

**NORTHWESTERN WATER AND SEWER DISTRICT
REGULAR MEETING
THURSDAY, JUNE 28, 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, June 28, 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	

Members absent: Bill Verbosky

Others:

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

Rex Huffman & Carl Ireland, Spittler, Huffman & Newlove

Neal Materni & Denise Plummer, Poggemeyer Design Group

Jack Kieffer, 13203 Union Hill Rd., Bowling Green, OH

Approval of Minutes

The minutes of the regular meeting held on June 14, 2018 were reviewed; Steve Arnold made a motion to approve the minutes. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Correspondence

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:

- Board nomination letters have been sent out.
- Office closed July 4th for holiday
- MudHens employee picnic is June 29th
- Need to complete county visits to Hancock, Fulton and Lucas
- Ohio Rural Water meeting at Put-In-Bay on July 12th
- Still discussing possible rate study

Regular Board Meeting
June 28, 2018

Reports of Committees:

None to Report

Unfinished Business:

None

New Business

Resolution 2018-57. Authorize the release of retainage to B. Hill'z Excavating for the Ovitt Road Waterline Extension, WL #3112C. Garret Chamberlain requested that retainage in the amount of \$8,840.98 be released to B. Hill'z Excavating to close out the project. Bill Hirzel made a motion to approve. Rob Armstrong seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2018-58. Selection of pre-qualified professional design firms for the calendar year 2018 and 2019 in accordance with the Design Professional Selection Law. Tom Stalter stated he has completed the selection of pre-qualified design firms and recommend the top 3 being Jones & Henry Engineers, Poggemeyer Design Group and CT Consultants. John Cheney made a motion to approve. Leonard Michaels seconded the motion. **Approved.**

Resolution 2018-59. Change order #2, B. Hill'z Excavating for the Hoytville Wastewater Treatment Plant Improvements, SS #1501. Garret Chamberlain stated this change order for an increase of \$26,954.06 is for final quantity adjustments. John Cheney made a motion to approve. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2018-60. Change order #1-Final and release of retainage, Vernon Nagel, Inc. for the Weston Silver Street Waterline Loop, WL #2301B. Garret Chamberlain stated this change order for an increase of \$14,641.54 is for final quantity adjustments. Mr. Chamberlain also requested retainage in the amount of \$10,535.64 be released to the contractor. Leonard Michaels made a motion to approve. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2018-61. Change order #1-Final and release of retainage, R. A. Bores for the Village of McComb Water System Improvements, WL #2811. Garret Chamberlain stated this change order is for a decrease of \$48,831.40 for final quantity adjustments. Mr. Chamberlain also requested retainage in the amount of \$10,849.19 be released to the contractor. Bill Hirzel made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2018-62. Change order #1-Final and release of retainage, Cash Services for the ODOT Waterline Relocation (Waterville Bridge roundabout), WL #302D. Garret Chamberlain stated this change order is for a decrease of \$10,335.00 for final quantity adjustments. Mr. Chamberlain also requested retainage in the amount of \$2,525.40 be released to the contractor. Bill Hirzel made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Regular Board Meeting
June 28, 2018

Resolution 2018-63. Change order #1-Final and release of retainage, Buckeye Excavating for the Lime City & Buck Road Waterline Replacement, WL #188C. Garret Chamberlain stated this change order is for a decrease of \$29,829.22 for final quantity adjustments. Mr. Chamberlain also requested retainage in the amount of \$14,938.20 be released to the contractor. Leonard Michaels made a motion to approve. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2018-64. In the matter of approval of a preliminary tax budget for fiscal year 2019. Kay Ball stated this is the approval of the preliminary tax budget for 2019. John Cheney made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2018-65. Approval of an agreement with the Wood County Commissioners for a recycling collection site at the Bloomdale Water Tower. Jerry Greiner stated this resolution is to approve an agreement with the Wood County Commissioners for a recycling center location at the Bloomdale Water Tower. Doug Miller made a motion to approve. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Receipt of Other Comments

Beth Vannett stated she has had a few customers call in stating they have been dealing with medical conditions and as a result are unable to pay their bills on time. Mrs. Vannett asked the board how the District should handle these issues in the future, currently the District has no policy for customers dealing with medical issues. Jerry Greiner stated management will look at other entities policies.

Regular Meeting Dates

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

Executive Session

Kay Ball requested the board go into Executive Session to review the financial audit and to review a personnel issue. Doug Miller made a motion to go into Executive Session. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes.

Doug Miller made a motion to return to regular session. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes.

Regular Board Meeting
June 28, 2018

Adjournment

Doug Miller made a motion to adjourn. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Adjourned.**

Respectfully Submitted,



John A. Cheney
Secretary