

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

**MEETING 2021**

Meeting: Board Of Commissioners

Location: Commissioners' Board Room

Date: 11/9/2021

Time: 8:00AM – 11:32AM

Present: Commissioners: Russ Zimmerman President; Scott Miller V-President; Charles Schwochow

Present: Theresa Garcia; County Administrator

Others Present: Ron Hiser, Peggy Courtney, Melanie Allen, Tom Fullen, Steve Shiets, Bryan Bailey

(\*action items)

AGENDA ITEMS	BRIEF DESCRIPTIONS / ACTION STEPS:	PERSON RESPONSIBLE:	DOLLAR AMOUNT:	MOTION / VOTE
Call to Order Pledge of Allegiance (8:00am)		Russ Zimmerman, President		
<b>*Review &amp; Approval of Commissioner Meeting Minutes, incoming Mail Review &amp; External Meeting Notices</b>	The 11/4/2021 minutes were reviewed/approved by the Board. The Board reviewed incoming mail and external meeting notices.	Russ Zimmerman Scott Miller Charles Schwochow		*Motion: Move to Approve minutes Moved by: Scott Miller 2nd: Charles Schwochow Yes – 3
<b>Review of External board / Meetings Attended by Commissioners</b>	Commissioner Zimmerman attended the Regional Planning Board meeting. There were only six members in attendance. They held it as an emergency meeting. There was one concern regarding some zoning at Wightmans Grove. They broke this zoning down to three subdivisions and they will have different requirements than other subdivisions in the area. The change was approved by those attending the meeting.	Russ Zimmerman		
	Commissioners Miller and Schwochow participated in the Combined Coalition ZOOM presentation. This was just an update on current programs. All programs involved gave an update to those on the call.	Scott Miller Charles Schwochow		


<b>Commissioners and Administrator Discussion</b>	Commissioner Miller provided a document that was presented to Ballville Township Trustees regarding Solar Energy and the possibility of using property in Ballville Township. This was just to make the others aware this was presented.	Scott Miller		
	Commissioner Miller participated in a meeting with the Visitors Bureau on the new signing on Rawson Avenue. This was discussed in the Visitors Bureau meeting with Peggy Courtney. Commissioner Miller made suggestions to the group on putting together an MOU with the Fair Board to make sure everyone is on the same page on the project scope of work.	Scott Miller		
	Commissioner Schwochow attended the OSS Solid Waste policy committee meeting. They talked about the life span of a land fill and what they need to do at the end of the life span. It can be renewed or they have to look at different areas. They submitted a couple of policy proposals for review.	Charles Schwochow		
* Then /Now Documents	None			
* Personnel	None			
* Travel Requests	None			
<b>Community Work Program</b>	Bill Windnagel was unable to attend his meeting due to an emergency.			
<b>Facility Management</b>	<b><u>Ron Hiser – Facility Management.</u></b> Ron came in for his regular meeting with the Commissioners. See attachment for agenda items. Interviews have started for the purchasing assistant. Engineers are installing the pad for the new generator at Facility Management. East State Street property has heat on and is good for the winter. Rich is getting quotes for a sign for that building. Ron completed review of his agenda items.	Ron Hiser - Director		
<b>Visitors Bureau</b>	<b><u>Peggy Courtney – Visitors Bureau.</u></b> Peggy came in for her regular meeting with the Commissioners. Peggy updated the Commissioners on the 2022 Visitors Guide. There are 24 new advertisers and 95 total advertisers. The assistance for the small businesses to advertise in the guide has been very helpful. They are getting close to wrapping this project up. Visitors Bureau, along with	Peggy Courtney – Executive Director		

