

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

**MEETING 2022**

Meeting: Board Of Commissioners

Location: Commissioners' Board Room

Date: 1/20/2022

Time: 8:00AM – 11:52AM

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

Present: Theresa Garcia; County Administrator

Others Present: Steve Shiets, Bryan Bailey, Sarah Zimmerman, Michelle Mong

(\*action items)


AGENDA ITEMS	BRIEF DESCRIPTIONS / ACTION STEPS:	PERSON RESPONSIBLE:	DOLLAR AMOUNT:	MOTION / VOTE
Call to Order Pledge of Allegiance (8:00am)		Scott Miller, President		
*Review & Approval of Commissioner Meeting Minutes, incoming Mail Review & External Meeting Notices	The 1/18/2022 minutes were reviewed/approved by the Board. The Board reviewed incoming mail and external meeting notices.	Scott Miller Charles Schwochow Russ Zimmerman		*Motion: Move to Approve minutes Moved by: Russ Zimmerman 2nd: Charles Schwochow Yes – 3
Review of External board / Meetings Attended by Commissioners	The Commissioners met on a conference call with the Region put together by the State for the Opioid Law Suit. The One Ohio Foundation was set up by the State who put together the regions. The group is made up of eight counties in North West Ohio. The call had several Commissioners, Prosecutors and Administrators from those counties. The discussion was how to organize the region and how to appoint a representative for the State group. A letter is going to be put together for each County to use to notify the municipalities in their County about what the regions responsibilities are. This should be sent out by the end of February to keep things moving.	Scott Miller Charles Schwochow Russ Zimmerman		


	<p>The Commissioners met with the Fremont EDC to discuss a project on the North side of Fremont that would entail assistance from the County and Rice Township. The project was reviewed and some ideas on how to make the project happen was discussed. The City of Fremont would like some idea on where everyone was heading in the next several weeks so they can begin putting plans together. The Commissioners were going to talk to the Sanitary Engineer about the project.</p>	<p>Scott Miller Charles Schwochow Russ Zimmerman</p>		
	<p>Commissioner Miller attended the Airport Authority meeting. They voted on 2022 board members. Life Flight came in to the meeting and had collected money for a memorial to Dave Wadsworth, past Airport Manager, to be placed at the airport. Budget seems strong for what they need to do for 2022.</p>	<p>Scott Miller</p>		
	<p>Commissioner Zimmerman attended the Family Children First (FCFC) Executive Committee meeting. They talked about the MSY program they are involved in. This allows the county to get additional Medicaid funds for assistance. There was discussion on changing the FCFC executive committee meeting to a quarterly meeting. Commissioner Zimmerman was asked about payroll deductions for county employees to United Way. United Way was told it couldn't be done. The Commissioners will ask the Auditor about this at her next meeting.</p>	<p>Russ Zimmerman</p>		
	<p>Commissioner Zimmerman attended the Building Code Advisory committee. They met with applicants who submitted letters of interest for new members of the Committee. They interviewed several individuals and the committee made their recommendations. The Commissioners agreed with the recommendation and a resolution will be submitted for approval. Candidates will be notified by phone and mail.</p>	<p>Russ Zimmerman</p>		
<p><b>Commissioners and Administrator Discussion</b></p>	<p>Amy Hoffman from Palmer Energy was in on Tuesday afternoon to refresh energy prices for the new facility aggregation. Prices were up slightly and they are waiting to refresh in February to get a better price.</p>	<p>Theresa Garcia</p>		

