

Portage County Board of Commissioners
Meeting Minutes

449 South Meridian Street
Ravenna, OH 44266
<http://www.co.portage.oh.us>
Amy Hutchinson, Clerk
330-297-3600

Tuesday, August 30, 2022

9:00 AM

Commissioners' Board Room

The following meeting minutes are summarized. Audio recordings and backup material are available in accordance with the Commissioners' Agenda and Audio Recording Retention Schedule.
Please contact the Commissioners' Office for specific details.

The Portage County Board of Commissioners' meeting came to order in the Commissioners' Boardroom located at 449 South Meridian Street, Ravenna, Ohio, with the following members present:

| Attendee Name | Title | Status |
|---------------------------|----------------|---------|
| Sabrina Christian-Bennett | President | Present |
| Anthony J. Badalamenti | Vice President | Present |
| Vicki A. Kline | Board Member | Present |

Also attending throughout the day was County Administrator Michelle Crombie

WATER RESOURCES

Present: Director Daniel Blakely

Discussion:

1. Engineering Technicians and the need for emergency inspection consultants

Director Blakely explained the department has been short-staffed in regard to engineering technicians for some time now and there should be four, but we are down to one and the remaining technician has experienced a medical event and will need to be out of the office for the foreseeable future. So with that being said, we have no engineering technicians at Water Resources.

Generally speaking, the responsibilities of engineering technicians include inspection services for anything that's going into the grounds (sewer laterals or water mains) and we need eyes on the contractors to ensure they are actually doing what they're supposed to be doing and not cutting corners.

The draft resolution provides the ability to contract short-term Inspection Services until we can get our feet back on the ground. Even when we hire an engineering technician or two, it will take a little bit of time to train them and bring them up to speed.

Commissioner Christian-Bennett noted it's a good backup measure to have considering there have been issues with certifications and qualifications.

Commissioner Badalamenti asked since we've been short technicians, what are we going to do to try to get them since we haven't been able to recruit them thus far and Director Blakely responded one of the biggest hurdles is that they're being recruited from the surrounding communities, so we're rushing for the rate study so that we can compare our rates to the surrounding communities. Commissioner Badalamenti asked when the rate study will be completed and Director Blakely explained CT Consultants are in the process of completing it now and we are scheduled to meet with them next week. They have been behind schedule and seem to be swamped.

In addition to inspection services, marking services are another important aspect of the job. Ohio Utility Protection Services (OUPS), requires anytime we dig, we need to mark our utilities and our engineering technicians also provide that service. Recently, Director Blakely decided to no longer mark on the weekends because we were so short-staffed, so we started looking for companies and we found one that provided a reasonable response and an amount under the \$50,000 threshold. It will be a lot of work on our end to bring them up to speed, but we're going to try and move forward. If it looks like we're still short-staffed by the end of the year, as it starts getting closer, we'll go through the bid process and the Request for Qualifications to ensure everything is done.

Commissioner Christian-Bennett asked if \$45,000 was the amount to be certified for inspection service and Director Blakely replied it was.

Administrator Crombie noted an engineering technician is a union position and in addition to the rate study, we will have to do a wage study, separate and apart from what the County's doing and Director Blakely will work with Allison Goudy on the specific details.

Resolutions:

1. Authorizing to determine construction inspection professional design services to be an emergency requiring immediate action and to authorize Portage County Water Resources Department to direct select from qualified professional design firms for these services under ORC 153.71 , in the Portage County Regional Sewer District & the Portage County Streetsboro Sanitary Sewer District No. 4./Resolution No. 22-0542

MISCELLANEOUS

Journal Entries:

1. In accordance with Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged receipt of the Monthly Record of Proceedings and Transactions for July 2022, as presented by the Portage County Sheriff's Department.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;
Commissioner Christian-Bennett, Yea;

Motion Carries

2. The Board of Commissioners acknowledged receipt of the Kennel Disposition Report and Intake Report for August 1, 2022 to August 14, 2022 as presented by Chief Dog Warden Dave McIntyre.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;
Commissioner Christian-Bennett, Yea;

Motion Carries

3. The Board of Commissioners acknowledged receipt of the August 22, 2022 Certificate of the County Auditor that the Total Annual Appropriations from each fund do not exceed the Official Certificate of Estimate Resources for the fiscal year beginning January 1, 2022, as presented by the Portage County Auditor's Office.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;
Commissioner Christian-Bennett, Yea;

