

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, MAY 13, 2021**

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, May 13, 2021 at 7:30 a.m.

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

Brooke Hahn	John Cheney	Bill Barnhart
Chuck Latta	Bill Hirzel	Melinda Kale
Mark Sheffer	Doug Miller	Tim Phillips

Members absent: Steve Arnold

Others:

Jerry Greiner	Gavin Smith	Kay Ball
Leanne O'Brien	Garrett Chamberlain	Tom Stalter
Dan Wickard	Theresa Pollick	Erik Blake

Rex Huffman, Spitler, Huffman & Newlove

**Approval of Minutes**

The minutes of the regular meeting held on April 22, 2021, 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:

- Operations has filled their 3 open positions.
- Project Giga is still in discussion in Troy Township
- Fostoria WaterShed building is up and should be operable within 30 days.
- Working on potential new WaterShed in North Baltimore on Route 18
- Ground breaking on May 14<sup>th</sup> for the Enclave in Northwood.

Regular Board Meeting  
May 13, 2021

### **Reports of Committees:**

Jerry Greiner reported that the Administrative Committee met on April 29<sup>th</sup> and discussed the following:

- Policy updates
- Salary/job descriptions
- Insurance
- Succession Plan

Brooke Hahn reported that the Public Relations Committee met on May 6<sup>th</sup> and discussed the following:

- District awards received
- Science grants in 5 schools
- New projects and promotions
- 2021 budget
- Discussed annual meeting
- Updates to the website

Bill Barnhart reported that the Safety Committee met on May 5<sup>th</sup> and discussed the following:

- 0 injury incidents/1 minor backing accident
- Watched video on workplace violence
- National Safety Stand down for fall prevention is in May

### **Unfinished Business:**

None

### **New Business**

**Resolution 2021-49.** Approval of Insurance Participation Agreement with the Wood County Board of Commissioners. Jerry Greiner stated this resolution is to approve an agreement with the Wood County Board of Commissioners for participation in the county health insurance program. Doug Miller made a motion to approve. Tim Phillips seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2021-50.** Acceptance and action on bids received for the County Home Road WL Improvements, WL #307A. Garret Chamberlain recommends that this project be awarded to Hillabrand & Sons for \$357,870.74. The engineer's estimate on the project is \$450,000.00, he said. Chuck Latta made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting. **Approved.**

**Resolution 2021-51.** Change order #1, Kyle Sherman Excavating for the Cygnet and Jerry City Pumpstation Rehabilitation Project, SS #1803. Garret Chamberlain stated this change order is for an increase of \$1835.40 to add a fan to each of the three control panels at 3 sites. Brooke Hahn made a motion to approve. Tim Phillips seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Regular Board Meeting  
May 13, 2021

**Resolution 2021-52.** In the matter of the construction, maintenance and operation of a waterline project known as the Henry County Waterline Extension, WL #2902, Resolution of Necessity and Intent to Proceed with Improvement. Tom Stalter stated this resolution is the Resolution of Necessity to proceed with the project. Tim Phillips made a motion to approve. Doug Miller seconded the motion with the addition of line size in the legal description. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2021-53.** Authorization to advertise for the Henry County Waterline Extension, WL #2902. Tom Stalter stated this resolution is to authorize the advertisement for bid. He stated dates are to be determined with an engineer's estimate of \$5,800,000.00. Tim Phillips made a motion to approve. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2021-54.** Amendment #4, Poggemeyer Design Group for the Henry County Waterline Extension. Tom Stalter stated this amendment is for an additional \$50,000 for construction survey for the project. He stated this was a required item from the USDA. Doug Miller made a motion to approve. John Cheney seconded the motion. A roll call vote was taken with all present voting yes with the exception of Bill Hirzel and Tim Phillips who voted no. **Approved.**

**Resolution 2021-55.** Approval of a Revised Depository Policy for the District. Kay Ball stated this resolution is to approve a revised depository policy for the District. Ms. Ball stated this was one of a few policy that were reviewed by the Administrative Committee for changes. 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 2021-56.** Approval of a Revised Board of Trustees Compensation Policy for the District. Kay Ball stated this resolution is to approve a revised Board of Trustees Compensation Policy for the District. Doug Miller made a motion to approve. Brooke Hahn seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2021-57.** Approval of a Revised Board Member Expense Reimbursement and Attendance Policy. Kay Ball stated this resolution is to approve revisions made to the Board Member Expense Reimbursement and Attendance Policy. Brooke Hahn made a motion to approve. Tim Phillips seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2021-58.** Approval of a Revised Purchasing Policy for the District. Kay Ball stated this resolution is to approve revisions made to the Purchasing Policy for the District. Chuck Latta made a motion to approve. Bill Barnhart seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2021-59.** Authorize the sale of surplus items. Dan Wickard stated this resolution is approval to sell a Whisper Watt light tower via GovDeals that has been replaced. Doug Miller made a motion to approve. John Cheney seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Regular Board Meeting  
May 13, 2021

**Executive Session**

None

**Receipt of Other Comments**

None

**Regular Meeting Dates**

Regular Meeting:	May 27, 2021 7:30 a.m.	District Operations Facility Regular Meeting Ethics Training
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Regular Meeting:	June 10, 2021 7:30 a.m.	District Operations Facility Regular Meeting
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**Adjournment**

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

Respectfully Submitted,

Melinda Kale  
Secretary

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