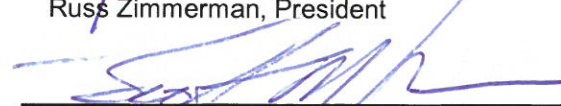
	<p>Commissioner Miller, met with the vendor for the new Visitors Bureau sign to look at the design. Commissioner Miller suggested the Visitors Bureau obtain written approval from the Fair Board on what they agree to allow the Visitors Bureau to make changes to. Commissioner Miller talked about his input on the project and his thoughts on what needed to happen. He would like to see them focus on the goal. Ohio Travel Association is working on program to help educate hotels, restaurants, museum, etc., on how to handle large groups and make their experience the best they can be. This would be something they can use at travel shows. Sandusky and Seneca County are going to work together on advertising these trainings. The old jail tours are going really well. They have added several tours to the schedule. 2022 dates are filling up as well. Commissioner Miller did suggest Peggy put an agenda together for her meetings with the Commissioners.</p>			
<b>DJFS</b>	<p><b>Melanie Allen – DJFS.</b> Melanie came in for her regular meeting with the Commissioners. See attachment for agenda items. Placement costs are remaining steady but still under last year. They are receiving higher reimbursement rates but she looks for that to stop sooner than later. Custody count is at 33, this is one more than last month. They are working on locating kin for this child. Melanie is still working with the Directors Work Group discussing rising placement costs and she is sitting on the Rules and Legislative Committee and the State Treatment Foster Care Development Team. The drive through is open full time now. Melanie was updated on the awning for the drive through. Budget is holding steady and they are prepared for 2022. Melanie continues to work with Village House on improving the partnership with the County. They are also working on expanding their testing with TASC. Mental Health Board may be helping with some revenue to help with these testing's.</p>	Melanie Allen - Director		
<b>* Resolutions</b>	<p>2021 - 350 RESOLUTION ---- IN THE MATTER OF AN APPOINTMENT TO THE SANDUSKY COUNTY LAW LIBRARY RESOURCES BOARD (LLRB)</p>	Law Library		<p>*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Charles Schwochow Yes – 3</p>

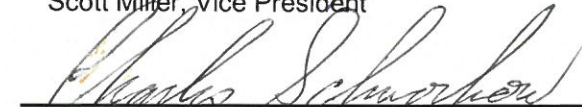
	2021 - 351 RESOLUTION ---- IN THE MATTER OF ADOPTING THE SANDUSKY COUNTY LOCALLY COORDINATED PUBLIC-HUMAN SERVICES TRANSPORTATION PLAN	GLCAP		*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Charles Schwochow Yes – 3
	2021 – 352 FIXING DATE & TIME OF HEARING ON PETITION 2021-01 FOR ANNEXATION TO THE VILLAGE OF GIBSONBURG, OHIO, BY THE VILLAGE OF GIBSONBURG, MARC GLOTZBECKER, AGENT FOR THE PETITIONER; ALL PARCELS LOCATED IN MADISON TOWNSHIP, SANDUSKY COUNTY, OHIO	Gibsonburg Annexation		*Motion: Move to Approve resolution Moved by: Charles Schwochow 2nd: Scott Miller Yes – 3
	2021 - 353 APPROVING SUPPLEMENTAL APPROPRIATION TO SHERIFF SRO FUND WAGES (\$30,000.00) AND BENEFITS (\$5,900.00) FOR 2021 EXPENSES	Sheriff	\$30,000.00 \$5,900.00	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Charles Schwochow Yes – 3
	2021 – 354 AUTHORIZING STAFF EMPLOYEES IN GENERAL FUND DEPARTMENTS OF SANDUSKY COUNTY RECEIVE A WAGE INCREASE UP TO 2.5%	Commissioners		*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Charles Schwochow Yes – 3
	2021 - 355 APPROVING SUPPLEMENTAL APPROPRIATION TO EMS SUPPLIES (\$40,000.00), PURCHASED/CONTRACT SERVICES (\$25,000.00), REIMBURSEMENTS (\$4,000.00) & UTILITIES (\$5,000.00) O COVER END OF YEAR PURCHASES OF RADIO EQUIPMENT FOR NEW COMMAND VERHICLES, REPAIRS MADE TO AMBULANCES, UTILITIES/DIESEL AT WVILLE STATION AND STATION UTILITIES	EMS	\$40,000.00 \$25,000.00 \$4,000.00 \$5,000.00	*Motion: Move to Approve resolution Moved by: Charles Schwochow 2nd: Scott Miller Yes – 3
<b>Sanitary Engineer</b>	<b>Steve Shiets – Sanitary Engineer.</b> Steve came in with Bryan Bailey, Engineer Trainee, for their regular meeting with the Commissioners. See attachment for agenda items. Steve reviewed the Wightmans Grove project. He discussed items that need to be done prior to taps in the system. There was a question on what the estimated monthly cost was going to be. Steve is going to be sending out notices shortly. He is hoping taps can be started before the end of the year. Treatment plant is almost complete. The remainder of the agenda was reviewed.	Steve Shiets – Sanitary Engineer		