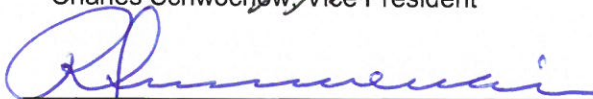
<p><b>* Then /Now Documents</b></p>	<p>One certificate was presented by the Recorder's office. PO was in place but to the wrong vendor and they waited until the end of the year to gather documentation. One invoice makes up this certificate. Leah Krumnow - \$70.00</p> <p>One certificate was presented by the JJC. Did not have a PO opened for 2022 as of the date the invoice arrived. Once invoice makes up this certificate. Perry ProTech - \$69.66</p> <p>One certificate was presented by the Dog Kennel. January invoice was received prior to obtaining the 2022 PO One invoice makes up this certificate. AEP - \$129.35</p> <p>One certificate was presented by the Engineers Office. Emergency purchase and new world was unavailable for PO. One invoice makes up this certificate. Laketec Commination's Inc. - \$265.00</p> <p>One certificate was presented by Common Pleas Court. Competency evaluation was ordered and no PO in place. One invoice makes up this certificate. Court Diagnostic &amp; Treatment Center - \$1,823.00</p>	<p>Recorder</p> <p>JJC</p> <p>Dog Kennel</p> <p>Engineers</p> <p>Common Pleas</p>	<p>\$70.00</p> <p>\$69.66</p> <p>\$129.35</p> <p>\$265.00</p> <p>\$1,823.00</p>	<p>*Motion: Move to Approve certificates Moved by: Russ Zimmerman 2nd: Charles Schwochow Yes – 3</p>
<p><b>* Personnel</b></p>	<p>None</p>			
<p><b>* Travel Requests</b></p>	<p>None</p>			
<p><b>Sanitary Engineer</b></p>	<p><b>Steve Shiets – Sanitary Engineer.</b> Steve came in with Bryan Bailey, Engineer in training, for his regular meeting with the Commissioners. See attachment for agenda items. Steve reviewed updates on Wightman's Grove Project. General Water Plan is still being reviewed. Steve talked about the project discussed by the City of Fremont EDC. He had some suggestions and had started a plan that he will have completed to get some ideas. He feels it is best for the County to take the lead and would like to work with GLCAP on possible grants that may be available. The project would benefit that area. Steve asked about some assistance with purchasing a new mini excavator. The current equipment they have is outdated and it would make it easier to make repairs if they had a newer model.</p>	<p>Steve Shiets – Sanitary Engineer Bryan Bailey – Engineer in Training</p>		

* Resolutions	2022 – 37 AUTHORIZING AMENDED MEMORANDUM OF UNDERSTANDING (MOU) WITH THE CITY OF FREMONT IN THE COLLABORATION OF INFORMATION TECHNOLOGY (IT) SERVICES FOR 2022	Commissioners IT		*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Charles Schwochow Yes – 3
Public Open Session	Citizens Attendees – none Media Attendees – none Elected Officials – none			
Board of DD	<b>Sarah Zimmerman – Board of DD.</b> Sarah came in with Michelle Mong, Business Manager, for her regular meeting with the Commissioners. See attachment for agenda items. They purchased a new home to be available for a group home. Commissioner Miller asked about the location. He had been approached by a constituent regarding the purchase and he asked questions on the cost and purpose of the purchase. They are waiting on a grant approval to help with wages for DSP services. They are looking at some assistive technology and remote support to assist at some of the group homes. Commissioner Miller asked about the HVAC system in the Senior Center and any issues there may be with the systems. Sarah explained what is happening and that the issue is within the Senior Center section. Discussion on what needs to be done	Sarah Zimmerman – Superintendent Michelle Mong – Business Manager		
* Adjournment (11:52am)	With business completed for the day the meeting was adjourned.			* Motion: Move to adjourn Moved by: 2nd: Yes - 3

Signature of:

  
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Scott Miller, President

  
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Charles Schwochow, Vice President

