

PRESIDENT
Greg Schafer

AYERSVILLE WATER AND SEWER DISTRICT
13961 FRUIT RIDGE ROAD
DEFIANCE, OH 43512
PHONE 419-395-1733
FAX 419-395-2533

BOARD MEMBERS
John Miller
John Ehlinger
Michael Jacob

VICE PRESIDENT
Joanne Tuttobene

TREASURER
Robert Cooper

DISTRICT MANAGER
David Wright

SECRETARY
Ronda Phillips

DISTRICT CLERK
Gayle Decator

MINUTES FOR THE BOARD MEETING ON OCTOBER 20, 2016
MEETING STARTS AT 7:00 P.M.

- A. Call to order, in accordance with ORC 121.22 at 7:00 pm by President Greg Schafer.
- B. Roll was called with the following Board members in attendance; Joanne Tuttobene, Robert Cooper, Ronda Phillips, Mike Jacob, John Miller, John Ehlinger, and Greg Schafer. Also in attendance were David Wright and District attorney Carl Ireland.
- C. Public Comment – Several members of the community were at the meeting today. Guests included Judy Sauer who wanted to point out that in 2014, the Board was paid \$6050 for the entire year, while so far in 2016, the Board members have been paid \$13,450 for regular business meeting and special committees.

In response to Mrs. Sauer's statement, various Board members stated that many of the special meetings and committee meetings resulted from turnover in the past months, and also that for many years the Board couldn't get people to volunteer to be on the Board, so the pay for meetings was used as an enticement to get enough members to serve. DM David Wright stated that committees had met to conduct business in absence of a district manager until he was hired on October 3, 2016, and he will need to call committee meetings as needed.

Customer Sheila Fields had pictures and questions concerning damage to father Arthur Fields's property on Watson Road that happened during hook-up to the Phase B project. The Board reminded Ms. Fields that any Issues from the tee to the house was the home owner's responsibility, and would need to be taken up with the contractor that completed the installation.

Dan Limber claimed that AWSD wasn't marking lines per OUPS requirements. There was a lot of additional comment. David Wright stated that he and Jamie are working on completing the tickets, but they were struggling since many of the mains don't have tracer wires. They are looking at options to find the lines. Mr. Limber stated that as manager, he dug the lines by hand and marked them, used other methods, such as witching sticks.

Todd Cramer stated that he was the contractor that hit the water mains while installing the fiber optic cable for the telephone company. He claims that his business reputation has suffered after hitting two water mains in less than an month. He said that he would like to have 4 feet, but can work with 28”.

Jerry Stevens requested Phase A and Phase B Project Breakouts from Gayle Decator. Attorney Carl Ireland told Mr. Stevens he has emailed him all the available information that the District has, but would send it again, if necessary.

Mr. Limber clarified that the \$250 consultation bill that he sent was for 5 separate calls at \$50 per call.

The District thanks the attendees for expressing their views, and in the future will request that public comment be limited to 5 minutes per person so that time is available to conduct the business of the District.

- D. Reading and approval of the previous meeting’s minutes – September 15, 2016.
The meeting minutes were read and a motion was made by John Miller to accept the minutes with changes made to the statements of Joe Ewers. A second was made by John Ehlinger. Vote as follows; all in favor, with none opposed. Motion carried.
- E. Correspondence – the Northwest Water & Sewer District will be hosting a 6119 meeting for local districts on November 2, 2016.
- F. Reports of Officers and Committees
 - i) President
 - a) Public communication of emergency events – Emails were sent out to Board members as soon as reasonable possible by President
 - b) Communication of emergency events to the Board of Trustees
 - 1) Water main breaks
 - 2) Other out-of-standard conditions (testing, etc.)
 - a) Texts - group
 - b) Emails – Collect new, existing customers’ email, send group email notifications
 - c) Other communications – Phone calls, Nixle, etc.
 - c) Board members should turn over delegation of duties to the Dist. Mgr. Likewise, employees should direct concerns to the District Manager prior to discussing issues with Board members
 - ii) District Manager – Report of monthly business operations
David said that he is working to familiarize himself with operations, and is working with Jamie. He has contacted EK Computers about setting up a shared network that would work in the office and in the field so that employees could communicate while in the field without returning to the office to get orders.

David has also contacted Poggemeyer and talked with Kenneth Maag to get the as-builts and maps. Poggemeyer sent a flash drive with the information. He has also worked with Fire Chief Brian Berry to get the fire department plans.

