

AYERSVILLE WATER AND SEWER DISTRICT

PH: 419-395-1733 FAX: 419-395-2533

13961 Fruit Ridge Rd Defiance, OH 43512

WEBSITE: ayersvillewsd.com

BOARD

President- Greg Schafer **Vice President-** Jason Schafer **Treasurer-** Ronda Phillips **Secretary-** Kenton Miller
Members: Janet Beardsley, Brian Berry, Rachael Beardsley **Legal Counsel,** Carl Ireland

EMPLOYEES

District Manager- Eric Wenzinger **Clerk-** Heather Baker **Field Operators-** John Lehnert, Wes Wenner

MINUTES FOR THE BOARD MEETING ON DECEMBER 17th, 2020 MEETING STARTED AT 7:00 P.M.

- A. Call to order, in accordance with ORC 121.22 was made by President Schafer at 7:00pm.
- B. President Schafer completed the Roll Call of Officers and attendees, with the following people in attendance: K.Miller, R.Phillips, and G.Schafer by zoom J.Schafer, J.Beardsley, and R.Beardsley. Also in attendance were Eric Wenzinger (District Manager), Heather Baker (Clerk) and Carl Ireland (District Attorney).
- C. Public comment – Brent & Julie Sines – came to meeting to discuss their tenant being so far behind, and not being made aware of it sooner. The tenant did leave the rental. The couple asked if the Board would at least give them a break on the late fees. The Board discussed and decided to make a Motion to waive the last month's late fees of \$50.25. Motion was made by R.Phillips, with a 2nd by J.Beardsley. Vote as follows; Yea: J.Schafer, R.Beardsley, J.Beardsley, K.Miller, R.Phillips, and G.Schafer. Vote was all in favor, with none opposed. Motion carried
- D. Reading and approval of the previous meeting's minutes – November 19th, 2020. Motion to accept the meeting minutes from November 19th was made by R.Phillips, with a 2nd by J.Schafer. Vote was all in favor, with none opposed. Motion carried.
- E. Correspondence – none

1) President

- a) Stantec – **No response from EPA**
- b) Water & Sewer Rules & Regs. Committee - need reviewed & brought to the board for review & vote on the updates
- c) TTHM – latest response to EPA – **nothing new**
- d) Policy & Resolution book organization

- e) Audit Committee Review of State Audit recommendations
- f) Employee Relations – manual update
- g) 2021 Budget discussion & vote
 - 1) **Motion to approve 2021 Budget was made by R.Phillips with a 2nd by R.Beardsley. Vote as follows: Yea: J.Schafer, R.Beardsley, J.Beardsley, K.Miller, R.Phillips, and G.Schafer. Vote was all in favor, with none opposed. Motion carried**
- h) High level Budget approval
- i) January meeting, Officer votes, Committee assignments
- j) Evangeline Flores – **needs to pay late fees this time / repeat from last year (again)**

2) Treasurer

- a) Review of the Monthly Financial Reports for November 2020
 - 1) bank statements
 - 2) bank reconciliation
 - 3) customer adjustment
 - 4) wage and leave report
 - 5) monthly payments
 - 6) purchase orders
 - 7) vendor list
 - 8) Other reports - water and sewer billing report, appropriations, income, etc.
- b) Motion to approve monthly reports was made by K.Miller, with a 2nd by R.Phillips. Vote as follows; Yea: J.Schafer, R.Beardsley, J.Beardsley, K.Miller, R.Phillips, and G.Schafer. Vote was all in favor, with none opposed. Motion carried
- c) **Appropriation adjustments recommended are as follows:**
 - From Acct. #5701-800-500-8003 – (\$15,000) to #5701-800-500-5002 **+\$15,000**
 - From Acct. #5701-800-500-8001 – (\$10,000) to #5701-800-500-5002 **+\$10,000**
 - From Acct. #5701-800-800-8007 – (\$26,500) to #5701-800-500-5002 **+\$26,500**
 - From Acct. #5101-533-312-0000 – (\$715) to #5101-539-211-0000 **+\$715**

3) District Manager-review District Manager's Monthly Report

- a) Water main break – **None**
- b) New services-pending or in process- **No new**
- c) EJP progress – **In process of integration Training to follow; new system completely autonomous by end of Feb.**
- d) Air release valves- ongoing maintenance – **Ongoing**
- e) SCADA – update **None**

- f) Infiltration & Leak detection – South Dohoney & other places **Buried manholes looked a bit damaged but no infiltration at time of inspection. Will monitor as wetter weather persists**
- g) Hydrant relocation for Watson Rd. **Spring/Summer 2021**
- h) Man holes on South Dohoney & Blanchard – **Complete**
- i) Training plans – clerk, and field operators **Wes studying for Class A Water Treatment Exam**
- j) Hr. meters installation update on results
- k) TTHM update – **bi-monthly samples are down a little from last year**
- l) Water usage? **Slight increase**
- m) GPS Software for mapping valves and pipe – **system up and running over 200 items mapped. Manholes, Hydrants & curb boxes**
- n) COVID 19 – any issues **Continuing safety protocols, and Wes's quarantine has ended and he is back to work.**

F. Enter executive session, in accordance with ORC 121.22, for discussion of Employee Compensation.

Motion was made by R.Phillips with a 2nd by K.Miller to enter executive session @ 8:13pm

Motion was then made to come out of executive session by G.Schafer with a 2nd by R.Phillips @ 8:30pm

Motion was then made by J.Beardsley with a 2nd by J.Schafer, to these employee wage increases as follows:

Wes Wenner - \$.50

John Lehnert - \$1.00

Heather Baker - \$.50

Eric Wenzinger - \$.75

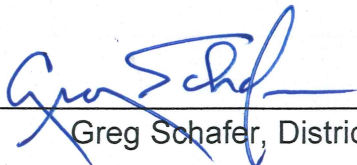
a) **All of these wages are effective as of 1/1/2021.** Vote was as follows; Yea: J.Schafer, R.Beardsley, J.Beardsley, K.Miller, R.Phillips, and G.Schafer. Vote was all in favor, with none opposed. Motion carried

G. Legal Counsel – nothing

H. Additional Business – USDA Loan – proposing to pay off

Motion was made by G.Schafer with a 2nd by J.Beardsley to have R.Phillips and H.Baker contact Paul Rennic to establish what acct. to use to pay off the loan to save the District approximately \$7-\$9K in interest. Vote was as follows; Yea: J.Schafer, R.Beardsley, J.Beardsley, K.Miller, R.Phillips, and G.Schafer. Vote was all in favor, with none opposed. Motion carried

I. Adjournment - A motion was made by R.Phillips with a 2nd by K.Miller at 8:35pm to adjourn the meeting. The vote was all in favor with none opposed. Meeting was adjourned at 8:35pm.



 Greg Schafer, District President



 Kenton Miller, District Secretary