  
\_\_\_\_\_  
Russ Zimmerman

Board of County Commissioners, Sandusky County Ohio

Attest: Theresa Ganea  
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

**AGENDA**  
**Commissioners' Meeting**  
January 20, 2022

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 (Unsewered Grant)
      - Pay Request #2 - \$652,467.55 (Unsewered Grant & OCEAN Grant)
      - Pay Request #3 - \$192,738.30 (OCEAN Grant & OWDA Loan)
      - Pay Request #4 - \$336,801.11 (OWDA Loan)
    - Construction Change Orders
      - Change Order #1 – Cost delays holding for WWTP Rebid (\$16,116.10)
      - Change Order #2 – Quantity Adjustments (\$154,086.75)
      - Change Order #3 – Pavement & Berm Adjustments (\$54,203.24)
    - Construction Update
      - Standby Generator was set on November 11, 2021
      - Startup by County Electric done on December 2, 2021
      - Bergren Co. has Remote Terminal Unit installed for monitoring & alarms
      - UUI retested possible leak on tap between Manhole #19 and Manhole #20
        - Passed pressure test again
      - Darr's Cleaning cleaned entire collection system
        - Quite a bit of mud within the system was removed
        - Mud references direct inflow connection to storm water and not leaks
      - Monitoring lift station pump runs appear to be consistent with small leakages
        - Pumps have run little to none since Noflow dishes were installed
      - Items remaining for UUI:
        - Preconstruction Video for yard complaints at 2904 & 2909 County Road 208
        - UUI Surveyors finalize Manhole Elevations for As-builts
        - UUI Surveyors reset property pins for the lift station properties
        - Silt fencing removed from around lift station
        - Determined leak in the vault chamber above wetwell
        - Intermittent pump faults during power failures
      - Before taps to the system can be started, need to meet following conditions:
        - Bergren Co. needs to have the SCADA monitoring and alarm system completed
          - See SCADA update under the Treatment Plant Improvement below
        - As-builts Drawings from PDG
      - 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 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 (1 existing torn down)
            - 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)
        - Need As-built from PDG for final quantities on the laterals installed
        - 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
    - B. Hill'z Pay Request #8 - \$97,408.78
  - Construction Change Orders
    - Change Order #1 – \$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
    - B. Hill'z repaired small leak in Dosing Chamber
    - Pump capacities didn't match with PDG calculations
    - Mack Industries indicated it would work with some adjustment
    - Bergren Co. is working on updating Master Terminal Unit at office
      - Review of the system was completed November 4, 2021
        - Modifications from review are ongoing by Bergren
          - Web based Alarm Dialer was setup
            - Currently testing alarm system & operation
            - Replacing other alarm system so running simultaneously
          - Coordination with I.T. (To be done at the end)
            - 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 February 2022
          - Separate start up for generator will be shortly after
      - Operators have blowers running within the plant to avoid freezing

## 2. Wightman's Grove Connections

- Updated the Licensed Contractor's Handbook
  - Recommend Check Valves where connected structures are below the floodplain
- SCADA Monitoring and Alarm System needs completed by Bergren
  - Currently monitoring the alarms
- 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. 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

### 4. General Water Plan (Performed by ms consultants)

- \$22,000 covered via the Sanitary Engineers Service Agreements for 2018 to 2022
- Many items within this plan will be utilized to finalize the Asset Management Plan
- Evaluate County Water Plant vs. City of Fremont Water
  - Met with the City of Fremont on December 18, 2018 and December 17, 2019
- Covid Cares Act – Costs to replace Water Plant, Water System & Fire Protection
- Expansion of County Water Service
- The plan is currently under review and probably 90% complete

### 5. Office Operations

- Website is done by DK1 and we are able to modify it now
- Work Hours changed from 7:30 a.m. to 4:00 p.m. with half hour lunches
  - Office open from 8:00 a.m. to 4:00 p.m.
  - Effective January 1, 2022
- Updated Cubic Utility Billing Program – Online Bill Pay has added Security
- 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
- Next year update for Rules & Regulations and Licensed Contractor's Handbook
  - Include rules on force main connections and 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
- Activities Reports for 2021 – Attempting to get these caught up