<b>Public Open Session</b>	Citizens Attendees – none Media Attendees – Tom Fullen, Eagle 99 Elected Officials – none			
	***Commissioner Zimmerman left session at 11:15am			
<b>* Adjournment (11:32am)</b>	With business completed for the day the meeting was adjourned.			* Motion: Move to adjourn Moved by: Charles Schwochow 2nd: Scott Miller Yes – 2 (Zimmerman absent)

Signature of:

  
\_\_\_\_\_  
Russ Zimmerman, President

  
\_\_\_\_\_  
Scott Miller, Vice President

  
\_\_\_\_\_  
Charles Schwochow

**Board of County Commissioners, Sandusky County Ohio**

Attest:   
\_\_\_\_\_  
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

# Sandusky County Commissioners Agenda



Topics of Discussion for the meeting Dated November 9th 2021

\* Denotes action

1. We are currently interviewing for the purchasing assistant position.
2. The county engineers are installing the generator foundation for the generator at the F.M. location.
3. AT&T is installing a new diesel generator at the 412 tower location.
4. We are working on supplying some outlets for the monitors that will be installed in the courthouse courtrooms.
5. There are two wet fire protection systems at the Future EMS site (East State St.) , so minimum heat through the winter will be required ...this being said we have started two of the RTU's and will monitor them going forward. Also quoting signage stating Future Home for Sandusky County EMS.
6. PDG sent over blueprints for review on the Better Buildings Bid-Pkg. IV for the health department. We have reviewed them and given them the okay to proceed.
7. Sheriff Office project had some issues with the domestic hot water. Bays mechanical and CSO have some HVAC issues to complete and then we will start the punch list and close out process. Sheriff office working with SAS on camera and access control.
8. Commissioner's roof project is complete.
9. Working with the roofing contractor on some roofs leaks at the Service Center.
10. Communication center work for the new lobby will tentatively start soon. Waiting on materials
11. We met with the building department last week on the renovation of the parks office building for the I.T. department. The heat was not working the day of the visit....that has been corrected. We are working with Atul on design.
12. We are securing pricing for deteriorated upper North window for the commissioner building.
13. We are scheduling the installation of exterior cameras at the Service Center.
14. We have met with the FFD on the awning at the service center. They have signed off on their requirements and we are getting up-dated pricing.
15. We are up-grading the emergency lighting system at the Service center.
16. Office at Clyde court complete.

## November Commissioner's Agenda

11/8/2021

- I. Placement Costs –
  - a. County costs/ placement costs continue to remain steady, rising costs continues to stay on the radar.
    - i. Continuing savings from the mandated placement amount: \$300K+
    - ii. Still receiving reimbursement at the pandemic rate (additional 6%) should drop off soon.
    - iii. Numbers are going to look high right now- we haven't received our reimbursement check yet, but overall, still holding steady.
  - b. Current custody: 33 (32 last month) – one new one in our foster home, seeking family placement of her now.
    - i. 30 days to family continues, expanded eligibility on cases.
  - c. Director's workgroups
    - i. Rising Placement Costs
    - ii. Rules and Legislative committee
    - iii. State Treatment Foster Care Development Team
  - d. Tiered Treatment Foster Care- holding interviews this week for the Therapeutic Foster Care team leader position. The cost of this position is split among 3 counties and Mental Health board is contributing.
- II. Building status
  - a. Drive Thru – no updates yet – being back to full time every day 10/1, lots of use.
  - b. 2 offices have been painted and carpet is done. Lowering the countertop on the café area
  - c. Other things on the radar: cameras, building-wide carpet
- III. Budget
  - a. Staffing –
    - i. Have several positions to fill budget seems to be holding steady.
  - b. Changes regarding family first preservation services act, comprehensive assessments, and family find requirements – lots of additional work for casework staff.
- IV. Misc
  - a. Village House partnership, working on the details, will add costs of this to our monthly placement costs report, under contract costs.
  - b. TASC working on expanding some of the testing of our clients. Mental Health board to help with costs.

