

Jefferson Water and Sewer District

Board Meeting Minutes March 6, 2008

A regular meeting of the Jefferson Water and Sewer District Board of Trustees was held pursuant to call on March 6, 2008 at 6455 Taylor Road, Blacklick, Ohio. Trustees present were: Bob Powelson, Beth Breyfogle, Steve Miller and Tom Flynn. Steve Love 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

February 21st – Mr. Miller moved to approve the minutes. Ms. Breyfogle's second and a unanimous vote in favor approved the minutes.

Director's Report (Bob Stewart)

1. **Rocky Fork Well Report** – The screen was delivered today; however, weather and poor conditions at the site will delay setting it. **Action Taken/Required:** Bob will keep the Board updated.
2. **Bid Opening for Blacklick Sanitary Sewer Project is March 13, 2008** – The Board expects to award the bid at the next regular meeting on March 20, 2008. **Action Taken/Required:** In order to accommodate expedient bid awards, Bob Powelson made a motion authorizing extension of the bid opening to March 18, 2008 if necessary. Steve Miller seconded the motion. A unanimous vote in favor passed the motion. If the bid opening is extended, Mr. Grosse will notify all Board members via e-mail.
3. **Proposed Gahanna Service Agreement including Map** – This item was tabled until the next meeting to allow for further review by Board members and legal counsel.

Superintendent's Report (Russ Seevers)

1. **Project Status Report** – The district purchased a tool to prevent unauthorized water service turn-on after it has been shut-off.

Billing Manager's Report (Cathy Bisutti)

Cathy talked about the impact of increasing home foreclosures on the district. She informed the Board members on the district's efforts and procedures for collecting revenues in the case of home foreclosure.

Controller's Report (Mark Williams)

1. **Updating Employee Handbook** – Mr. Williams reviewed the updates to the employee handbook. The revised portions will be forwarded to Board Members for review and input before the next meeting.
2. **Minimum Service Fees and Tap Agreements** – JWSD is responding via a letter of understanding to Dominion Homes' request for buy-back of 10 (ten) taps pursuant to the Tap Agreement. The letter will be reviewed by the Board prior to being sent. Also, Dominion Homes is challenging the district's minimum service fee calculations and JWSD is responding regarding that.
3. **Employee Bonus Program** – Chairman Powelson directed that this item shall be resolved by the next board meeting and that all involved parties should be ready to present and decide upon a course of action by that time.

Old Business

1. **Blacklick Sanitary Sewer Easements (Eric Luckage)**
 - a. Steve Miller made a motion to authorize signature of easement amendments as presented. Beth Breyfogle seconded the motion. With a unanimous vote in favor, the motion was passed.
 - b. A second easement is awaiting a signature from the Township and Eric expects to receive it within a few days.
 - c. An error in an easement description was discovered and will be corrected.

Accounts Payable

Tom Flynn moved to pay the bills as presented. Beth Breyfogle seconded the motion and a unanimous vote in favor paid the bills.

Comments & Questions

None

Motion to Adjourn

With no further business to discuss, Steve Miller moved to adjourn the meeting. Ms. Breyfogle's second and a unanimous vote in favor adjourned the meeting at 7:36 p.m.

Beth Breyfogle

Respectfully submitted by Dawn Chase

Next Meeting is March 20th at 7:00 a.m.

