

**NORTHWESTERN WATER AND SEWER DISTRICT
REGULAR MEETING
THURSDAY, FEBRUARY 9, 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 9, 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	John Cheney
Bill Hirzel	Melinda Kale	Leonard Michaels
Doug Miller	Mark Sheffer	Bill Verbosky

Members absent: None

Others:

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

Rex Huffman, Carl Ireland of Spitler, Huffman & Newlove, LLP

Approval of Minutes

The minutes of the regular meeting held on January 26, 2017, were reviewed; Bill Verbosky 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

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 22nd
- NOMA meeting will be held March 30th in Pemberville
- District hosting the CCAO Meeting on February 10th.
- Still working on potential new WaterShed sites.
- Committee assignments will be out soon
- Jim Cheatwood will be retiring in March and Bill Wachter will be retiring in February.
- Office is closed February 20th for President's Day
- Met with Charter Steel recently to discuss utilities and future plans
- Wrapping up work on business continuity plan

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- Attended TMACOG General Assembly on January 30th.

Reports of Committees:

John Cheney reported the Safety Committee met on February 1st and reviewed the following:

- No accidents or incidents
- Updating first aid kits
- Discussing emergency action plan
- Discussed lock out tag out

Tom Stalter stated the Extension Committee met on February 2nd and reviewed the following:

- Current construction update
- Board process for a project
- Current and near future design projects
- McComb WWTP schedule and costs.

Unfinished Business:

None

New Business

Resolution 2017-17. Authorization to apply to Ohio EPA/DEFA for a Water Supply Revolving Loan Account for various water projects. Garrett Chamberlain stated this resolution is to apply to Ohio EPA/DEFA for funding for various water and sewer project. Steve Arnold made a motion to approve. Rob Armstrong seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2017-18. Authorization to advertise for the Walbridge South Main Street Waterline abandonment and replacement, WL #166D. Garrett Chamberlain stated this resolution is to authorize the advertisement of this project with dates to be determined. The engineer's estimate on the project is \$76,000.00, he said. John Cheney made a motion to approve. Bill Hirzel seconded the motion. A roll call vote was taken with all present voting. **Approved.**

Resolution 2017-19. Review and approval of utility easements for the Main, Oak and Taylor Streets Waterline Replacement, WL #2321. Garrett Chamberlain stated one easement has been obtained from the Village of Weston for \$1.00. 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 2017-20. Review and approval of a license agreement with Christopher and Tammy Barringer for the Bairdstown Sanitary Sewer Project, SS #700. Tom Stalter stated this resolution is the approval of a license agreement with Christopher and Tammy Barringer for the construction of the sewer line in Bairdstown. The total of the license agreement is \$7,200.00 and includes the cost of replacing 9 trees on the property, he said. Doug Miller made a motion to approve. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes with. **Approved.**

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Resolution 2017-21. Authorization to transfer funds. Kay Ball stated this is the annual resolution to transfer funds. She stated \$500,000.00 will be transferred from the water fund to the sewer fund for 2016. 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 2017-22. Approval of the establishment of a Records Commission under ORC 149.412. Jerry Greiner asked that this resolution be tabled for further review from management and board. Attorney, Carl Ireland provided an overview of the draft policy. Leonard Michaels made a motion to table. John Cheney seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

Receipt of Other Comments

None

Executive Session

None

Regular Meeting Dates

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

Adjournment

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

Respectfully Submitted,

John A. Cheney
Secretary

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