

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 MARCH 16, 2017
MEETING STARTS AT 7:00 P.M.**

- A. President Jacob called the meeting to order, in accordance with ORC 121.22, at 7:00pm.
- B. Roll Call of Officers and attendees was called by President Jacob. Officers attending were; M. Jacob, G. Schafer, R. Cooper, R. Phillips, J. Miller, J. Ehlinger, J. Beardsley and District Manager D. Wright. Attorney Carl Ireland was also at the meeting
- C. Public Comment – There was no public comment at this meeting.
- D. Reading and approval of the previous meeting's minutes – February 16, 2017 and February 28, 2017. A motion to approve the meeting minutes from both February meetings was made by R. Cooper, with a 2nd by G. Schafer. Vote as follows: All in favor, with none opposed. Motion carried.
- E. Correspondence – The district received a letter from the OWDA congratulating us for paying off the 2611 and 2610 loans.
- F. Reports of Officers and Committees
- i) President Jacob had no report for this meeting.
 - ii) Treasurer
 - a) Treasurer Cooper reviewed the following Monthly Financial Reports for February 2017
 - 1) bank statements
 - 2) bank reconciliations
 - 3) customer adjustments
 - 4) wage and leave reports
 - 5) purchase orders
 - 6) vendor lists
 - 7) appropriation status
 - b) G. Schafer made a motion to approve monthly reports, with a 2nd by R. Cooper. Vote as follows; Yea – G. Schafer, J. Ehlinger, J. Miller, J. Beardsley, R. Phillips, R. Cooper and M. Jacob, with none opposed. Motion carried.
 - c) R. Cooper had a discussion with Defiance City Administrator Jeff Leonard. Mr. Leonard notified Mr. Cooper that the City has approved the Mutual Aid agreement with AWSD
 - iii) Secretary
 - a) R. Phillips asked that the next working board meeting be tentatively for April 4, 2017 at 7:00 p.m.

iv) District Manager

- a) Update on Engineering study firms
- b) New Ayersville School Building project
- c) Shared Services meeting with the City of Defiance – Topics discussed included Safety, Mutual Aid, testing, GIS, Inflow and Infiltration. The meeting was friendly and informative. Next meeting is set for June 14, 2017 at 3:30pm at the City Bldg.
- d) Update on Safety training through OSHA – 30-hour course – Mark and David both enrolled and have logged 8-10 hours of the 30 required to complete the course.
- e) Dist. Mgr. called meeting of the Employee Relations committee to discuss what to do about James Kuhlman's leaving.
- f) D. Wright discussed the latest TTHM exceedance report and corrections that need to be made so that we aren't in non-compliance. David has been working with City of Defiance on how to turn water in the water tower faster.

v) Planning committee report

- a) Jones and Henry Engineering firm visit – March 15, 2017 – the committee met with Jones and Henry and saw a presentation, after which they were allowed to ask questions about the services deemed necessary for the report. D. Wright will meet on Tuesdays, with input from the Planning committee, to decide the services the district will choose to bid out.

G. New Business – the following motions were tabled until the next meeting to give officers a chance to further research and investigate.

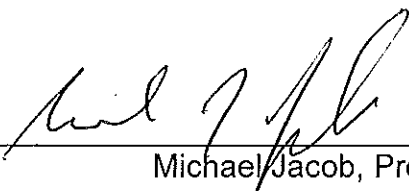
- i) Motion to approve participation in SkinnyOhio.gov, ShareOhio.gov – AWSD would be the first District in Defiance County to participate in these equipment sharing sites.
- ii) Motion to approve the Mutual Aid Agreement between City of Defiance – City hasn't voted to approve participating in the agreement until the next city council meeting.
- iii) Motion to commission rate study to be completed by Paul Rennick, District accountant – initial estimate has increases to before and after the engineering study.
- iv) Motion to adopt the AWSD Excavating and Trenching Safety Program Manual – the manual was put together by R. Cooper, and will act as a operational guideline.

H. Enter executive session, in accordance with ORC 121.22, if necessary, and specify topics – No executive session called

I. Additional business

- i) Discussed the need for record retention commission to set up ILM for public records retention schedule, and adopt a policy. The committee should meet once a year.

K. Motion to adjourn was made by R. Cooper, with a 2nd by G. Schafer, at 8:37pm. Vote was all in favor, with none opposed. Motion carried. Meeting adjourned at 8:37pm.



Michael Jacob, President



Ronda Phillips, Secretary