

# JEFFERSON WATER AND SEWER DISTRICT

## Board Meeting Minutes April 17, 2008

A regular meeting of the Jefferson Water and Sewer District Board of Trustees was held pursuant to call on April 17, 2008 at 6455 Taylor Road, Blacklick, Ohio. Trustees present were: Bob Powelson, Tom Flynn and Steve Miller. Steve Love arrived shortly after roll call and Beth Breyfogle was absent. Also present were: Bob Stewart, John Grosse, Russ Seevers, Cathy Bisutti, Mark Williams and Eric Luckage (Albers & Albers).

**Call to Order/Roll Call** – by Chairman Powelson at 7:02 a.m.

### **2008 Minutes**

**April 3<sup>rd</sup>** – Mr. Flynn moved to accept the minutes as presented. Mr. Miller seconded. With no further discussion, the unanimous vote in favor carried the motion and the minutes were accepted.

### **Director's Report** (Bob Stewart)

1. **Rocky Fork Well Report** – The well was completed on Tuesday, April 15<sup>th</sup> and the rig will be pulled out today. JWSD is working with maintenance personnel at the club to restore landscaping. Cleanup in the parking lot and driveway will be done soon so that the tennis courts can be used. **Action Taken/Required:** None
2. **Blacklick Sanitary Sewer Project Updates** – Last week's pre-construction meeting went well. Permits and paperwork are being processed with an official start date of May 1<sup>st</sup>, but work is not expected to actually begin until the permits are in (approximately May 15<sup>th</sup>). **Action Taken/Required:** None
3. **Utilities Agreement with City of Gahanna** –The Board reaffirmed their decision to decline signing the agreement in its current form based upon concerns from legal counsel regarding the proposed language in the draft Agreement provided by the City and the lack of progress on a broader economic development agreement. **Action Taken/Required:** JWSD will communicate the status of the agreement to the City of Gahanna.

### **Superintendent's Report** (Russ Seevers)

1. **Project Status Report** – Russ reported on contractor retain age held on last years projects, equipment status and various projects within the district. Overall, there have been no problems of major significance. **Action Taken/Required:** None

### **Billing Manager's Report** (Cathy Bisutti)

1. **Disconnections** - Approximately forty accounts are scheduled for disconnection.
2. **Collections** – Approximately \$41,000 in delinquencies have been collected.
3. **On-Line Bill Pay** – So far, only a handful of users have signed up for the service, however, Cathy expects more will use the service after they have had a chance to view their bills.

### **Controller's Report** (Mark Williams)

1. **Employee Handbook Update** – The handbook is in the final stages of revision. **Action Taken/Required:** Once the revisions are complete, the handbook will be submitted to the Board for approval.
2. **Credit Card Resolution** – Mark hopes to have a comparison of the credit card offers from the banks proposing the most favorable terms for review by the next meeting.
3. **Financials** – Regarding the financial reports, Mark offered a brief income analysis noting revenue fluctuations, developer sewer fees and the budget.

### **Other Business**

1. **Public Records Policy** – Pursuant to last meeting's discussion about public records, Eric presented a policy for adoption at the next meeting. Discussion centered on record request procedure and what is and isn't considered public record under Ohio law. **Action Taken/Required:** The Board will review the policy and the item will be placed on next meeting's agenda.
2. **Third-Party Advertising** – The practice of third-party advertising on water bills raises many complex issues/questions. As a general rule, municipal/government water departments avoid allowing third parties to purchase advertising space on water bills that circulate to customers. The Board discussed the complexities and weighed the benefits versus the complications. **Action Taken/Required:** The Board did not take action one way or the other on this matter. Rather, it will table the idea and discuss at a later time.

### **Accounts Payable**

Tom Flynn moved to pay the bills as presented. With Steve Miller's second, the unanimous vote in favor carried the motion and the bills were paid.

### **Old Business**

None

### **Comments & Questions**

None

**Motion to Adjourn**

With no further official business to discuss, Steve Miller moved to adjourn the meeting. Steve Love seconded the motion. With a unanimous vote in favor of adjournment, the meeting ended at 8:00 a.m.

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Beth Breyfogle

Minutes respectfully submitted by Dawn Chase

**NEXT MEETING IS MAY 1, 2008 AT 7:00 P.M.**