

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, APRIL 26, 2018**

A regular meeting of the Northwestern Water and Sewer District Board of Trustees was held in the Board Room of the Northwestern Water and Sewer District, Bowling Green, Ohio on Thursday, April 26, 2018 at 7:30 a.m.

Mr. Doug Miller, Vice-Chairman, brought the meeting to order and requested that the roll be called:

Rob Armstrong	Steve Arnold	John Cheney
Bill Hirzel	Melinda Kale	Leonard Michaels
Doug Miller	Mark Sheffer	Bill Verbosky

Members absent: None

Others:

Jerry Greiner	Gavin Smith	Kay Ball
Leanne O'Brien	Garrett Chamberlain	Dan Wickard
Theresa Pollick	Beth Vannett	

Rex Huffman & Carl Ireland, Spitler, Huffman & Newlove

Jack Kieffer, 13205 Union Hill Rd., Bowling Green, OH 43402

### **Approval of Minutes**

The minutes of the regular meeting held on April 12, 2018 were reviewed; John Cheney made a motion to approve the minutes. Rob Armstrong seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

### **Correspondence**

Jerry Greiner stated all correspondence has been loaded to the iPads. Unless there is interest, all further correspondence will be shared electronically only.

### **Report by President and Other Officials**

Jerry Greiner reported:

- Will do water loss overview annually
- Engineering Qualifications are ready for top three interviews in May; contact Tom Stalter is interested.
- Open House will be held May 6<sup>th</sup>
- Will be contacting adjoining counties for visit to their commissioner meetings.
- MudHens employee picnic will be held June 29<sup>th</sup>.
- Customer Service & Finance Department reports will be done today.
- McComb WWTP bids ads are out, due by May 31<sup>st</sup>.

Regular Board Meeting  
April 26, 2018

- Looking to do bus tour in May or June

### **Reports of Committees:**

Doug Miller stated the Governance Committee met on April 19<sup>th</sup> and reviewed the following:

- Open House May 6<sup>th</sup>
- Discussion on whether to have a planning meeting or board retreat
- Predictive Index Process

At this time, Beth Vannett gave a brief update on the Customer Service department. She reviewed:

- Year-end reports for amounts billed
- Top water and sewer customers
- Water and sewer consumption by area

Kay Ball also gave a brief update on the Finance Department. She reviewed:

- CAFR complete and in final review
- Auditors have been in for field work
- Current financial statements
- Looking at options for new financial software systems

Mark Sheffer joined the meeting at 8:15 a.m.

### **Unfinished Business:**

None

### **New Business**

**Resolution 2018-32.** Authorization to advertise for the McComb Clearwell Improvements, WL #2812. Tom Stalter stated this resolution is authorization to advertise for the McComb Clearwell Improvements. Ad dates are April 27<sup>th</sup> ad May 4<sup>th</sup> with bids being opened on May 15<sup>th</sup>. The engineers estimate on the project is \$1,224,000.00, he said. Mark Sheffer made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2018-33.** Authorization to apply to Ohio EPA/DEFA for a Water Supply Revolving Loan for the McComb Clearwell Improvements, WL #2812. Tom Stalter stated this resolution is authorization for Jerry Greiner to sign the revolving loan documents. Steve Arnold made a motion to approve. John Cheney seconded the motion. A roll call vote was taken with all present voting yes with the exception of Bill Hirzel who voted no. **Approved.**

**Resolution 2018-34.** Authorize the release of retainage to Peterson Construction Company for the Woodlake Pumpstation Rehab, SS #140D. Tom Stalter stated this resolution is the authorization to release retainage in the amount of \$5,680.00 to the contractor. Mark Sheffer made a motion to approve. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Regular Board Meeting  
April 26, 2018

**Resolution 2018-35.** Authorize the sale of surplus items via internet auction. Dan Wickard stated 2 vehicles will be sold via GovDeals internet auction. John Cheney made a motion to approve. Mark Sheffer seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2018-36.** Personnel Actions. Jerry Greiner asked that the board review the following personnel actions:

1. President's salary increase
2. Mechanic II Job Description
3. Meter Tech IV Job Description
4. Camera Truck II Job Description

Rob Armstrong made a motion to approve. John Cheney seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

### **Receipt of Other Comments**

None

### **Regular Meeting Dates**

Regular Meeting:	May 10, 2018 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	May 24, 2018 7:30 a.m.	District Operations Facility Regular Meeting

### **Executive Session**

None

### **Adjournment**

Bill Verbosky made a motion to adjourn. Mark Sheffer seconded the motion. A roll call vote was taken with all present voting yes. **Adjourned.**

Respectfully Submitted,

John A. Cheney  
Secretary

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