

PRESIDENT
Greg Schafer

AYERSVILLE WATER AND SEWER DISTRICT
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BOARD MEMBERS
John Miller
John Ehlinger
Frank D'Ambrosia

VICE PRESIDENT
Joanne Tuttobene

TREASURER
Robert Cooper

DISTRICT ANAGER
Caleb Antoine

SECRETARY
Ronda Phillips

MINUTES FOR THE BOARD MEETING ON APRIL 5, 2016
MEETING STARTS AT 7:00 P.M.

- a) The meeting of the Ayersville Water and Sewer Board was called to order at 7pm by President Greg Schafer, in accordance to O.R.C. 121.22
- b) Roll call was made, with the following members in attendance – Joanne Tuttobene, Greg Schafer, Robert Cooper, Ronda Phillips, John Miller and John Ehlinger. Legal representation was provided by Carl Ireland. Member Frank D'Ambrosia was absent for the meeting.
- c) Public comment – there was no public comment tonight.
- d) Reading and approval of prior meeting(s) minutes – 02/18/16 and 03/21/16. A motion was made by John Miller to accept the minutes from the previous meetings held on February 18, with a second by Vice President Tuttobene. Another motion was made to accept the meeting minutes from March 21, 2016 by Treasurer Cooper, with a second by John Ehlinger. Errors were found and corrected from the previous copies of the minutes, and a voice vote was taken: Both minutes were accepted, with none opposed.
- e) Correspondence – An email was sent to the Board from Paul Rennick, accountant. Mr. Rennick emailed in response to a question posed by the Audit Committee on how to justify the payment of purchase orders when there was no check issued, but was paid by electronic payment. Mr. Rennick suggested that the invoices and purchase orders be attached or clipped to the monthly bank statement as proof of payment.

District Manager Antoine presented the Board with an estimate from Metalink Technologies to update the security system that exists in the District office, and upgrade the system to include alarms for smoke and fire, will cover the office and both the Water Station and Pump Station. Services include cell phone notifications, after hours monitoring, a panic button for under the counter access to police/sheriff backup. The cost of the installation would be \$1704, plus \$100 for the Water Station on the Chlorine and Water doors. The monitoring costs would be \$210/6 months for the Chlorine/Water building, and \$156/6 months, or a total for monitoring of \$732/year. A motion was made by Treasurer Cooper to

purchase the security system, and to pay the two biannual payments for monitoring services, with a second by Vice President Tuttobene. A roll call vote was taken; yeas – Greg Schafer, Robert Cooper, Ronda Phillips, John Miller, John Ehlinger and Joanne Tuttobene. None opposed.

f) Reports of Officers and Committees

- i) Treasurer – Treasurer Cooper made a motion to correct the capital recovery check from the capital water fund to the capital sewer fund. Second by Secretary Phillips. The funds were entered into the water capital fund with the understanding that it would be corrected if necessary. Emergencies with two sewer pump failures necessitated the move to the sewer fund. District Manager Antoine notified Secretary Phillips by phone the day after the meeting to speak of the correction needed.
- ii) Accounting Procedures Manual Update and Motion to Approve – Treasurer Cooper emailed the latest revision of the accounting procedures manual to each of the members of the Board. This revision covers the changes that both Paul Rennick and Carl Ireland have recommended. There was much discussion about the changes to the manual. Treasurer Cooper stated that this was the 5th revision. Some of the questions were ‘how do we prove that we are following the procedures outlined in the manual’, and “how do we train new employees to the policies and procedures”. Basically, if we can talk about how we use the manual as a training tool, that is what the auditors are looking for. We can use it to create training documents in the future. Other changes to the manual were a reduction to the credit card maximum from \$10,000 to \$1,000. Whenever possible, checks should be issued to cover large expenses. A motion was made to approve the Accounting Procedures Manual by Treasurer Cooper, with a second by Secretary Phillips.
- iii) Audit Committee – The Audit committee was scheduled to finish up with the internal audit on April 11, 2016, but DM Antoine believes that they are in a good place, and would call on the Committee if more assistance was needed. The next committee meeting is scheduled for April 21, 2016 at 5:00pm, and we will be looking at payroll and timecards.

g) Unfinished business, per Agenda.

- i) Motion to approve the Buy Down Letter from OWDA – no further action needed.
- ii) S. Brown request – Steve’s request to shut off water to former business, switch to one meter, was discussed tonight. The question of how much the tap fee is used to pay down the debt and that loss of income would affect the others in the district, and may even increase the rates in the long run. Recommendations were;
 - (1) removing the line to the former business and go to one meter.
 - (2) Develop a policy for future shut-offs
- iii) J. Stevens request - legal fees and court costs – Phase B – DM Antoine was able to have a discussion with Mr. Stevens and give him the information he

requested about the water rates.

- iv) D. Bakle request – rate history for his account


- h) New business, per Agenda or Motion.
 - i) Treasurer Cooper submitted an IT Disaster Recovery Plan. We weren't getting any response from our requests for help from the employees, so he developed the Plan using examples from other similar sized districts.
 - ii) RESOLUTION 1604.1 – MOTION TO ADOPT THE ACCOUNTING PROCEDURES MANUAL, DATED 04/05/2016 (OFFICIAL DOCUMENT WILL BE DATED 04/05/2016). Motion made by Secretary Phillips, with a second by Greg Schafer. Voice vote went as follows: Yea – Joanne Tuttobene, Robert Cooper, Ronda Phillips, John Miller, John Ehlinger and Greg Schafer. None opposed.
 - iii) RESOLUTION 1604.2 – MOTION TO ADOPT THE IT DISASTER RECOVERY PLAN, DATED 04/05/2016 (OFFICIAL DOCUMENT WILL BE DATED 04/05/2016). Motion made by Secretary Phillips, with a second by President Schafer. Voice vote went as follows: Yea – Joanne Tuttobene, Robert Cooper, Ronda Phillips, John Miller, Greg Schafer; Nay – John Ehlinger.
 - iv) Report by Joe Ewers – President asked Joe to report out on Lead and Copper, in light of the recent news in Flint, MI, water systems. AWSO is due for testing in 2017, and the City of Defiance will be doing testing from June to September, 2016. Testing is conducted every three years, and the results from previous testing is that all samples passed. Joe's suggestion to the District is to 'wait our turn'.
 - v) The computer in DM Antoine's office needs to have Microsoft Office installed to be able to get the reports that Joe Ewers handles for the District, and it has to be macro-enabled.

- i) Enter executive session in accordance with ORC 121.22, if necessary, and specify topic(s). – No executive session was called tonight.

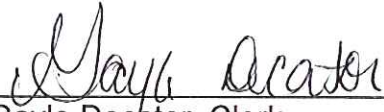
- j) Additional business, if applicable. –
 - i) Next Regular Business Meeting is scheduled for May 3, 2016, at 7:00 pm
 - ii) Next Audit Committee Meeting is scheduled for April 21, 2016 at 5:00 pm

- k) Adjournment. – Motion to adjourn the meeting was made at 8:53pm by Treasurer Cooper, with a second by Vice President Tuttobene. All in favor, with none opposed. Motion carried. Meeting adjourned at 8:54pm.

/s/ Ronda Phillips, Secretary


Greg Schafer, President


Ronda Phillips, Secretary


Gayle Decator, Clerk