

Jefferson Water & Sewer District

Board Meeting Minutes April 3, 2008

A regular meeting of the Jefferson Water and Sewer District Board of Trustees was held pursuant to call on April 3, 2008 at 6455 Taylor Road, Blacklick, Ohio. Trustees present were: Bob Powelson, Steve Love, Tom Flynn, Beth Breyfogle and Steve Miller. Also present were: Bob Stewart, John Grosse, Russ Seevers, Mark Williams, Cathy Bisutti and Eric Luckage (Albers & Albers).

Call to Order/Roll Call – by Chairman Powelson at 7:01 p.m.

2008 Minutes

March 20th – Tom Flynn moved to accept the minutes as presented. Steve Love seconded. The unanimous vote in favor carried the motion and the minutes were accepted.

Director's Report (Bob Stewart)

1. **Rocky Fork Well Report** – The screen installation should be complete today or tomorrow (April 4th) to be followed by cleanup. The pump test is expected to occur in June or July. **Action Taken/Required:** None
2. **Blacklick Sanitary Sewer** – The pre-construction meeting with Underground Utilities is scheduled on April 9, 2008. The project is start date is June 2008. The Board discussed the construction timeline and public notification. **Action Taken/Required: Motion to Award Surveying Services** – Mr. Love moved:
 - To amend the engineering contract with Sands Decker CPS for the Blacklick Sanitary Sewer Improvement Project to:
 - Award surveying services for the construction layout of the Blacklick sanitary sewer improvements to Sands Decker CPS for an amount not to exceed \$26,880.00.
 - Include the option for Item #7 (Easement staking) for \$3,200.00.
 - Include the option for Item #8 (Property line and/or right-of-way owner driveway staking) for \$4,875.00.
 - Contingency – John Grosse will pursue a lower hourly rate from contractor.Steve Miller seconded the motion. With no further discussion, the vote was unanimously in favor and the motion carried.
3. **Verizon Wireless** – Mr. Stewart is negotiating with Verizon Wireless for another cellular antenna at the McOwen Road water tower with the same terms JWSD currently has with Cingular. **Action Taken/Required:** None

Superintendent's Report (Russ Seevers)

1. **Project Status Update**
 - a. **Royal Elm** – The next phase of project (road widening and underground utilities) is scheduled to begin next week.
2. **Vehicle Update** – Russ reported preliminary numbers for purchase of a replacement truck from the State of Ohio Purchasing Program. Currently, the range is about \$28,000 for the vehicle. **Action Taken/Required:** The Board will take the information under advisement and Mr. Seevers will provide more definitive information when a vehicle is available for purchase.

Billing Manager's Report (Cathy Bisutti)

1. **On Line Bills** - The next bill will be available for on-line viewing. Discussion included the legalities of allowing users to pay reduced rates based upon income in actions similar to ones being taken in Columbus. **Action Taken/Required:** None
2. **Advertising on Bills** – There is space available on the bills for outside advertising, however, legal concerns and pricing options still need to be addressed. **Action Taken/Required:** The issue will be researched and decided upon at the next meeting.

Controller's Report (Mark Williams)

1. **Updating Employee Handbook** – Revisions are focusing on district assets (e.g., vehicles, phones, computers, etc.). **Action Taken/Required:** Mark expects a draft of the handbook revisions to be ready in May.
2. **Fifth Third Corporate Credit Card Resolution** – Action on the resolution was tabled until next meeting.

Accounts Payable

Mr. Flynn moved to accept the bills as presented with Mr. Miller seconding. The vote was unanimously in favor and the bills were paid.

Old Business

None

Comments & Questions

1. **Public Records Bill** - Mr. Luckage talked about the impact of House Bill 9 passed in September 2007. The bill has a provision that requires elected officials to attend public records training. This provision, however, does not apply to members of the Board. **Action Taken/Required:** The bill requires JWSD to:
 - a. Write and implement a public records policy;

- b. Display the policy (in summarized form) in a conspicuous area on the premises and;
 - c. Incorporate the policy into the Employee Handbook
- Action Taken/Required:** Legal Counsel and JWSD management will work to ensure the applicable provisions of the bill are implemented.

Motion to Adjourn

With no further official business to discuss, Mr. Miller moved to adjourn the meeting. Ms. Breyfogle seconded the motion and the unanimous vote in favor ended the meeting at 8:10 p.m.

Beth Breyfogle

Minutes respectfully submitted by Dawn Chase

NEXT MEETING IS APRIL 17, 2008 AT 7:00 A.M.