David is also working on an inventory list for existing tools and incoming items. No tools leave the shop except to be used in the field; all items will be marked and identified.

iii) Treasurer

- a) Review of the Monthly Financial Reports – bank statements, bank reconciliations, customer adjustments, wage, overtime and leave reports, and purchase orders.
 - 1.) David will utilize the technical help desk for the software company to work through issues with the customer adjustments
 - 2.) Will review Time & Attendance reports to verify that employees are being paid properly
 - 3.) Working on a new policy for refunding deposits to water customers in good standing
- b) Motion to approve monthly reports was made by Joanne Tuttobene, with a second by Ronda Phillips. Vote as follows; Yea – J. Tuttobene, R. Cooper, R. Phillips, M. Jacob, J. Miller, J. Ehlinger, G. Schafer. None opposed, motion carried.
- c) Preliminary 2017 Budget – set a date and time for Budget committee to work on next budget for 2017

iii) Secretary – report in Audit committee section

iv) Audit Committee

- a) Accounting Procedure for Customer Deposits – Current / New
 - 1) David and Gayle are working on a Refund policy for returning deposits to water customers in good standing. Gayle has a spreadsheet with all the current customer deposits on record. The spreadsheet has record of how long they have been customers, late payments, how long since last late payment, etc. The records will determine when/if a customer deposit would be returned.

v) Employee Relations Committee

- a) Drug test results for David Wright came back negative; results recorded as a matter of public record.
- b) David Wright to be officially hired as District Manager starting October 3, 2016. The Board recognizes Mr. Wright as new DM.

vi) Planning Committee

- a) Nominations were taken for open committee position. J. Ehlinger nominated M. Jacob, with a second by J. Tuttobene. Vote as follows; all in favor, none opposed. Motion carried.
- b) R. Phillips will set time and date for next committee meeting by contacting the members later next week
- c) C. Ireland discuss next step for RFQ responses –
 - 1.) The planning committee needs to sit down with city of Defiance, Henry County satellite customers and other regional customers. The City of Defiance is underutilizing its treatment plant; its capacity is 8 million gallons, but is only using 2.8 million gallons. We could have one or two board members attend the meeting and discussions.
 - 2.) Carl has been meeting with City of Defiance and they have people to share. We need to work on a mutual assistance agreement that covers equipment and manpower and covers liability. He has also met with Brunersburg and they are willing to work mutually with the District
- d) Engineering Feasibility Study / Water & Sewer Rate Study – we received RFQs from four engineering firms. We will need to get them qualified and bring the results to the next regular meeting, scheduled for November 17, 2016. Firms could help us with schematics of District, infrastructure, such as age, when it needs replaced, inflow & infiltration, etc.

G. Unfinished business, per agenda

- i) Public Records Requests – no new information
- ii) Federal Requests for Alternate Communication for non-English speaking persons – C. Ireland is working on a draft to cover this requirement. Our job is to make a good faith effort to reach out to any non-English speaking residents and to put a policy in place to address any barrier.

H. New Business, per agenda or motion

- i) R. Cooper made a motion, with a second by G. Schafer, for the president to draft and send letters of appreciation to the following entities:
 - a) Mayor Mike McCann for Joe Ewers
 - b) Brunersburg Water District – thanking Matt Flory for his assistance with the water main break (helping on his day off)
 - c) Highland Township Fire Chief Brian Berry for sending out Nixle notifications on the AWSD Board's behalf

- I. J. Miller made a motion to enter executive session at 8:55 pm, in accordance with ORC 121.22, for the purpose of discussing employee compensation and benefits, pending litigation and contract negotiations. Second by R. Cooper; vote as follows; all in favor, with none opposed. Motion carried.

J. R. Cooper made a motion to return from executive session and reopen public meeting, with a second by M. Jacob, at 9:45 pm. Vote was all in favor, with none opposed; motion carried

K. Additional business

- a) R. Cooper made a motion to place an ad for a Field Operator, Class I Water Supply license preferred; second by J. Miller. All in favor, with none opposed. Motion carried
- b) J. Tuttobene made a motion to update the following employee policies, with a second by R. Cooper:
 - 1) Employee discipline policy (three strikes and out)
 - 2) Update the vacation policy to add;
 - i) Five (5) personal days with requirement to call 2 hours prior to start of shift to notify District Manager
 - ii) Veterans' Day (paid holiday)
 - 3) Vote was all in favor, with none opposed; motion carried.
- c) R. Cooper made a motion to hire a part-time clerk; second by M. Jacob. Vote as follows; yea – M. Jacob, R. Cooper, R. Phillips and J. Tuttobene; nay – J. Miller, J. Ehlinger, G. Schafer; motion carried.
- d) J. Tuttobene made a motion to increase James Kuhlman's rate of pay to \$18/hour, retroactive to July 25, 2016, with increase to \$20/hour once he acquires Class I Operator license. Second by R. Cooper. Vote as follows; All in favor, with none opposed. Motion carried.

L. Motion was made to adjourn the meeting by G. Schafer, with a second by J. Tuttobene, at 9:56 pm. Vote as follows; all in favor, with none opposed. Motion Carried. Meeting adjourned at 9:57 pm.



Greg Schafer, President



Ronda Phillips, Secretary