

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, FEBRUARY 14, 2019**

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, February 14, 2019 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	Beth Vannett
Leanne O'Brien	Garrett Chamberlain	Kay Ball
Tom Stalter	Dan Wickard	Theresa Pollick
John Sopko	Stephanie Keefer	Dick Heyman

Rex Huffman, Spitler, Huffman & Newlove  
Scott Schroeder & Steve Wonderly, Poggemeyer Design Group

Jack Kieffer, 13207 Union Hill Rd., Bowling Green, OH 43402

### **Approval of Minutes**

The minutes of the regular meeting held on January 24, 2019 were reviewed; John Cheney made a motion to approve the minutes. Bill Hirzel 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:

- Working on agreement for WaterShed location on South Main Street in Bowling Green
- Talking with Findlay regarding water service to McComb
- WCEDC Dinner to be held March 21<sup>st</sup>.
- State of the County Meeting to be held March 13<sup>th</sup>.
- District open house to be held May 5<sup>th</sup>.

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- BGSU State of the Region to be held March 11<sup>th</sup>.
- Committee assignments set today
- Office closed President's Day, February 18<sup>th</sup>
- Administrative and Public Relations Committees will be scheduled soon

Then, Tom Stalter and Rex Huffman gave a brief update on economic development projects in the region.

Tom Stalter also gave a brief overview of the Toledo water discussions.

### **Reports of Committees:**

John Cheney stated the Safety Committee met on February 7<sup>th</sup> and reviewed the following:

- 2 minor incidents occurred due to employees falling on the ice
- Districted driving
- Drug/alcohol testing
- Standardization of fall protection equipment

### **Unfinished Business:**

None

### **New Business**

**Resolution 2019-11.** Authorize the release of retainage to Peterson Construction for the McComb Clearwell Improvements, WL #2812. Garret Chamberlain stated this resolution is to approve the release of \$38,384.20 to Peterson Construction. 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 2019-12.** Amendment #7, Jones & Henry Engineers, Oregon Retention Basin, SS #200 Flow EQ Basin. Garret Chamberlain stated this amendment is a decrease of \$6,119.59 to reduce the construction engineering service agreement. Bill Verbosky made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting. **Approved.**

**Resolution 2019-13.** Change order #1-Contract A, Danis Construction, Village of McComb Wastewater Treatment Plant, SS #28. Tom Stalter stated this change is for an increase of \$6,032.00 for the addition of electrical work negotiated. Rob Armstrong made a motion to approve. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2019-14.** Change order #2-Contract A, Danis Construction, Village of McComb Wastewater Treatment Plant, SS #28. Tom Stalter stated this change order is an increase of \$39,583.79 due to additional work as required by Wood County Building Inspection. Mr. Stalter noted that some of the additional cost was due to building permits not issues before the advertisement for bids were accepted. Scott Schroeder from Poggemeyer stated to the board that they are willing to reimburse the District for \$9,583.79 for the permits not being submitted

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on a timely basis. Rob Armstrong made a motion to approve. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes with the exception of Leonard Michaels who voted no. **Approved.**

**Resolution 2019-15.** Change order #1-Final and Release of Retainage, Salenbien Trucking & Excavating for the Rockledge Farms Subdivision Waterline Replacement, WL #173A. Garret Chamberlain stated this change order is an increase of \$3,751.25 for final quantity adjustment to close out the project. Leonard Michaels made a motion to approve. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2019-16.** Authorize the sale of surplus items via internet auction. Dan Wickard stated this resolution is to sell surplus items no longer needed via GovDeals. Leonard Michaels made a motion to approve. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2019-17.** Authorization to transfer funds. Kay Ball stated this resolution is the annual temporary transfer of funds from the water account to the sewer account in the amount of \$500,000.00. Doug Miller made a motion to approve. Rob Armstrong seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2019-18.** Approval of an Intergovernmental Cooperative Agreement with the Wood County Engineer's Office for stormwater tap inspections. Tom Stalter stated this resolution is to approve an intergovernmental agreement with the Wood County Engineer's office to inspect stormwater taps for the Wood County Engineer. 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 2019-19.** Amend Resolution 2018-68, Authorization to participate in AOP Well Analysis. Tom Stalter stated this resolution is the approval to participate in the AOP Well Analysis. Mr. Stalter stated this was discussed in the extension committee and it was the consensus of the committee that the District not participate. After discussion, Doug Miller made a motion to act on the resolution. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting No. **Not Approved.**

**Receipt of Other Comments**

None

**Executive Session**

None

**Regular Meeting Dates**

Regular Meeting:	February 28, 2019 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	March 14, 2019 7:30 a.m.	District Operations Facility Regular Meeting

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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,

Melinda Kale  
Secretary

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