

PRESIDENT

Greg Schafer

VICE PRESIDENT

John Ehlinger

TREASURER

Janet Beardsley

SECRETARY

Ronda Phillips

AYERSVILLE WATER AND SEWER DISTRICT

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DEFIANCE, OH 43512

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BOARD MEMBERS

John Miller

Jason Schafer

David Wren

DISTRICT MANAGER

David Wright

DISTRICT CLERK

Gayle Decator

MINUTES FOR THE BOARD MEETING ON DECEMBER 21, 2017
MEETING STARTS AT 7:00 P.M.

- A. President Greg Schafer called the meeting to order, in accordance with ORC 121.22, at 7:00 pm.
- B. Roll Call of Officers and attendees was made. Those in attendance was David Wren, J. Beardsley, R. Phillips, D. Wright, J. Miller, J. Ehlinger, J. Schafer and G. Schafer. Also in attendance was Attorney Carl Ireland and Gayle Decator.
- C. Public Comment – Mark Manon was in as a visitor
- D. Reading and approval of the previous meeting's minutes – November 16, 2017. Minutes from previous month's meeting was reviewed and motion was made by J. Miller, with a second by J. Ehlinger to accept the minutes as written. Vote as follows; all in favor, with none opposed. Motion carried.
- E. Correspondence – G. Schafer read a couple of newspaper articles about local communities raising their water/sewer rates (Continental and Liberty Center).
- F. Reports of Officers and Committees
- i) President
- a) Water Loss Report – Greg discussed the water loss report and was surprised by the monthly variances in losses, with the average loss of 17%
- b) Board members discussed increasing the compensation for the Treasurer to make the position more desirable. It was concluded that the treasurer position involves the most time and deserves to be additionally compensated. Carl Ireland will develop a resolution (1712.01) to add to the minutes. Motion was made by D. Wren, with a second by J. Schafer, to increase the compensation of the Treasurer to \$200 per meeting. Vote as follows; yea – D. Wren, R. Phillips, J. Beardsley, J. Miller, J. Ehlinger, J. Schafer and G. Schafer, with none opposed. Motion carried.
- c) Employee Handbook Review – Review and revise starting Jan. 2018; tabled for the Employee Relations committee
- d) By-Laws Review – Tabled for the By-laws committee
- e) John Yeutter tap approval – D. Wright showed an aerial photo of the J. Yeutter property that highlighted the location of the water and sewer lines. A motion was made to approve the new tap by J. Miller, with a second by J. Beardsley. Vote as follows; Yea – all in favor, with none opposed. Motion carried.
- f) Updates to OhioCheckbook.com – Greg asked Gayle if we are we updating the AWSD page. Gayle responded that she updates it at the end of the year when she submits the UAN reports. There have been some issues with duplication of records if submissions are made more often than annually.
- g) 2018 Financial Audit – make sure we have taken care of all 2016 items. David Wright and Gayle, along with the audit committee, has submitted all the information to the auditors.

ii) Treasurer

a) Review of the Monthly Financial Reports for October 2017

- 1) bank statements
- 2) bank reconciliation
- 3) customer adjustment
- 4) wage and leave report
- 5) purchase orders
- 6) vendor list
- 7) other reports - water and sewer billing report, appropriations, income, etc.

b) A motion to approve monthly reports was made by J. Miller with a second by J. Ehlinger. Vote as follows; Yea – J. Schafer, J. Miller, J. Ehlinger, J. Beardsley, R. Phillips, D. Wren and G. Schafer, with none opposed. Motion carried.

