

**NORTHWESTERN WATER AND SEWER DISTRICT
REGULAR MEETING
THURSDAY, JANUARY 12, 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, January 12, 2017 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
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	Simon Gundy
Mike Curtis	Brett Abke	Mark Berfield
Brandon Johnson	Bill Tuttle	Theresa Pollick
John Sanders	Greg Warden	Pam Benick
Denise Livingston	Todd Saums	Matt Dennis
Ray Donald		

Rex Huffman, Carl Ireland & Chris Frazier, Spitler, Huffman & Newlove
Denise Plummer, Poggemeyer Design Group
Ted Bennett, Jones & Henry Engineers

Approval of Minutes

The minutes of the regular meeting held on December 22, 2016, 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:

- District has reached \$200 million in assets
- Habitat for Humanity has requested we waive tap fees for 2 homes in Weston. The board decided not to waive fees.
- Office closed Monday, January 16th for Martin Luther King Day

Regular Board Meeting
January 12, 2017

- Open House was held December 29, 2016
- TMACOG General Assembly meeting will be held January 30th.
- Tom Stalter and John Cheney attended a meeting with Portage Township on January 10th.
- Bloomdale meeting was held January 15th.
- Wood County Mayor's Meeting to be held January 25th.

Resolution 2017-02, Accept the appointment of Rob Armstrong to the Board of Trustees. Bill Verbosky made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2017-03, Accept the appointment of Leonard Michaels to the Board of Trustees. Bill Hirzel made a motion to approve. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

At this time, Rex Huffman gave the oath of office to Rob Armstrong, John Cheney and Leonard Michaels.

Reports of Committees:

None to Report

Unfinished Business:

None

Employee Service Awards:

Mark Sheffer recognized 17 employees with service time with the District and Wood County. Mike Curtis was recognized for thirty years of service; Simon Gundy was recognized for fifteen years of service; Bill Tuttle, Leanne O'Brien, Tom McGrain, John Sanders and Mark Berfield were recognized for ten years of service; Brett Abke, Pamela Benick, Justin Bowers, Matt Dennis, Ray Donald, Brandon Johnson, Denise Livingston, Todd Saums, Greg Warden and Leonard Michaels were recognized for five years of service.

Rex Huffman opened the nominations for officers:

Doug Miller nominated Mark Sheffer for Chairman of the Board. Bill Hirzel made a motion to close the nominations for Mark Sheffer as Chairman. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes. Mark Sheffer approved for Chairman of the Board.

John Cheney nominated Steve Arnold for Vice-Chairman of the Board. Bill Hirzel made a motion to close the nominations. Leonard Michaels seconded motion. A roll call vote was taken to close the nominations and all present voted yes. Steve Arnold approved for Vice-Chairman of the Board.

Bill Hirzel nominated John Cheney for Secretary of the Board. Doug Miller made a motion to close the nominations. Steve Arnold seconded the motion. A roll call vote was taken

Regular Board Meeting
January 12, 2017

to close the nominations and all present voted yes. John Cheney approved for Secretary of the Board.

Leonard Michaels nominated Jerry Greiner as representative to TMACOG, Bill Verbosky seconded the nomination. A roll call vote was taken with all present voting yes.

John Cheney recommended that Jerry Greiner stay as the District's representative to the Wood County Economic Development Commission. Mark Sheffer seconded the recommendation. A roll call vote was taken with all present voting yes.

Mark Sheffer stated meeting dates will remain the same; the 2nd and 4th Thursdays of the month at 7:30 a.m.

New Business

Resolution 2017-01, Designation for signing banking documents. Kay Ball stated that this resolution designates those who can sign checks and other banking documents on behalf of the District. Doug Miller made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2017-04. Authorize a contract with Jones & Henry Engineers for the Curtice Road Waterline Replacement, WL #212A. Tom Stalter stated this resolution is to approve a contract with Jones & Henry for the Curtice Road Waterline Replacement. The contract is for \$55,300.00, he said. Leonard Michaels made a motion to approve. Doug Miller seconded the motion. A roll call vote was taken with all present voting. **Approved.**

Resolution 2017-05. Change order #3, E.S. Wagner Co., for the Oregon Retention Basin SS #200 Flow EQ Basin. Garrett Chamberlain stated this change order for an increase of \$23,571.32 is for additional costs associated with seismic monitoring and removal of concrete cradle on the 30 inch bypass pipe. Leonard Michaels made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2017-06. Authorize the sale of surplus items via internet auction. Kay Ball stated this resolution is approval to sell a 45kw generator that operations no longer uses. 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 2017-07. Change order #2, Peterson Construction Co., Bairdstown Sanitary Sewer project, SS #700. Garrett Chamberlain stated this change order for an increase of \$30,823.00 is for an adjustment to contract quantities. 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 2017-08. Change order #2-Final and release of retainage, B. Hill's Excavating, for the WL #300 Area Waterline Connections Project (a/k/a Potter, BG, Euler Road(s) Loop, WL #317C1). Garrett Chamberlain stated this change order for a decrease of \$16,370.20 to adjust final quantities. Mr. Chamberlain also requested that retainage in the amount of \$14,148.52 be released to the contractor. Leonard Michaels made a motion to approve. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Regular Board Meeting
January 12, 2017

Resolution 2017-09. Change order #1-Final and release of retainage, Inland Water Pollution Control for the Rossford General I & I Reduction. Garrett Chamberlain stated this change order for a decrease of \$33,313.00 is for final quantity adjustments. Mr. Chamberlain also requested retainage in the amount of \$26,799.38 be released 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 2017-10. Change order #1A, Hank's Plumbing & Heating, Inc., for the Southern Service Area Water System DBP improvements, WL #306A2. Garrett Chamberlain stated this change order for an increase of \$13,632.52 is to replace the altitude valve with a butterfly valve and add a new pipe support under the new butterfly valve. Melinda Kale made a motion to approve. Doug Miller seconded the motion; a roll call vote was taken with all present voting. **Approved.**

Receipt of Other Comments

Steve Arnold stated evaluations for the President have been distributed and would like to see them returned in the next couple of meetings.

Executive Session

Leonard Michaels made a motion to go into Executive Session to discuss pending litigation. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. Approved.

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

Regular Meeting Dates

Regular Meeting:	January 26, 2017 7:30 a.m.	District Operations Facility Regular Meeting
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Regular Meeting:	February 9, 2017 7:30 a.m.	District Operations Facility Regular Meeting
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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