

AYERSVILLE WATER AND SEWER DISTRICT

PH: 419-395-1733 FAX: 419-395-2533 13961 Fruit Ridge Rd Defiance, OH 43512

WEBSITE: ayersvillewsd.com

BOARD

President, Greg Schafer **Vice President**, John Ehlinger **Treasurer**, Ronda Phillips **Secretary**, Vacant
Members: John Miller, Jason Schafer and Kenton Miller

EMPLOYEES

District Manager, Eric Wenzinger **Clerk**, Gayle Decator **Field Operators**, Josh Foss

MINUTES FOR THE BOARD MEETING ON JUNE 21, 2018 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. Roll Call of Officers and attendees was taken. Those in attendance were as follows; John Ehlinger, Ronda Phillips, John Miller, Kenton Miller and Greg Schafer. Jason Schafer arrived at 7:02 P.M. Also in attendance was Eric Wenzinger, Gayle Decator and Attorney Carl Ireland.
- C. Public Comment – Janet Beardsley had water line repairs in November 2017. Due to a water line cross-under feeding her house, she is now finding grit in her bathroom sink (screen) as well as in the back of the toilet. She contacted her plumber who suggested that her lines probably need blown out. The Board agreed to start there and see if that helps her issue.
- D. Reading and approval of the previous meeting's minutes — May 17, 2018. A Motion was made to approve the minutes by Ronda Phillips with a second by John Ehlinger. Vote as follows; all in favor, with none opposed. Motion Carried.

E. Correspondence- No new correspondence was received.

F. Reports of Officers and Committees

i) **President**

- a) Nancy Cooper letter of disconnection- A Motion to send Application to Terminate water service via Certified Mail was made by G. Schafer, with a second by J. Schafer. Vote was all in favor with none opposed.
- b) Submission of General Plan to EPA for TTHM Findings and Orders-Attorney Carl Ireland submitted the General Plan on 6-7-18, as of today, no response from the EPA.
- c) Medical Marijuana Policy- Because Ohio has approved medical marijuana, Ohio Law does not mandate an employer to accommodate even if prescribed for a disability. Greg has brought forward a Medical Marijuana policy that his employer, Haviland Drainage, is drafting and wishes to have the policy put in place at AWSD that states we will have a zero-tolerance policy for employees who are under the influence of drugs or alcohol while at work.
A Motion to accept this policy after changing the name to Ayersville Water and Sewer was made by J. Ehlinger, with a second by K. Miller. Vote was all in favor with none opposed.
- d) Water Loss Report- Continue to monitor water loss. Greg suggested Eric look into a water loss detection device.
- e) CORD ("Coalition of Regional Districts")- Plans were for a CORD representative to attend this meeting, however, he did not.
- f) Hiring of additional Field Operator- Eric discussed the additional need for summer help due to the work load, such as, additional flushing going to take approximately 128 hrs. and the backflow prevention violation general plan for field operators to inspect for check valves at each water customers home.
A Motion to approve the hiring of a summer intern at least 18 years old for \$10-\$11/hr. was made by J. Miller, with a second by J. Schafer. Vote as follows: Yea- J. Miller, J. Schafer, J. Ehlinger, R. Phillips, K. Miller and G. Schafer, with none opposed. Motion Carried.
- g) New Customer, water tap- Bowman Rd tap done, will be doing another tap for Kendra Limber on SR 15 next week.
- h) Chlorination system approval, next steps-quotes- approved by the EPA. Eric received one quote by Koester Corp. for \$4488. Quote appears to be just for electrical. Eric will talk to Koester to find out more.

- i) Back flow procedure, communication to customers, cost to District, manpower- Backflow prevention violation from the EPA requires a general plan. The plan is for field operators to go to each individual home with water services and inspect for check valves.

ii) Treasurer

- a) Review of the Monthly Financial Reports for May 2018
 - 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 for May 2018 was made by J. Miller, with a second by J. Ehlinger. Vote as follows; Yea- J. Miller, J. Ehlinger, R. Phillips, K. Miller, Schafer and G. Schafer, with none opposed. Motion Carried.

- c) Additional Reports from Treasurer-None

iii) Rules Committee-

- a) Accounting Procedures Manual- Manual just needs proof-read, put together and will be given to the Board at the next meeting for their review and approval.
- b) Water and Sewer Regulations- J. Ehlinger noted that he has gone over a few of things with Gayle and the Committee will begin to work on it.

iv) District Manager-review District Manager's Monthly Report

- a) Public Records Training- Both Gayle and Eric attended June 1st in Archbold and fulfilled the requirements under the Ohio Revised Code and earned their Certificates for doing so.
- b) Water leak/repairs last 30 days- A leak on Shindler Rd @ corp stop. Dug up and repaired. Tresslers Plumbing found 3 holes in water line on Guy St and made

repairs.

- c) Leveling/Re-seeding- Eric is assisting with this

- d) Asphalt coating and concrete drive repairs- Gerken Paving is giving an estimate for asphalt sealing. MW Concrete is giving a quote for driveway repairs.

- e) Flushing schedule to reflect the schedule listed by Stantec in report to EPA- Eric stated this will likely add an additional 128 hours this summer. Copies for the flushing schedule are available if needed.

- f) Contingency plan submitted to EPA- The Contingency Plan has been submitted to the EPA as required.


- g) Eric stated that Colorimeters are to be calibrated every 3 months. We currently have a small one and a lab grade. City recommended to replace one. Therefore, Eric has purchased a new one.

- h) New float in lift station

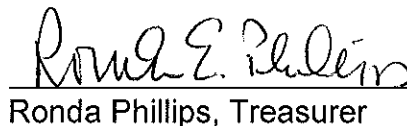
- i) Booster station needs a generator

- j) AWSD currently has a boring machine that has never been used here. Doesn't appear to be in the best condition with all the parts. John Miller suggested it for bid. Greg Schafer said to go ahead and post it on social media.

C. A Motion for adjournment of the regular meeting was made at 8:30 P.M. by J. Miller with a second by R.Phillips. Vote was all in favor with none opposed. Motion Carried. Meeting adjourned at 8:30 P.M.



Greg Schafer, President



Ronda Phillips, Treasurer