

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, Kenton Miller and Janet Beardsley

EMPLOYEES

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

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

- A. President Schafer called the meeting to order, in accordance with ORC 121.22, at 7:00pm
- B. Roll Call of Officers and attendees was as follows: Present are Greg Schafer, John Ehlinger, Ronda Phillips, John Miller, Jason Schafer, Janet Beardsley and Kenton Miller. Also present were AWSD Attorney Carl Ireland, Eric Wenzinger, District Manager and Gayle Decator, Clerk.
- C. Public Comment – No public comment.
- D. Reading and approval of the previous meeting's minutes — A motion to approve the minutes for the regular meeting on September 20, 2018 was made by J. Ehlinger, with a 2nd by J. Miller. Vote as follows: All in favor, with none opposed. Motion carried.
- E. There was no new correspondence for this meeting
- F. Reports of Officers and Committees
 - i) **President**
 - a) 2016-2017 Audit completed- A finding for material weakness in regards to Financial reporting was found due to improperly coded account funds. Gayle worked with CPA Paul Rennick to make changes to the account codes.

- b) Chlorination project progress- Electric is done. Eric stated he was hoping to start next week. He has been attempting to get rid of the old C12 gas tank. Safety Clean quoted \$2900 to take it away. Bonded Chemicals would take it for free if not hooked up. However, it is still hooked up.

ii) Treasurer

- a) Review of the Monthly Financial Reports for September 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 the monthly financial reports was made by R. Phillips, with a 2nd by K. Miller, with the vote as follows; those in favor – G. Schafer, J. Ehlinger, R. Phillips, J. Beardsley, K. Miller, J. Schafer and J. Miller, with none opposed. Motion carried.
- c) Additional Reports from Treasurer- none

iii) Rules Committee-

- a) Accounting Procedures Manual- All changes have been made to the manual.
Resolution 1810.01 approving the Accounting Procedures Manual

- iv) **Budget/Finance Committee-** Gayle met with Paul Rennick to put together the 2019 Preliminary Budget. A Motion to accept and approve the 2019 Preliminary Budget was made by J. Schaffer, with a 2nd by J. Ehlinger, with the vote as follows; those in favor- R. Phillips, K. Miller, J. Miller, G. Schafer, J. Beardsley, J. Ehlinger and J. Schafer, with none opposed. Motion Carried.

G. Schafer discussed the few accounts that are currently at a high percentage. Additional money needs appropriated into the grinder pump account.

- v) **Employee Relations Committee-** The Committee met on October 8th to begin reviewing and updating Employee Handbook. J. Schafer suggested hiring a part-time employee through the school to work program at Four County.

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


- a) Hydrant flushing to begin the week of October 22, 2018
- b) One new water tap on St Rt 15. New sewer tap being put in on St Rt 15 beginning next week.
- c) Bored a new water line on Bowman Rd.
- d) Hydrant on Watson Rd needs to be raised 4".
- e) Possible valve leaking Hoffman and Highland Center.
- f) MW Concrete has completed the concrete work.

- g) Koester is working on a new telemetry proposal using radios instead of internet and phone lines that will speed up the ROI.
- h) Contingency Plan and Backflow prevention was reviewed in a meeting with Ralph Baker from NWOHEPA. After a few tweaks they should both be approved.
- i) Grants available for new generator and a capital forgiveness loan for chlorination.

G. A Motion to enter into Executive Session, in accordance with ORC 121.22, to discuss pending litigation with EPA was made at 8:05 pm by J. Schafer, with a 2nd by J. Ehlinger. Vote was all in favor, with none opposed. Motion Carried.

H. A Motion to return from Executive Session and reopen public meeting was made at 8:20 pm by R. Phillips with a 2nd by K. Miller. Vote was all in favor, with none opposed. Motion carried.

I. A motion to adjourn the meeting was made by J. Schafer, with a 2nd by J. Miller, at 8:25 pm. Vote was all in favor with none opposed. Motion carried. Meeting adjourned at 8:25 pm.



Greg Schafer, President



Gayle Decator, District Clerk

REP