

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, FEBRUARY 23, 2017**

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 23, 2017 at 7:30 a.m.

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

Rob Armstrong	Steve Arnold	
	Melinda Kale	Leonard Michaels
Doug Miller	Mark Sheffer	Bill Verbosky

Members absent: John Cheney, Bill Hirzel

Others:

Jerry Greiner	Gavin Smith	Beth Vannett
Leanne O'Brien	Garrett Chamberlain	Kay Ball
Tom Stalter	Simon Gundy	Theresa Pollick
Tim Wilkins	John Sopko	

Rex Huffman, Carl Ireland of Spitler, Huffman & Newlove, LLP  
Ted Bennett, Jones & Henry Engineers

### **Approval of Minutes**

The minutes of the regular meeting held on February 9, 2017, were reviewed; Doug Miller 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. 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 Commission dinner will be held March 22<sup>nd</sup>
- NOMA meeting will be held March 30<sup>th</sup> in Pemberville
- Jim Cheatwood will be retiring in March and Bill Wachter will be retiring in February.
- Met with Charter Steel recently to discuss utilities and future plans
- Public Relations Committee will be held March 2<sup>nd</sup>
- Extension Committee will be held March 16<sup>th</sup>
- Finance Committee will be held following today's meeting.

Regular Board Meeting  
February 23, 2017

### **Reports of Committees:**

None to Report

### **Unfinished Business:**

**Resolution 2017-22.** Approval of the Establishment of a Records Commission under ORC 149.412. Steve Arnold made a motion to bring the resolution to the table. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. Carl Ireland reviewed the steps involved to establish our own commission and reviewed who will be part of the commission. Doug Miller made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

### **New Business**

**Resolution 2017-23.** Change order #1 and final release of retainage, Speer Bros., for the Northwood Hanson, George and Bihl Streets waterline replacement, WL #210B. Tom Stalter stated this change order is for an increase of \$3,829.52 for final quantity adjustment. Mr. Stalter also requested retainage in the amount of \$31,311.89 be release to the contractor. 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 2017-24.** Change order #5, E.S. Wagner Co., Oregon Retention Basin SS #200 Flow EQ Basin. Tom Stalter stated this change order is for an increase of \$28,472.97 for miscellaneous contract adjustments and also includes a time extension extending the final completion date to September 1, 2017. Doug Miller made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting. **Approved.**

**Resolution 2017-25.** Authorize the advertisement for bid for the Rossford Colony Subdivision waterline loops, WL #5005. Garrett Chamberlain stated this resolution is authorizing the advertisement for bid for this project with advertising dates to be February 24<sup>th</sup> and March 3<sup>rd</sup>, with bids to be opened on March 14<sup>th</sup>. Engineer's estimate on the project is \$100,000.00, he said. 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 2017-26.** Review and approval of utility easements for the Bairdstown Sanitary Sewer Project, SS #700. Garrett Chamberlain stated one easement has been obtained from the Village of Bloomdale for \$1.00. Leonard Michaels made a motion to approve. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes with. **Approved.**

**Resolution 2017-27.** Amendment #1, Expenditure Appropriations for Fiscal Year 2016. Kay Ball state this resolution is the annual amendment for expenditure appropriations for 2016. Rob Armstrong made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

### **Receipt of Other Comments**

None

Regular Board Meeting  
February 23, 2017

**Executive Session**

Bill Verbosky made a motion to go into Executive Session to discuss pending or imminent litigation regarding water issues. Rob Armstrong seconded the motion. A roll call vote was taken with all present voting yes.

Leonard Michaels made a motion to go back into regular session. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes.

**Regular Meeting Dates**

Regular Meeting:	March 9, 2017 7:30 a.m.	District Operations Facility Regular Meeting
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Regular Meeting:	March 23, 2017 7:30 a.m.	District Operations Facility Regular Meeting
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**Adjournment**

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

Respectfully Submitted,

Steve Arnold  
Vice-Chairman

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