

PRESIDENT
Michael Jacob

AYERSVILLE WATER AND SEWER DISTRICT
13961 FRUIT RIDGE ROAD
DEFIANCE, OH 43512
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BOARD MEMBERS
John Miller
John Ehlinger
Janet Beardsley

VICE PRESIDENT
Greg Schafer

TREASURER
Robert Cooper

DISTRICT MANAGER
David Wright

SECRETARY
Ronda Phillips

DISTRICT CLERK
Gayle Decator

MINUTES FOR THE BOARD MEETING ON FEBRUARY 16, 2017
MEETING STARTS AT 7:00 P.M.

- A. President Mike Jacob called the meeting to order, in accordance with ORC 121.22, at 7:00 p.m.
- B. Pres. Jacob read the Roll Call of Officers and attendees, as follows: those attending, M. Jacob, G. Schafer, R. Cooper, R. Phillips, J. Miller, J. Ehlinger, and J. Beardsley. Others in attendance were D. Wright and Attorney Carl Ireland
- C. Public Comment – No public comment
- D. Reading and approval of the previous meeting's minutes – January 19, 2017; Motion was made by R. Cooper, with a second by J. Ehlinger, to approve pending amendments as requested. Vote was all in favor, with none opposed. Motion carried.
- E. Correspondence – First Insurance Group Health Savings Account (HSA) information was sent to the Board members so we were aware of the benefits and the necessary steps to set up an account. The Board was emailed copies of the proposed Wastewater agreement and Water Purchase and Sale agreement between AWSD and the City of Defiance for review.
- F. Reports of Officers and Committees
 - i) President
 - a) Message from President M. Jacob
 - b) R. Cooper and D. Wright will be meeting with City of Defiance to discuss Shared Services, March 15, 2017, along with other members of the City of Defiance.
 - ii) Treasurer
 - a) Review of the Monthly Financial Reports for January 2017: R. Cooper wishes to recognize Gayle Decator and David Wright for the extra time and effort to gather the additional breakdown of information for the financial reports for today's meeting.
 - 1) bank statements
 - 2) bank reconciliations
 - 3) customer adjustments
 - 4) wage and leave reports – R. Cooper informed the attendees about total employee compensation and reminded everyone that compensation is more than just the hourly wage.
 - 5) purchase orders
 - 6) vendor lists
 - 7) water variance report - City of Defiance vs. AWSD billing

- b) A motion was made by R. Phillips, with a second by J. Ehlinger to approve monthly financial reports. Vote as follows: Yea – G. Schafer, J. Ehlinger, J. Miller, J. Beardsley, R. Phillips, R. Cooper, and M. Jacob, with none opposed. Motion carried.

iii) Secretary

- a) A proposal to set Committee Meetings days and times was submitted to the Secretary by D. Wright, based on a newsletter that the District used to publish and send periodically to its customers. R. Phillips plotted the days and times on a three-month calendar to reflect where the meetings would fall in regards to the regular business meetings. While the trustees agree that a set schedule for meetings would be convenient for sending reminders, more discussion is needed before adopting the proposed schedule. Proposal tabled pending further discussion.
- b) A proposal to adopt a new Executive Board committee and outline duties was discussed. The AWSD Board has a current working meeting window available on the 1st Tuesday of the month that is not being used. The purpose of the proposed meeting would be to construct the quarterly goals of the District and set the agenda for said meetings, based on feedback from Committee Meetings and District needs. The trustees agree that a new committee is not necessary at this time, but agreed to meet to frame up some of the longer term agenda items, in the hopes of streamlining the current meeting structure. The first meeting will commence on April 4, 2017 at 7:00p.m.

