

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 JUNE 13, 2017
MEETING STARTS AT 7:00 P.M.

- A. President Mike Jacob called the meeting to order, in accordance with ORC 121.22, at 7:00 pm.
- B. Roll Call of Officers and attendees: R. Cooper, R. Phillips, J. Miller, J. Ehlinger, J. Beardsley and M. Jacob. Also in attendance were D. Wright, Mark Manon and Attorney Carl Ireland.
- C. Public Comment – No public comment at this meeting
- D. Reading and approval of the previous meeting's minutes – May 18, 2017: a motion was made to accept the meeting minutes from the previous meeting by J. Miller, with a 2nd by G. Schafer. Vote as follows; all in favor, with none opposed. Motion carried.
- E. Correspondence:
- 1) D. Wright received a letter from J. Yeutter concerning the tap fee for his new construction project on Bowman Road. He is not happy about it, but he understands.
 - 2) R. Phillips read a quote for the trench box that was ordered for the district. The cost for the trench box is approximately \$2,600.
 - 3) R. Cooper brought in an invoice from Arvix for the website maintenance. The cost is \$96 for two years; Bob will change the address of record, so the next bill comes to the office.
- F. Reports of Officers and Committees
- i) President – none for this meeting
 - ii) Treasurer
 - a) R. Cooper reviewed the monthly financial reports for May 2017 as follows
 - 1) bank statements
 - 2) bank reconciliation
 - 3) customer adjustment
 - 4) wage and leave report
 - 5) purchase orders
 - 6) vendor list
 - 7) other reports reviewed included water and sewer billing report, income report and appropriation report
 - b) Motion to approve bank statements, bank reconciliation, customer adjustment, wage and leave report, purchase orders and the vendor lists by M. Jacob, with a 2nd by R. Phillips. Vote as follows; Yea - R. Cooper, R. Phillips, J. Miller, J. Ehlinger, G. Schafer, J. Beardsley and M. Jacob, with none opposed. Motion carried.
 - c) Sewer charges from the City of Defiance
 - 1) City of Defiance has been undercharging AWSD for sewer for some time.

An article in the Crescent-News talked about how city officials were informed about the error, and how they do not intend to recoup the old charges. The error occurred when an incremental rate increase wasn't passed on to AWSO in 1996.

- 2) C. Ireland has been in contact with M. Williams, attorney with City of Defiance, who agrees that it would be a nightmare to try to figure out the old charges, and they are running into the statute of limitations.
 - i) Plan is to catch the district up with 2-3% rate increase over 10+ years
- 3) R. Cooper asked to go through past records and refigure water and sewer charges (8 years to statute of limitations) to verify the charges are accurate – may require the help of Paul Rennie, district accountant
- d) Quarterly meeting with City of Defiance will be on June 21, 2017 at 3pm, to discuss status of water and sewer contracts, and mutual aid agreements
 - i) Hold-up now is there are two new county commissioners, and Brunersburg Water District is managed by the county. We need to get the new commissioners on board.
 - ii) City doesn't want to incentivize other districts until all parties have signed water and sewer contracts. They are waiting for final agreement with Brunersburg Water District.
 - iii) Things are going smoothly with the City at this time. They are on board with the mutual aid agreement, and are cooperative.
- iii) District Manager – review District Manager's monthly report
 - a) TTHM levels are still in exceedance – Miscommunication occurred between IFM Rep. and David as it concerned LRAA of TTHM levels. David had shared info with Board (via email) from communication with IFM Rep stating TTHM levels were under exceedance levels. That ended up not being the case. The District is in exceedance now for a 4th Quarter based on LRAA. Our high readings came 3rd qtr. 2016 with a high reading at each sample site of 113 ug/L and 115 ug/L (very high). There were only two other instances in past 4 qtrs. Where a reading from a sample site was higher than MCL. One was an .085 mg/L and another above .09 mg/L (LRAA = Long Running Annual Average and MCL = Maximum Contaminant Level)
 - ii) OEPA will tell us what the reaction plan will be – see DM report for plan
 - b) Jones & Henry status – we have received the quote for just under \$20,000.
 - i) The district can now shop other firms and get competitive quotes
 - ii) Additional items from the punch list should be included when getting new quotes, such as bulk water stations, liquid chlorine conversion, etc.
 - c) Defiance County paved in Ayersville performing their 2017 paving projects. There were several areas where either manholes and/or water valves were affected. David communicated with Defiance County Engineer, County Commissioners, and Gerken Paving (contractor) prior to paving work to communicate concern of paving over infrastructure. Maps were supplied to Engineer and contractor highlighting structures/ areas affected. It is believed some manholes were affected. David and Mark will spud out any covered infrastructure and smooth out any area that provides unfavorable surface conditions.
 - d) The fire hydrant on Fullmer Road has been dug up and filled in. It was noticed that where hydrant was believed to be located had been capped previously. Measurements were made and a hydrant will be ordered for install. David and Mark are awaiting the arrival of the new trench box since they dug to a depth of 6 feet.
 - e) R. Cooper mentioned that the Milburn Long property that had been graded, seeded last fall by Gerken Excavating needs to get fixed. David to contact Gerken about the issue.

