

JEFFERSON WATER & SEWER DISTRICT

Board Meeting Minutes February 7, 2008

A regular meeting of the Jefferson Water and Sewer District Board of Trustees was held pursuant to call on February 7, 2008 at 6455 Taylor Road, Blacklick, Ohio. Trustees present were: Bob Powelson, Steve Love, Beth Breyfogle and Steve Miller. Tom Flynn 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 7:00 p.m.

2008 Minutes

January 17th – Steve Miller made a motion to approve the minutes as presented. Steve Love seconded the motion. The vote was unanimously in favor and the minutes were accepted.

Director's Report (Bob Stewart)

1. **Rocky Fork Well Report** – The well is at a depth of 115 feet and Bob reported the project is going very well. The next step is pump testing the well to determine number of gallons per minute. **Action Taken/Required:** Bob will keep the Board informed of progress.
2. **Three Parcels Annexed to City of Gahanna Require Service** – JWSD received a letter from Terry Emery, City of Gahanna, requesting a written consent to allow Gahanna to serve three (3) annexed parcels on Morse Road/Johnstown Road. **Action/Taken Required:** Steve Miller made a motion authorizing Bob Stewart to send the requested letter which consents to Gahanna providing water and sewer service for the three parcels (4301 E. Johnstown Rd., 5201 Morse Rd., and 5221 Morse Rd.) contingent upon satisfactory review by the Chairman of the Township Trustees. Beth Breyfogle seconded the motion. A unanimous vote in favor passed the motion.
3. **Blacklick Sanitary Sewer Report** – Ms. Breyfogle motioned to authorize JWSD to advertise for bids for the Blacklick Sanitary Sewer. Steve Miller seconded the motion and a unanimous vote in favor passed the motion.

Superintendent's Report (Russ Seevers)

1. **Water Main Break at Havens Road** – Russ talked about the water main break and how the district responded to the situation (e.g., public notification, repairs, etc.). He confirmed JWSD meets and exceeds Ohio EPA's required procedures when a water main is broken. **Action Taken/Required:** None

Billing Manager's Report (Cathy Bisutti)

1. **User Agreement/Transferring Service** – The Board discussed JWSD's policies when user financial responsibility/ownership changes. **Action Taken/Required:** In the cases where an account changes financial responsibility and new user fails to complete the proper paperwork to facilitate said change, the Board decided that the service will be discontinued after a 15 day notification is given.

Controller's Report (Mark Williams)

1. **Employee Bonus Implementation Program** – This item was discussed in Executive Session.
2. **Long-Term & Short-Term Disability Insurance** – JWSD is researching a long-term/short-term disability insurance plan. **Action Taken/Required:** Mark will keep the Board apprised of progress.
3. **Employee Handbook** – Mark proposed that employee handbook be reviewed and updated. The Board agreed with this and Mark will continue the handbook review/update.

Motion to Convene Executive Session

Steve Miller made a motion to convene Executive Session to deliberate about Employee Compensation. Beth Breyfogle seconded the motion. The unanimous vote in favor moved the Board into Executive Session.

Motion to Convene Regular Session

By Steve Miller's motion, Beth Breyfogle's second, and a unanimous vote in favor, the Board returned to Regular Session. During the Executive Session, no decisions regarding employee compensation were made.

Engineering Report (John Grosse)

1. **Bids for PUMP AT JEFFERSON MEADOWS LIFT STATION** The two (2) bids for the new gas operated pump were:
 - Downing Construction - \$40,780.00
 - McClory - \$49,770.00.**Action Taken/Required:** Steve Miller motioned to accept the bid from Downing Construction \$40,780.00 and Steve Love seconded the motion. With no further discussion, the vote was unanimously in favor and the motion passed.

Accounts Payable

Steve Miller moved to pay the bills as presented. Beth Breyfogle seconded the motion. The unanimous vote in favor approved the bills for payment.

Old Business

None

Comments & Questions

Bob noted that the City of Columbus is beginning work on their water lines on Waggoner Road.

Motion to Adjourn

With no further business to discuss, Steve Miller made a motion to adjourn the meeting. Steve Love seconded the motion and the unanimous vote in favor ended the meeting at 8:50 p.m.

Beth Breyfogle

Respectfully submitted by Dawn Chase

NEXT MEETING IS FEBRUARY 21, 2008 AT 7:00 A.M.