

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, JULY 23, 2020**

A teleconference meeting of the Northwestern Water and Sewer District Board of Trustees was held on Thursday, July 23, 2020 at 7:30 a.m.

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

Steve Arnold	John Cheney	Brooke Hahn
Bill Hirzel	Melinda Kale	Doug Miller
Tim Phillips	Mark Sheffer	Bill Verbosky

Members absent: Leonard Michaels

Others:

Jerry Greiner	Erik Blake	Gavin Smith
Tom Stalter	Kay Ball	Garret Chamberlain

Rex Huffman, Spitler Huffman, LLC

**Approval of Minutes**

The minutes of the regular meeting held on July 9, 2020, were reviewed; Tim Phillips made a motion to approve the minutes. Brooke Hahn 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:

- No further ballots received for open board seat. Latta has 6 votes and Borck has 1.
- Lunches cancelled for July and August
- CAFR is complete
- New WaterShed at Obe's construction is underway
- We will be participating again with the Wood County Junior Livestock Auction
- Planning Meeting will be August 20<sup>th</sup> for management staff
- Beth prepared a financial update on billing and collections for customer service
- United Way kickoff will be in October
- Working with Village of Florida on Okolona sewer billing
- Extension Committee will be held August 6<sup>th</sup>
- Safety Committee will be held August 5<sup>th</sup>

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**Reports of Committees:**

None to report

**Unfinished Business:**

**Resolution 2020-73.** Change order #3 and Release of Retainage, Jim Palmer Excavating for the Village of McComb Sanitary Sewer and Stormwater Separation Improvements, SS #2805. Bill Verbosky made a motion to bring the resolution to the floor. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. Tom Stalter stated this change order is for a decrease of \$5,945.99 for final quantity adjustments. Tim Phillips made a motion to approve. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2020-75.** Authorization to purchase a Buckeye Pipeline gas line under the Maumee River. Melinda Kale made a motion to bring the resolution to the floor. Brooke Hahn seconded the motion. A roll call vote was taken with all present voting yes. Rex Huffman stated this resolution is to approve the purchase of two 12" gas pipelines that run under the Maumee River. He stated the purchase price for these is \$400,000 and purchase will be contingent upon obtaining necessary easements and testing of the line. John Cheney made a motion to approve. Tim Phillips seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**New Business**

**Resolution 2020-77.** Change order #1-Final and Release of Retainage, Underground Utilities for the Troy Township Sewer Improvements, SS #140K. Tom Stalter stated this change order is for an increase of \$45,177.34 for final quantity adjustment. Steve Arnold made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2020-78.** Resolution of Assessment, NSG Glass North America, Inc. for the Troy Township Water and Sewerline Improvements, WL #183O/#140K. Tom Stalter stated this resolution is to approve the assessments for the water and sewer lines for NSG Glass North America. The waterline assessment will be \$506,062.68 and the sewer is \$1,091,824.74, he said. Brooke Hahn made a motion to approve. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2020-79.** Approval of an Accommodation Tap Agreement, WL #316 Area. Tom Stalter stated this resolution is to approve an accommodation tap agreement with Lawrence and Joyce Johnson for a waterline to their property on Rudolph Road. Brooke Hahn made a motion to approve. Bill Verbosky seconded the motion. A toll call vote was taken with all present voting yes. **Approved.**

**Resolution 2020-80.** Approval of an Updated Telework Policy. Gavin Smith stated this resolution is to approve an update to the Telework Policy. He stated the IT Committee did review and supported the changes. John Cheney made a motion to approve. Tim Phillips seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

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**Resolution 2020-81.** Change order #1-Final and Release of Retainage, Ed Kelly & Sons for the Rossford Dixie Highway Sanitary Sewer Improvements, SS #5016. Garret Chamberlain stated this change order is for an increase of \$993.00 for final quantity adjustments. Mr. Chamberlain also asked for approval to release retainage of \$5,878.84 to the contractor. Steve Arnold made a motion to approve. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2020-82.** Resolution Declaring Intent and Reasonable Expectation of the Northwestern Water and Sewer District on behalf of the State of Ohio to reimburse its operating fund for the Ford Road Pump Station Replacement, CE18X with proceeds of tax exempt debt of the State of Ohio. Garret Chamberlain stated this project was nominated for OPWC funding and as part of the application this resolution is needed in order for the District to pay the contract directly and then received reimbursement from OPWC. Bill Hirzel made a motion to approve. Tim Phillips seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2020-83.** Change order #4-Final and Release of Retainage, Performance Pipeline for the Village of Millbury-Phase II Sanitary Sewer Lateral Improvements. Garret Chamberlain stated this change order is for a deduction of \$101,261.00 for final quantity adjustments. Tim Phillips made a motion to approve. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2020-84.** Approve the partial release of retainage to Speer Bros., for the Lime City Road Waterline Project, WL #5010. Garret Chamberlain stated this resolution is to approve the partial release of retainage in the amount of \$529.31 to the contractor. Bill Verbosky made a motion to approve. Tim Phillips seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

### **Executive Session**

Kay Ball asked that the board go into Executive Session to review the Audit Conference. John Cheney made a motion to go into executive session. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes.

Melinda Kale made a motion to go back into regular session. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes.

### **Receipt of Other Comments**

None

### **Regular Meeting Dates**

Regular Meeting: August 13, 2020      District Operations Facility  
7:30 a.m.                                      Regular Meeting

Regular Meeting: August 27, 2020      District Operations Facility  
7:30 a.m.                                      Regular Meeting

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**Adjournment**

Tim Phillips made a motion to adjourn. Brooke Hahn seconded the motion. A roll call vote was taken with all present voting yes. **Adjourned.**

Respectfully Submitted,

Melinda Kale  
Secretary

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