

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

2024 MEETING

Meeting: Board Of Commissioners

Location: Commissioners’ Board Room

Date: 2/15/2024

Time: 8:00AM

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

Present: Theresa Garcia – County Administrator

Others Present: Steve Shiets

(*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 | | |
| *Review & Approval of Commissioner Meeting Minutes, incoming Mail Review & External Meeting Notices | The 2/13/2024 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: Charles Schwochow 2nd: Yes – 3 |
| Review of External board / Meetings Attended by Commissioners | The Commissioners participated in a call with the State Auditor’s Office to discuss Performance Audits. They explained you can do whole county audits or you can have them done by departments. The cost was much more than anticipated. The other thought was once an audit was done how easy would it be to put recommendation in place. Commissioner Miller noted if a department or elected official was interested in having an audit done for their area for some reason he would be willing to listen. These audits could cost anywhere from \$40,000.00 to \$100,000.00. Some of this can be done internally by the department. | Russ Zimmerman Scott Miller Charles Schwochow | | |
| | Commissioner Zimmerman attended the TRIPS tour and ride along. They had a presentation that reviewed where they receive funding and how it is spent. They then took a tour on one of the busses around part of the loops. | Russ Zimmerman | | |

| | | | | |
|---|--|-------------------------------------|--|--|
| | They have busses that pick people up and take them to specific locations. These are on demand busses. Then they have busses specific for the two different loops they have in place. They have pricing for trips in Fremont, outside of Fremont or anywhere in the County. They will also take people to Toledo to Doctors appointments and to Cleveland Clinic through the on demand scheduling. | | | |
| Commissioners and Administrator Discussion | The project initiation form was sent out Tuesday and there was a few responses to have projects added to a list. This will hopefully work well for scheduling and timelines. | | | |
| | There was discussion on whether counties offices will be closed on April 8th during the Solar Eclipse. Commissioners feel it is best to close county buildings that day to alleviate any congestion with tourists coming in the morning and leaving that afternoon. A letter is going to be sent out to offices and something posted on the web page. They would rather be over prepared then not prepared. | | | |
| * Then /Now Documents | None | | | |
| * Personnel | None | | | |
| * Travel Requests | None | | | |
| Sanitary Engineer | <u>Steve Shiets – Sanitary Engineer.</u> Steve came in for his regular meeting with the Commissioners. See attachment for agenda items. There wasn't much to update on Wightman's Grove project. Connections are almost all done and Health Department is helping to enforce the process on up to six unconnected structures. He is working with the Prosecutor on the amendment to the agreement with Sandusky River company for additional taps. Rice Township water project is estimated at \$8.2 million. The planning loan should be approved soon. He's had some issues at the Muskellunge Lift Station with pump blockages. He had to install a shredder because of some of the items being sent through the pump. | Steve Shiets – Sanitary Engineer | | |

| | | | | |
|----------------------------|--|------------------------------|---|--|
| * Resolutions | 2024 - 74 APPROVING SUPPLEMENTAL APPROPRIATION TO BOARD OF ELECTIONS CYBER FUND REFUNDS AND REIMBURSEMENTS (\$30.38) FOR RETURNING FUNDS TO THE STATE | Board of Elections | \$30.38 | *Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Charles Schwochow Yes – 3 |
| | 2024 - 75 APPROVING SUPPLEMENTAL APPROPRIATION FOR DOG KENNEL TO REIMBURSEMENTS AND REFUNDS (\$200.00) NOT APPROPRIATED FOR IN BUDGET | Dog Kennel | \$200.00 | *Motion: Move to Approve resolution Moved by: Charles Schwochow 2nd: Scott Miller Yes – 3 |
| | 2024 - 76 APPROVING FUND TRANSFERS FROM COMMISSIONERS TRANSFER OUT TO ENGINEERS FOR FIRST HALF DRAINAGE ENGINEER WAGES (\$15,000.00) AND SICK LEAVE FUND (\$5,100.00) FOR RETIREMENT PAY OUT, AND SUPPLEMENTAL TO SICK LEAVE WAGES (\$5,000.00) AND BENEFITS (\$100.00) FOR SICK LEAVE CONVERSION | Sick Leave Fund Engineers | \$15,000.00 \$5,100.00 \$5,000.00 \$100.00 | *Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Charles Schwochow Yes – 3 |
| Public Open Session | Citizens Attendees – none Media Attendees – none Elected Officials – none | | | |
| * Adjournment (10:03am) | With business completed for the day the meeting was adjourned. | | | * Motion: Move to adjourn Moved by: Scott Miller 2nd: Charles Schwochow Yes - 3 |

