

PRESIDENT
Michael Jacob

AYERSVILLE WATER AND SEWER DISTRICT
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BOARD MEMBERS
John Miller
John Ehlinger
Janet Beardsley

VICE PRESIDENT
Greg Schafer

TREASURER
Robert Cooper

DISTRICT MANAGER
David Wright

SECRETARY
Ronda Phillips

DISTRICT CLERK
Gayle Decator

MINUTES FOR THE BOARD MEETING ON APRIL 20, 2017
MEETING STARTS AT 7:00 P.M.

- A. Board meeting called to order, in accordance with ORC 121.22, at 7:02 p.m. by President M. Jacob.
- B. Roll Call of Officers and attendees – Roll was called for officers and attendees. Trustees in attendance are M. Jacob, G. Schafer, R. Phillips, J. Miller, J. Ehlinger, J. Beardsley, and District Manager D. Wright. Also in attendance are district employee Mark Manon and Attorney Rex Huffman. R. Cooper is on vacation.
- C. Public Comment – John Yeutter and Rick Sanford were in attendance to ask the board for consideration as John will start construction of his new home at 25635 Watson Road in August. He wishes to ask the Board to reconsider the tap fee of \$5700, which he believes is too high, and he is looking for ways to reduce his costs. The board informed Mr. Yeutter that we would consider his request and get back with him with our answer.
- D. Reading and approval of the previous meeting's minutes – March 16, 2017
- E. Correspondence – DM Wright received a request from First Federal Bank for new signatories for the credit card to authorize D. Wright, G. Decator and Mark Manon for use.
- F. Reports of Officers and Committees
- i) President – No report from the President
 - ii) Treasurer –
 - a) Review of the Monthly Financial Reports for March 2017 - Secretary Gayle Decator emailed the following monthly reports to the Board members prior to the meeting for review:
 - 1) bank statements
 - 2) bank reconciliations
 - 3) customer adjustments
 - 4) wage and leave reports
 - 5) purchase orders
 - 6) vendor lists
 - b) J. Ehlinger made a motion to approve monthly reports, with a second by J. Miller. Vote as follows; Yea – J. Beardsley, R. Phillips, G. Schafer, J. Ehlinger, J. Miller, and M. Jacob, with none opposed. Motion carried.

iii) District Manager

- a) Update on Engineering study firms – DM Wright worked with the firm on April 4, 2017. The firm needs for information to get the board an accurate quote.
- b) New Ayersville School Building project
 - i) Main meter with electric read from the district office has been installed.
 - ii) Concession stand had not been hooked up to Sensus; will be by next week.
 - iii) Hydrant meter was purchased through the district by the school for bulk water purchases.
- c) Mutual Aid agreement was approved at last meeting of the Brunersburg Water District. We will have a resolution to sign at the next AWSD meeting.
- d) Update on Safety training through OSHA – 30-hour course: D. Wright has finished the course and needs to take the final test; Mark will finish the last two hours of training in the next week.

iv) Employee Relations committee

- a) The committee placed an ad on-line for a field employee, and received several applications. DM Wright agreed that we should wait and see how the Mutual Aid agreements with the City of Defiance and Brunersburg work out. We may not need to hire another employee, and keep our costs down since we only need a worker when we are working on a special project.

G. Unfinished Business from previous meeting, per agenda or motion

- i) Motion to approve participation in SkinnyOhio.gov, ShareOhio.gov is tabled as we determine how the mutual aid agreements are going to work. May revoke in three months.
- ii) Motion to adopt the AWSD Excavating and Trenching Safety Guidelines Manual – tabled while D. Wright compares with OSHA Regulation Trenching Guidelines. M. Jacob would like to thank R. Cooper for the extensive work that went into compiling the guidelines and the amount of time involved in its construction.

H. New business

- i) Motion to approve mutual aid agreement with Brunersburg Water District – tabled until the Board receives a signed copy from Brunersburg.
- iii) Resolution (1704.01) was made to amend the wastewater agreement to phase in a rate to equal the inside rate commodity charge for the City of Defiance by G. Schafer with a second by R. Phillips. Vote as follows: Yea – J. Beardsley, R. Phillips, G. Schafer, J. Ehlinger, J. Miller and M. Jacob, with none opposed. Motion carried.

H. A motion was made by G. Schafer with a second by J. Miller, to enter executive session, in accordance with ORC 121.22, at 8:30 p.m., to discuss employee compensation. The vote was all in favor with none opposed. Motion carried

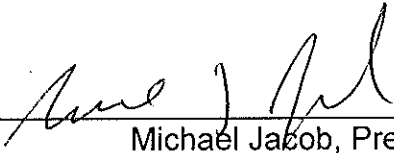
I. A motion was made by G. Schafer with a second by J. Miller, to return from executive session and reopen public meeting at 8:40 pm. Vote was all in favor with none opposed. Motion carried.

J. Additional business

- i) Motion was made by J. Miller, with a second by J. Ehlinger, to increase the hourly rate for Mark Manon from \$16/hour to \$18/hour, retroactive to 90-day probationary period. Vote as follows: Yea – J. Beardsley, R. Phillips, G. Schafer, J. Miller, J. Ehlinger, and M. Jacob with none opposed. Motion carried.
- ii) The district now has the HSA accounts set up with First Insurance, but there have been no contributions made at this time since there were some legalities that had to be taken care of. The district has previously made motions to contribute to each participating

employee's account and add up to \$200 to match employee contributions. The district will catch up all authorized contributions through April 2017.

K. Adjournment – A motion was made to adjourn the meeting by J. Miller, with a second by G. Schafer, at 8:45 pm. Vote was all in favor with none opposed. Motion carried.



Michael Jacob, President



Ronda Phillips, Board Secretary