

**NORTHWESTERN WATER AND SEWER DISTRICT
REGULAR MEETING
THURSDAY, SEPTEMBER 10, 2020**

A teleconference meeting of the Northwestern Water and Sewer District Board of Trustees was held on Thursday, September 10, 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	Chuck Latta
Doug Miller	Tim Phillips	Mark Sheffer
Bill Verbosky		

Members absent:

Others:

Jerry Greiner	Erik Blake	Beth Vannett
Tom Stalter	Kay Ball	Garret Chamberlain
Leanne O'Brien	Dan Wickard	Theresa Pollick

Rex Huffman, Spitler Huffman, LLC

Approval of Minutes

The minutes of the regular meeting held on August 27, 2020, were reviewed; John Cheney made a motion to approve the minutes. Tim Phillips 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:

- Beth Vannett will celebrate her 30th anniversary here with the District
- WaterShed construction at SR 65 and SR 235 is delayed due to inspections and delay in delivery of vending unit.
- Governance Committee minutes are now in the DropBox
- District is accepting nominations for municipal and township board seat.
- Bill Hirzel will be attending Board of Commissioners meeting on October 22nd. Other board members are invited.

Reports of Committees:

Theresa Pollick stated the Public Relations Committee met on September 3rd and reviewed the following:

- PR efforts in 2020
- Increased interest in science grants for 2021
- Discussed open house for 2021
- Website improvements

John Cheney stated the Safety Committee met on September 2nd and reviewed the following:

- New safety coordinator Todd Saums
- No accidents or incidents reported
- Training calendar for 2020
- Confined space training in November

Unfinished Business:

Resolution 2020-98. Authorization to amend District Bylaws. Rex Huffman gave the board a brief overview of the proposed changes to the bylaws. Mr. Huffman requested the board table the resolution for further discussion and review. Tim Phillips made a motion to table. Chuck Latta seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

New Business

Resolution 2020-99. Acceptance and action on bids received for the Woods Street Waterline Replacement, WL #142C. Garret Chamberlain stated bids were received and recommends the project be awarded to Hillabrand & Sons for \$755,637.99. The engineer's estimate on the project is \$872,000.00, he said. Bill Verbosky made a motion to approve, Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2020-100. Acceptance and action on bids received for the Village of McComb recommends the project be awarded to Vernon Nagel for \$613,180.00. The engineer's estimate on the project is \$675,000.00, he said. Tim Phillips made a motion to approve. Chuck Latta seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2020-101. Approval of an accommodation tap with Joseph & Deborah Correa, WL #300 Area. Garret Chamberlain stated this resolution is to approve an accommodation tap with Joseph & Deborah Correa to serve their property with water. Steve Arnold made a motion to approve. Bill Verbosky seconded the motion. A toll call vote was taken with all present voting yes. **Approved.**

Resolution 2020-102. Change order #1, Westfield Electric, Inc. for the SS #100 Flow Meter Replacement Project. Garret Chamberlain stated this change order is for an increase of \$25,407.00 for additional items added to the original scope of work. John Cheney made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

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Resolution 2020-103. Acceptance of CARES Act Funds. Jerry Greiner stated this resolution is to apply for CARES Act funds as a sub-agent of the Wood County Commissioners. These funds are reimbursement for direct COVID expenses. Bill Verbosky made a motion to approve. Tm Phillips seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2020-104. Approval of an updated schedule of system development fees. Tom Stalter reviewed the System Development Fee schedule with the board. Bill Hirzel made a motion to approve. Tim Phillips seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Executive Session

Jerry Greiner asked that the board go into Executive Session to review pending litigation with the City of Napoleon and to discuss labor relations negotiations for upcoming union contract. Bill Verbosky made a motion to go into Executive Session. Brooke Hahn seconded the motion. A roll call vote was taken with all present voting yes.

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

Receipt of Other Comments

None

Regular Meeting Dates

Regular Meeting:	September 24, 2020 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	October 8, 2020 7:30 a.m.	District Operations Facility Regular Meeting

Adjournment

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

Respectfully Submitted,

Melinda Kale
Secretary

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