Motion Carries

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RESOLUTION NO. 22-0542

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**RE: AUTHORIZING TO DETERMINE
CONSTRUCTION INSPECTION
PROFESSIONAL DESIGN SERVICES TO BE
AN EMERGENCY REQUIRING IMMEDIATE
ACTION AND TO AUTHORIZE PORTAGE
COUNTY WATER RESOURCES
DEPARTMENT TO DIRECT SELECT FROM
QUALIFIED PROFESSIONAL DESIGN FIRMS
FOR THESE SERVICES PURSANT TO O.R.C.
153.71, IN THE PORTAGE COUNTY
REGIONAL SEWER DISTRICT & THE
PORTAGE COUNTY STREETSBORO
SANITARY SEWER DISTRICT NO. 4.**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

WHEREAS, this Board by Resolution No. 74-78, adopted April 11, 1974, established Portage County Regional Sewer District, hereinafter called the "SEWER DISTRICT"; and

WHEREAS, Resolution No. 74-204, adopted September 5, 1974, established the general plan of water in the SEWER DISTRICT; and

WHEREAS, this Board by Resolution No. 67-17, adopted February 2, 1967, established

Portage County Streetsboro Sanitary Sewer District No. 4, hereinafter called the "SEWER DISTRICT"; and

- WHEREAS,** Portage County Water Resources (PCWR) has undertaken the 2022 construction inspection project for the SEWER DISTRICT, to protect the infrastructure of sanitary sewer and drinking water utilities of Portage County ("Project"); and
- WHEREAS,** construction inspection ensures that contractors perform their work within the rules and regulations of Portage County Water Resources. Construction of sanitary sewers and water lines have specified materials and methods required by contractors who are required to perform their work within safe conditions and work environment; and
- WHEREAS,** inspection of construction or operation for the purpose of assuring compliance with drawings or specifications in connection with any public or privately owned public utilities is a professional service within the practice of engineering (O.R.C. 4733.01) and may be considered a service within the scope of practice of a professional engineer under O.R.C. 153.65 et seq.; and
- WHEREAS,** in the past the Water Resources Department employees have performed the department construction inspection. Currently, there is not any available staff to perform construction inspection. Staff positions have been open and unable to be filled through position advertisement. Recently, the only one current department employee who performs construction inspection is temporarily unavailable, leaving an immediate need; and
- WHEREAS,** a professional consultant to provide these services is needed, who has experience and prior success within the area of construction inspection; and
- WHEREAS,** pursuant to O.R.C. 153.71(B), a county may procure professional services by direct selection for a Project determined to be an emergency requiring immediate action; and
- WHEREAS,** Portage County Water Resources will select a qualified professional design firm that is capable of performing the required services for the 2022 construction inspection project at a not-to-exceed cost of \$45,000, for 2022 construction inspection services; now therefore be it
- RESOLVED,** by the Board of Commissioners of Portage County, Ohio:
- Section 1. The 2022 construction inspection project for the SEWER DISTRICT is hereby determined to be an emergency requiring immediate action for the aforementioned reasons, incorporated herein as though fully rewritten.

3. The Board of Commissioners acknowledged receipt of the August 22, 2022 Certificate of the County Auditor that the Total Annual Appropriations from each fund do not exceed the Official Certificate of Estimate Resources for the fiscal year beginning January 1, 2022, as presented by the Portage County Auditor's Office.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;
Commissioner Christian-Bennett, Yea;

Motion Carries

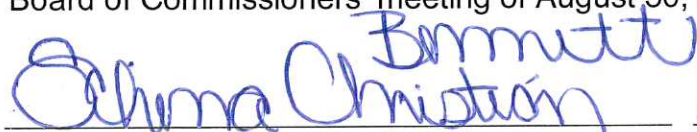
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Motion: by Commissioner Christian-Bennett, seconded by Commissioner Kline that the Board adjourns the Meeting of **August 30, 2022, at 9:11 AM.**

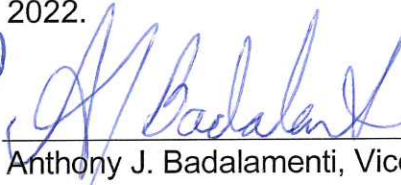
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;
Commissioner Badalamenti, Yea;

Motion Carries

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of August 30, 2022.



Sabrina Christian-Bennett, President



Anthony J. Badalamenti, Vice President



Vicki A. Kline, Board Member



Amy Hutchinson, Clerk