

## Manager's Agenda

### **Board Meeting**

February 22, 2005

#### ➤ **DOCUMENTS ATTACHED (in packet delivered Friday)**

- Agenda
- Meeting Minutes
  - *January 17, 2004 (Special Meeting & Regular Meeting)*
- Claim Dockets
  - *Month of January claims and transfers*
- Documents; SIHO Health, Guardian Dental & Vision
  - *SIHO health insurance summary of coverage*
  - *Guardian dental & vision plans*
  - *Other alternatives*
- Letter; Jennings Water, Inc.: response to JNRU letter dated December 21, 2004
  - *Responded to by Mary Ann Gay*
  - *For Board review, comment and file*
- Chart; Local Communities Water Rates Table
  - *For Board review, comment and file*
- IDEM; Signed Agreed Order
  - *For board files*
- Letter; SRF Loan Programs (President ONLY)
  - *Signatory form used to keep the JNRU/Hayden project on the 2006 Project Priority List (PPL)*
- Letter; SRF Loan Programs
  - *Small System Technical Assistance Fund (SSTAF) Grant Deadline*
  - *Responded to by Ed Tinkle*
  - *For Board review, comment and file*
- Information; Indiana Regional Sewer District Association (IRSDA)
  - *Legislative Bills to track with synopsis and position relative to each.*
- Letter; To City/County permitting authorities, etc...
  - *Drafted by Utility Manager in order to provide maps of the JNRU district boundary to permitting authorities that received letters (w/o maps) last month.*
- Letters; Between Jennings County Schools (JCS) and Commonwealth Engineers, Inc. (CEI)
  - **February 1, 2005**
    - *From: Mr. John Howard (JCS); To: Mr. Ed Whitaker (JNRU)*
    - *From: Mr. John Howard & Dr. Michael Bushong (JCS); To Mr. Ed Tinkle, (CEI)*
  - **February 4, 2005**
    - *From Mr. EdTinkle (CEI); To Dr. Michael Bushong (JCS)*

- **February 7, 2005**
  - *From: Dr. Michael Bushong (JCS); To: Mr. Ed Tinkle (CEI)*

➤ **GENERAL INFORMATION**

- Common Water/Sewer Department Issues:
  - **Emergency Response Plan (ERP)**
    - *ERP computer file is being recreated and should be complete by Board meeting time; appropriate notices will be provided to IDEM.*
  - **New Truck Purchase;** *Trucks will be built the week of March 7, 2005; Truck beds are scheduled for completion in 4-6 weeks. Trucks ordered are outlined below:*
    - Country; 2005 Chevrolet Silverado 3500 4x4
      - Diesel w/o Service Bed: .....\$27,760
      - Service Bed without crane: .....\$8,827
      - Total: .....\$36,587
    - Country; 2005 Chevrolet Silverado 3500 4x4
      - Diesel w/o Service Bed: .....\$27,760
      - Service Bed with crane:.....\$16,821
      - Total: .....\$44,581
    - Home Federal; combined financing terms:
      - Sixty-six (66) monthly payments of approximately \$1,300 at 6.75% interest after making a \$10,000 down payment.
    - **“Corporate Authorization Resolution” required to close loan for truck purchase (attached)**
  - **Sale of old trucks/unused items in office building:**
    - *A public auction could be coordinated to sell old trucks and other miscellaneous items after the new trucks are delivered; April 2005.*
  - **Baltus Electronics, Inc**
    - *Provided a quote for eight (8) handheld radios and one (1) base radio; currently awaiting loaner radios to try out.*
    - *Old system is VERY limited on distance and interference from topography; not enough working radios.*
    - *Total cost, with trade-ins:.....\$3,625*
  - **Office Building**
    - Snow/Rain Damage (Insurance Claim)
      - *Damage repairs cost \$7,730.93*
      - Total cost to JNRU (deductible):.....\$1,000
    - Additional work completed; not covered by insurance
      - *Metal roof sealer; between roof and wall*
      - *Gutter guard/screen*
      - *Second downspout on front of building*
      - *Porch roof (front and side doors); Approximately 3' x 5' each*
      - *Installing lights in porch roofs*
      - *Replaced rotten ban-board along perimeter of office building*
      - Total cost .....\$3,346

- Additional work in progress
  - *Installing blanket insulation and new metal on roof*
  - *Insulating remaining exterior walls w/ 2-inch foam board*
  - *Ten-foot (10') east side roof-only extension*
  - Total cost (estimate) :..... <\$25,000
  - *Insulated overhead doors:*
  - Total cost: .....\$3,889
- Additional work planned
  - *Clean & Paint office building exterior (summer project)*
  - Total cost (estimate):.....\$3,006
- **Insurance; Guardian**
  - Dental and Vision Plans (Attachments):
    - *Both require a minimum of ten (10) employee participation; currently, we have nine (9) eligible employees including myself (however, I already have coverage for both, which would make this a redundant coverage with no additional benefit). Tony Hacker will be eligible April 1, 2005.*
    - *The best cost/benefit option is: (Motion for Dave>) to provide dental & vision coverage for Tony Hacker effective March 1, 2005 (one month early) and for Jeffrey Fish, without impacting his existing employment agreement, in order to meet enrollment requirements and to provide the same benefits for the employee group as outlined in the Employee Handbook.*
- **Rate Study Group**
  - Formation of a study group; who to include?
    - *Board Treasurer (1)*
    - *Utility Manager (1)*
    - *Office Manager (1)*
    - *CSL Board members (2-3) most interested*
    - *Concerned customers affected by certain aspects of the rate structure being reviewed, such as customers (5-10):*
      - *Paying availability fees*
      - *Having double/multi-lot agreements*
      - *Having tapped their lots to eliminate availability fees*
      - *Large scale property owners that rent or sale on contract.*
      - *Satellite residents that live here part-time*
  - Study the following:
    - *Establishing a minimum fee for tapped lots*
    - *Availability fees (various conflicts)*
    - *Double/multi-lot agreements*
    - *Minimum fee based on 1,000-gallon usage v. 2,000-gallon*
    - *Paying tap fees to eliminate availability fees*
    - *Difficulty in collecting rates and charges*
    - *Requiring all accounts being kept ONLY in the property owners name; transition as tenants/occupants change.*

