

AYERSVILLE WATER AND SEWER DISTRICT
13961 FRUIT RIDGE ROAD
DEFIANCE, OH 43512
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BOARD MEMBERS

John Miller
John Ehlinger
Janet Beardsley

Job
PRESIDENT
G. Schafer

TREASURER
R. Cooper

SECRETARY
L. Phillips

DISTRICT MANAGER
David Wright

DISTRICT CLERK
Gayle Decator

MINUTES FOR THE BOARD MEETING ON MAY 18, 2017
MEETING STARTS AT 7:00 P.M.

Call to order, in accordance with ORC 121.22 – the meeting was called to order at 7:02pm by President Mike Jacob

Roll Call of Officers and attendees – President M. Jacob called the roll; trustees in attendance were M. Jacob, G. Schafer, R. Cooper, R. Phillips, J. Miller, J. Beardsley and District Mgr. David Wright. Also in attendance were Clerk Gayle Decator, and Mark Manon in the audience.

Public Comment – Limit input to a reasonable time - there is no public comment at this time.

Reading and approval of the previous meeting's minutes – April 20, 2017 – A motion was made by G. Schafer, with a second by R. Cooper, to accept the minutes from the April 20, 2017 meeting. Vote as follows – all in favor, with none opposed. Motion carried.

Correspondence – The district received a 2nd letter from J. Yeutter disputing the cost of the tap fee. The Board agrees that the tap fee will remain the same as for the rest of the customers.

Reports of Officers and Committees

i) President

- a) M. Jacob asked for the status of the Water & Sewer contract and the Mutual Aid agreement with the City of Defiance. R. Cooper has reached out to Jeff Leonard and is awaiting a response.
- b) M. Jacob asked DM Wright to attend the Highland Twp. Trustee meeting, send the manager's report and answer questions once or twice a year.

ii) Treasurer

- a) R. Cooper reviewed the following monthly financial reports for April 2017 with the trustees;
 - 1) bank statements
 - 2) bank reconciliations
 - 3) customer adjustments
 - 4) wage and leave reports
 - 5) purchase orders
 - 6) vendor lists
 - 7) water & sewer billed reports
- b) Motion to approve monthly reports was made by M. Jacob, with a second by G. Schafer. Vote as follows; Yea – R. Cooper, R. Phillips, J. Miller, G. Schafer, J. Beardsley and M. Jacob, with none opposed. Motion carried.

- c) Motion to adopt resolution 1705.02 to change the signatories for all official documents. This resolution will rescind the previous resolution (1607.01) on signatories. Vote as follows: R. Cooper, R. Phillips, J. Miller, G. Schafer, J. Beardsley and M. Jacob, with none opposed. Motion carried.

iii) District Manager

- a) Update on Engineering study firms – D. Wright has sent maps, tower specs and chlorine usage to the firm
- b) New Ayersville School Building project – two new meters installed; concession meter not reading, David plans on doing a manual read on May 19, 2017.
- c) Update on Safety training through OSHA – 30-hour course; Mark Manon – all safety training has been completed by David and Mark
- d) C. Ireland discussed sovereign immunity concerning non-working hydrants, open pits, etc. D. Wright discussed the hydrant map and all the hydrants that are damaged or need work (damaged hydrant on Watson Road has been replaced).
- e) Insurance for the district equipment and office – new quote for approximately \$8500, or \$9000 including the water tower. New insurance plan is due August 1st. This is better, more itemized coverage at an annual savings of \$2000.

iv) Safety and Equipment committee meeting

- a) D. Wright got quotes for breakdown trench boxes. They need 3-4 panels that measure 3' tall by 6' long. One quote by USA Blue Book is \$5000-7000 for the package. The district doesn't currently use a trench box
- b) Motion was made to purchase the quoted trench box, with purchase price not to exceed \$10,000. Vote as follows: Yea – R. Cooper, R. Phillips, J. Miller, G. Schafer, J. Beardsley and M. Jacob, with none opposed. Motion carried.
- c) D. Wright discussed the need to move from chlorine gas to liquid chlorine. He sent the last of the chlorine back to the manufacturer on May 12, 2017.

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

- i) Motion to adopt Resolution 1705.01 Mutual Aid Agreement with the Brunersburg Water District was made by R. Cooper, with a second by G. Schafer. Vote as follows: Yea – R. Cooper, R. Phillips, J. Miller, G. Schafer, J. Beardsley and M. Jacob, with none opposed. Motion carried.
- ii) Motion to adopt Resolution 1705.03 the AWSD Employee Safe Practices for Excavating and Trenching was made by R. Cooper, with a second by J. Miller. Vote as follows – R. Cooper, R. Phillips, J. Miller, G. Schafer, J. Beardsley and M. Jacob, with none opposed. Motion carried.
- iii) Update on J. Yeutter water tap reduction request – previously discussed in Correspondence
- iv) Records commission – Ohio Public Records Act
 - a) District needs to create a public records policy (auditor's requirement)
 - b) Need to get a records committee meeting scheduled prior to the next board meeting
 - c) District is categorized as a 'special taxing district'
 - d) Committee to be comprised of President, legal counsel, and financial officer; hold one meeting/year to review record retention schedule
- v) Employee insurance benefits plan
 - a) David contacted Ben Atley (sp?) concerning health and wellness coverage
 - b) Effective date April 1, 2017

- H. Motion was made at 9:26pm by M. Jacob, with a second by R. Cooper, to enter executive session, in accordance with ORC 121.22, to discuss employee benefits and compensation. Vote as follows; Yea – R. Cooper, R. Phillips, J. Miller, G. Schafer, J. Beardsley, and M. Jacob.

None opposed, Motion carried

I. Motion to return from executive session and reopen public meeting was made at 9:53pm by M. Jacob with a second by G. Schafer. Vote as follows: Yea – R. Cooper, R. Phillips, J. Miller, G. Schafer, J. Beardsley and M. Jacob, with none opposed. Motion carried.

J. Additional business

i) Motion to adopt new employee Southern Ohio Chamber Alliance/M. E. W. A. plan benefits was made by M. Jacob, with a second by J. Beardsley. The new plan will take effect on June 1, 2017. Vote as follows: Yea – R. Cooper, R. Phillips, J. Miller, G. Schafer, J. Beardsley and M. Jacob, with none opposed. Motion carried.

ii) Table any discussion to pay all or part of the premium plus HSA contribution pending recommendation from Employee Relations committee. ER committee is scheduled to meet on May 25, 2017.

K. Motion to adjourn the meeting was made by M. Jacob, with a second by J. Miller at 10:00 pm. Vote as follows: all in favor, with none opposed. Motion carried. Meeting adjourned at 10:01 pm.

Present
and J for 6/13/17

Ronald E. Phillips