**Placement Cost Report**

*\*case is closed, custody is terminated*

Initials	D.O.B.	Initial Custody	IV-E	Goal	Placement	Per Diem	Boarding YTD	IV-E YTD	County YTD
RA	6/2009	1/10/2020	Yes	Adoption	Private FH	\$97.00	\$28,048.00	\$14,638.85	\$13,409.15
AB	2/2021	3/5/2021	Yes	Reunification	Our FH	\$-	\$4,348.71	\$2,716.91	\$1,631.80
JB	4/2011	2/21/2014	Yes	Adoption	DD / residential- No cost	\$-	\$-	\$-	\$-
ZB	8/2007	9/24/2020	Yes	Reunification	Group Home	\$310.00	\$90,530.00	\$35,917.90	\$54,612.10
EB	6/2003	9/1/2016	Yes	Adoption	Private FH	\$100.00	\$30,400.00	\$16,117.15	\$14,282.85
MB	5/2004	9/1/2016	Yes	Adoption	Group Home	\$350.00	\$89,460.00	\$51,022.53	\$38,437.47
BB	5/2006	6/16/2020	Yes	Reunification	Group Home	\$295.00	\$109,906.00	\$53,708.12	\$56,197.88
*BB	7/2008	11/5/2020	Yes	Case closed	Custody to Kin 8/10	\$-	\$19,047.00	\$12,524.85	\$6,522.15
BB	2/2004	7/23/2019	Yes	PPLA	Group Home	\$258.00	\$77,658.00	\$36,723.44	\$40,934.56
CB	11/2003	4/26/2019	No	Reunification	Group Home	\$285.00	\$86,640.00	\$-	\$86,640.00
*MC	1/2019	1/12/2019	Yes	Case closed	Adopted 4/22/21	\$20.00	\$2,268.00	\$1,206.67	\$1,061.33
EC	12/2003	12/29/2020	Yes	Reunification	5/13 relative	\$35.00	\$2,265.64	\$1,301.86	\$963.78
*CC	7/2020	8/7/2020	Yes	Case closed	Adopted 6/24/21	\$20.00	\$3,528.00	\$2,156.37	\$1,371.63
AF	6/2006	6/22/2021	Yes	Reunification	Group Home	\$320.00	\$32,320.00	\$19,590.15	\$12,729.85
LF	3/2019	10/17/2020	Yes	Reunification	Kin out of state 2/12/21	\$20.00	\$7,604.77	\$627.03	\$6,977.74
DF	2/2004	9/26/2016	No	Adoption	Group Home	\$305.00	\$92,720.00	\$-	\$92,720.00
BG	7/2020	1/19/2021	Yes	Reunification	Our FH	\$25.00	\$7,919.18	\$4,329.21	\$3,589.97
SG	5/2005	10/5/2020	Yes	Reunification	Residential Home	\$233.00	\$67,874.50	\$34,864.76	\$33,009.74
KH	1/2007	1/10/2020	Yes	Adoption	Private FH	\$93.00	\$27,312.00	\$14,339.50	\$12,972.50
KH	6/2003	1/10/2020	Yes	Reunification	Private FH	\$85.00	\$25,840.00	\$13,616.53	\$12,223.47
TH	4/2005	1/10/2020	Yes	Reunification	Residential Home	\$300.00	\$80,850.00	\$49,604.29	\$31,245.71
MH	1/2004	11/6/2020	No	Reunification	Detention	\$-	\$6,392.00	\$-	\$6,392.00
AK	7/2012	12/28/2020	Yes	Reunification	Our FH	\$25.00	\$7,780.53	\$5,363.36	\$2,417.17
CK	5/2016	12/28/2020	Yes	Reunification	Our FH	\$25.00	\$7,717.09	\$5,546.94	\$2,170.15
RK	5/2016	12/28/2020	Yes	Reunification	Our FH	\$25.00	\$7,824.35	\$5,387.10	\$2,437.25
AL	12/2006	4/28/2017	Yes	Adoption	Private FH	\$75.00	\$23,076.12	\$11,004.47	\$12,071.65
SL	3/2004	4/28/2017	Yes	Adoption	Private FH	\$75.00	\$22,800.00	\$11,314.79	\$11,485.21
<b>KM</b>	<b>7/2009</b>	<b>10/25/2021</b>		<b>Reunification</b>	<b>Our FH</b>	<b>\$35.00</b>	\$325.00	\$-	\$325.00
AM	11/2011	2/17/2021	Yes	Reunification	Private FH	\$92.05	\$20,489.67	\$10,957.42	\$9,532.25
GM	3/2013	2/17/2021	Yes	Reunification	Private FH	\$128.31	\$26,684.62	\$11,363.40	\$15,321.22