- Water Department
  - **Jennings Water, Inc., Water Rates (Attachment)**
    - *JWI's response did not elude to any specifics of when or how much of a rate increase we could expect to see in the immediate or distant future. With that in mind, I believe it would be appropriate to draft a letter to request prior written notification of future rate increases to allow plenty of time (a specified amount of time in the letter) for JNRU to prepare for a customer impact study and implementation of a new rate schedule for JNRU customers.*
    - *Legal notification requirements do not provide time for this.*
  - **Water Rates Spreadsheet (Attachment)**
    - *Many interesting comparisons between communities; we are currently working on a sewer rate comparison as well.*
  - **Boil Water Advisory**
    - *February 9-15, 2005; Water main break repaired*
  
- Sewer Department
  - **Wastewater Treatment Plant (WWTP)**
    - Ammonia Violations in January:
      - *Low temperatures are still adversely affecting the treatment process at the WWTP. Currently we are meeting ammonia limits but poor settling is causing Total Suspended Solids violations.*
  - **Area Planning Commission**
    - *The County representatives began doing as we had asked of them upon receiving their notification via the District's letter dated January 17, 2005, which outlined expectations of being notified before they issued building permits involving sewers within the District boundaries. They were willing to not issue building permits until the builder had received written permission from the District. It became immediately evident that we were not structurally prepared to provide immediate permission nor denial, therefore, after discussing the situation with a builder, the assistant director of the Area Plan Commission (APC), and the assistant County Sanitarian, I suggested that the APC and Health Department continue with their normal permitting processes and to simply provide notification to the District, and likewise to the property owner, until we can meet and establish an appropriate protocol.*
    - *What authority does the District have to manage within District boundaries with specific regard to the obvious responsibility it carries by governing over previously existing areas with sewer problems (i.e. Hayden, Nelson Park, Crystal Glades, etc...)?*

- **Letter to Sewer Permitting Authorities; missing map enclosures (Attachment)**
  - *A draft letter is attached for review and comment that will 1) provide the missing maps of the District boundaries, and 2) comment on the need to establish protocols before halting all county issued permits.*
- **Requests for Sewer Waivers**
  - J&L Mobile Home Park; [REDACTED] (Invited to meeting)
    - *Requesting a five-year waiver...states that IDEM will let him repair his failing sewer line if the District will give him this waiver.*
    - *He states that the high cost of building a wastewater treatment facility would cause him to close his business.*
    - *He would connect to our system if it was available and affordable...again, rates too high would force him to close his business.*
  - [REDACTED] (Invited to meeting)
    - *Owns home and seven acres on the North Vernon City limits (on Pizza Hut Road); asking for service or a waiver to connect to the City. Mr. [REDACTED] has plans to develop 24-26 homes on this property in the near future.*
  - *I believe that we need to consider developing some interim plans to address growth and development within the District over the next 2-3 years while studies and projects are being completed.*
- **Vernon Villa (behind Decatur Plastic Products)**
  - *Vernon Villa is approaching the District for sewer service and asking about connection fees. The difference with their service connection and a typical CSL connection is that a normal CSL tap would cost \$825 and require installation work for each home; in Vernon Villa's case, one pre-existing three-inch connection will provide sewer service for approximately fifty homes with no installation costs borne by the District.*
  - *I believe we need to begin developing **connection fees** designed for larger developments and industry; our current fee structure appears to address only single-family dwellings.*
- **Engineering Projects**
  - Hayden PER
    - *Commonwealth will be requesting authorization to submit the Hayden PER to IDEM w/ modifications to the resolution addressing economic feasibility.*
  - Phase I/II PER (Unchanged)
    - *Contingent upon WWTP PER treatment alternatives.*
  - WWTP PER
    - *Ongoing communication with North Vernon*
      - February 23, 2005: *Next potential meeting with the North Vernon Utility Service board, county auditor and Economic Development Commission*

- North Vernon sewer system information has been slow coming and the financial information is inadequate for preparing financial calculations.

➤ **DOCUMENTS TO REMEMBER**

- Board Meeting minutes approval
  - **January 17, 2005:.....(Special meeting)**
  - **January 17, 2005:.....(Normal meeting)**
  
- Claim Dockets
  - **January 2005**
  
- DMR/MRO signatures
  - **January 2005 reports**
  
- IDEM; SRF
  - **Corporate Authorization Resolution (Truck financing)**