

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, FEBRUARY 11, 2016**

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, February 11, 2016 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	Leonard Michaels	Doug Miller
Lyle Schulte	Mark Sheffer	Bill Verbosky

Members absent: None

Others:

Jerry Greiner	Gavin Smith	Garett Chamberlain
Leanne O'Brien	Tom Stalter	Kay Ball
Dan Wickard	John Sopko	

Rex Huffman, Spitler, Huffman & Newlove  
Denise Plummer, Poggemeyer Design Group

Jack Keiffer, 13207 Union Hill Rd., Bowling Green, OH 43402

### **Approval of Minutes**

The minutes of the regular meeting held on January 28, 2016, were reviewed; John Cheney made a motion to approve the minutes. Doug Miller 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.

### **Public Comment**

None

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

Jerry Greiner reported:

- Wood County Economic Development Commission Dinner will be held March 23<sup>rd</sup>
- Annual employee picnic at the MudHens will be July 15<sup>th</sup>.

Regular Board Meeting  
February 11, 2016

- Will be scheduling the board planning meeting soon with the Governance Committee.
- Kent Murphree our labor relations consultant will be do some mid-year training with employees and possibly board members.
- Auditors are here this week
- Discussions with the Village of McComb are still ongoing.

At this time. Dan Wickard gave the board a brief overview of the water issues in Flint Michigan and also discussed lead service lines.

**Reports of Committees:**

Steve Arnold stated the Governance Committee met on February 4<sup>th</sup> at reviewed the following:

- Board Planning Meeting
- Current board brochure
- Board committee assignments

John Cheney stated the Safety Committee met on February 3<sup>rd</sup> and reviewed the following:

- Accidents/incidents
- Reviewed MSDS Sheets
- Reviewed upcoming trainings
- Reviewed fire drill training and fire extinguisher training

**Unfinished Business:**

None

**New Business**

**Resolution 2016-20.** Change order #1, Underground Utilities, Inc., Second Bowling Green Water Connection and Master Meter, WL #300C. Tom Stalter stated this change order is for an increase of \$4,814.00 for quantity adjustments. Leonard Michaels made a motion to approve. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2016-21.** Authorize the advertisement for bid for the WL #300 Area Waterline Connection Project (a/k/a Potter, BG, Euler Road(s) Loop, WL #317C1. Tom Stalter stated this resolution is to approve the advertisement for the waterline project on March 9<sup>th</sup> and 16<sup>th</sup> with bids to be opened on March 29<sup>th</sup>. The engineer's estimate on the project is \$350,000.00, he said. Leonard Michaels made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting. **Approved.**

**Resolution 2016-22.** Amendment #1, Poggemeyer Design Group, WL #300 Area Waterline Connection Project (a/k/a Potter, BG, Euler Road(s) Loop, WL #317C1. Tom Stalter stated this amendment is for an increase of \$20,000.00 for additional construction services. Leonard Michaels made a motion to approve. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Regular Board Meeting  
February 11, 2016

**Resolution 2016-23.** Authorization to apply to OWDA for the Rudolph and Arlington Woods Pumpstation Chemical Feed(s) Project. Tom Stalter stated this resolution is to authorize the application to OWDA for the Rudolph and Arlington Woods Pumpstation Chemical Feed(s) 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 2016-24.** Approval of a Sale & Purchase Agreement for land for the Master Meter SS #100 Improvement Project. Tom Stalter stated this resolution is to approve a sale and purchase agreement for a parcel of land that the District originally received an easement during the construction of a meter pit. Since construction on the land has made it less useable, the owner would like to sell to the District. John Cheney made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2016-25.** Review and approval of a utility easement for the 2015 Utility Relocations (various service areas). Tom Stalter stated one easement has been obtained for \$1.00 for this project. Leonard Michaels made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2016-26.** Review and action on a License Agreement with Amplex for antenna installations and internet service. Gavin Smith stated this resolution is to approve a license agreement with Amplex for antenna installation on our water towers and internet services. Leonard Michaels made a motion to approve. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2016-27.** Amendment #1, Expenditure Appropriations for Fiscal Year 2015. Kay Ball stated this is the required budget amendment for 2015. Leonard Michaels made a motion to approve. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2016-28.** Amend Resolution 2016-12, Acceptance and action on bids received for the Village of Bloomdale Water System, WL #2700. Tom Stalter stated this resolution is amending Resolution 2016-12 to include the alternate 1 bid. Mr. Stalter recommends that the alternate bid be awarded to Speer Bros. for \$65,185.00. John Cheney made a motion to approve. Bill Hirzel seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

### **Receipt of Other Comments**

None

### **Executive Session**

John Cheney made a motion to go into Executive Session to discuss President's annual review. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes.

Doug Miller made a motion to return to regular session. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes.

Regular Board Meeting  
February 11, 2016

**Regular Meeting Dates**

Regular Meeting: February 25, 2016      District Operations Facility  
7:30 a.m.      Regular Meeting

Regular Meeting: March 10, 2016      District Operations Facility  
7:30 a.m.      Regular Meeting

**Adjournment**

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

Respectfully Submitted,

John A. Cheney  
Secretary

/lob