iii) District Manager – Board members reviewed District Manager's monthly report

- a) Liquid Chlorine and Engineering plan updates – Jones and Henry has all the information they have requested so far; David has copied C. Ireland on all submissions.
- b) EPA TTHM Follow-up/Ohio EPA – StanTec Report out: The same information has been submitted to StanTec, due to the projects being similar in scope.
- c) Internal rate study update – D. Wright stated that the rate study continues, and that it isn't too difficult to complete, and could be continued after he leaves the District.
- d) J. Beardsley water service leak was discussed. (See Dist. Mgr. Report 12/21/2017, item 10). The Beardsleys paid \$1005.22 for plumber and other expenses that were the responsibility of the District. A motion to reimburse the Beardsleys for the cost of repair due to water infiltration was made by J. Ehlinger with a second by D. Wren. Vote as follows; yea – J. Schafer, J. Ehlinger, J. Miller, R. Phillips, D. Wren and G. Schafer, with J. Beardsley abstained, none opposed. Motion carried.

iv) Budget Committee Meeting – December 6, 2017

- a) Report on 2018 Final Budget – see attached recommendations from Paul Rennick, accountant. A motion was made to approve the 2018 final budget by R. Phillips with a second by J. Ehlinger. Vote as follows; yea – J. Schafer, J. Ehlinger, J. Miller, J. Beardsley, R. Phillips, D. Wren and G. Schafer, with none opposed. Motion carried.

v) Nominations and Election of Board of Trustee Officers

- a) President – J. Ehlinger nominated Greg Schafer for President, with a second by J. Miller. G. Schafer accepted the nomination. No other nominations were made.
- b) Vice President – J. Miller nominated J. Ehlinger for Vice President, with a second by J. Schafer. J. Ehlinger accepted the nomination. No other nominations were made.
- c) Treasurer – J. Ehlinger nominated J. Beardsley for Treasurer, with a second by R. Phillips. J. Beardsley accepted the nomination. No other nominations were made.
- d) Secretary – J. Beardsley nominated R. Phillips for Secretary, with a second by J. Ehlinger. R. Phillips accepted the nomination. No other nominations were made.
- e) Vote was taken for all officers, with all in favor and none opposed. Motions carried.

vi) Election of Committees (see attached list of current standing committees)

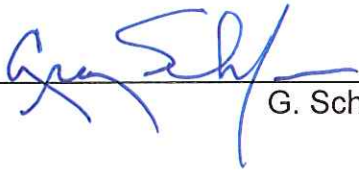
G. A motion was made at 8:20 pm to enter executive session, in accordance with ORC 121.22, for the purpose of discussing employee compensation, by J. Miller with a second by D. Wren. Vote was all in favor with none opposed. Motion carried.

H. A motion to return from executive session and reopen public meeting at 9:03pm was made by J. Miller with a second by D. Wren.

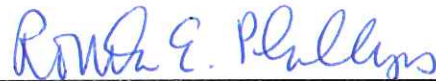
I. Additional business

- a) A motion was made to increase the hourly compensation for Gayle Decator by \$1.00/hour from \$17.00/hour to \$18.00/hour by J. Miller with a second by D. Wren.
- b) A motion was made to pay a Christmas bonus of \$200 to Gayle Decator by J. Miller with a second by D. Wren.
- c) Vote for both motion as follows; yea – D. Wren, R. Phillips, J. Beardsley, J. Miller, J. Ehlinger J. Schafer and G. Schafer, with none opposed. Motion carried
- d) All water samples for 2017 have been submitted, and a contingency plan for 2018 is in place and posted in the District Manager's office.
- e) John Miller and John Ehlinger met with Mark Manon after his resignation from Field Operator. Mark had a proposal for the Board, and wishes to be considered for the position of District Manager. He presented a list of "demands" that he wanted if he were to be considered for the position. Greg gave Mark his email address and asked him to submit a resume and letter stating his requirements to himself and the Employee Relations committee so his would be considered, along with the other resumes.

J. A motion for adjournment of the regular meeting was made at 9:40 pm by J. Miller, with a second by J. Beardsley. The vote was all in favor, with none opposed. Motion carried. Meeting adjourned at 9:40 pm.



G. Schafer, President



Ronda Phillips, Secretary