

Manager's Agenda

Board Meeting

May 16, 2005

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

- Agenda
- Meeting Minutes
 - *April 18, 2005* (Agenda Item)
- Claim Dockets
 - *Month of April claims and transfers* (Agenda Item)
- 1st Quarter Financial Planning Charts
 - *Variety of detailed reports for Board reference*
- Letter; [REDACTED]
 - *Disputing Availability Fee charges*
- Sealed Bid Public Auction
 - *List of items to be sold by sealed bid auction*
- Document; Draft Tuition Assistance/Continuing Education Request Form
 - *For discussion of setting policy*
- Letter; Homeland Security's Reggie Baker
 - *Grant Funding for Security Updates*
- Letter; SRF's Jim McGoff
 - *SRF - SSTAF Grants; Response to request to transfer Hayden Grant to the CSL Collection System PER.*
- Documents; Smoke Testing
 - *Sample Customer Notice and Testing Procedure*

➤ **GENERAL INFORMATION**

- Common Water/Sewer Department Issues:
 - **1st Quarter Financial Planning Charts**
 - Brief overview of documents with overhead presentation
 - Presentation documents provided to Board members and legal and engineering consultants.
 - **Rate Study Group;** *Although delayed, group members will be contacted over the next few weeks to begin scheduling meeting dates.*
 - **HVL and Availability Fees:** *Disputing Availability Fees because Availability Fee Ordinance 97-2 does not reflect the original deed covenant #9, the original basis for the fee.*

- The original JNRU Board drafted Ordinance 97-2 specifically for the Availability Fees; however, whether intentional or otherwise, that Board reversed the fees as indicated in the HVL letter.
 - The current Board previously discussed reversing the Availability Fees again but *did not* due to the revenue requirements of each utility at the time. If the Board were to reverse the fees now, they would also need to make changes to the rate structures *or* arbitrarily re-appropriate expenses between the water and sewer utilities.
- **Office Building Improvement Projects**
 - Clean & Paint Building:
Total cost estimates (June):.....\$3006
 - Concrete work
 - *Slab poured under ten-foot overhang (Completed)*
 - *Sidewalks; from south parking lot, across building front, north end of building, ... (To be completed within 30 days)*
 - Total cost for concrete, estimated:.....\$2,500-3,000
 - Shop work
 - *Install lights/fans (Completed)*
 - *Run water and sewer lines to shop sink*
 - *Install doors (Replacing two rotted doors, installing one new door)*
 - *Seal floor*
 - *Build Foreman office and entry way*
 - *Run air lines*
 - *Build cabinets*
 - **Sealed-Bid Public Auction**
 - Auction items *(attached)*
 - SBOA requirements, I.C. 5-22-22-6
 - *No legal advertising required*
 - *Post fliers and photos*
 - *Place and time for bids to be received*
 - *Sale date*
 - **Tuition Assistance;**
 - Draft Tuition Assistance/Continuing Education Request Form
 - *This form may be adopted as a shared form* *(attached)*
 - College/Technical Classes
 - *Pre/Post-Payment of courses?*
 - At times, some employees may have difficulty paying for classes; we need to consider eligibility for pre-payment of classes.
 - *Suggested Tuition Assistance Policy items to include:*

- Employee must be employed for at least one (1) year and be a full-time employee prior to being eligible for Tuition Assistance.
- Classes must be pre-approved by Department Head and Utility Manager
- The amount of Tuition Assistance will be decreased by the amount of any grant or scholarship amount.
- Employee is responsible for reimbursement of eligible Tuition Assistance as follows:
 - Grade: "A-B"0%
 - Grade: "C" 25%
 - Grade: Below "C" 100%
 - Pass/Fail Courses:.....0% / 100%
 - Incomplete: 100%
 - Employment Termination/Resignation100%
- Employee must remain employed full-time with the Jennings Northwest Regional Utilities for a minimum of one (1) year after completing courses covered by Tuition Assistance or the employee will be responsible for reimbursement of all Tuition Assistance provided during the prior one year.

- Continuing Education Units (CEUs)
 - *Separate policy will be established specifically for continuing education.*

- Water Department

- **Reggie Baker, Security & Counter-Terrorism Coordinator:**
 - Grant Funding for Security Updates: *JNRU's lack of water wells, pumping equipment, treatment facilities, storage facilities, etc... virtually eliminate the primary components that tend to necessitate higher levels of security, therefore, we have not prepared to implement any higher security level measures that would potentially be eligible for these grant funds.*

- Sewer Department

- **Wastewater Treatment Plant (WWTP)**
 - E-coli violations in April:
 - *Ultra Violet (UV) bulbs used for disinfection that have lost intensity, due to age, along with losing suspended solids have caused the violations. In May, we have remained in compliance with all NPDES parameters.*
- **Jim McGoff, State Revolving Fund (SRF):** *Mr. McGoff is advising the JNRU to proceed through the normal granting process.*

- **Smoke Testing CSL Sewer Lines:** *“Customer Notices” and “Testing Procedures” are being prepared for initial smoke testing in June.*

- **Vernon Villa (behind Decatur Plastic Products):** *I’ve provided Mr. Morin, their engineering representative, with information prepared by Commonwealth Engineers, Inc. in their letter dated April 11, 2005 referencing the cost of connecting Vernon Villa to the existing CSL sanitary sewer collection system. Mr. Morin has not followed up since receiving information.*

- **Engineering Projects**
 - Hayden PER
 - *Contingent upon WWTP PER treatment alternatives.*
 - Phase I/II PER (Unchanged)
 - *Contingent upon WWTP PER treatment alternatives.*
 - WWTP PER
 - *Ongoing communication with North Vernon*

➤ **DOCUMENTS TO REMEMBER**

- Board Meeting minutes approval
 - **April 18, 2005: (Regular meeting)**

- Claim Dockets
 - **April 2005**

- DMR/MRO signatures
 - **April 2005 reports**