## 6. Field Operations

- Shorewood Water System – Radio read water meters
- Covid Cares Act funding – Quotes
  - Quote from Trumbull - \$32,331 (Kamstrup Meter Quote from March 24, 2021)
  - Quote from Neco - \$49,880 (Neptune Meter Quote from January 17, 2022)
    - Third party installation of all meters \$19,200
  - Quotes pending for Sensus & Badger Meters
- Shorewood Water Leak on January 16-17, 2022
  - Emergency Repair performed in-house
  - Rental of Mini-excavator has been utilized for in-house repairs
  - Streaker Tractor Sales was not open on January 16, 2022 when weather was better
  - Waited till January 17, 2022 in order to rent Mini-Excavator (Level 1 Snow Emergency)
  - Covid Cares Act Funding – Kubota Mini-Excavator \$50,381.08
    - Accessories (new total of \$56,636.08) as follows:
      - K7870-WB Mechanical Quick Attach Coupler (\$985)
      - K7910-WB Hydraulic Thumb Plumbed Hard (\$2,185)
      - K7875-WB 24" Trenching Bucket with Teeth (\$1,950)
      - K7877-WB 36" Ditch Cleaning Bucket with Bolt on Cutting Edge (\$1,135)
    - Backhoe Equipment Fund has \$15,942.55
    - Trailer Equipment Fund has \$575.01
    - Sell 1983 Backhoe via GovDeals (\$10,000 to \$15,000?)
    - Would Covid Cares Act cover \$30,000?
- Muskeellunge Lift Station – Control Panel Replacement
  - Replacing rusted control panel (most site preparation performed in-house)
  - Awaiting Burkett Industries on the electrical components that are backordered
  - Burkett Industries will build and install the control panel
- Westwood Wastewater Plant – Replace mulch in landscaping
- Shorewood Water Plant - Replace roof & wood gable ends of the building

## 7. Office Remodel

- Request for Qualifications (RFQs) has been completed (Ad in paper and available online)
- Originally posted RFQs on December 17, 2021
- Amended RFQs on January 10, 2022 (Submittal Date & Evaluation Criteria updated)
- 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
- 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 ([Attachment #8](#))
      - 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 storage
      - 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
- Statement of Qualifications will be received January 31, 2022



# Sandusky County Commissioners Report

January 20, 2022

## Youth Respite and Adult Residential Home

- Youth Respite Home: Efforts on this continue to move forward. Furnishings, repairs, home modifications, and sensory and therapy supplies have all begun to be installed and completed. Efforts to get this fully operational will likely be a challenge due to the severe staffing shortage, but efforts are continuing to develop a provider RFP.
- Grant Award: In the fall, SCBDD applied for a grant through DODD for the youth respite home. This week SCBDD was notified our request was funded in full for \$18,400 for FY22 and \$26,200 for FY23. This will allow for new appliances and additional sensory and therapeutic supplies to be purchased for the home.
- Adult Residential Home: SCBDD and Sandusky County Metro Housing Authority were successful in purchasing another adult residential home in December 2021. Efforts are underway to seek competitive bids to make accessibility modifications and hopefully access DODD Community Capital Assistance (CCA) funds for reimbursement. This home meets our board's long-term vision and need for more accessible housing and an 'aging-in-place' model.

## DSP Shortage

- Our residential providers are reporting monthly DSP overtime averages of \$2,000 to \$26,000 per month. One of SCBDD's largest residential providers, which works in multiple counties, is reporting an average of 400 hours per week in overtime. Excessive and chronic overtime is reported by all providers and continues to be a great concern.
- SCBDD is taking a renewed look at how assistive technology and remote supports can be utilized as either alternatives to staff or to support limited staffing patterns. Quotes are being obtained to purchase sample equipment to display and practice use in the youth respite home as a 'model' tech home.

## DODD/Ohio Update

- Ohio's budget increased some waiver rates by 4% and went into effective January 1, 2022. This initiative was in response to DSP's low hourly wage which is restricted by the established federal and state Medicaid waiver rates.
- County Boards have unanimously supported approaches to increase the DSP wage through competency-based training. This would require a state and federal waiver rate increase and amendment. There are active conversations with the department on how this could happen and be funded by county boards yet this year.

### **Federal Update**

- In October, it was announced the feds were approving another extension for the Public Health Emergency to January 16, 2022. This extends the enhanced FMAP (eFMAP) now from December 31, 2021, to March 31, 2022. This continues to temporarily reduce the Medicaid waiver local match amount and administration fees while temporarily enhancing TCM reimbursement rates. This is temporary, pandemic related federal fiscal relief.

### **DD Awareness Month – “We ALL Belong”**



Save the Date for Leadership Day! Tuesday, March 15<sup>th</sup> 10:00 to 11:30 am

