

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, MARCH 24, 2016**

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, March 24, 2016 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
Lyle Schulte	Mark Sheffer	Bill Verbosky

Members absent: None

Others:

Dan Wickard	Gavin Smith	Garett Chamberlain
Leanne O'Brien	Simon Gundy	Kay Ball
Beth Vannett	Tom Stalter	

Rex Huffman, Spitler Huffman Law

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

**Approval of Minutes**

The minutes of the regular meeting held on March 10, 2016, 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.**

**Correspondence**

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

**Public Comment**

None

**Report by President and Other Officials**

Leanne O'Brien reported:

- Wood County Economic Development Commission Dinner was held March 23<sup>rd</sup> in the evening.
- BGSU State of the Region Address was held on March 21<sup>st</sup>.
- State of the County Address was held March 23<sup>rd</sup>.

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- Wood County Township Vendor Fair will be held April 8<sup>th</sup>.
- Met with the Village of McComb March 22<sup>nd</sup> further discussing joining the District.
- NOMMA meeting will be held March 30<sup>th</sup>.
- Tom Stalter briefly reviewed with the board the Fort Meigs Road widening project that affects 7 of our customers.

At this time, Beth Vannett gave the board a review of the Customer Service Department. She reviewed:

- Online billing
- E-billing
- Code Red usage for disconnections
- Large meter change-out (currently 10 left to change)

At this time, Dan Wickard gave the board a review of the Operations Department. He reviewed:

- Preventative maintenance being done on pump stations
- Working on Charter Steel force-main slime issues and replaced valves on the line.
- Asphalt and landscaping repairs will be starting soon outside.
- Currently have an opening for a Water & Sewer Maintenance Worker I position.
- Working on the SCADA system change out on telemetry.

At this time, Gavin Smith gave the board a review of the GIS Department. He reviewed:

- Statistics on CodeRed usage
- Aquahawk usage
- Media and Blog usage statistics
- Reviewed PCI (credit card compliance) for the District.

At this time, Kay Ball gave the board a review of the Finance Department. She reviewed:

- Audit schedule
- Wellness team update
- Employee Development Team update
- Next Finance Committee meeting will be held March 31<sup>st</sup> at 7:30 a.m.

### **Reports of Committees:**

Mark Sheffer stated there was a joint Finance and Extension committee meeting held on March 22<sup>nd</sup>. Minutes are in the Dropbox.

### **Unfinished Business:**

**Resolution 2016-37.** Authorize a renewal of the lease agreement for the Haskins & Poe WaterShed. Jerry Greiner asked that this resolution be tabled as the agreement has not been completed yet. Lyle Schulte made a motion to table. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**New Business**

**Resolution 2016-43.** Authorization to transfer funds. Kay Ball stated this resolution is to temporarily transfer \$1,660,000 from the water account to the sewer account in order for both accounts to have a positive balance for 2015. 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 2016-44.** Approval of a Sewer Service Agreement with Eastwood Schools for the sanitary sewer pump station and forcemain, SS #3001. Tom Stalter stated this resolution is to approve a sewer service agreement with Eastwood Schools for the sanitary sewer pump station and forcemain. This contract is contingent upon approval from Rex Huffman. Leonard Michaels made a motion to approve. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting. **Approved.**

**Resolution 2016-45.** Resolution of Necessity & Intent to Proceed with Improvement, Eastwood Schools sanitary sewer pump station and forcemain, SS #3001. Tom Stalter stated this resolution is the approval to proceed with the project with Eastwood Schools. 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 2016-46.** Authorize the release of retainage, A.R.T., various sanitary sewer improvements, Contract B. Tom Stalter stated this resolution is to authorize the release of \$7,080.00 to complete the project. 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 2016-47.** Review and approval of utility easements for the Second Bowling Green Water connection and master meter, WL #300C. Tom Stalter stated 2 easements have been obtained for this project totaling \$1,531.00. 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 2016-48.** Authorize the partial release of retainage to Underground Utilities, Inc., for the Second Portage Waterline Connection, WL #3306A3. Tom Stalter stated this resolution is to approve the release of partial retainage in the amount of \$2,495.00 to Underground Utilities. Doug Miller made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Receipt of Other Comments**

None

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**Executive Session**

Leonard Michaels made a motion to go into Executive Session to discuss pending litigation with Sanders and Tiller; land acquisition for the Northwood EQ Basin and the Village of McComb. John Cheney seconded the motion. A roll call vote was taken with all present voting yes.

Leonard Michaels made a motion to return to regular session. Doug Miller seconded the motion. A roll call vote was taken with all present voting yes with the exception of Bill Hirzel who was out of the room.

**Regular Meeting Dates**

Regular Meeting:	April 14, 2016 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	April 28, 2016 7:30 a.m.	District Operations Facility Regular Meeting

**Adjournment**

Doug Miller made a motion to adjourn. Leonard Michaels 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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