Signature of:



Russ Zimmerman, President



Scott Miller, Vice President



Charles Schwochow

Board of County Commissioners, Sandusky County Ohio

Attest:

Thomas Gancey
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
February 15, 2024

1. Wightman's Grove Connections
 - 49 connections completed
 - Health Department is in enforcement process on up to 6 unconnected structures
 - Landbank is removing the structure at 2892 County Road 210 so probably down to 5
 - Establishment a connection charge for new structures within collection system after:
 - (1) Finish up the Sandusky River Co. Amendment is done
 - (2) Typically this compounds the enforcement process so we may want to hold off
 - Could also increase penalty of \$150 per month for existing structures if needed
 - Connections outside of Wightman's Grove (would prefer to have Health Enforcement completed)
 - Need to establish a connection charge to the lift station force main
 - Require an e-One grinder connection (prevents gravity construction)
 - County via a third party should tap the force main and bore under road
 - This cost should be paid by the property owner as well
 - Obtain an estimate from a third party to perform that portion of the work
 - Need to update Rules & Regulations and Contractor's Handbook
2. Sandusky River Co. – Additional Taps
 - Agreement was only to be 25 laterals for future taps
 - Nine (9) additional taps for vacant lots
 - Most have a lateral of at least 16' (Cleanouts were excluded from cost)
 - 16' x 9 = 144' of additional 6" pipe at \$94 per Linear Foot
 - \$94 per L.F. x 144' = \$13,536 (Originally offered \$10,000)
 - Amendment was sent to Sandusky River Co. on June 21, 2022
 - Sandusky River Co. should start paying on the 25 laterals on July 1, 2022
 - The amendment should not affect the original 25 laterals
 - Sandusky River Co. requested a meeting with Prosecutors
 - Sandusky River Co. proposed paying for all laterals
 - All connections would then be subject to a Connection Charge
 - Did not figure the cost to construct mainline within their property
 - Determined Sandusky River Co. mainline cost
 - Need to get back with Prosecutor's office to get this finalized
3. Rice Township Water Improvements
 - Project construction is estimated at \$8.2 million
 - Design is typically around 10% of construction costs
 - County Water Budget is \$76,000 for 2024
 - ORC does not allow for speculation with County Water Budget
 - Funds collected for existing connections with County Water Budget
 - Unconnected structures are funded by the following:
 - Assessments
 - Connection Charges if the Budget can absorb the upfront costs
 - Debt Components via the monthly billing
 - General Fund via Commissioners
 - At this point, this is going to rely heavily on the General Fund
 - Utilize a 3 Phase Approach
 1. Replacement of the Shorewood Water Plant
 2. Replacement of the Shorewood Distribution System
 3. Expansion of the Distribution System along State Route 53 corridor

- ms consultants, inc. indicated Preliminary Design costs of \$340,970
 - OEPA is requiring additional items with the General Plan completed in 2022
 - The General Plan for Water Supply will need to be approved by the OEPA
 - DEFA switched Preliminary Design Loan Application to a Planning Loan Application
 - Planning Loan Application was submitted to complete the updated General Plan
 - If General Plan is approved, Preliminary Design can proceed
 - Preliminary Design not affected by water supply was already started
 - Started design to keep with deadlines set for the improvement
 - ms consultants is proceeding with updating the General Plan per OEPA comments
 - Two more loan applications are required: (1) Design Loan & (2) Construction Loan
 - Already included General Fund for repayment with Planning Loan
 - \$38,017.20 per year for 5 years (\$190,086.00)
 - Important to note that we have maxed the utility bills with the Planning Loan
 - Planning Loan indicates a 5% increase for the bills
 - Increase the \$5.00 / 1,000 gallons to \$5.25 / 1,000 gallons
- ms consultants are currently at \$121,805.85
 - First invoice from ms consultants for \$6,518.53
 - Second invoice from ms consultants for \$7,693.05
 - Third invoice from ms consultants for \$12,379.69
 - Fourth invoice from ms consultants for \$13,825.64
 - Fifth invoice from ms consultants for \$30,856.42
 - Sixth invoice from ms consultants for \$35,575.88
 - Seventh invoice from ms consultants for \$14,956.64
- Ohio EPA is attempting to set up a meeting with City of Fremont on Water Supply
 - Essentially verifying numbers within the General Plan for Water Supply
 - Ohio EPA preference Regional Water Supply

