

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 SEPTEMBER 20, 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, Jason Schafer, John. Ehlinger, John. Miller, Janet Beardsley, Kent Miller and Ronda Phillips. Also present were AWSD Attorney Carl Ireland and Eric Wenzinger, District Manager.
- C. There was no public comment at this meeting.
- D. Reading and approval of the previous meeting's minutes — A motion to approve the minutes for the regular meeting on August 16, 2018 was made by J. Miller, with a 2nd by J. Schafer. Vote as follows: All in favor, with none opposed. Motion carried.
- E. Janet Beardsley submitted a Holbrook Plumbing invoice for flushing out the water line to their home that was infiltrated with stone from the main water line break.
- F. Reports of Officers and Committees
 - i) **President**
 - a) Ohio State Auditor's office 2018 audit has been completed and the District will receive the official report by the end of the month. The auditors were very complimentary of the help that they received while they were here. Four items were found during the procedure:
 - Using "Other" categories in budget
 - OWDA needs to be added as a Loss Payee (corrected during audit)

- Time cards not signed off when Caleb Antoine was Manager
- District Clerk paid herself overtime for attending Board meetings without working 40 hours, in violation of the policy in the Employee Handbook

These items will be corrected and submitted to satisfy any findings.

- b) Updates on the General Plan to EPA for TTHM Findings – Several Board members will be traveling to Columbus to meet with OEPA to discuss the plans that have been submitted and to see how to proceed, with OEPA's input.
- c) Koester will be starting the electrical installation of the chlorination plan next week. Eric needs to get rid of the existing tank, which has to be removed before the new mechanicals can be installed. He has to find a company that will take the old tank, and it may cost the District to have it taken away. G. Schafer suggested calling Safety-Kleen to see if they would remove the tank.
- d) Eric has received 8-10 resumes for the part-time field operator position and will contact the most promising applicants.
- e) The Contingency plan and backflow prevention plan has been denied due to being submitted on the wrong forms. The District has to visit any commercial properties to verify they have backflow prevention plan, and the plan applies to any churches in the District that get AWSD water. Eric will contact the City of Defiance to see how they handle home-based businesses. The District has developed an education plan, and all appropriate information must be submitted by the end of the month.
- f) Eric will be submitting the asset management plan. They have everything they need, but it all needs to be in one place. Carl Ireland discussed a form that puts all the pertinent information together so it can be submitted.
- g) The District is now a member of the Coalition of Ohio Regional Districts (CORD)
- h) Gayle signed up for required continuing education classes to be held in Perrysburg on September 25, 2018

ii) Treasurer

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

iii) Rules Committee

- a) The Rules committee has completed the review of the Accounting Procedures Manual. Gayle has all the updates prepared, and most changes have been approved; J. Ehlinger did find one change on Page 10 that will need correction.

iv) **Employee Relations Committee** – 90-day review for Josh Foss was completed in August, 2018. The District Manager recommends a pay increase of \$1.00/hour, effective immediately.

v) **District Manager-review District Manager's Monthly Report**

a) The water tap for Wanda Schlosser has been installed

b) Concrete work for the sidewalk in front of the District office should start by the end of the week or first part of next week.

G. A motion to enter into Executive Session, in accordance with ORC 121.22, was made by R. Phillips, with a second by K. Miller, at 8:08 pm. The purpose was to discuss employee compensation and pending litigation Vote as follows: All in favor, with none opposed. Motion carried.


H. A motion to return from Executive Session was made by J. Ehlinger, with a second by K. Miller at 8:35 pm. Vote was all in favor, with none opposed. Regular meeting back in session.

I. Additional Business

i) Motion to approve additional engineering fee with StanTec, not to exceed \$3400, was made by J. Miller, with a second by J. Beardsley. Vote as follows; Yea – J. Schafer, J. Ehlinger, J. Miller, K. Miller, J. Beardsley, and G. Schafer, with R. Phillips opposed. Motion Carried.

ii) Motion to approve a promotional pay increase of \$2.00/hour for Eric Wenzinger to District Manager rate, was made by J. Schafer, with a second by J. Ehlinger. Eric has done an excellent job for the District. The vote went as follows; all in favor – J. Schafer, J. Ehlinger, J. Miller, K. Miller, J. Beardsley, R. Phillips, and G. Schafer, with none opposed. Motion carried.

J. A motion to adjourn the meeting was made by J. Ehlinger, with a 2nd by K. Miller, at 8:40 pm. Vote was all in favor with none opposed. Motion carried. Meeting adjourned at 8:40pm.



Greg Schafer, President



Gayle Decator, District Clerk