

## Manager's Agenda

### **Board Meeting**

October 18, 2004

#### ➤ **DOCUMENTS ATTACHED**

- Agenda
- Claim Dockets
  - *Month of August and September claims and transfers*

#### ➤ **GENERAL INFORMATION**

- Common Water/Sewer Department Issues:
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  - **Debt Service Policy**
    - Mary Ann Gay has faxed a draft copy of this policy for your review anticipating implementation within the next two months.
  - **Customer Complaints/Requests**
    - *Better Business Bureau (BBB) complaint:*
      - The BBB has received my response and forwarded it to the customer complaining and did not receive a response back. *The complaint is in the process of being closed out without any further activity.*
    - *Mr. & Mrs. [REDACTED] and [REDACTED]; Lots No. [REDACTED] & [REDACTED]:*
      - Mr. & Mrs. [REDACTED] are requesting the Board forgo the availability fees for both lots (letter attached).
  - **Preliminary Budget 2005**
    - To be delivered to Board members October 22, 2004 along with the 3<sup>rd</sup> Quarter Finance Report.
    - Several Budget Committee meetings need to be scheduled.
      - Establish Goals & Expectations
      - Update/Change Employee Handbook and Policies
  - **JNRU Website**
    - Communicate between customer and utility with up-to-date and relevant information.
      - Setup: \$1,400 for 14 pages
      - Monthly Fee: \$50/month
      - Domain Name: \$63/two years
- Water Department
  - **Jennings Water, Inc.**

- “Notice of Intent”: I’ve asked Mary Ann Gay to review this option for dealing with future water rate’s being imposed unfairly (compared to other rate payers) upon the District. The idea is to put JWI on Notice that the District intends to pursue alternative sources of drinking water if JWI is not willing to work with JNRU to lower its bulk rate to something acceptable to JNRU and competitive with other water sources.
- Mary likes the idea but still hasn’t researched the original case between the Developer and JWI; she will be in the next week or so.
- Sewer Department
  - **Wastewater Treatment Plant (WWTP)**
    - *Violations:*
      - No ammonia violations for September.
      - Temperature drops are affecting the ammonia removal process at the WWTP.
  - **Lift Station No. 10**
    - *E-One providing a demonstration pump station at no cost.*
    - *Brooks & Earl are to be contracted for the installation.*
  - **Engineering Projects**
    - *Hayden PER*
      - Essentially finished
      - Waiting on Umbaugh’s rate structure based on PER estimates
    - *Phase I/II PER*
      - Pipe sizing details being worked on and linking all areas together
    - *WWTP PER*
      - Weighing options
        - SBR with full design capacity; or
        - Vertical Loop Reactor with half original capacity
        - North Vernon treatment costs can be proposed during or after PER design.

➤ **DOCUMENTS TO REMEMBER**

- Board Meeting minutes approval
  - August 16, 2004:..... (Normal meeting)
- Claim Dockets
  - August 2004 (No quorum last month)
  - September 2004
- DMR/MRO signatures
  - September 2004 reports