

PRESIDENT

Greg Schafer

**AYERSVILLE WATER AND SEWER DISTRICT**

**13961 FRUIT RIDGE ROAD**

**DEFIANCE, OH 43512**

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BOARD MEMBERS

John Miller

John Ehlinger

Michael Jacob

VICE PRESIDENT

TREASURER

Robert Cooper

DISTRICT MANAGER

David Wright

SECRETARY

Ronda Phillips

DISTRICT CLERK

Gayle Decator

**MINUTES FOR THE BOARD MEETING ON DECEMBER 15, 2016  
MEETING STARTS AT 7:00 P.M.**

- A. The meeting was called to order, in accordance with ORC 121.22, at 7:00 p.m.
- B. Roll Call – President Schafer called the roll. Those present were as follows;  
Robert Cooper, Ronda Phillips, Mike Jacob, John Miller, John Ehlinger, and District Manager David Wright. Also in attendance is Attorney Carl Ireland.
- C. Public Comment – Limit input to a reasonable time (up to 5 mins.)  
There was one member of the public in attendance, Dick Hoschock from the Highland Township trustees, to address issues and possible resignations of board members since the last meeting. Mr. Hoschock has no comment at the time.
- D. President Schafer made a motion to enter into executive session with a second by John Miller, in accordance with ORC 121.22, to discuss a personnel complaint. Carl Ireland, David Wright and Dick Hoschock were invited to stay for the session. The board entered into executive session at 7:15 p.m.
- E. President Schafer made a motion to return from executive session and reopen public meeting, with a second by John Ehlinger. The vote was all in favor, with none opposed. The meeting was reopened at 7:28 p.m.
- F. Reading and approval of the previous meeting's minutes – November 17, 2016  
John Miller made a motion to accept the meeting minutes from the regular Board Meeting on November 17<sup>th</sup>, with a second by Ronda Phillips. Vote was all in Favor, with none opposed.
- G. Correspondence – there was no new correspondence at this time
- H. Reports of Officers and Committees
- i) President
    - a) Attorney Ireland sent an email with some suggestions
      - 1) District received as-builts from Poggemeyer on a flash drive that has been passed on to the District Manager.
      - 2) Make sure we are up-to-date on the OUPS tickets – David stated that we have only one outstanding ticket
      - 3) Suggested the Board authorize payment for the water main break damage on 10/10/2016. ServiceMaster bill submitted by David Nagel totaled \$9,256.04, and had not been turned into the homeowners' insurance company for payment.

ii) District Manager

- a) New Assistant Field Operator has been hired in accordance to the motion from the previous meeting. The new employee is Mark Manon, and he is an Ayersville resident. He will start on 12/19/2016 and his rate of pay will be \$16/hour plus benefits. All his drug tests and criminal background checks (BCI) have come back negative.

Mark's duties will include, but are not limited to, rebuilding grinder pumps, keeping inventory and infrastructure maintenance. This addition will also help with segregation of duties and safety in the field with two operators.

John Ehlinger made a motion to hire Mark Manon as asst. field operator, with a second by Greg Schafer. Vote was as follows; Yea – R. Phillips, R. Cooper, J. Miller, J. Ehlinger, M. Jacob and G. Schafer, with none opposed. Motion carried.

David recommended that we use our Facebook page and Indeed.com in the future when we need to post jobs. The ad that the District posted in the Crescent-News costs \$400-600, compared to free postings on both sites. We received 25+ applications alone from Indeed.com, and we hire Mark from that website.

James returns to work on Dec. 19, 2016 on limited restricted duties – he will need to sign documentation (and provide doctor's release) that lists what duties he is allowed to perform.

