

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

A teleconference meeting of the Northwestern Water and Sewer District Board of Trustees was held on Thursday, April 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	Theresa Pollick	Gavin Smith
Tom Stalter	Leanne O'Brien	Dan Wickard
Kay Ball	Beth Vannett	Garret Chamberlain

Rex Huffman, Spitler Huffman, LLC

**Approval of Minutes**

The minutes of the regular meeting held on March 26, 2020, were reviewed; Doug Miller made a motion to approve the minutes. John Cheney 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:

- Liberty Center voted to support a waterline from Bowling Green to Liberty Center
- Received 2 nominations for Leonard Michaels board seat

Gavin Smith reported:

- Grant and Cory are working from home, Erik and Gavin are alternating days at the office
- Transition to teleworking has gone fairly smoothly

Tom Stalter reported:

- Most staff working remotely
- A lot of construction projects still going on

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- Army Corp of Engineers has offered funding for the Sugar Ridge Area sanitary sewer project.
- NSG sewer work will be completed soon
- System development fee schedule is almost complete
- Work on master plan has stalled, grant money may be available to complete.

Kay Ball reported:

- Sewer and water funds are showing a surplus of \$250k each as of March 30<sup>th</sup>.
- Over \$500k of expenses could be cut from budget if needed.
- Showing an increase of WaterShed sales

Dan Wickard reported:

- 10 employees are currently commuting directly from home to job site.
- Administrative staff is working half days.
- Construction crews are on a rotating schedule and everyone is separated and driving own district vehicles.
- We have provided and ordered plenty of PPE
- New WaterShed will be built at Obe's Country Store outside of Grand Rapids

Beth Vannett reported:

- Meter techs are working as needed, customer service on a rotating schedule from 8-12 each day.
- Still billing and processing payments daily
- Usage has decreased with majority of large user accounts.
- Certifications will still be going out in August.
- All accounts are on, no shut-offs are being conducted

Theresa Pollick reported:

- Stepping up internal efforts, crisis team meeting each week
- Gathering and sharing information from all media sources
- May 1<sup>st</sup> will announce new Pay it Forward program

**Reports of Committees:**

None to Report

**Unfinished Business:**

None

**New Business**

**Resolution 2020-41.** Amendment #1, Expenditure Appropriations for Fiscal year 2019. Kay Ball stated this annual resolution is to true up the budget required by Ohio Revised Code. Melinda Kale 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 2020-42.** Approval of expenses to close Thomas Farms Test Wells, Henry County. Tom Stalter stated this resolution is to approve the abandonment on wells in Henry County. The cost is \$3,375.00 and Liberty Center will be billed for half of the cost, he said. John Cheney made a motion to approve. Tim Phillips seconded the motion. A roll call vote was taken with all present voting. **Approved.**

**Resolution 2020-43.** Approval of a policy for Telework Issues. Gavin Smith stated this resolution is to approve a Telework Policy for the District. This has been reviewed by Kent Murphree our labor relations consultant and the final version approval includes his changes, he said. Melinda Kale made a motion to approve. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2020-44.** Authorization to advertise for bids for the 2020 Water Main Improvement Project. Tom Stalter asked for authorization to advertise this project with dates to be determined. The engineer's estimate on the project is \$1,890,000.00, he said. Tim Phillips made a motion to approve. John Cheney seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2020-45.** Authorization to apply for, accept and enter into an Ohio Water Development Authority Loan Fund Agreement for the 2020 Water Main Improvement Project. Tom Stalter stated this resolution is to authorize a loan agreement with OWDA for the 2020 Water Main Improvement Project. The interest rate on the loan is 1.6%, he said. Bill Verbosky made a motion to approve. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2020-46.** Amendment #1, Poggemeyer Design Group for the Henry County Waterline Project. Tom Stalter stated this amendment is for an additional \$4,950.00 for additional 2500 lineal feet of topographic survey for waterline in Weston and McClure. Tim Phillips made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2020-47.** Authorize the partial release of retainage to Speer Bros., Inc. for the Lime City Road Waterline Project, WL #5010. Tom Stalter stated this resolution is to authorize the partial release of retainage in the amount of \$284.97 to Speer Bros. Melinda Kale made a motion to approve. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2020-48.** Approval of agreement with Ohio EPA (DEFA) for a Water Pollution Loan Control Fund, Willowbend Pumpstation Rehabilitation Project, SS #307G. Tom Stalter stated this resolution is to approve an agreement with DEFA for the Willowbend Pumpstation Rehab. The interest rate on the loan is 1.12%, he said. 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 2020-49.** Amendment #2, Poggemeyer Design Group for the McComb Raw Water Station Improvements, WL #2813. Tom Stalter stated this amendment is a decrease of \$7,802.10 to close out the design portion of the project. Bill Hirzel made a motion to approve. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

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**Resolution 2020-50.** Authorize the partial release of retainage to Ed Kelly & sons, Inc. for the Eagle Point and Birch Drive Sanitary Sewer Replacement, SS #5012. Tom Stalter stated this resolution is to approve a partial release of retainage in the amount of \$2,664.35 to Ed Kelly & Sons. Tim Phillips made a motion to approve. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Executive Session**

Doug Miller made a motion to go into Executive Session to discuss pending litigation with the City of Napoleon. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes.

John Cheney 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:	May 14, 2020 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	May 28, 2020 7:30 a.m.	District Operations Facility Regular Meeting

**Adjournment**

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

Respectfully Submitted,

Melinda Kale  
Secretary

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