BR	8/2001	7/6/2017	No	PPLA	Group Home	\$ 295.00	\$89,680.00	\$-	\$89,680.00
FS	8/2013	4/27/2021	Yes	Reunification	Our FH	\$ 25.00	\$4,674.83	\$1,212.83	\$3,462.00
LS	3/2006	5/20/2020	No	Reunification	Our FH	\$ 30.00	\$9,267.13	\$-	\$9,267.13
SS	1/2004	11/22/2019	No	Place w Relative	<b>Kin out of state 9/9/20</b>	\$ -	\$21,268.78	\$-	\$21,268.78
AS	9/2015	5/11/2020	Yes	Reunification	Our FH	\$ 25.00	\$6,905.53	\$3,831.14	\$3,074.39
IS	4/2017	5/11/2020	Yes	Reunification	Our FH	\$ 25.00	\$6,750.84	\$3,753.96	\$2,996.88
*NV	4/2004	3/10/2017	Yes	Case closed	Adopted 3/15/21	\$ 30.00	\$2,367.64	\$1,611.43	\$756.21
*BW	9/2019	9/6/2019	Yes	Case closed	Adopted 4/22/21	\$ 20.00	\$2,220.00	\$1,550.24	\$669.76
					<b>Boarding Total</b>		\$ 1,152,763.93	\$ 437,903.20	<b>\$ 714,860.73</b>
					Adoption Assistance Payments				\$30,968.84
					Contract Costs				\$ 1,320.00
					<b>Year To date County Responsibility</b>				<b>\$ 747,149.57</b>

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

November 9, 2021

1. Wightman's Grove Sanitary Sewer Collection & Treatment System
  - Contract A: Sanitary Sewer & Lift Station (\$1,446,930.00) – Underground Utilities Inc. (UUI)
    - OWDA Construction Loan – Pay Requests
      - Pay Request #1 - \$375,931.69
      - Pay Request #2 - \$652,467.55
      - Pay Request #3 - \$192,738.30
      - Pay Request #4 - \$336,801.11
    - Construction Change Orders
      - Change Order #1 – Cost delays holding for WWTP Rebid (\$16,116.10)
      - Change Order #2 – Quantity Adjustments (\$154,086.75)
    - Construction Update
      - Startup by Buckeye Pumps done on September 9, 2021
      - Advanced Rehabilitation Technology (ART) installed spray-on liner in all manholes
      - Underground Utilities installed castings to grade and performed yard restoration
      - Bergren Co. is working on Remote Terminal Unit onsite for monitoring & alarms
      - Standby Generator was to be delivered in November (Delayed due to microchips)
        - Separate startup once delivered and installed
    - Before taps to the system can be started, need to meet following conditions:
      1. Bergren Co. needs to have the SCADA monitoring and alarm system completed
        - See SCADA update under the Treatment Plant Improvement below
      2. Investigation of reported water pressuring multiple caps to blow off
        - Both PDG and ms consultants found multiple caps blowing off unlikely
        - Conditions would be what we discussed in the past
        - Single cap blowing off where that cap is the lowest elevation
        - Pressure necessary would need to have standing water
        - Internal pressure would be possible within the wet well
    - Also reached out to other County Sanitary Engineers on this possibility
      - None indicated witnessing anything like reported
      - Multiple Contractors also indicated highly unlikely
      - With the lift station start up, we are monitoring pump usage & water levels
        - Found very little to no water coming into system during dry weather
        - Increased water coming in during rain events
          - Found standing water in the roads over Manhole #24 & #25
          - Installed Noflow dishes to reduce any water from entering
          - Hopefully Conservancy District storm will remove water
          - Darr's Cleaning televised the entire system
            - Found a manhole that was missed during the lining
              - Terminal Manhole with no connections
              - ART will come in and finish it ASAP
            - Found a tap that is leaking on C.R. 210
              - UUI is investigating it
              - Under road and not sure it has a lateral
              - Going to suggest lining it if not a lateral
            - Found mud in the line from Sandusky River Co.
              - Darr's Cleaning will be cleaning the lines
              - Found numerous manholes with water over them
                - Decided to install Noflow dishes in all of them
      - Of these issues, only the mud would prevent starting taps
        - Darr's Cleaning is attempting to clean the lines ASAP

