

**NORTHWESTERN WATER AND SEWER DISTRICT
REGULAR MEETING
THURSDAY, OCTOBER 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, October 22, 2015 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	Bill Verbosky	Mark Sheffer

Members absent: None

Others:

Jerry Greiner	Leanne O'Brien	Gavin Smith
Kay Ball	Dan Wickard	Garrett Chamberlain
Tom Stalter		

Rex Huffman, Spitler, Huffman, LLC

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

Approval of Minutes

The minutes of the regular meeting held on October 8, 2015, were reviewed; John Cheney made a motion to approve the minutes. Doug Miller 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:

- Meeting dates for November and December will be moved to the first and third Thursday to avoid the holidays; check the maser calendar for details.
- Looking for dates and venues for the annual holiday dinner.
- Wood County employees will see a 3% increase in health insurance in 2016.
- Rotary meeting will be held October 23rd and 24th, statewide.

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Tom Stalter gave the board a brief update on the status of the Southwood JRS project.

Dan Wickard gave a brief overview of the operations department and his staff to the board.

Reports of Committees:

Steve Arnold stated the Finance Committee met on October 15th and discussed the following:

- Tom Stalter reviewed the CIP budget
- Dan reviewed operations equipment and project budget for 2016.

Melinda Kale stated the IT Committee met on October 19th and discussed the following:

- Updating current servers
- Reviewed 2016 IT budget

Unfinished Business:

Resolution 2015-99. Approval of a settlement agreement with the Ohio EPA, et al., regarding the Five Point Road Sanitary Sewer Extension, SS #394. Jerry Greiner asked that this resolution be tabled. Lyle Schulte 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 2015-114. Approval of a Pemberville Sewage Treatment Contract Addendum #1. Rex Huffman asked that this resolution be tabled for further review. Leonard Michaels made a motion to table. Steve Arnold seconded the motion. A roll call vote was taken with all present voting yes. **Tabled.**

Resolution 2015-115. Approval of a service agreement with Prism Propane. Jerry Greiner asked that this resolution be tabled for further review. John Cheney made a motion to approve. Lyle Schulte seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2015-116. Authorize the renewal of the lease agreement for the IFM WaterShed. Jerry Greiner stated this resolution is to approve a lease agreement with IFM in McClure for the WaterShed on their property. The rent will remain at \$300.00 per month, he said. Leonard Michaels made a motion to approve. Bill Verbosky seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Resolution 2015-117. Approval of a Developer's Agreement with Or-Win Farms, LLC WL #318-F1. Tom Stalter stated this resolution is to approve a developer's agreement with Or-Win Farms for water service on Bays and Huffman Roads. John Cheney made a motion to approve. Leonard Michaels seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

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Resolution 2015-113. Personnel Actions

Jerry Greiner asked the board approve the following actions:

1. Approval of job description for Special Project Manager (I & I Program Coordinator)
2. Approval of job description for Associate Engineer
3. Approval of job description for Payroll Benefits Specialist

Leonard Michaels made a motion to approve the above actions. John Cheney seconded the motion. A roll call vote was taken with all present voting yes. **Approved.**

Executive Session

None

Receipt of Other Comments

None

Regular Meeting Dates

Regular Meeting:	November 5, 2015 7:30 a.m.	District Operations Facility Regular Meeting
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Regular Meeting:	November 19, 2015 7:30 a.m.	District Operations Facility Regular Meeting
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Adjournment

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

Respectfully Submitted,

Melinda Kale
Secretary

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