iv) Employee Relations committee –

- a) The ER committee met to consider the proposal submitted on behalf of the employees by the District Manager. The committee thanks the employees for finding a lower cost plan that will save the employees and the district money in lower premiums. The recommendation is to maintain the same percentage (20%) of premium paid by employees, and maintain the same amount of payment going into the HSA accounts with the current match by the district.
- b) J. Beardsley asked to have two recommendations for changes made to employee handbook
 - i) Employee compensation based on yearly performance evaluation
 - ii) Yearly review of employee insurance benefit plan, with comparisons to new proposed benefits.
 - iii) The current handbook calls for this procedure. The district will continue to operate in this manner.

v) Rules committee

- a) Committee met to discuss the color coding of the district hydrants to promote community pride. R. Cooper has communicated with Highland Township Fire Chief Brian Berry, who has asked previous administrations to follow the NFPA 291 color coding. The committee recommended that the district follows the NFPA 291, with a minimum of the top 3" of the hydrants.
- b) A motion was made by J. Miller, with a 2nd by M. Jacob to follow the committee recommendation. Vote as follows: Yea – J. Beardsley, J. Ehlinger, R. Phillips, M. Jacob and J. Miller, with G. Schafer opposed. R. Cooper left prior to the vote. Majority in favor, with one opposed. Motion carried.

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

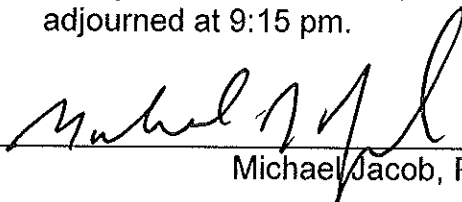
- i) Motion to establish a records retention committee – motion tabled until next meeting; resolution no presented
- ii) Motion to adopt resolution 1706.01 to submit an amended records retention schedule for approval by the State Archives and State Auditor – motion tabled until next meeting; records committee not established. See G. i).
- iii) Motion to adopt resolution 1706.02 to amend the district's employee handbook – See previous tabled motion

H. There were no items to review in executive session this meeting

I. Additional business

- i) DM Wright received an insurance quote for the building liability and other properties from First Insurance. The quote was for \$9707/year, a savings of \$1500-2000 over last year's policy. D. Wright will also get a quote from Conrad Beck.
- ii) G. Schafer asked for a copy of last year's policy for comparison purposes and to make sure the coverages were equivalent.

K. Adjournment – a motion was made to adjourn the meeting by J. Ehlinger, with a 2nd by J. Miller, at 9:14 pm. Vote as follows; Yea – all in favor, with none opposed. Motion carried. Meeting adjourned at 9:15 pm.



Michael Jacob, President



Ronda Phillips, Secretary