

**NORTHWESTERN WATER AND SEWER DISTRICT
REGULAR MEETING
THURSDAY, JUNE 10, 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, June 10, 2021 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	Bill Barnhart
	Bill Hirzel	Melinda Kale
Chuck Latta	Doug Miller	Tim Phillips
Mark Sheffer		

Members absent: Brooke Hahn

Others:

Jerry Greiner	Gavin Smith	Kay Ball
Leanne O'Brien	Garrett Chamberlain	Tom Stalter
Dan Wickard	Theresa Pollick	Beth Vannett
Pam Benick		

Rex Huffman, Spitler, Huffman & Newlove

Approval of Minutes

The minutes of the regular meeting held on May 27, 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.**

Brooke Hahn joined the meeting at 7:35 a.m.

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:

- Wood County Economic Development Annual Reception will be September 16th
- Wood County Economic Development Holiday Reception will be December 2nd
- Executive Session today to discuss personnel actions
- Meeting with Wood County Commissioners on June 9th to discuss use of ARPA funds
- Belmont land purchase is getting closer to closing
- Starting the 2022 Budget process

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- There are 5 Thursdays in July, may allow for our extra committee meeting
- CORD meeting to be held June 18th
- District is giving \$150 incentive to employees to get COVID vaccine by June 30th or \$100 by July 30th There are currently 55% of employees vaccinated

Reports of Committees:

Bill Barnhart reported that the Safety Committee met on June 3rd and discussed the following:

- No accidents or injuries
- Reviewed Bomb Threat Policy
- Jerry Greiner reviewed working in the heat

Unfinished Business:

None

New Business

Resolution 2021-62. Acceptance and action on bids received for the District Operations Facility Pavement Improvements. Garret Chamberlain asked that this resolution be tabled for further review. Steve Arnold made a motion to table. Tim Phillips seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

Resolution 2021-63. Approval of a water accommodation tap agreement with Marilyn Fearnside, WL #316G. Garret Chamberlain stated this resolution is to approve a water accommodation tap agreement with Marilyn Fearnside for a water tap on Liberty Hi Road. John Cheney made a motion to approve. Chuck Latta seconded the motion. A roll call vote was taken with all present voting. **Approved.**

Resolution 2021-64. Resolution of Assessments for miscellaneous water and sewer projects. Garret Chamberlain stated this resolution is approval to assess miscellaneous water and sewer projects to the property owner's taxes. Melinda Kale made a motion to approve. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2021-65. Change order #2, Westfield Electric for the SS #100 Area Flow Meter Replacement, SS #100E. Garret Chamberlain stated this change order is for a time extension only. The new substantial completion date is August 2, 2021 and the final completion date is September 2, 2021, he said. Steve Arnold made a motion to approve. Tim Phillips seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2021-66. Review and approval of utility easement for the Henry County Waterline Project, WL #2902. Garret Chamberlain stated this resolution is to approve three easements that have been obtained for the Henry County Waterline Project. The easements totaled \$8,800.00, he said. Tim Phillips 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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Executive Session

Kay Ball requested the board go into Executive Session for personnel reasons, specifically to review the President's salary. Steve Arnold made a motion to go into Executive Session. Tim Phillips seconded the motion. A roll call vote was taken with all present voting yes.

Tim Phillips made a motion go back into regular session. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes.

Resolution 2021-67. Personnel Actions:

1. Approval of the President's Salary and bonus.

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

Receipt of Other Comments

At this time, Jeff Reinhart, manager with Zupka Audit Firm presented to the board the 2020 audit exit interview. He stated they were:

1. Prepared to release an unmodified or "clean" audit
2. A compliance audit with no issue or comments
3. A "single-audit" for federal financing (that exceeded \$750,000 including loan) with no issues
4. They would have one "verbal comment": related to the working of the footnote on pensions.
5. There would be no "management letter" comments and no "material" findings

He said their audit would be submitted to the state auditor's office soon for review and public release.

Steve Arnold suggested we get a planning meeting on the calendar soon. Mark Sheffer suggested a Governance Committee first on June 17th at 7:30 a.m.

Regular Meeting Dates

Regular Meeting:	June 24, 2021 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	July 8, 2021 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,

Melinda Kale
Secretary

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