PRESIDENT **AYERSVILLE WATER AND SEWER DISTRICT** BOARD MEMBERS

Michael Jacob **13961 FRUIT RIDGE ROAD** John Miller

 **DEFIANCE, OH 43512** John Ehlinger

VICE PRESIDENT **PHONE 419-395-1733** Janet Beardsley

Greg Schafer **FAX 419-395-2533**

TREASURER DISTRICT MANAGER

Robert Cooper David Wright

SECRETARY DISTRICT CLERK

Ronda Phillips Gayle Decator

**AGENDA FOR THE BOARD MEETING ON JULY 20, 2017**

**MEETING STARTS AT 7:00 P.M.**

A. Call to order, in accordance with ORC 121.22

B. Roll Call of Officers and attendees

C. Public Comment – Limit input to a reasonable time (up to 3 mins.)

D. Reading and approval of the previous meeting’s minutes – June 13, 2017

E. Correspondence

F. Reports of Officers and Committees

 i) President

 ii) Treasurer

 a) Review of the Monthly Financial Reports for May 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

 b) Motion to approve monthly reports

 iii) District Manager – review District Manager’s monthly report

 iv) Budget committee

 v) Audit committee -

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

 i) Motion to establish a records retention committee

 ii) Motion to adopt resolution 1706.01 to submit an amended records retention schedule for

 approval by the State Archives and State Auditor

 iii) Motion to adopt resolution 1706.02 to amend the district’s employee handbook

H. Enter executive session, in accordance with ORC 121.22, if necessary, and specify topics

I. Return from executive session and reopen public meeting

J. Additional business, if applicable

K. Adjournment