

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, JANUARY 22, 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, January 22, 2015 at 7:30 a.m.

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

Steve Arnold	John Cheney	Bill Hirzel
Melinda Kale	Leonard Michaels	Shad Ridenour
Lyle Schulte	Mike Scott	Mark Sheffer

Members absent: None

Others:

Jerry Greiner	Gavin Smith	Beth Vannett
Kay Ball	Tom Stalter	Dan Wickard
Chris Blake	Erik Blake	Mark Davis
Pat Gifford	Jarred Myers	

Rex Huffman & Carl Ireland, Spitler, Huffman & Newlove

Jack Kieffer, 13207 Union Hill Rd, Bowling Green, OH 43402

### **Approval of Minutes**

The minutes of the regular meeting held on January 8, 2015, were reviewed; John Cheney made a motion to approve the minutes. Lyle Schulte 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 Bill Hirzel, who was recently re-appointed to an expiring board seat.

**Melinda Kale joined the meeting at 7:35 a.m.**

### **Employee Service Awards:**

Mike Scott recognized 8 employees and 1 board member with service time with the District and Wood County. Bill Wachter was recognized for thirty years of service; Dan Wickard was recognized for twenty five years of service; Lyle Schulte was recognized for fifteen years of service; Chris Blake, Erik Blake, Jason Bomeli and Pat Gifford were recognized for ten years of service and Mark Davis and Jarred Myers were recognized for five years of service.

### **Correspondence**

Jerry Greiner stated all correspondence has been loaded to the iPads. Unless there is interest, all further correspondence will be shared electronically only.

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

Jerry Greiner reported:

- Recently renewed the Water Shed name
- Will be visiting Ottawa and Sandusky County yet to complete the meetings to adjacent counties.
- Currently monitoring gas lines/routes, some impact us some do not.
- Attended CORD meeting in Columbus January 16<sup>th</sup>.
- 5 schools have applied for the science grants.
- Meeting with Eastwood schools today to discuss water and sewer
- Perrysburg is running a sewer line on SR 25 south of the corporation limits.
- Meeting with North Baltimore to discuss sewer capacity for Bairdstown or Bloomdale flow.
- Mayor's dinner is January 29<sup>th</sup>. Jerry was asked to speak on Toledo water issues.
- Pretrial for the Five Point ERAC appeal will be held on February 12<sup>th</sup> and hearing starts February 17<sup>th</sup>.
- Ethics training will be given today after the board meeting.

At this time, Mike Scott thanked both Melinda Kale and Lyle Schulte for their time serving as officers last year.

Mr. Scott also reported that the Governance Committee will met on January 29<sup>th</sup>.

Mr. Scott is also working on committee assignments and would like to have all committees set so they can meet in February to name chairs.

### **Reports of Committees:**

John Cheney stated the Safety Committee met on January 15<sup>th</sup> and reviewed the following:

- 2 minor accidents/incidents occurred
- moving ahead on fixing ladders in meter pits.
- guards have been installed on drill presses
- the lighting at the Weston plant is being addressed
- Employees are attending safety meetings away from the District which helps in getting discounts through the BWC.
- changed contractors for first aid/carpets/uniforms, Mr. Cheney complimented the staff involved for the cost savings.

### **Unfinished Business:**

**Resolution 2015-02.** Accept the appointment of Melinda Kale to the Board of Trustees. Jerry Greiner asked that this resolution be tabled as Ms. Kale is one vote short of re-appointment. John Cheney made a motion to table. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes with the exception of Melinda Kale who abstained. Tabled.

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**Resolution 2015-03.** Authorize the issuance of water and sewer special assessment bonds for various water and sewer projects. Kay Ball asked that this resolution be tabled. Steve Arnold made a motion to table. Shad Ridenour seconded the motion. A roll call vote was taken with all present voting yes. Tabled.

**Resolution 2015-04.** Authorize the issuance of water and sewer revenue bonds for various sanitary sewer improvements. Kay Ball asked that this resolution be tabled. Lyle Schulte made a motion to table. Shad Ridenour seconded the motion. A roll call vote was taken with all present voting yes. Tabled.

### **New Business**

**Resolution 2015-10.** Withdrawal of Sanitary Sewer Tap Agreement and grinder pump easement with Robert Lavey and Mary Ellen Hogan. Tom Stalter stated that Mr. Lavey and Ms. Hogan have decided to withdrawal their accommodation tap request due to the costs of all the work they would have to do. Mr. Stalter stated he explained to them that if the line is extended on Five Point Road they would be required to connect at that time. Mark Sheffer made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2015-11.** Authorize the release of retainage, Underground Utilities, Inc., for the Andrus Road Waterline Extension and East Broadway waterline replacement, WL #101C. Tom Stalter stated this project is complete and requested the \$33,039.24 in retainage be released to the contractor. Melinda Kale made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2015-12** Review and approval of utility easements for the Village of Bloomdale water system, WL #2700. Tom Stalter stated 4 easements have been obtained for a total of \$6,738.00. There are 3 easements left to get for this project, he stated. Lyle Schulte made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2015-13.** Authorize the appointment of R. Kent Murphree, labor relations consultant for the District. Jerry Greiner stated this appointment of Mr. Murphree is to advise the District on personnel issues and to advise us on the upcoming union contract. Bill Hirzel recommended the resolution be tabled to be reviewed by the Administrative Committee. Bill Hirzel made a motion to table. John Cheney seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2015-14.** Authorize the advertisement for bid for the second Bowling Green water connection and master meter, WL #300C. Tom Stalter stated this project is important and will loop across I-75 and Kramer Road and the funding source for the project will be either EPA or OWDA. John Cheney made a motion to approve. Mark Sheffer seconded the motion; a roll call vote was taken with all present voting with the exception of Bill Hirzel who voted no. **Approved.**

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**Resolution 2015-15.** Selection of pre-qualified professional design firms for the calendar year 2015 and 2016 in accordance with the Design Professional Selection Law. Tom Stalter stated the ORC requires engineering over \$50,000 to be awarded based on qualifications. Currently the District pre-qualifies design firms every year, we would like to change this to every two years, he said. Mr. Stalter stated the top 3 firms were Poggemeyer Design Group, Jones & Henry Engineers and DLZ. 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 2014-16.** Authorization to re-advertise for various sanitary sewer improvements-Section B. Tom Stalter stated this resolution is approval to advertise for various sanitary sewer improvements related to chemical feeds at Arlington Woods and Rudolph. This was previously advertise with no one bidding, he said. Mark Sheffer made a motion to approve. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2014-17.** Approval of license and warranty agreement with Zenner Performance for automated meter reading system. Jerry Greiner stated this agreement is for the District's automated meter reading system. Shad Ridenour made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes with the exception of Bill Hirzel who voted no. **Approved.**

#### **Receipt of Other Comments**

None

#### **Executive Session**

Lyle Schulte made a motion to go into executive session to discuss threatened litigation. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes.

Lyle Schulte made a motion to into regular session. Mark Sheffer seconded the motion. A roll call vote was taken with all present voting yes.

#### **Regular Meeting Dates**

Regular Meeting:	February 12, 2015 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	February 26, 2015 7:30 a.m.	District Operations Facility Regular Meeting

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**Adjournment**

John Cheney made a motion to adjourn. Mark Sheffer seconded the motion. A roll call vote was taken with all present voting yes. **Adjourned.**

Respectfully Submitted,

Melinda Kale  
Secretary

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