

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, JANUARY 8, 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 8, 2015 at 7:30 a.m.

Ms. Melinda Kale, Chairman, brought the meeting to order and requested that the roll be called:

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

Members absent: Bill Hirzel

Others:

Jerry Greiner	Gavin Smith	Beth Vannett
Leanne O'Brien	Melissa Ellerbrock	Kay Ball
Jamie Keller	Dan Wickard	Tom Stalter

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

Jack Kieffer, 13207 Union Hill Rd, Bowling Green, OH 43402  
Mike Springer, 400 Allen St., Walbridge, OH 43465

### **Approval of Minutes**

The minutes of the regular meeting held on December 18, 2014, were reviewed; John Cheney made a motion to approve the minutes. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

The minutes of the special meeting held on December 31, 2014 were reviewed; Lyle Schulte made a motion to approve the minutes. Melinda Kale 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 Mike Scott, who was recently re-appointed to an expiring board seat.

Rex Huffman opened the nominations for officers:

Mark Sheffer nominated Mike Scott for Chairman of the Board, Melinda Kale seconded the nomination. Lyle Schulte made a motion to close the nominations for Mike Scott as Chairman. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes with the exception of Mike Scott who abstained. Lyle Schulte made a motion to nominate Mike Scott as Chairman, Melinda Kale seconded the motion. A roll call vote was taken to vote

on the nomination and all present voted yes with the exception of Mike Scott who abstained  
Mike Scott approved for Chairman of the Board.

Melinda Kale nominated Mark Sheffer for Vice-Chairman of the Board. Lyle Schulte seconded the nomination. Shad Ridenour made a motion to close the nominations. Steve Arnold seconded motion. A roll call vote was taken to close the nominations and all present voted yes with the exception of Mark Sheffer who abstained. Melinda Kale made a motion to nominate Mark Sheffer as Vice-Chairman, Lyle Schulte seconded the motion. A roll call was taken to vote on the nomination and all present voted yes with the exception of Mark Sheffer who abstained. Mark Sheffer approved for Vice-Chairman of the Board.

Lyle Schulte nominated Melinda Kale for Secretary of the Board. Leonard Michaels seconded the nomination. Mark Sheffer made a motion to close the nominations. Leonard Michaels seconded the motion. A roll call vote was taken to close the nominations and all present voted yes with the exception of Melinda Kale who abstained. Lyle Schulte made a motion to nominate Melinda Kale as Secretary, Leonard Michaels seconded the motion. A roll call vote was taken to vote on the nomination and all present vote yes with the exception of Melinda Kale who abstained. Melinda Kale approved for Secretary of the Board.

Lyle Schulte nominated Mike Scott as representative to TMACOG, Mark Sheffer seconded the nomination. A roll call vote was taken with all present voting yes with the exception of Mike Scott who abstained.

John Cheney recommended that Jerry Greiner stay as the District's representative to the Wood County Economic Development Commission. Leonard Michaels seconded the recommendation. John Cheney made a motion to approve the above nominations. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes.

Melinda Kale asked that the future meeting dates be changed to the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month. Mark Sheffer made a motion to move the meeting dates to the 2<sup>nd</sup> and fourth Thursday. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes.

Mike Scott asked for input on Committee assignments. He asked for each member to send him their preferences.

Rex Huffman gave the oath of office to the 2015 officers pursuant to the District's by-law requirement.

### **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:

- Will be visiting Ottawa and Sandusky County yet to complete the meetings to adjacent counties.
- Recently rolled out a junior high science grant to local schools
- A bus tour to the north was recently taken on December 31<sup>st</sup>.
- TMACOG meetings will be held January 21<sup>st</sup> and February 27<sup>th</sup>.
- Wood County Mayor's dinner will be held January 29<sup>th</sup>.
- Wood County Engineer's Meeting will be held January 15<sup>th</sup>.
  
- Will be attending an RGP meeting with the City of Fremont on January 12<sup>th</sup>.

### **Reports of Committees:**

A bus tour was taken on December 31<sup>st</sup>, minutes were included in the DropBox.

### **Unfinished Business:**

None

### **New Business**

**Resolution 2015-01**, Designation for signing banking documents. This resolution designates those who can sign checks and other banking documents on behalf of the District. Kay Ball made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2015-02**. Accept the appointment of Melinda Kale to the Board of Trustees. Jerry Greiner asked that this resolution be tabled as only 6 resolutions have been received so far. Mark Sheffer made a motion to table. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting. **Tabled.**

**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. Melinda Kale made a motion to table. Leonard Michaels 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. Melinda Kale made a motion to table. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2015-05.** Amendment #1, Poggemeyer Design Group, Wise Street Sewer Extension and Pump Station Abandonment, SS #220B. Tom Stalter stated this amendment is for a decrease of \$105,702.72 to close out the project. 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 2015-06.** Acceptance and action on bids received for various sanitary sewer improvements. Tom Stalter stated the bid was broken into 3 parts; he recommends contract A be awarded to A.R.T for \$117,016.35 and Contract C be awarded to B. Hill'z Excavating for \$174,900.00. Contract B will need to be rebid due to no bids received, he said. Mr. Stalter stated the engineer's estimates on Contract A and C were \$157,575.00 and \$182,000.00 Steve Arnold made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2015-07.** Change order #2, Underground Utilities, Andrus Road waterline extension and East Broadway waterline replacement, WL #101C. Tom Stalter stated this change order is a decrease of \$124,722.30 for final quantity adjustments. Mark Sheffer made a motion to approve. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2015-08.** Authorize a contract with Meyer Hill Lynch Corporation for information technology services for 2015. Gavin Smith stated this is the annual Meyer Hill Lynch contract for IT services for 2015. The total for the contract is \$98,540.00, he said, which is less than budgeted. Melinda Kale made a motion to approve. Leonard Michaels seconded the motion; a roll call vote was taken with all present voting. **Approved.**

**Resolution 2015-09.** Review and approval of utility easements for the Village of Bloomdale water system, WL #2700. Tom Stalter stated 3 easements have been obtained totaling \$2,964.00 for the Bloomdale water system. 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 2014-10.** Acceptance and action on a Grant Fund Cooperation Agreement with Rossford Transportation Improvement District. Tom Stalter stated this resolution is to approve a grant cooperation agreement with Rossford Transportation District (RTID) for a project on Buck and Lime City Road. The RTID will apply for a grant that will reimburse the District in the amount of \$51,005.00 for work completed. Mark Sheffer made a motion to approve. Mike Scott seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Receipt of Other Comments**

None

**Executive Session**

None

**Regular Meeting Dates**

Regular Meeting:	January 22, 2015 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	February 12, 2015 7:30 a.m.	District Operations Facility Regular Meeting

**Adjournment**

Lyle Schulte made a motion to adjourn. Melinda Kale seconded the motion. A roll call vote was taken with all present voting yes. **Adjourned.**

Respectfully Submitted,

Melinda Kale  
Secretary

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