

JEFFERSON WATER & SEWER DISTRICT

Board Meeting Minutes January 17, 2008

A regular meeting of the Jefferson Water and Sewer District Board of Trustees was held pursuant to call on January 17, 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, Cathy Bisutti, Mark Williams and John Albers (Albers & Albers).

Call to Order/Roll Call – by Chairman Powelson at 7:00 a.m.

2008 Minutes

January 3rd – Steve Miller motioned to accept the minutes with Steve Love seconding. A unanimous vote in favor passed the motion and the minutes were approved.

Director's Report (Bob Stewart)

1. **Rocky Fork Well** – The site has been moved ten (10) feet south of the test well. Currently, digging is at approximately fourteen (14) feet and is going well. **Action Taken/Required:** Mr. Stewart will keep the Board up to date on progress.
2. **Royal Elm Water and Sewer Tap Agreement** – The Tap Agreement has been sent to Fisher Homes Group. The Agreement transfers 113 taps to Fisher Homes and JWSD is in receipt of Letters of Credit (LOC) for the balance of the taps. **Action Taken/Required:** None
3. **Blacklick Sanitary Sewer Report** - Preliminary reviews and approvals from the Ohio EPA and the City of Columbus are pending. Regarding the easements, Mr. Albers reported the agreement between JWSD and Mr. Metzger is complete and asked the Board for a resolution ratifying the agreement. **Action Taken/Required:** Steve Miller moved to resolve to accept the said agreement between JWSD and Mr. Metzger and authorized Director Stewart to sign it. Tom Flynn seconded the motion and a unanimous vote in favor passed it. Additionally, a resolution to authorize payment of \$1,200.00 to Rock Bridge Apartments for their easement was made by Beth Breyfogle with Steve Miller seconding. A unanimous vote in favor passed motion.

Superintendent's Report (Russ Seevers)

1. **Project Status Report** – Currently, the district is working on I&I problems and some leaks in the lines have been detected and repaired. Also, maintenance items (replacing worn out piping) have been performed to the lift station at Blacklick Elementary School.

Billing Manager's Report (Cathy Bisutti)

1. **Smart Bill/Paperless Billing** – Cathy has researched paperless billing/on-line payment options and the associated costs versus cost savings. She reported a net cost savings of .34 for each customer who elects to use paperless billing. Smart Bills will charge \$250 set up fee and a monthly charge of \$81.00. The Board discussed customer information security safeguards and whether or not there is a demand for the service. **Action Taken/Required:** After the Board determined that paperless billing/on-line bill pay is a trend of the future and offering the option presents a cost savings for the district, Tom Flynn made a motion to implement the paperless billing/on-line payment option through Smart Bill. Steve Love seconded the motion. With a unanimous vote in favor, the motion was passed.

Controller's Report (Mark Williams)

1. **Financial Report** – Mark provided an overview of the financial reports for the 2007 Year End Budget noting line items for amendment in the Personnel/Benefits and Capital Expenditure appropriations:
 - a. **Personnel/Benefits** - Overtime expenses were approximately \$7,400.00 over projected. This, coupled with an adjustment to the books that voided a Medical Mutual payment when the district switched to Anthem in September 2007, changed the actual appropriation to \$634,000 instead of \$628,000.
 - b. **Capital Expenditures** - Unforeseen expenses related to the Blacklick Sewer Line Extension and the Rocky Fork Well Site projects resulted in additional costs of approximately \$25,000 over projected.

Action Taken/Required: Tom Flynn motioned to amend the Year-End 2007 Budget in the categories of Personnel/Benefits and Capital Expenditures. Further, the resolution certifies that funds were available at the end of 2007 to cover the actual expenditures. Beth Breyfogle seconded the motion. With no further discussion, the vote was unanimously in favor and the budget was amended.
2. **Royal Elm LOC** – This item was discussed in the Director's Report, #2
3. **Employee Bonus Implementation Program** – Mark informed the Board that he and Mr. Stewart are working on various scenarios and details for implementation of a bonus program. The program will be presented at the next meeting. Also, other programs designed to compliment employee incentives (e.g., unused accrued leave cash-in options, vacation balance rollovers, leave time transfers, short-term/long-term disability insurance options, etc.) are being researched as well. **Action Taken/Required:** Mr. Love stated his appreciation that Mr. Williams and Mr. Stewart are making the effort to research such incentives, but cautioned that he does not wish for the bonus program effort to be muddied with other benefit policy proposals. Mr. Williams

and Mr. Stewart agreed and will ensure that the bonus program is given fast priority while other items are worked on.

Accounts Payable

After verifying that late charges are appearing for the last time on credit card, Tom Flynn made a motion to approve the bills as presented. Steve Miller seconded the motion. With no further discussion, the vote was unanimously in favor and the bills were paid.

Old Business

None

Comments & Questions

Board Member Flynn will be absent at the next meeting.

Motion to Adjourn

With no further official business to discuss, Steve Miller moved to adjourn the meeting with Steve Love seconding. The unanimous vote in favor ended the meeting at 7:56 a.m.

Beth Breyfogle

Respectfully submitted by Dawn Chase

NEXT MEETING TO BE FEBRUARY 7, 2008 AT 7:00 P.M.