

Manager's Agenda

Board Meeting

February 17, 2004

➤ DOCUMENTS ATTACHED

- Agenda
- Updated Board Demographics
- Fraternal Order of Police:
 - Charitable organization soliciting financial support
- Letter; from County Commissioner Jeff Day:
 - This letter references another letter that was unintentionally sent to Kent Farr, FSSA Director, on behalf of the County Commissioners by an unknown person. The letter expressed county interest in having ownership of the Muskatatuck WWTP. Mr. Day is expressing his concerns for the letters unauthorized delivery and misinforming interest.
- Letter; from Kent Farr, Director, FSSA:
 - This letter is the FSSA response to the letter mentioned above.
- Commonwealth; Ed Tinkle:
 - Letter discussing construction related details for connecting the Sand Creek Elementary School (SCES) to the WWTP
- Letter; 1999 BAN Council, Theodore J. Esping:
 - Letter expressing the BAN holders current understandings and expectations of the JNRU since certain court decisions were recently finalized.
- Request For Qualifications (RFQs):
 - Copy of Legal advertisement for RFQs; this information should help the Quality Based Selection (QBS) Committee members to understand more specifically the areas of qualifications that will be scored when determining the engineer for the DOC funded sewer projects.
- Write-off List:
 - This list is a complete list of "100" accounts (lots with water and/or sewer taps) that have remained in arrears from over 180 days to as much as several years ago (1997 and before).

➤ REMINDERS

- QBS Committee Meetings
 - *County Commissioners Meeting:.....Monday, March 8, 2004 at 5:30PM*
 - Public Hearing (DOC funded sewer project)
 - RFQs submitted to commissioners and supplied to QBS committee members for review and scoring.
 - *Additional meetings yet to be scheduled for engineer interviews/final scoring.*

- Jennings Water, Inc. Meetings
 - *Annual Meeting (board election)*
 - *Shriner's Building:Tuesday, March 9, 2004 at 6:00PM*
 - *Public Hearing (water rate increase)*
 - *County Library:Monday, March 22, 2004 at 7:00PM*

➤ **GENERAL INFORMATION**

- Common Water/Sewer Department Issues:
 - Cash Operating Balances
 - **Water Department:** dropped below the required limit (\$80,000) in December and will continue to drop until April when the Availability Fees are due.
 - *The 1997 Water Bond transfers for January were not made until February; thus the balance reflects higher than it normally would by \$13,470.*
 - Adjusted/Realistic Balance:\$59,082.74
 - **Actual Water Balance:**.....\$72,552.74
 - **Sewer Department:** first dropped below the required limit (\$80,000) in October and continues to drop and it too will continue to drop until April when the Availability Fees are due.
 - *The January Sewer BAN transfer of \$25,000 was skipped to maintain a higher balance in the Cash Operating account.*
 - *The 1997 Sewer Bond transfers for January were not made until February; thus the balance reflects higher than it normally would by \$8,400.*
 - Adjusted/Realistic Balance:\$34,000.24
 - **Actual Sewer Balance:**\$67,400.24
- Water Department
 - Water Gain: 115% total gain for January 2004
 - This gain (which never happens) was due to over reading/billing during the past two months; Jennings Water, Inc. changed meter readers in November 2003.
 - Jennings Water, Inc.
 - Rate increase; possibly a 30% increase coming soon. Public hearing in March 2004 (see schedule above).
- Sewer Department
 - Wastewater Treatment Plant (WWTP)
 - Tuesday, January 27, 2004: The WWTP was taken off line due to freezing weather conditions icing up equipment and making it impossible to keep the plant running.
 - Violations: Ammonia violations were experienced during the last week of operation.

- Monday, February 23, 2004: Planned date for putting the plant back into service. Lagoon storage is being used to its fullest and will be completely full next week. We will continue to experience NPDES permit violations until warmer weather reactivates the biological process. However, if the current weather holds on or improves from this week's forecast, we should be able to run all flows through the plant for the duration of the winter rather than bypassing the plant and discharging untreated flows thru the lagoons.

➤ **DOCUMENTS TO REMEMBER**

- Board Meeting minutes approval
 - December 15, 2003..... (Collect signed copies for office file)
 - January 19, 2004:..... (Collect signed copies for office file)
- Claims Dockets
 - February 17, 2004 (Collect signed copies for office file)
- DMR/MRO signatures
 - December 2003 reports (Ammonia Violations/Diverted raw flow to lagoons)
 - Waiting for IDEM to deliver Discharge Monitoring Reports (DMRs).