

Manager's Agenda

Board Meeting

March 15, 2004

➤ DOCUMENTS ATTACHED

- Agenda
- Claim Dockets
 - March 15, 2004; (*Month of February claims and transfers*)
- Write-off List (revised):
 - 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).
- Letter; Mary Ann Gay
 - To BAN Council, Theodore J. Esping, responding to their previous letter.
- Letter; 1999 BAN Council, Theodore J. Esping:
 - To JNRU via Ed Whitaker expressing their interest in participating in refinancing discussions and scheduling a meeting.
- Letters (2); Donna Taulbee Claim for Damages:
 - Multiple letters responding to the court process.
- Letters (2); H.J. Umbaugh; John Seever:
 - Multiple updates to the current sewage works BAN refinancing study documents.

➤ REMINDERS / NOTICES

- QBS Committee Meetings
 - *Engineering Firm Interviews:*Friday, March 19, 2004 at 9:00a.m.
- Management Conference
 - *AIRW (Connersville, IN):* Thursday, March 18, 2004 (All Day)
- Jennings Water, Inc.
 - *Public Hearing (water rate increase)*
 - *County Library:* Monday, March 22, 2004 at 7:00PM
- Spring Conference
 - *AIRW (Bloomington, IN):* Mon-Wed, March 22-24, 2004 (3-day)
- Board Leadership Conference
 - *AIRW (Columbus, IN):* Saturday, September 18, 2004 (All Day)

➤ GENERAL INFORMATION

- Common Water/Sewer Department Issues:
 - *Mowing Quotes:*

- Quotes are currently being accepted and reviewed (3-4 Individuals/Companies have shown interest)
 - 2003 Mowing quotes (*Attached*)
 - 2004 Mowing specifications/quote form (*Attached*)
 - *Mileage Reimbursement:*
 - Requesting that the board adopt a mileage reimbursement rate to be used as needed for the purposes following:
 - *Daily*
 - Bank deposits
 - Picking up the mail
 - Picking up payments from the drop boxes
 - *Monthly*
 - Deliveries to board members
 - Shopping (Wal-Mart, Office Center, etc,...)
 - Attending meetings (local and distant)
 - *Periodically*
 - Seminars/Meetings (local and distant)
 - Other Governmental Rates:
 - State as of November 2003:\$.28-cents/mile
 - Federal as of January 21, 2004:\$36.5-cents/mile
 - IRS as of January 1, 2004:\$.37.5-cents/mile
 - *Vulnerability Assessment (VA);*
 - Completed VA must be sent to the U.S. EPA by June 30, 2004 to satisfy the requirements of the federal Bioterrorism Act. (*Draft copy attached*)
 - *Emergency Response Plan (ERP);*
 - Must be certified to the U. S. EPA that the JNRU has developed or updated its ERP based on its VA within six months of submitting its VA to the U.S. EPA. (*Draft copy attached*)
 - *Projector for a Laptop Computer:*
 - Use for meeting presentations of photos, facts, criteria, etc...
 - Cost approximately \$2,000.00
- Water Department
 - *IDEM; Drinking Water Fees*
 - We are expecting IDEM to send out statements soon for the first year of the new Drinking Water Fees. This year we are only being charged one-third of the \$.95-cents per connection fee.
 - Sewer Department
 - *Wastewater Treatment Plant (WWTP)*
 - Sunday, February 22, 2004: The WWTP was put back into service; we met limits last week and are currently meeting limits but the process is still very unstable with cold/warm temperature fluctuations.
 - Violations: Ammonia violations were experienced during the first two weeks of start-up operation.

- *Quote; Dave O'Mara*
 - Quote for directional boring a 6-inch sewer line from Hwy 3 to Hwy 7. *(used to assist in calculating costs to connect the Sand Creek Elementary School)*

➤ **DOCUMENTS TO REMEMBER**

- Board Meeting minutes approval
 - February 17, 2004:..... (Collect signed copies for office file)
- Claims Dockets
 - March 15, 2004 (Collect signed copies for office file)
- DMR/MRO signatures
 - February 2004 reports (Ammonia Violations/Put plant back online)