- Sandusky River Co. – Additional Taps
  - Agreement is pretty clear that there were only to be 25 laterals for future taps
  - Appears to be 3 existing structures to tap (was 4 when plans were drawn up)
  - PDG originally reported 3 additional taps for vacant lots
  - Sandusky River Co. reported 9 additional taps for vacant lots
  - Going through the inspectors reports to verify the lateral connections
    - Missing at least one report from PDG
  - Going through TV Inspection & reports from Darr's to verify the lateral connections
    - TV Inspection indicates a total of 37 taps (4 existing, 33 future)
    - Agree with Sandusky River Co. of 9 additional taps
      - Most have a lateral of at least 16' and a 5' cleanout for a total of 21'
      - 21' x 9 = 189' of additional 6" pipe at \$94 per Linear Foot
      - \$94 per L.F. x 189' = \$17,766 (Offered \$10,000)
  - Prosecutors advised adding an addendum to the agreement for additional taps
  - This will need resolved prior to the end of the connection period
  
- Contract B: Wastewater Treatment Plant (\$961,417.00) – B. Hill'z Excavating
  - OWDA Construction Loan – Pay Requests
    - B. Hill'z Pay Request #1 - \$33,369.74
    - B. Hill'z Pay Request #2 - \$480,935.43
    - B. Hill'z Pay Request #3 - \$124,897.30
    - B. Hill'z Pay Request #4 - \$78,061.20
    - B. Hill'z Pay Request #5 - \$57,303.46
    - B. Hill'z Pay Request #6 - \$29,299.00
    - B. Hill'z Pay Request #7 - \$32,001.39
  - Construction Change Orders
    - Change Order #1 – Pending (Running List - \$18,673)
      - Electrical Drawings (No Cost Change)
      - Sand Filter Size (\$1,092)
      - Additional Valve on Force Main Connection (\$1,562)
      - Yard Hydrant (\$6,843)
      - Frost Free Wall Hydrant (\$599)
      - 8' Widening of East Drive (\$3,750)
      - Fence Reconfigured due to Electrical Meter (\$1,687)
      - Raise Building Elevation (\$1,760)
      - Installation of Yard Drain for low spot (\$3,580)
      - Finalized Quantities (Deductions)
  - Construction Update
    - Startup by Mack Industries done on August 26, 2021
    - Bergren Co. is working on updating Master Terminal Unit at office
      - Review of the system was completed November 4, 2021
      - Coordination with I.T. (Dates are being discussed)
        - Web based Alarm Dialer needs setup (Admin privileges)
        - SCADA Monitor will be connected to the Network
          - Ability to pull up the monitoring system on our computers
    - Standby Generator to be delivered (Delayed due to microchips)
      - Projected delivery in November is now February 2022
      - Separate start up for generator
  - Operators are prepping the plant for actual startup
    - Pump capacities are being verified
    - Lowered water levels to operational levels along with adjusting weirs
    - Found small leak in Dosing Chamber (Forwarded to B. Hill'z)

2. Wightman's Grove Connections
  - Updated the OUPS Polygon to include Wightman's Grove area
  - Updated Work Order System to include new lift station and wastewater plant
  - Need to complete the update of the Licensed Contractor's Handbook
    - Recommend Check Valves where connected structures are below the floodplain
    - Draft submitted on October 4, 2021 - Any thoughts or comments?
  - Inflow/Infiltration inspections of the collection system are completed
    - Removal of mud is necessary
  - SCADA Monitoring and Alarm System needs completed by Bergren
  - Connection & Rate Resolutions will be completed
    - 90 days minimum connection requirement (150 days since winter is coming?)
  - Rate Resolution
    - Rates are made up of the following items:
      - Operation, Maintenance & Replacement of Collection System & Lift Station
      - Debt of Collection System & Lift Station
      - Operation, Maintenance & Replacement of Wastewater Plant
      - Debt of Wastewater Plant
  