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 and update 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 Operations

- Yard restoration of Sewer Tap Repair by B. Hill'z at 2119 N. Fifth Street
- Muskellunge Lift Station – Pump Blockages
 - Aeroquip INOAC communitior quit in November

- Marlin White & Sons replaced communitor couple weeks ago (2 month delivery)
- Had to replace the communitor control panel due to it not being compatible
- Communitor was placed back online February 8, 2024
- SCADA Communications went down on January 1, 2024
 - 14 Amp Power Supply burned up (third one since July of 2022)
 - Two others burned up in the lightning strikes in July 2022
 - Bergren Co. installed a 25 Amp power supply
 - Think we went through three 14 Amp power supplies from 1995 to 2022
- Communication Failures at Muskellunge, Leewood, Shorewood Sewer & Shorewood Water
 - Muskellunge has been corrected (Bergren Co.)
 - Others have improved but Leewood is still problematic
- Private Sewer Backup at 52 Powhattan in Leewood Subdivision
- Need to verify all alarm & status points on the Master Terminal Unit (Bergren Co.)
- Ohio EPA Site Inspection at Hoch Wastewater Plant (plant for Wightman's Grove)
 - No issues found other than they wanted the all Operators license in the log book
 - Still had Ryan More listed as Operator but we removed him in June of 2023
 - 5 year Ohio EPA Permit renewal is due at the beginning of July 2024
- Still assisting Green Springs on operation and maintenance issues
- Misty Meadows / Campfire wastewater plant is being checked by County operators
- Water leak on Shorewood Drive on January 1, 2024
 - Short staffed so Zimmermann Builders was hired to make repair

6. Office Operations

- Water Metrics was submitted to the Ohio EPA by November 15, 2023
- Safety Building Self Inspections completed
- 2023 Inventory completed
- Rules & Regulations was updated with new charges
- Asset Management Plan was updated per Ohio EPA requests
- New Water meter communications is working well
 - One faulty meter endpoint pulled to be covered under warranty
- EMS Life Squad 14 (Gibsonburg) – White Star Sewer & Water Utilities
 - Met with Village Administrator Marc Glotzbecker
 - Park and Village Supplemental Agreement (Draft Review)
 - Updates White Star Service Area to include new EMS parcel
- Personnel
 - Advertise and hire Engineer In Training ASAP
 - Looking into adding another Licensed Operator
- Rate Increases (3 Year Step Increases)
 - Adams Acres
 - Effective July 1, 2024 - \$58.00
 - Effective July 1, 2025 - \$60.00
 - Effective July 1, 2026 - \$62.00
 - Westwood
 - Effective July 1, 2024 - \$75.00
 - Effective July 1, 2025 - \$76.00
 - Effective July 1, 2026 - \$77.00
- Power Surge on July 24, 2022
 - Three security cameras are still not working (Cameras are backordered I.T.)
- 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

7. Office Remodel

- Porter Architects - Awaiting contract and price
- Coordination with the EMS renovation of their building on E. State Street will be crucial
- Sanitary Engineers to take over EMS portion of building and cold storage building
 - Porter submitted office and site plan layout for review
- Met with City of Fremont on January 17, 2024 on Sanitary Engineer & EMS Office Layouts
 - Storm water Retention and Quality will need addressed at both sites
- Sanitary Engineers will be looking at the following:
 - 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 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
 - Bond would be more likely in order to not jeopardize loan funding for projects
- Fund requests from the Commissioners
 - Customer Parking Lot
 - Change of the Parking Lot for safety concerns
 - Better flow for pedestrians crossing the street (most don't realize it is a street)
 - Also will allow for a larger parking lot for future County Office structure
 - Separate Electrical Service for Fuel Depot
 - Utilize old EMS Electrical Service or old Sanitary Engineer Electrical Service
 - Sanitary Engineer's electric is maxed out in Storage Building from Fuel Depot
 - Fuel Depot electric has been paid by the Sanitary Engineers since installation
 - EMS old transfer switch will be utilized for Fuel Depot

