated at \$8.57 of the \$67.49
      - In comparison, the Sanitary Engineer's office is at \$16.55 per utility bill
        - With District #1, the cost would lower to \$6.95 per utility bill
6. Covid-19 Virus Crisis - Temporary Operations
    - Drop Box for Sanitary Engineer utility bill payments has been working great
    - Credit card payments via the website are also at a peak for utilization since adding it in 2017
    - Office is still closed to the public except by appointment
      - Front door is locked to the building
      - Hard to monitor public access to the building
      - Being short staffed in office, it eliminates walk-ins and only have to monitor the phone
      - Seems like most customers have adapted
      - Only a couple cash payers refuse to utilize the drop box during office hours
    - Covid Cares Act via Information Technology
      - Adding Security cameras on all sides of building and especially drop box / front door area
      - Assist in monitoring visitors to the building for both EMS and Sanitary Engineers
      - Visitors to the building has become more of a problem in recent years
      - When reopened to the public each entity will be able to monitor activity
      - Adding Wifi to the Sanitary Engineer's office for Zoom meeting purposes
        - Zoom meetings can only be done currently via personal phones with personal data
        - Without Wifi, it limits our abilities for various meetings, training, etc.
        - Wifi would at least remove the utilization of personal data
      - New equipment could also eliminate personal phones for meetings

## 7. Technical Services

- Misty Meadows – Monitoring flow for the next three (3) years
- Green Springs has requested the County perform Technical Services for Wastewater
  - New Technical Service Agreement was completed
  - Delegation of Authority was completed by Green Springs
    - Authorized County Operator to submit Ohio EPA reports
    - Needs to be submitted by Green Springs
- Green Springs Water Issues

## 8. Miscellaneous Items

- Still attempting to hire either an Engineer In Training or Assistant Sanitary Engineer
  - Obvious cost savings for the 2020 Budget and possibly 2021 Budget
- New Operator In Training has already passed both Wastewater I Exam and Wastewater II Exam!
  - Completed both within almost 6 months of employment
  - Wastewater I License requires 1 year in Wastewater experience
  - Wastewater II License requires 3 years in Wastewater experience
  - Operators work 50% in Wastewater and 50% in Water for experience
  - To possess Wastewater II License will take 6 years in Wastewater Experience
    - Will probably need to change Operator II Job Description back to “passing exam”
    - Pace set by new employee would not be able to meet job experience to obtain license within two (2) years of being placed into the position (which is a good problem to have!)
- E-mail suggestion for County Employees
  - Add “signature” to emails from County Employees to make more professional & legit
  - Employee brought up one sent out that looked suspicious from County employee
- OUPS locates on Countryside for Fiber Loop
  - Established between Facility Management (Duane Kimmet) and Sanitary Engineers
  - Eliminated Facility Management from joining OUPS and annual fees
  - Added Countryside area to Sanitary Engineers notifications
  - Forward them to Facility Management and now to I.T. as well
  - I.T. has been taking care of the OUPS through Ohio Telecom
- Parking Lot Sealing
  - Issues with opening the parking lot back up for business

**Public Session Sign in Sheet**

**10/15/2020**

Name	Signature	Contact Information
Dr. James Wilcox		419-603-2235
Andrew Brown		