3. General Water Plan (Performed by ms consultants) – *No Changes*
  - \$22,000 covered via the Sanitary Engineers Service Agreements for 2018, 2019, 2020 & 2021
  - 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
  
4. District #1 Agreement – *No Changes*
  - 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
    - City requested the following items based on their review:
      - County pays for upgrades to the City's system to connect new properties
      - Removal of County unmetered customers referenced to City unmetered customers
      - City is willing to proceed with the Switchover date
      - Modification of the description of the City's charge
      - Update the County's charge
      - During the last discussion, City billing office indicated the overhead charge was \$1.88
        - Cost does not support Switchover to County performing the billing at \$6.95
        - Still don't think we are comparing apples to apples but we are closer than before
      - John Larson has updated the agreement and I have it to review
  
5. Field & Office Operations
  - Shorewood Water Leak on October 24, 2021
    - Emergency Repair performed by Zimmerman Excavating
    - Repair was in the middle of the road

- Gas Company contractor couldn't do the OUPS request
  - Columbia Gas had to come up and perform the locate
- Ohio EPA Metrics for the Water System was submitted
- Shorewood Water Plant – Change of Address
  - 810 Shorewood Drive (Would have been on Shorewood Drive if Phase 2 was done)
  - 3625 N. State Route 53 corresponds to the driveway access
    - Water Contingency Plan and Bacteria Siting Plan will need updating
    - Ohio EPA Documents and other miscellaneous items will need updating
- Should be finishing up website and take control of the changes from DKI shortly
- Muskellunge Lift Station – Control Panel Replacement
  - Replacing rusted control panel (most site preparation performed in-house)
  - Site preparation is completed and awaiting Burkett Industries on the electrical
  - Burkett Industries will build and install the control panel
- NPDES Permit Renewal Applications to the Ohio were due by April 3, 2021
  - Adams Acres Wastewater Plant NPDES was finalized and received
  - Westwood Wastewater Plant – still no draft permit for review
- Westwood Wastewater Plant – Replace mulch in landscaping
- Shorewood Water Plant - Violations for Iron for August & September
  - Already feeding phosphate since 1982
  - Set a response so we believe the violation letter is in error
- Shorewood Water Plant - Replace roof & wood gable ends of the building
- Shorewood Water System – Radio read water meters
  - Covid funding – when can we start working on this?
- Next year update for Rules & Regulations and Licensed Contractor's Handbook
  - Include rules on force main connections (Wightman's Grove Force Main)
  - Couple property owners are requesting connections
  - Only allow where gravity sewers don't make sense in the future
  - Specify e-One grinders owned and maintained by the property owner

## 6. Office Remodel

- Draft Request for Qualifications (RFQs) has been completed (Get with EMS & Theresa on Ad)
- Coordination with the EMS renovation of their building on E. State Street will be crucial
- Planning for Sanitary Engineers to take over EMS portion of building and cold storage building
  - Building has been essentially untouched since 1982
  - Hallways / Bathrooms are the original paint and flooring
- Sanitary Engineers will be looking at the following:
  - Mini space study for current and future needs
  - Building renovation and expansion including site improvements
    - Key areas of focus for the work
      - Meeting / Training Areas for both public and staff meetings
      - Customer Drive Through with Drop Box
      - Updating the Lab for Water & Wastewater Testing
      - Updating Parking Lot and Yard Lot for better flow of vehicles
      - Asphalt the majority of the Yard Lot
      - Increasing Maintenance Area for Pump Repairs
      - Increasing Garage area for vehicles along with wash & maintenance bays
      - Increasing Storage Building area for equipment
      - Subdividing employees into Billing, Operation & Maintenance, Engineering
      - Provide individual offices for Supervisor positions
      - Separate areas for I.T. equipment, radio equipment, and housekeeping
      - Separate area from work area for employee lunch breaks
- Sanitary Engineer Renovation & Expansion can utilize OWDA loan for project funding

