

PRESIDENT

Greg Schafer

VICE PRESIDENT

TREASURER

Robert Cooper

SECRETARY

Ronda Phillips

AYERSVILLE WATER AND SEWER DISTRICT

13961 FRUIT RIDGE ROAD

DEFIANCE, OH 43512

PHONE 419-395-1733

FAX 419-395-2533

BOARD MEMBERS

John Miller

John Ehlinger

Michael Jacob

DISTRICT MANAGER

David Wright

DISTRICT CLERK

Gayle Decator

MINUTES FOR THE BOARD MEETING ON JANUARY 19, 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 p.m.
- B. President Schafer called the roll of officers and attendees. In attendance are R. Cooper, R. Phillips, J. Miller, J. Ehlinger, and M. Jacob. Also at the meeting was D. Wright.
- C. Public Comment – Limit input to a reasonable time (up to 5 mins.) – No public comment
- D. Reading and approval of the previous meeting's minutes – December 17, 2016
A motion to approve the minutes was made by R. Cooper, with a second by J. Ehlinger. Vote to approve were as follows: All in favor, with none opposed. Motion carried. R. Cooper read the ORC Statute concerning reasons why meetings can go into executive session.
- E. Correspondence – None at this time
- F. Reports of Officers and Committees
- i) President
 - a) Approval of 2017 budget – discuss during the Budget Committee report
 - b) Election of officers – to be conducted in New Business
 - c) Committee appointments – to be conducted in New Business
 - d) Treasurer's bond – Bond documents given to Treasurer in amount of \$100,000.
 - e) Completed Direct deposit information for board members – all employees are enrolled in DD, and remaining Board members filled out forms so their pay will be direct-deposited.
 - f) Security codes completed – all Board members that want access codes to the District building now have them.
 - g) Ayersville school \$1000 reimbursement - motion to table until item can be discussed with legal counsel at next meeting. Vote went as follows: all in favor, with none opposed. Motion carried
 - h) Water main break settled – OUPS tickets, pictures and all documentation saved and sent to claims for ServiceMaster.
 - i) Attendance policy clarification
 - ii) District Manager
 - a) New health insurance policy for employees – D. Wright asked that in the future that we consider dental and vision coverage be added to employee health care coverage. Turned over to Employee Relations committee for further discussion
 - b) Change in employee payroll to direct deposit – next payroll will be

- direct deposited for all employees. Rules Committee to review employee DD.
- c) Ayersville SD project – progress – met with Construction contractor to discuss tap fees; there is no fee schedule for a project of this size
 - d) update on Engineering study firms – contacted Jones and Henry to set up meeting. No new information at this time

iii) Treasurer

- a) Resignation of Robert Cooper as Treasurer – December 29, 2016
- b) Review of the Monthly Financial Reports for December
 - 1) bank statements
 - 2) bank reconciliations
 - 3) customer adjustments
 - 4) wage and leave reports – HSA accounts/Checks may have been issued incorrectly. Contact Paul Rennick to get the correction made ASAP.
 - 5) purchase orders
 - 6) appropriations status for 2016, 2017
 - 7) Revenue status for 2016, 2017
 - 8) Fund status and vendor lists
- c) Motion to approve monthly reports – motion was made by R. Cooper, with a second by G. Schafer. Vote as follows: Yea – J. Ehlinger, R. Cooper, J. Miller, M. Jacob, J. Beardsley, G. Schafer and R. Phillips, with none opposed. Motion carried.
- d) Motion to approve 2017 Annual Budget – Motion was made by R. Cooper with a second by J. Miller. Vote as follows: Yea – J. Ehlinger, R. Cooper, J. Miller, M. Jacob, J. Beardsley, R. Phillips, and G. Schafer, with none opposed. Motion carried.

iv) Budget Committee submitted the 2017 Budget for approval in the previous report.

G. Unfinished business, per agenda – no unfinished business

H. New Business, per agenda or motion

i) Nomination for offices

- a) President – Two nominations were heard for President. J. Miller nominated G. Schafer, with a second by J. Ehlinger. R. Cooper nominated M. Jacob, with a second by R. Phillips. Both nominees accepted. Vote as follows; for G. Schafer by J. Ehlinger, J. Miller and G. Schafer. Vote for M. Jacob by R. Cooper, M. Jacob, J. Beardsley and R. Phillips. M. Jacob elected to President. Motion carried.
- b) Vice President – R. Cooper nominates G. Schafer for V. President, with a second by J. Ehlinger. G. Schafer accepts the nomination. Vote as follows: Vote to approve by J. Ehlinger, R. Cooper, J. Miller, M. Jacob, J. Beardsley, R. Phillips, and G. Schafer, with none opposed. G. Schafer elected as V. President. Motion carried.
- c) Treasurer – J. Ehlinger nominated R. Cooper for Treasurer, with a second by G. Schafer. R. Cooper accepted the nomination. Vote to approve as follows: G. Schafer, J. Ehlinger, R. Cooper, J. Miller, M. Jacob, J. Beardsley and R. Phillips. R. Cooper elected to Treasurer. Motion carried
- d) Secretary – R. Cooper nominated R. Phillips for Secretary, with a second by G. Schafer. R. Phillips accepted the nomination. Vote to approve as follows:

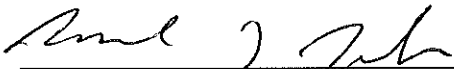
G. Schafer, J. Ehlinger, R. Cooper, J. Miller, M. Jacob, J. Beardsley and R. Phillips. R Phillips elected to Secretary. Motion carried.

ii) Nominations for committees – each committee is comprised of 3 members:

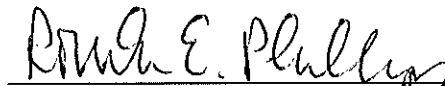
- a) Budget & Finance committee
- b) Equipment & Safety committee
- c) Planning committee
- d) Employee Relations committee
- e) Rules committee
- f) Audit committee

Each committee took nominations for chair and member positions, and the Board members voted all in favor to accept the members and chairpersons in their newly accepted responsibilities. See Attachment A for new Committee lists and members.

- I. Motion to enter executive session, in accordance with ORC 121.22, was made at 8:50pm by R. Phillips, with a second by G. Schafer, for the purpose of discussing employee compensation. Vote as follows: Yea - J. Ehlinger, J. Miller, R. Cooper, M. Jacob, J. Beardsley, R. Phillips and G. Schafer, with none opposed. Motion carried.
- L. Motion was made to return from executive session and reopen public meeting at 9:05pm by R. Cooper with a second by M. Jacob. Vote as follows: Yea - J. Ehlinger, R. Cooper, J. Miller, M. Jacob, J. Beardsley, R. Phillips and G. Schafer, with none opposed. Motion carried.
- M. Additional business –
- i) D. Wright updated the Board on the new monitor that was purchased since the last meeting. The purpose of the monitor is to be able to view lift stations, pump stations online in real time, which saves the District gas, travel money, and allows him to collect scata (?) data.
 - ii) D. Wright has started taking Class I Operator course. It takes 16 weeks, then would require him to be an Operator in Training (OIT) for one year before getting certified.
- N. Motion to Adjourn the meeting was made by R. Cooper, with a second by M. Jacob, at 9:25 pm. Vote was all in favor with none opposed. Motion carried. Meeting adjourned at 9:25 pm.



Mike Jacob, President



Ronda Phillips, Secretary