

**MINUTES  
BOARD OF TRUSTEES MEETING  
LORAIN COUNTY RURAL WASTEWATER DISTRICT  
NOVEMBER 13, 2008**

**Call to Order:**

The regular meeting of the Board of Trustees of the Lorain County Rural Wastewater District was held at the LORCO offices, 22898 West Road, Wellington, Ohio. President McConnell called the meeting to order at 7:00 p.m. with the pledge of allegiance.

**Oath of Office:**

Pursuant to the delivery of the Grafton Township resolution Attorney, Dennis O'Toole, swore in Thomas Steigerwald as the Grafton Township Alternate to the LORCO Board of Trustees.

**Trustees in Attendance:**

Scott Grills	James Wright	Doug Edwards
Tom Steigerwald	Ernest Hartman	Barb Harper
John Piwinski	Gerald Cowie	Calvin Woods
Thomas Lahetta	Dorothy Collins	Cindy Kurpely
Neil Lynch	James McConnell	

**Also in Attendance:**

Dennis O'Toole, Attorney  
John Kniepper, ALUM Director of Utilities  
Helen Haddox, Office Manager  
Fred Alspach, Executive Director

**Absent were:**

Rick Hutman and Joseph Knoble.

**Approval of Minutes:**

President McConnell noted that the minutes of the regular meeting held on October 9, 2008 had been mailed to all the trustees and called for any additions or corrections. It was moved by Barb Harper, with a second by James Wright to approve the minutes as written. All voted yea. Motion carried.

**Old Business:**

The Executive Director informed the board that a Preliminary Jurisdictional Determination letter with additional information had been sent to both LORCO and Avon Lake Municipal Utilities. This was done as the entire proposed pipeline has been reviewed as one project. Both Fred Alspach and John Kniepper signed the standard form and mailed it back to the US Army Corps of Engineers in Buffalo, New York. The wetlands consultant, URS, has provided a timeline that indicates the Permit to Install will be issued in March 2009. Based on this information a draft construction advertisement for contracts No. 1, No. 2 and No. 3 was reviewed by the board. It is anticipated that the advertisement will be placed as early as mid December 2008 or January 2009.

**New Business:**

President McConnell had no additional report with regard to the Northwest Service Area.

Attorney, Dennis O'Toole, reviewed the proposed Theft Prevention Policy that was provided to the board members at the October meeting. This is also known as the "Red Flag" policy and is set forth in the Fair and Accurate Credit Transactions Act of 2003.

**RESOLUTION NO. 2008-19** It was moved by Ernest Hartman, with a second by Scott Grills WHEREAS, the Lorain County Rural Wastewater Board of Trustees recognizes that data loss and identity theft is of significant concern to its employees and customers; and

WHEREAS, the Lorain County Rural Wastewater Board of Trustees desire to implement an Identity Theft Prevention Policy to help protect its employees, customers, contractors and LORCO from damages related to the loss or misuse of sensitive information,

NOW, THEREFORE BE IT RESOLVED, that the attached Identity Theft Prevention Policy is hereby implemented.

Vote resulted as follows: 14 yea, 0 nay. Motion carried.

**RESOLUTION NO. 2008-20** It was moved by Gerald Cowie, with a second by Thomas Lahetta WHEREAS, the following have been submitted:

First Merit Bank – interest	\$	41,245.39
URS Engineering – wetland services through 08/08/08	\$	5,912.00
Payrolls disbursed on – 10/08/08 & 10/22/08	\$	2,229.80
Easement Acquisition – expenses for October	\$	1,289.40
OPERS – contributions 09/20/08 – 10/31/08	\$	888.19
Village of Grafton – treatment costs July - September	\$	767.41
GRW Engineer's – Mallard's Edge Plan Review (reimbursed)	\$	600.00
North Coast Administrators – monthly health insurance	\$	526.66
Bobel's Office Supply – computer printer and meeting supplies	\$	225.25
First Merit – federal payroll taxes for October	\$	208.76
Fred Alspach – LORCO petty cash reimbursement	\$	169.73
LMRE – NISC monthly accounting software	\$	95.63
Rural-Urban Record – O&P committee meeting notice	\$	83.50
Verizon – monthly landline	\$	52.61
First Merit – monthly analysis fee	\$	49.42
LMRE – administrative contract for September	\$	7,174.94
LMRE – rent for September	\$	250.00

- 1) That in anticipation of receiving permanent construction funding with a financing guarantee from the USDA/ Rural Development, the LORCO Rural Wastewater District may be required to expend or incur cost for planning and/or fees for the purpose of making capital improvements to their wastewater collection facility, which costs expended or incurred will be considered a part of the total

USDA/Rural Development construction loan and the LORCO Rural Wastewater District may claim such costs as reimbursable expenses through the loan.

- 2) That it is found and determined that all formal actions of this Board of Trustees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board of Trustees, and that all deliberations of the Board of Trustees and of any of its committees resulting in such formal action were in meetings open to the public, in compliance with the law, including Section 121.22 of the Revised Code of Ohio.

Vote resulted as follows: 14 yea 0 nay. Motion carried.

Planning and Operations Committee Chairman, Ernest Hartman, gave a review of the committee meeting held October 23, 2008. The Pheasant Run Association wastewater system was the primary topic on the meeting agenda and it was discovered that a very recent change in administration had taken place. However, it was recognized that GRW Engineers could put together a list of information needed from PRA officials and make a preliminary determination to the viability of providing a feasibility study. Also GRW's, Bob Smallwood, discussed the updated estimate of costs for a sewer system serving just South Amherst Village. It was further determined that additional numbers are required to make such plans cost effective.

The Executive Director provided the monthly hours of work report and supporting staff report to the board. In addition several news articles were highlighted and an updated time line based on recent documents provided by the US Army Corps of Engineers were presented. Also the monthly expenditures and current cash position were presented.

**Other Business:**

President McConnell opened the floor to comments from the audience. None were presented.

President McConnell called for an Executive Session to discuss contracts. It was moved by Ernest Hartman, with a second by John Piwinski to move into Executive Session at 7:30 p.m. to discuss contracts. A roll call vote was taken with 14 yea, 0 nay. Motion carried.

It was moved by Ernest Hartman with a second by Doug Edwards to move back into regular session at 7:50 p.m. All voted yea. Motion carried.

**Adjourn:**

With no further business to come before the Board, it was moved by Tom Steigerwald with a second by Scott Grills to adjourn at this time 8:00 p.m. and meet again in regular session at 7:00 p.m. on Thursday, December 11, 2008 at the LORCO offices, 22898 West Rd. Wellington, OH. All voted yea. The motion carried.

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President

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Secretary-Treasurer