

**NORTHWESTERN WATER AND SEWER DISTRICT
REGULAR MEETING
THURSDAY, MARCH 22, 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, March 22, 2018 at 7:30 a.m.

Mr. Mark Sheffer, 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	Tom Stalter
Leanne O'Brien	Garrett Chamberlain	Dick Heyman
Theresa Pollick	Beth Vannett	Dan Wickard

Rex Huffman & Carl Ireland, Spitler, Huffman & Newlove
Ted Bennett, Jones & Henry Engineers

Jack Kieffer, 13205 Union Hill Rd., Bowling Green, OH 43402
Todd Grayson, Crushproof Tubing, McComb, OH

Approval of Minutes

The minutes of the regular meeting held on March 8, 2018 were reviewed; John Cheney made a motion to approve the minutes. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Unfinished Business:

None

New Business

Resolution 2018-18. Resolution of Necessity, Village of McComb Wastewater Treatment Plant, SS #28. Tom Stalter stated this necessity resolution allows us to declare the need for the project. It outlines the allocation of the debt and explains the debt charges and 1 real estate assessment to be certified for 20 year real estate collection by the Hancock County Auditor. This resolution allows for the mailing of the 28 day notice to all affected owners. Doug Miller made a motion to approve. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

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Resolution 2018-19. Appointment of members of members to the Unit Allocation Review Board for the Village of McComb Wastewater Treatment Plant, SS #28. Tom Stalter recommended the appointment of Duane Abke, Mark Adams and David Dickey to the Unit Allocation Review Board for the McComb Wastewater Treatment Plant Project should it be needed. John Cheney made a motion to approve. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2018-20. Authorize the issuance of sewer revenue bond for the Village of McComb Wastewater Treatment Plant, SS #28. Tom Stalter asked that this resolution be tabled. Doug Miller made a motion to table. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

Resolution 2018-21. Change order #1-Final & Release of Retainage, Peterson Construction for the Bairdstown Sanitary Sewer Project, SS #700 Contract B. Garret Chamberlain stated this change order is for a decrease of \$55,415.00 for quantity adjustments to the contract. He also recommended retainage be released in the amount of \$10,000.00 to the contractor. Doug Miller made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2018-22. Change order #1, VISU Sewer for the Millbury Sanitary Sewer Improvements, SS #200. Garret Chamberlain stated this change order for a decrease of \$68,020.77 was for quantity adjustment to the contract. Doug Miller made a motion to approve. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2018-23. Amendment #1, Poggemeyer Design Group, Village of McComb Water System Improvements, WL #2811. Garret Chamberlain stated this amendment is for an increase of \$28,250.00 for engineering during construction. Leonard Michaels made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2018-24. Amendment #1, Poggemeyer Design Group for the White, Vineyard and Riverbend Waterline Improvements, WL #139F. Garret Chamberlain stated this amendment is for an increase of \$19,800.00 for engineering during construction. Leonard Michaels made a motion to approve. Doug Miller 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:

- Wood County Economic Development Commission Annual Dinner will be held March 22nd.
- Open House will be held May 6th.
- Wood County Township meeting will be held March 30th.

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- Will be contacting adjoining counties for visit to their commissioner meetings
- Cleaning up sewer lines near Pilkington and Waste Management. There are issues with the waste by products coming from these facilities.
- Currently looking for new WaterShed sites.
- TAWA MOU up to version 14, which will be out soon
- MudHens employee picnic will be held June 29th.
- RTID audit is complete for 2014, 2015 and 2016. Jerry asked for input from the board on whether or not to fund the RTID for this past year in the amount of \$7500.00. Rob Armstrong made a motion to fund it. John Cheney seconded the motion. A roll call vote was taken with all present voting yes.

Reports of Committees:

None to Report

Receipt of Other Comments

Gavin Smith reviewed the following items from the IT Department:

- Completed PC security updates
- Replaced 2 network switches
- Replaced old copiers
- Working with operations on asset management information to EPA
- Instituted a field application to change GIS data in the field
- Hired Grant Adams as full-time GIS Analyst

Theresa Pollick reviewed the following items from Public Relations

- Open House will be held May 6th
- New website should be up and running by mid-April
- Weekly lunch meetings continue to be held with neighboring municipalities

Dan Wickard reviewed the following items from Operations

- Working on asset management for EPA
- Currently in a position shuffle in operations, will ultimately have 1 opening to fill.
- 110 sites to landscape this spring

Regular Meeting Dates

Regular Meeting:	April 12, 2018 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	April 26, 2018 7:30 a.m.	District Operations Facility Regular Meeting

Executive Session

None

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Adjournment

Bill Verbosky made a motion to adjourn. Doug Miller 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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