

PRESIDENT
Greg Schafer

AYERSVILLE WATER AND SEWER DISTRICT
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BOARD MEMBERS
John Miller
Jason Schafer
David Wren

VICE PRESIDENT
John Ehlinger

TREASURER
Janet Beardsley

DISTRICT MANAGER
Eric Wenzinger

SECRETARY
Ronda Phillips

DISTRICT CLERK
Gayle Decator

MINUTES FOR THE BOARD MEETING ON JANUARY 18, 2018
MEETING STARTS AT 7:00 P.M.

- A. President Schafer called the meeting to order, in accordance with ORC 121.22, at 7:00 pm.
- B. Roll Call of Officers and attendees – those in attendance were as follows; J Ehlinger, J. Beardsley, R. Phillips, J. Schafer, J. Miller, G. Schafer. Also in attendance was Eric Wenzinger and Attorney Carl Ireland.
- C. Public Comment – Mike Miles was invited by J. Miller to explain the situation with the water lines that supply the Amanda Baldwin property across from the Ayersville Telephone Company. Mike and Eric have spent a significant amount of time getting a proper water hook-up to the property. Ms. Baldwin has been posting her problems with water on Facebook and submitted hotel bills for the 30 days that her home was without water.
- D. Reading and approval of the previous meeting's minutes – December 21, 2017, January 6, 2018. Minutes for previous meetings were submitted to the Board via email (as is the usual practice). A motion was made to accept the minutes from the December 21, 2017 meeting by J. Miller, with a second by J. Ehlinger. Vote was all in favor, with none opposed; motion carried. A motion was made to accept the minutes from the emergency meeting on January 6, 2018 by J. Beardsley with a second by J. Schafer. Vote was all in favor, with none opposed; motion carried.
- E. Correspondence – G. Schafer read an email that he received from David Wren resigning from the Board, effective immediately. He stated that he wasn't able to give the time required to the position, and it was affecting other commitments. He thanked the board for the experience during his short time on the board. G. Schafer has contacted the Township trustees to inform them of the vacancy and look at appointing a new Board member.
- F. Reports of Officers and Committees
- i) President
 - a) Water Loss Report – no new information at this time
 - b) Committee assignments – committees were assigned several long-term projects for the year. The following is the lists of projects included in the assignments:
 - 1) **Employee Relations committee** – G. Schafer (Chair), J. Schafer, vacancy
 - i) Employee Handbook Review – Review and revise
 - ii) Medical Insurance
 - 2) **Rules Committee** – J. Ehlinger (Chair), R. Phillips, vacancy
 - i) Water and sewer regulations
 - ii) IT Disaster Recovery plan
 - iii) Water Testing Policy
 - iv) Temporary Meter Policy/rates
 - v) Unauthorized water usage
 - vi) Billing procedures, such as Delinquent accounts, NSF, security deposits, Turn off/on for non-payment, meter failure, etc.

- vii) Fire hydrant maintenance and use policy
- viii) Low pressure policy and procedure, investigation, testing and notification
- ix) Backflow policy
- 4) **Audit committee** – R. Phillips (Chair), J. Beardsley, J. Ehlinger
 - i) Auditing procedures
 - ii) Closure of 2016 audit items
 - iii) Upcoming 2018 audit
- 5) **Planning committee** – R. Phillips (Chair), G. Schafer, J. Miller
 - i) Chlorine conversion – Feller Finch
 - ii) By-Laws Review
 - iii) Water/Sewer extension requests
 - iv) Flushing procedures and schedule
 - v) Investment policy
 - vi) Long-range planning
 - vii) Water loss
 - viii) Inflow and infiltration
- 6) **Budget committee** – J. Beardsley (Chair), G. Schafer, J. Ehlinger
 - i) Rate Study (Water/Sewer)
 - ii) Grinder pump repair policy (outside customers, other W & S districts, etc.) including labor and materials, payment of services rendered.
- 7) **Safety committee** – J. Miller (Chair), J. Beardsley, J. Schafer
 - i) General Field Safety operations (new)
 - ii) Safe Trenching guide
- c) Ohio EPA partial notice of violation – January 12, 2018. This notice will be discussed in Executive session.

ii) Treasurer

- a) J. Beardsley led review of the following monthly Financial Reports for December 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 R. Phillips, with a second by J. Ehlinger. Vote as follows: Yea – J. Ehlinger, J. Beardsley, J. Miller, J. Schafer, R. Phillips, and G. Schafer, with none opposed – motion carried.
- c) Gayle left a change of signatories for First Federal Bank to remove David Wright from the accounts and keep G. Schafer, J. Ehlinger and J. Beardsley on the account.

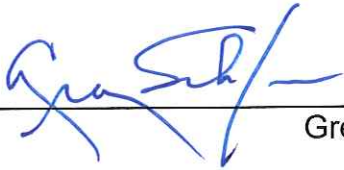
iii) Employee Relations committee

- a) Hiring of new Field Operator: Eric Wenzinger – new hire update. Eric was hired on January 8, 2018, as full-time field operator. G. Schafer has been helping him with the adjustment as much as possible, and he has been working with Mike Miles on the current projects in the District.

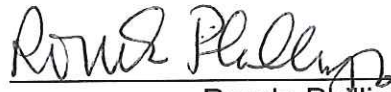
iii) District Manager's monthly report – G. Schafer reviewed open items from December meeting

- a) Liquid Chlorine and Engineering plan updates – Feller Finch sent an email updating the status of their progress on the Liquid Chlorine project
- b) EPA TTHM Follow-up/Ohio EPA – StanTec stated that they are on a Mid-January timeline for an update, but the District hasn't heard any new reports.
- c) Internal rate study update – no new information on the rate study.

- G. A motion to enter executive session, in accordance with ORC 121.22, to discuss potential enforcement action was made at 8:07 pm by J. Miller, with a second by R. Phillips. Vote was all in favor, with none opposed – motion carried.
- H. A motion was made to return from executive session and reopen public meeting at 8:20 pm, by J. Ehlinger, with a second by J. Schafer. Vote was all in favor, with none opposed – motion carried.
- I. Additional business
- i) A motion was made to approve Resolution 1801.03 to contract with Matt Flory for additional services. The additional services are water testing as Operator of Record, plus whatever may be needed. Matt has agreed to the terms of the contract.
 - ii) Eric asked to purchase some additional tools that would make it easier to rebuild grinder pumps. G. Schafer stated that there is money set aside in the budget to purchase necessary tools and safety items.
 - iii) G. Schafer emphasized that all employees need to be up-to-date on Hepatitis and Tetanus shots for protection when working in the field.
- J. A motion was made to adjourn to regular meeting by J. Ehlinger, with a second by J. Miller, at 8:44pm. Vote was all in favor, with none opposed. Meeting was adjourned at 8:44 pm.



Greg Schafer, President



Ronda Phillips, Secretary