

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, OCTOBER 14, 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, October 14, 2021 at 7:30 a.m.

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

Steve Arnold  
Brooke Hahn  
Chuck Latta  
Mark Sheffer

John Cheney  
Melinda Kale  
Tim Phillips

Members absent: Bill Barnhart, Bill Hirzel, Doug Miller

Others:

Erik Blake  
Jerry Greiner  
Tom Stalter

Leanne O'Brien  
Garret Chamberlain

Kay Ball  
Theresa Pollick

Rex Huffman, Spitler & Huffman LLC

**Approval of Minutes**

The minutes of the regular meeting held on September 23, 2021, were reviewed; Chuck Latta 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**

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:

- Ballots are out to the townships and municipalities for Mark Sheffer and Steve Arnold, Mark has 7 votes and Steve has 13 returned.
- Christmas Dinner will be held on December 8<sup>th</sup> at Stone Ridge, reservations due November 31<sup>st</sup>.
- Extension Committee Meeting will be held after today's meeting
- Doug Miller will be meeting with the Wood County Commissioners on November 4<sup>th</sup> to discuss reappointment to the board.
- Perrysburg water and sewer contracts are expiring. Perrysburg is currently working through a rate study.

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### **Reports of Committees:**

Chuck Latta reported that the IT Committee met on October 7<sup>th</sup> and reviewed the following:

- 2022 proposed budget
- Re-occurring costs of software

The Safety Committee met too on October 6<sup>th</sup> and the minutes are in the DropBox.

### **Unfinished Business:**

**Resolution 2021-95.** Approval of a Calamity Policy for the District. Tim Phillips made a motion to bring the resolution to the floor. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. Kay Ball stated this resolution is the approval of a Calamity Policy for the District. She stated this policy was reviewed by our labor relations attorney and discussed with the union representatives. Steve Arnold made a motion to approve. John Cheney seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

### **New Business**

**Resolution 2021-99.** Authorization to advertise for bids for the McClure Waterline Replacement, WL #2903. Garret Chamberlain stated this resolution is to approve the advertisement for bid with advertisement dates to be determined. The engineer's estimate on the project is \$317,548.00, 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.**

**Resolution 2021-100.** Review and approval of utility easements for the McClure Waterline Replacement, WL #2903. Garret Chamberlain stated 7 easements have been obtained totaling \$5,380.00 for this project. Steve Arnold made a motion to approve. Chuck Latta seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2021-101.** Change order #1-Final and Release of Retainage, Hillabrand & Sons Construction for the Woods Street Waterline Replacement, WL #142C. Garret Chamberlain stated this change order is for a decrease of \$60,773.74 for final quantity adjustments. Melinda Kale made a motion to approve. Tim Phillips seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

### **Executive Session**

None

### **Receipt of Other Comments**

None

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**Regular Meeting Dates**

Regular Meeting:	October 28, 2021 7:30 a.m.	District Operations Facility Regular Meeting
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Regular Meeting:	November 4, 2021 7:30 a.m.	District Operations Facility Regular Meeting
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**Adjournment**

John Cheney 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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