



Manager's Agenda

Board Meeting

February 25, 2008

➤ **DOCUMENTS ATTACHED**

- Agenda
- Meeting Minutes *(Board Agenda)*
 - *January 21, 2008*
- Claim & Transfer Dockets *(Board Agenda)*
 - *January 2008*
- Monthly Financial Charts *(Board Agenda)*
 - *January 2008*
- Resolution 2008-? *(Board Agenda)*
 - *Resolution amending Resolution 2007-1; board resignation extension*
- Letter, SRF General Counsel
 - *Request for payments compliant with Sewage Bond Ordinance of 2004*
- Letter, Utility Manager
 - *Public Meeting Notice for 2008 to Plain Dealer*
- Resolution 2008-?
 - *Continuing Resolution for Operation of JNRU; Ed Whitaker as CFO 2nd*
- Employment Agreement (Mary Ann Gay)
 - *Chief Financial Officer (CFO) job description and employment contract*
- Letter, Jennings Water, Inc.
 - *Over billed Charges/satisfaction demand letter*
- Reference Letter, Utility Manager
 - *DRAFT version - Response to JWI Overbilling JNRU*

➤ **GENERAL INFORMATION**

- Common Water/Sewer Department Issues:
 - **www.JNRU.org**
 - Upcoming Additions:
 - “Home Page”; we will continue to provide links to recent newspaper articles addressing board resignations/extensions.



- IDEM Update #6 will be discussed and attached in the next article "*From the Manager*". Pending the board's final directives / resolutions.

- Water Department
 - **Jennings Water, Inc. (JWI)**
 - JWI issued credits to JNRU's purchased water accounts in the amount of \$40,204.55. The credits were a correction for accumulated overbillings that began in 2000 and recently ended after being identified by JNRU. Please see the attached *draft* letter for a brief chronological outline of the steps taken to correct the overbillings.

 - **Water Meters**
 - The JWI credits should provide partial funding to begin a meter replacement program; this process will consist of a review of various technologies available by different providers, presentations to field staff and management (and board if interested), determining specifications, and potentially to a sealed bid process. The process will get underway during the next month or so.

- Sewer Department
 - **Wastewater Treatment Plant (WWTP)**
 - Three Ammonia Violations in January: The plant will continue violating ammonia limits while operational until spring recovery.

 - **Collection System Evaluation and Repair Plan (CSERP)**
 - 2008 Project Priorities
 - We are currently working on a number of preliminary tasks in preparation for excavation
 - Setting project priorities, staging, etc...
 - Utility locates
 - Addressing site specific concerns (*i.e. fences, buildings, easements, etc...*)
 - Property surveys (if necessary)
 - Ordering materials
 - Hiring part-time help



- Other Priorities during winter months are as follows:
 - Replacing old concrete vacuum pits
 - Installing isolation valves in the vacuum system
 - Lot-to-lot I/I surveys and repairs.
 - Training new part-time staff for their areas of responsibility.

- 2008 Repair Project Requirements; Updates below:

- Digging Equipment: *Still needed*: Pipe laser-level, small diameter pipe camera,
- Man Power: (*not advertised yet*) two part-time employees paid up to \$10/hour should be sufficient for 2008.
- Materials: pipe, fittings, valve pits (*8 on order*), granular fill, etc...
- 2008 Repair Budget: Approximately \$150,000 per board Resolution 2008-1 (*Ongoing Operational Plan*) specifying how much to spend on repair projects in lieu of bond payments.

- **WWTP Status Update #6;**
 - Coming in March
- **IDEM Agreed Order; WWTP / CSERP**
 - Pending funding to complete projects.

➤ **DOCUMENTS TO REMEMBER (Signed)**

- Board Meeting Minutes approval
 - **January 21, 2007:..... (Monthly Meeting)**
- Claim Dockets
 - **January, 2007**
- DMR/MRO signatures
 - **January, 2007 Reports**