



Jennings Northwest Regional Utilities

Meeting Minutes

November 16, 2011

I. Executive Session

- No Executive Session was held.

II. Public Meeting - Call to order

- Ed Whitaker called to order the regular meeting of the Jennings Northwest Regional Utilities' Board of Trustees at 6:00 PM on November 16, 2011 at the Jennings Northwest Regional Utilities office.

III. Roll Call

- Dorothy Vaughn conducted a roll call. The following members were present: Ed Whitaker, Tom Trulock, and Dorothy Vaughn. Member(s) absent were Cadie Mathis and Brian Roney. Also in attendance; Dan Wooton (Financial Controller), Cindy Summerfield (Customer Service Manager), Mike Ruby (Utilities Superintendent), Jeff Ponist (Commonwealth Engineers, Inc.), Joe Cook (Lykins Contracting) and zero (0) member(s) of the public.

IV. Approval of Minutes

- Dorothy Vaughn presented the minutes from the October 19, 2011 meeting. Tom Trulock made the motion to approve the minutes as presented, Dorothy Vaughn seconded. Motion carried unanimous to approve the minutes as presented.

V. Utilities Superintendent – Michael Ruby

- Mike Ruby presented and discussed his written agenda.



- WWTP update
 - Mike Ruby gave a brief explanation of the plant operations, violations occurring, and the steps taken to remedy the situation.

VI. Financial Controller – Dan B. Wooton Sr.

- Dan Wooton presented and discussed his written agenda.
- Employee Vacation Time
 - Dan Wooton submitted a plan to redistribute duties after the Utilities Manager's departure, and an updated payroll schedule with suggested changes at the October 2011 board meeting. Additional vacation time for the employees taking on extra duties was inadvertently missed during the approval.
 - Dan Wooton requested one additional week of vacation approved for Mike Ruby, Tony Hacker, Cindy Summerfield, and Dan Wooton.
 - Tom Trulock made the motion to approve the request for additional vacation effective with the November 1, 2011 payroll; Dorothy Vaughn seconded. Motion carried unanimous.
- Contingency Fund PER
 - Dan Wooton submitted a capital improvements listing of needed equipment to be submitted in a Preliminary Engineering Report to be purchased by project contingency funds.
 - Dorothy Vaughn made the motion to submit the needed capital purchases with changes as needed; Tom Trulock seconded. Motion carried unanimous.
- Signatory Authorization Resolution
 - SRF requires a Signatory Authorization Resolution to be on file in order to allow a staff member the authorization to sign SRF documents as needed.
 - Dorothy Vaughn made the motion to authorize Dan Wooton to sign the documents as needed; Tom Trulock seconded; Motion carried unanimous.

VII. Treasurer's Report – Dorothy Vaughn

- Approval of Claims for:



- November 2011
 - Water - \$57,359.15 (Including Bond Transfer of \$13,270.00)
 - Sewer - \$89,610.69 (Including Bond Transfer of \$31,597.71)
 - Dorothy Vaughn made the motion to pay all claims, Tom Trulock seconded. Motion carried unanimous to pay all claims.

VIII. Old Business

- Pay Requests presented by Jeff Ponist:
 - Commonwealth Engineers Inc. invoices:
 - Invoice 29140: Commonwealth Engineers, Inc., for Engineering Services in the amount of \$13,162.00.
 - Invoice 29141: Commonwealth Engineers, Inc., for Engineering Services in the amount of \$10,372.00.
 - Invoice 29142: Commonwealth Engineers, Inc., for Engineering Services in the amount of \$2,319.08.
 - Invoice 29143: Commonwealth Engineers, Inc., for Engineering Services in the amount of \$1,972.16.
 - Dorothy Vaughn made the motion to authorize the pay request, Tom Trulock seconded. Motion carried unanimous.
- Retainage Release
 - Jeff Ponist requested a retainage release for Lykins Contracting in for divisions C, D, and E upon completion of punch lists and paperwork.
 - Tom Trulock made the motion to authorize the pay request, Dorothy Vaughn seconded. Motion carried unanimous.
- Change Order Requests presented by Jeff Ponist:
 - Dorothy Vaughn made the motion to accept change order D-03. Tom Trulock seconded. Motion carried unanimous to accept the change order.
- Amendment to Owner Engineer Agreement presented by Jeff Ponist:
 - Construction Engineering shall be increased to \$440,000.00 and Resident Project Representative shall be increased to \$790,000.00.
 - Dorothy Vaughn made the motion to accept the amendment. Tom Trulock seconded. Motion carried unanimous to accept the change order.



➤ Customer Concern

- Joe Cook and Dan Wooton had spoken with Tonya Lester concerning her pool situation. Joe Cook suggested Lykins Contracting and Jennings Northwest Regional Utilities divide the cost with Mrs. Lester. Lykins would pay Mrs. Lester \$1,000.00 and JNRU would reimburse Lykins \$500.00. Mrs. Lester would pay the addition \$1,000.00 to replace the damaged pool.
 - Dorothy Vaughn made the motion to accept the proposal; Tom Trulock seconded. Motion carried unanimous.

IX. New Business

- None Presented

X. Adjournment

- Dorothy Vaughn made the motion to adjourn, Tom Trulock seconded. Motion carried unanimous to adjourn.
- Ed Whitaker adjourned the meeting at 6:55 P.M.

Members

Signatures

Ed Whitaker

Brian Roney

Cadie Mathis

Dorothy Vaughn

Tom Trulock

Attest: December 21, 2011

Dorothy Vaughn, Secretary