

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, DECEMBER 17, 2015**

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, December 17, 2015 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 Hirzel
Melinda Kale	Doug Miller	Lyle Schulte
Bill Verbosky	Mark Sheffer	

Members absent: Leonard Michaels

Others:

Jerry Greiner	Leanne O'Brien	Gavin Smith
Kay Ball	Dan Wickard	Beth Vannett
Tom Stalter		

Rex Huffman, Spitler, Huffman, LLC  
Jack Kieffer, 13207 Union Hill Rd, Bowling Green, OH 43402

Denise Plummer, Poggemeyer Design Group  
Ted Bennett, Jones & Henry Engineers

### **Approval of Minutes**

The minutes of the regular meeting held on December 3, 2015, were reviewed; Lyle Schulte made a motion to approve the minutes. Bill Verbosky 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.

### **Report by President and Other Officials**

Jerry Greiner reported:

- 2016 Holiday Dinner was held December 6<sup>th</sup>.
- Looking for Open House dates.
- Mayor's Association meeting will be held January 27<sup>th</sup> in Pemberville.
- Jack Jones will be here December 31<sup>st</sup> to review regional water studies.
- Commissioner appointed board members will meet with the commissioners today at 10:00 to present the 2015 annual review.

Regular Meeting  
December 17, 2015

### **Reports of Committees:**

Bill Hirzel stated the Administrative Committee met on December 15<sup>th</sup> and discussed upcoming union negotiations and the 2016 budget.

Steve Arnold stated the Finance Committee met on December 10<sup>th</sup>. He stated the meeting minutes were in the DropBox for review.

### **Unfinished Business:**

**Resolution 2015-115.** Approval of a service agreement with Prism Propane. Jerry Greiner asked that this resolution be removed. Lyle Schulte made a motion to remove. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. **Removed.**

**Resolution 2015-135.** Amendment #1, Expenditure Appropriations for Fiscal Year 2015. Kay Ball asked that this resolution be removed. Bill Verbosky made a motion to remove. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. **Removed.**

**Resolution 2015-136.** Expenditure Appropriations for Fiscal Year 2016. Kay Ball stated this resolution is to approve the 2016 budget. Steve Arnold made a motion to bring the resolution to the table. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes. Lyle Schulte made a motion to approve the resolution. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2015-137.** In the matter of fixing rates for sewer treatment and collection services, water distribution services and the sale of water in the District service areas. Kay Ball stated this resolution is approval of the rate schedule for 2016. She stated the resolution includes a 3% rates increase on the fixed and volume charges in addition to the 7<sup>th</sup> year depreciation factor, year 3 of 3 factor for capital improvements and rate increases from providers where applicable. Bill Verbosky made a motion to bring the resolution to the table. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

### **New Business**

**Resolution 2015-138.** Change order #1-Revised, Lake County Sewer for the Northwood Homecraft Sanitary Sewer Rehab (grouting), SS #4002. Tom Stalter stated this change order is a revision as a manhole which was part of the original project was eliminated. The change order is for an increase of \$35,936.00, he said. John Cheney made a motion to approve. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2015-139.** Review and approval of utility easements for the Second Portage Connection, WL #306A3. Tom Stalter stated this resolution is to approve 2 easements received for this project totaling \$6,510.00. Doug Miller made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Regular Meeting  
December 17, 2015

**Resolution 2015-140.** Acceptance and action on bids received for the Rudolph/Bays Road Sanitary Sewer Project, SS #1001B. Tom Stalter stated this resolution is to accept the bids for the Rudolph/Bays Road Sewer Project. Mr. Stalter stated he recommends the project be awarded to B. Hill's Excavating for \$507,225.00. The engineer's estimate on the project is \$621,200.00, he said. Steve Arnold made a motion to approve. John Cheney seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2015-141.** Authorize the advertisement for bid for the Eastwood Schools Sanitary Pump Station and Forcemain, SS #3001. Tom Stalter stated this resolution is to authorize the advertisement for bid for the Eastwood Schools sanitary pump station and forcemain. Advertising dates are to be determined and the engineer's estimate on the project is \$783,941.00, he said. Lyle Schulte made a motion to approve. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2015-142.** Authorize the advertisement for bid for the Village of Bloomdale Water System, WL #2700. Tom Stalter stated this resolution is to authorize the advertisement for bid for the Bloomdale Water System. Bids dates are December 28<sup>th</sup>, January 4<sup>th</sup> and 11<sup>th</sup> with bids opened on January 19<sup>th</sup>. Engineer's estimate on the project is \$2,308,320.00, he said. Lyle Schulte made a motion to approve. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2015-143.** Amend certain fees and charges for services provided by the District. Kay Ball stated this new fees and charges schedule will be effective January 1, 2016 and only a few changes were made to the schedule including new NSF fee and trip charge for water shut-off. Doug Miller made a motion to approve. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2015-144.** Authorization for president to sign USDA Documents for the Village of Bloomdale Water System, WL #2700. Tom Stalter stated this resolution is authorization for Jerry Greiner to sign the loan documents through USDA for the Bloomdale Water System Project. John Cheney made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2015-145.** Authorize a contract with Meyer Hill Lynch Corporation for Information Technology Services for 2016. Gavin Smith stated this resolution is to authorize a contract with Meyer Hill Lynch for technology services for 2016. The total contract is \$100,025.00, 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 with the exception of Bill Hirzel who voted no. **Approved.**

**Resolution 2015-146.** Acceptance and action on bids received for the Flow Equalization Basin for the #200 Area. Tom Stalter stated this resolution is acceptance of bids received for the Flow Equalization Basin for the #200 Area. Mr. Stalter recommended the project be awarded to ES Wagner for \$5,307,000.00. The engineer's estimate on the project is \$5,500,000.00, he said. John Cheney made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Regular Meeting  
December 17, 2015

**Executive Session**

None

**Receipt of Other Comments**

None

**Regular Meeting Dates**

Regular Meeting:	January 14, 2016 7:30 a.m.	District Operations Facility Regular Meeting
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Regular Meeting:	January 28, 2016 7:30 a.m.	District Operations Facility Regular Meeting
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**Adjournment**

Lyle Schulte made a motion to adjourn. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes. **Adjourned.**

Respectfully Submitted,

Melinda Kale  
Secretary

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