iv) District Manager

- a) Update on Engineering study firms – At this time, we are waiting to hear back on a time to meet with the Planning committee and the Jones and Henry engineering firm.
- b) New Ayersville School Building project - Contracting company for the project performed the new tap. D. Wright and J. Kuhlman inspected the tap and approved. A fee schedule was set at \$100/hr., 4 hr. minimum to be multiplied by the number of operators required for the project. School would like a copy of the schedule.
- c) The District was notified of an additional TTHM exceedance for 1st Quarter 2017. We expect that we may exceed for the next two reporting periods as well. The exceedances have been very minor, but a notice is posted and letters mailed to customers. Plans are in place to do line flushing in late April and October, which will help to remedy the situation. DM Wright is looking into an aeration unit for the water tower.
- d) The District received a 2016 Water and Sewer Rate survey from the OEPA, which is ready to report back now. Additionally, IFM, Inc. sent Guidelines for lead, copper cover-letter type report that is due on March 9, 2017.
- e) DM reported of a 3" water break that flowed for a half-hour before being corrected.

G. New Business, per agenda or motion

- i) Motion to approve the Proposed Committee days and times - tabled
- ii) Resolution 1702.01 to approve the Water Purchase & Sale Agreement with the City of Defiance: Motion by G. Schafer with a second by R. Cooper. Vote as follows: Yea – G. Schafer, J. Miller, J. Ehlinger J. Beardsley, R Phillips, R. Cooper and M. Jacob, with None opposed. Motion carried.
- iii) Resolution 1702.02 to approve the Wastewater Treatment Agreement with the City of Defiance. Motion by R. Cooper with a second by R. Phillips. Vote as follows; Yea –

G. Schafer, J. Ehlinger, J. Miller, J. Beardsley, R. Phillips, R. Cooper, M. Jacob, with none opposed. Motion carried.

iv) Resolution 1702.03 to approve the Mutual Aid Agreement between City of Defiance. Motion by R. Cooper with a second by J. Miller. Vote as follows; Yea – G. Schafer, J. Ehlinger, J. Miller, J. Beardsley, R. Phillips, R. Cooper, and M. Jacob with none opposed. Motion carried.

v) Motion to renew Property and Casualty Insurance policy – tabled. Policy doesn't renew until June 2017; action unnecessary at this time

vi) Resolution 1702.04 to adopt HSA policy and transfer policy to new agent. Motion by G. Schafer with a second by R. Cooper. Vote as follows; Yea – G. Schafer, J. Ehlinger, J. Miller, J. Beardsley, R. Phillips, R. Cooper, and M. Jacob with none opposed. Motion carried.

vi) Motion to commission rate study to be completed by Paul Rennick, District accountant – tabled pending discussion with Paul Rennick about language in the contract letter.

vii) Motion to approve new Executive Board committee and duties thereof – tabled in favor of using current scheduled working meeting date and time

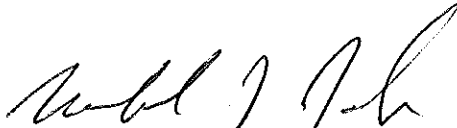
viii) Resolution 1702.04 to substitute President Mike Jacob for J. Ehlinger as signatory with the same financial signatory authority. Motion by R. Cooper with a second by J. Ehlinger. Vote as follows: Yea – G. Schafer, J. Ehlinger, J. Miller, J. Beardsley, R. Phillips, R. Cooper and M. Jacob, with none opposed. Motion carried.

H. Motion was made to enter into executive session, in accordance with ORC 121.22, at 8:50 pm, for the purpose of discussing employee discipline. Vote as follows; all in favor, with none opposed. Motion carried.

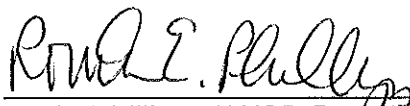
Motion was made to return from executive session and reopen public meeting by R. Cooper, with a second by J. Ehlinger. Vote was all in favor, with none opposed. Motion carried

J. Motion by J. Ehlinger with a second by J. Miller to allow the Employee Relations committee to set disciplinary action for David Wright and James Kuhlman. Vote as follows; all in favor, with none opposed. Motion carried.

K. Motion to adjournment was made by R. Cooper, with a second by J. Ehlinger, at 9:36pm. Vote was all in favor with none opposed. Motion carried, and meeting adjourned at 9:36pm.



Michael Jacob, AWSO Board President



Ronda Phillips, AWSO Board Secretary