

**NORTHWESTERN WATER AND SEWER DISTRICT  
REGULAR MEETING  
THURSDAY, OCTOBER 13, 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, October 13, 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	
Mark Sheffer	Lyle Schulte	Bill Verbosky

Members absent: Doug Miller

Others:

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

Rex Huffman & Carl Ireland, Spitler Huffman Law

Rob Armstrong, 29336 Belmont Lake Rd, Perrysburg, OH 43551  
Jack Kieffer, 13207 Union Hill Rd, Bowling Green, OH 43402

### **Approval of Minutes**

The minutes of the regular meeting held on September 22, 2016, were reviewed; Lyle Schulte 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**

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**

Jerry Greiner reported:

- Monthly luncheons have been updated on board calendar.
- McComb agreement is close to completion.
- Certifications for delinquent utility bills have been sent to the Auditor.
- Will be hosting ORC 6119 meeting at the District on November 4<sup>th</sup>.

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- There will be no change in health insurance premiums for 2017
- Will be holding a District open house on December 29<sup>th</sup>
- New Camera and jet trucks have arrived.
- Brook Insurance representative will be here October 27<sup>th</sup>.
- Joint Finance/Extension Committee meetings will be held October 20<sup>th</sup> and November 10<sup>th</sup>.

### **Reports of Committees:**

Lyle Schulte stated the Public Relations Committee met on October 3<sup>rd</sup> and reviewed the following:

- 2017 budget
- Discussed need for marketing/PR position

John Cheney stated the Safety Committee met on October 5<sup>th</sup> and reviewed the following:

- Training calendar reviewed for 2016 and 2017
- Heard input from employees regarding safety of equipment

Bill Hirzel stated the Administration Committee met on October 6<sup>th</sup> and minutes are in the DropBox.

Melinda Kale stated the IT Committee met on October 11<sup>th</sup> and reviewed the following:

- 2017 budget
- With specific detail information found on the DropBox under board correspondence.

### **Unfinished Business:**

**Resolution 2016-144.** Authorization to amend District Bylaws. Rex Huffman asked that this resolution be tabled for further review of the board bylaws. John Cheney made a motion to table. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

### **New Business**

**Resolution 2016-158.** Authorize the renewal of the lease agreement for the IFM WaterShed. Jerry Greiner stated this lease agreement is for a period of 3 years and includes a 3% increase each year in rent. John Cheney made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2016-159.** Accept the re-appointment of John Cheney to the Board of Trustees. Jerry Greiner stated this resolution accepts the reappointment of John Cheney to the Board from the Wood County Commissioners. Bill Hirzel made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2016-160.** Acceptance and action on bids received for the Williamsburg-on-the-River Sanitary Sewer Rehab, SS #4.1(a). Tom Stalter stated this resolution includes both the Williamsburg-on-the-River Sanitary Sewer Rehab and emergency work in the Village of

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McComb. Mr. Stalter recommends the project be awarded to Advanced Rehab Technology for \$608,542.50. The engineer's estimate on the project is \$565,000.00, he said. Leonard Michaels made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2016-161.** Acceptance and action on bids received for the Millbury Sanitary Sewer Improvements, SS #200. Tom Stalter asked that this resolution be tabled for further review. John Cheney made a motion to table. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

**Resolution 2016-162.** Amendment #2, Poggemeyer Design Group, WL #300 Area Waterline Connection Project (a/k/a Potter, BG, Euler Road(s) Loop, WL #317C1). Tom Stalter stated this amendment is for an increase of \$29,000.00 for the addition of inspection services. Bill Verbosky made a motion to approve. Lyle Schulte seconded the motion. **Approved.**

**Resolution 2016-163.** Authorize a contract with Poggemeyer Design Group for the Village of McComb Wastewater Treatment Plant Improvements (Re-Design), SS #28. Tom Stalter stated this resolution is to approve a contract with Poggemeyer Design Group for the McComb Wastewater Treatment Plant Improvements. The contract is for a total of \$57,000.00, he said. 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 2016-164.** Review and approval of utility easements for the Bairdstown Sanitary Sewer Project, SS #700. Tom Stalter stated 3 easements have been obtained for a total of \$3,357.00. John Cheney made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2016-165.** Approval of an agreement with the Village of Bloomdale for the Village of Bloomdale Sanitary Sewer System, SS #2700. Tom Stalter stated this resolution is to approve an agreement with the Village of Bloomdale for a land swap for construction of the new pump station. John Cheney made a motion to approve. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

**Resolution 2016-166.** Authorize a contract with Pure Technologies for the WL #100/WL #101 Trunk Water Main Evaluation and Condition Assessment. Tom Stalter stated this resolution is to approve a contract with Pure Technologies for the WL #100/WL #101 Trunk Water Main Evaluation and Condition Assessment. The contract is for \$165,000.00 he said. Lyle Schulte made a motion to approve. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

### **Executive Session**

None

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At this time Todd Deindoerfer and Tim Loeffler, representatives of Clifton-Larson-Allen CPA's reviewed with the board 3 areas of financial concern-type trends in which public-service boards should be aware. These include:

1. Corruption schemes
2. Financial statement fraud services
3. Asset misappropriation schemes

Their presentation is attached.

**Receipt of Other Comments**

None

**Regular Meeting Dates**

Regular Meeting:	October 27, 2016 7:30 a.m.	District Operations Facility Regular Meeting
Regular Meeting:	November 3, 2016 7:30 a.m.	District Operations Facility Regular Meeting

**Adjournment**

Bill Verbosky made a motion to adjourn. Lyle Schulte 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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