



WOOD COUNTY TRANSPORTATION IMPROVEMENT DISTRICT

Monthly Meeting Minutes
October 11, 2019

BOARD MEMBERS

John M. Musteric
CHAIR

Jonathan Smith
VICE-CHAIR

Robert Watrol
SECRETARY-TREASURER

James Bagdonas
Walter Celley

Joseph Fawcett

Robert Mack

Douglas Miller

Meghan Newlove

Ed Pavuk

Mike Rywalski

The regular meeting of the Wood County Transportation Improvement District was called to order by Chairman John M. Musteric, P.E., P.S. at 8:05 a.m. in the Northwest Water and Sewer District Conference Room.

Roll Call

Present:

| | | | |
|----------------|---------------|--------------|------------------|
| Ed Pavuk | Megan Newlove | Mike Trinity | Jim Bagdonas |
| Jonathan Smith | Bob Mack | Walt Celley | John M. Musteric |

Absent:

| | | |
|-------------|---------------|---------------|
| Doug Miller | Mike Rywalski | Robert Watrol |
|-------------|---------------|---------------|

Others:

| | | | |
|-----------------------|-------------|---------------|----------------|
| Lane Williamson, Esq. | Ed Ciecka | Jerry Greiner | Jessica Benson |
| Dana Schratt | Rex Huffman | | |

Annual Meeting Minutes

The minutes of the previous meeting were presented with corrections from Mr. Musteric. Requested to change from a vote for Mr. Musteric as Chairman to abstain. Mr. Musteric voted for the appointment of Secretary/Treasurer and Vice Chairman. Mr. Musteric requested a motion to accept the minutes as amended. Ms. Newlove motioned to accept. Mr. Bagdonas seconded.

In favor: Mr. Trinity, Ms. Newlove, Mr. Pavuk, Mr. Smith, Mr. Celley, Mr. Bagdonas and Mr. Musteric

Abstained: Mr. Mack

Monthly Meeting Minutes

The minutes of the previous monthly meeting were presented. Mr. Musteric requested for a motion to accept or amend. Jonathan Smith motion to accept. Ms. Newlove seconded. No further discussion.

In favor: Mr. Celley, Mr. Trinity, Ms. Newlove, Mr. Bagdonas, Mr. Smith and Mr. Musteric

Abstained: Mr. Mack

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Treasurer's Report

Jessica Benson on behalf of Mr. Watrol stated since the last meeting, she had 3 new bond statements come in. The RTID should be completely paid off. There was discussion on switching over the checking account from RTID to WCTID.

Mr. Musteric requested a motion to accept the Treasurer's report. Mr. Smith moved. Mr. Celley seconded.

In favor: Mr. Mack, Mr. Smith, Mr. Pavuk, Mr. Celley, Mr. Trinity, Ms. Newlove, Mr. Bagdonas, Mr. Musteric.

Trustee's Report

RTID escrow accounts show \$150,660.35 from assessments. Assessments were certified to the Auditor.

Jason Sisco with the Engineer's office had a discussion with the Auditor that assessments would be paid thru 2021. Auditor confirmed that 2020 is the last year of final assessments. Assessments are paid by the Auditor's office twice a year plus delinquents.

There was discussion on what would happen if there was a shortage. Mr. Williamson indicated that there was previous discussion and the accounts will be "shored up". Historically, entities and the District have reconciled it to make a zero balance. There is expected to be a shortfall based on delinquents. Shortfalls have been occurring early in the process and the City/Townships assessment flows have been relatively steady.

Mr. Musteric requested a motion to accept the escrow account. Mr. Bagdonas moved. Mr. Smith Seconded.

Further discussion from Lane suggested we should keep track of delinquency reports from the Auditor's to monitor cash flow.

In favor: Mr. Celley, Mr. Trinity, Ms. Newlove, Mr. Bagdonas, Mr. Smith, Mr. Pavuk, Mr. Mack and Mr. Musteric

Mr. Musteric asked how the Audit was going. A report has not been received. The records need to be transferred over to the Wood County TID. The check account needs to be changed to WCTID and Mr. Pavuk requested the check book be maintained at the Wood County Engineer's. Mr. Ciecka said they will deliver the records to the Wood County TID before Halloween.

Motion to give authorization of signatory on checking account to Wood County Engineer, John M. Musteric.

Mr. Smith moved. Mr. Bagdonas seconded.

In favor: Mr. Celley, Mr. Trinity, Ms. Newlove, Mr. Bagdonas, Mr. Smith, Mr. Pavuk, Mr. Mack

Abstained: Mr. Musteric

Mr. Williamson discussed the records retention policy. We can use the RTID policy or our in house policy.

Mr. Musteric handed out a copy of the August 27, 2019 letter to the Board of County Commissioners outlining the fund estimates for 2019 and 2020 budgets. The Commissioners need further explanation of these charges prior to the allocation of funds. With discussion ensuing, it was agreed the following documents would be submitted to the Commissioners: Annual Financial Statements – Engagement letter from the State Auditor, Legal fees - historical activity.

Mr. Musteric requested a motion to approve payment of the Eastman and Smith and State Auditor invoices once the funds have been transferred from the Commissioners.

Mr. Smith questioned the ORC requirement for bonding of the secretary/treasurer. Historically it is covered under the liability insurance.

Mr. Pavuk motioned to pay the invoices once the funds have been allocated. Ms. Newlove seconded.

In favor. Mr. Celley, Mr. Trinity, Ms. Newlove, Mr. Bagdonas, Mr. Smith, Mr. Pavuk, Mr. Mack and Mr. Musteric

Old Business

Mr. Musteric gave an update on the Buck and Lime City/Penta Round-a-bouts project. The contractor is doing some final grading. Final court hearing on October 28th with Mr. Wojnar. There were about 7% in construction over runs. The Engineer's office is going to ask TMACOG to cover the costs.

Projects Committee: Mr. Musteric asked if there was additional thought on who should be involved on the Committee. Mr. Musteric will send a letter of interest to the following ex-officio members:

- Wade Gottschalk – Wood Co. Planning and Zoning
- Dave Steiner – Wood Co. Planning Commission
- Rex Huffman – Port Authority
- Jeff Loehrke – ODOT
- Jerry Greiner – NWWSD
- TMACOG

There was additional conversation about the ORC code states the board shall appoint an ex-officio member to the TID board and that a member of the planning commission shall be a non-voting member of the board. Mr. Williamson discussed this with Andrew Kalmar. The Commissioners did not make this part of their appointment process. Mr. Musteric will speak to the Commissioners in reference to this discussion.

New Business

Mr. Musteric announced Mr. Trinity is leaving his employment with the City of Bowling Green. He is pursuing employment elsewhere. Mr. Musteric thanked Mr. Trinity for serving.

Next Meeting scheduled November 8, 2019.

Recurring meetings will be scheduled for the second Friday of each month.

Mr. Rex Huffman with the Port Authority spoke about the Tracy Road First Solar improvement project. Project was funded with \$1.2 million in grants from 629 fund out of Highway Department of Development and First Solar. Intersection safety improvement at 795 and Lime City. Rossford has committed to putting the elementary school in this location. Amazon will also be up and running in this area and they anticipate an increase in traffic. There will be about 2000 new employees utilizing this corridor. Port Authority partnered with Wood County Engineer and is asking for \$2.6 million for this project with about \$1 million being estimated for ROW acquisition. They will be selecting the consultants to complete the 795 corridor study.

Mr. Musteric motioned for Adjournment.
Mr. Bagdonas moved. Mr. Smith seconded.

Meeting Adjourned 8:56 a.m.

Respectfully submitted by Dana Schratt