

**NORTHWESTERN WATER AND SEWER DISTRICT
REGULAR MEETING
THURSDAY, DECEMBER 5, 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, December 5, 2019 at 7:30 a.m.

Mr. Mark Sheffer, Chairman, brought the meeting to order and requested that the roll be called:

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| Rob Armstrong | Steve Arnold | John Cheney |
| Bill Hirzel | | Doug Miller |
| Mark Sheffer | Bill Verbosky | |

Members absent: Melinda Kale and Leonard Michaels

Others:

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| Jerry Greiner | Dan Wickard | Gavin Smith |
| Leanne O'Brien | Pam Benick | Kay Ball |
| Beth Vannett | Theresa Pollick | Garret Chamberlain |

Rex Huffman, Spitler, Huffman LLC

Brooke Hahn, 24111 Pemberville Rd., Perrysburg, OH 43551
Jack Kieffer, 13207 Union Hill Rd, Bowling Green, OH 43402

Approval of Minutes

The minutes of the regular meeting held on November 21, 2019 were reviewed; Doug Miller made a motion to approve the minutes. Bill Verbosky 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:

- Brooke Hahn has received her 11th vote for board appointment. With 11 she has the majority of the township votes for appointment.
- Christmas employee luncheon will be held December 13th at 12 noon.
- Holiday dinner will be held on December 11th at Stone Ridge, reservations due now!
- Henry County merger court dates are December 9th for Wood County and December 12th for Henry County.

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- Gavin Smith stated that changes to the computer use policy will go into effect January. All board members will have to transfer their cellular services for their iPads to their personal accounts or just use the iPads with WiFi capability.

At this time Rex Huffman gave the board of trustees a brief update on the Henry County merger process.

Reports of Committees:

None to report

Unfinished Business:

Resolution 2019-139. Change order #1-Final and Release of Retainage, B. Hill's Excavating for the Vernis Place Sanitary Sewer Improvements, SS #5013. Bill Verbosky made a motion to bring the resolution to the floor. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. Garret Chamberlain stated this change order is for an increase of \$58,647.57 for final quantity adjustment which included road improvements. John Cheney made a motion to approve. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

New Business

Resolution 2019-140. Amend certain fees and charges for services provided by the District. Garret Chamberlain stated this resolution is to approve the fees and charges schedule for 2020. Steve Arnold made a motion to approve. John Cheney seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2019-141. Acceptance and action on bids received for the E. Broadway Pumpstation improvements Pump No. 3 VFD Installation. Garret Chamberlain stated this resolution is to accept the bids received for this project. Mr. Chamberlain stated FET Construction services was the low bidder at \$119,025.00 and recommends project be awarded to them. The engineer's estimate on the project is \$175,000.00. Rob Armstrong made a motion to approve. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2019-142. Acceptance and action on bids received for the Luckey Area Water Tower Aeration & Mixing Improvements, WL #183l(a)(1). Garret Chamberlain stated bids were received for this project and recommends the project be awarded to Practical Inspections for \$98,718.50. The engineer's estimate on the project is \$100,000.00, he said. Doug Miller made a motion to approve. Rob Armstrong 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 2019-143. Authorization to advertise for the Rossford Tree Streets Waterline Replacement, WL #5007. Garret Chamberlain stated this resolution is authorization to advertise for bids for the Rossford Tree Streets Waterline Replacement. Bid dates are to be determined with an engineer's estimate on the project of \$715,000.00, he said. Doug Miller made a motion to approve. Rob Armstrong seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

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Resolution 2019-144. Authorization to apply to the Ohio EPA/DEFA for a Water Supply Revolving Loan Agreement for the Rossford Tree Streets Waterline Replacement, WL #5007. Garret Chamberlain stated this resolution is to authorize the application to Ohio EPA/DEFA for a water supply revolving loan agreement. 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 2019-145. Amend Resolution 2019-63, Approval of a Memorandum of Understanding with the Village of Walbridge for the Elm Street Waterline Replacement Project, WL #166E. Garret Chamberlain stated Resolution 2019-63 needs to be amended due to the final repayment to Walbridge coming in slightly higher at \$116,101.40. The original resolution stated repayment was \$105,000.00, he said. 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 2019-146. Review and Approval of Utility Easements for the Troy Township Waterline Improvements, WL #183O. Garret Chamberlain stated this resolution is to approve an easement obtained from East Ohio Gas for \$1.00. John Cheney made a motion to approve. Bill Hirzel seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2019-147. Authorize a contract with Jones & Henry Engineers, Ltd for the 2020 Water Main Improvements Project. Garret Chamberlain stated this resolution is to approve a contract with Jones & Henry Engineers for the 2020 Water Main Improvements project. The contract total is \$165,500.00, he said. 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 2019-148. Authorize the appointment of R. Kent Murphree, labor relations consultant for the District. Kay Ball stated this resolution is to approve a contract with R. Kent Murphree as labor relations consultant for an additional 2 years. 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 2019-149. Expenditure appropriations for Fiscal Year 2020. Kay Ball stated this resolution is to approve the proposed budget for 2020. She stated the budget has been reviewed several times in committee and recommended no change to the rate structure for the District, but is working on final rate increases to fund it. Rob Armstrong made a motion to approve. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2019-150. In the matter of fixing rates for sewer treatment and collection services, water distribution services and the sale of water in the District service areas. After additional discussion between the board and Finance Director, Kay Ball, President Jerry Greiner asked the board for approval of the staff's recommendations with rate adjustments for budget year 2020. Rob Armstrong 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

None

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Executive Session

None

Regular Meeting Dates

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| Regular Meeting: | December 19, 2019 7:30 a.m. | District Operations Facility Regular Meeting |
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| Regular Meeting: | January 9, 2020 7:30 a.m. | District Operations Facility Regular Meeting |
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Adjournment

Steve Arnold made a motion to adjourn. John Cheney seconded the motion. A roll call vote was taken with all present voting yes. **Adjourned.**

Respectfully Submitted,

Steve Arnold
Vice Chairman