- b) New health insurance policy information for District Manager
- 1) DM Wright is researching health insurance options that are lower in premium costs and offer more coverage, plus dental/vision. He wants the Board to allow employees to find their own options through the ACA
  - 2) A motion was made by J. Miller, with a second by J. Ehlinger to allow David Wright to get coverage through Healthcare.gov, pending any issues with current carrier. Vote as follows; Yea – R. Cooper, R. Phillips, J. Miller, J. Ehlinger, M. Jacob and G. Schafer. None opposed, Motion carried.
- c) Change in employee benefits for District Manager
- 1) District Manager asked that personal time off option to be held to the same standards as the other employees, i.e., call-ins, time off, leave early w/o prior Board approval of President, five (5) personal days). The Board recognizes that the District Manager is a salaried position, with the benefits of being paid as such, and respects the wishes to be held accountable as each employee that he is held in charge.
- d) Change in employee payroll to direct deposit
- 1) Employee payroll has been changed to Direct Deposit
  - 2) Direct Deposit requires the employee to submit an electronic signature (i.e., a 'coin' signature) and a payroll stub; Board members must submit a cancelled check.
  - 3) A motion was made by J. Miller, with a second by J. Ehlinger, to require all employees and Board members to go to direct deposit. Vote as follows; Yea – R. Cooper, R. Phillips, J. Ehlinger, J. Miller, M. Jacob and G. Schafer. None opposed, Motion carried.
- e) DM Wright met with Don Diglia from the Ayersville SD to discuss the new school and the water tap.

- f) Joe Westrick contacted the district about a blockage in the lateral going to his house that caused a backup into the home. The board advised that Mr. Westrick hire a contractor to investigate the blockage.

iii) Treasurer

- a) Review of the Monthly Financial Reports – bank statements, bank reconciliations, customer adjustments, wage and leave reports, vendor lists and purchase orders for November and December.
- 1) The Board reminds David that when a customer pays their bill with cash, an electronic receipt must be issued for traceability of funds. Gayle uses the billing software to enter payments electronically.
- b) A motion to approve monthly reports, as listed above, by R. Cooper with a second by M. Jacob. Vote was as follows, with all in favor and none opposed. Motion carried.
- c) A motion was made to eliminate “comp time” for all employees beginning January 2017. Current policy encourages employees to be rewarded for working overtime by giving them time-off when they choose to use it. DM Wright sees problems with the policy due to the very small staff numbers. No employees have any existing comp time left for 2016. Vote was as follows; all in favor, with none opposed. Motion carried.
- c) There was a motion to approve the Preliminary 2017 Budget, with the final numbers being adopted during January 2017 regular business meeting, by R. Cooper, with a second by J. Ehlinger. Vote as follows; Yea – R. Cooper, R. Phillips, J. Miller, J. Ehlinger, M. Jacob and G. Schafer. None opposed; Motion carried.

iv) Employee Relations Committee – no reports at this time

v) Planning Committee

- a) A motion to adopt Resolution 1612.01 to submit for qualifications based on Planning committee recommendations, was made by M. Jacob, with a second by R. Cooper. The committee rated the firms in this order:
- 1) Jones Henry Engineers, Ltd.
  - 2) Stantec Consulting Services, Inc.
  - 3) Feller Finch & Associates, Inc.
  - 4) Poggemeyer

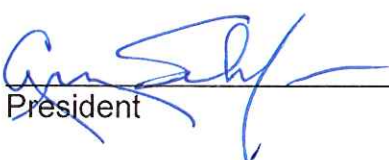
I. Unfinished business, per agenda –

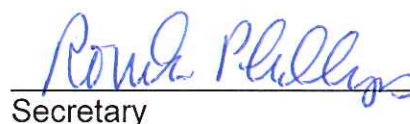
- i) Attorney Ireland stated that he is experiencing ‘radio silence’ on the water rates agreements, shared services from the City of Defiance. He is looking forward to getting contracts set up, and is waiting to hear from Dave Williams to finalize the agreements.
- ii) J. Ehlinger asked Gayle to see if the farm rental has been paid.

J. New Business, per agenda or motion – No new business to discuss

K. Additional business, if applicable – No additional business

Adjournment – Motion to adjourn was made by R. Cooper, with a second by R. Phillips at 9:25 p.m. All in favor, with none opposed. Motion carried. Meeting adjourned at 9:25 pm.

  
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President

  
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Secretary