



3847 Country Manor West - P.O. Box 18 - North Vernon, Indiana 47265

Office: (812) 346-5500 - Fax: (812) 346-0838 - www.JNRU.org

Jennings Northwest Regional Utilities
Meeting Minutes
Jennings Northwest Regional Utilities Office
March 13, 2024

President Brian Hatfield called the meeting to order at 5:00 P.M.

Roll call was performed. The following members were present: Brian Hatfield, Marshall Jenkins, Dale Boyd, Mike Gerth and Judi Johnson-Stevens. Also in attendance: Andrew Klescht (Utilities Manager), Jeff Maddux (Utility Superintendent), Kayla Zimmerman (Attorney), Chelsea Kummer (CSR) and (1) members of the public.

Approval of Minutes:

January 10th, 2024, minutes were presented. Judi Johnson-Stevens made the motion to approve the minutes by amending the adjournment vote to (4-0) as one member was absent, and Dale Boyd seconded the motion and the motion passed (5-0).

Members of the public:

There was one member of the public present. Kathy Pearl from 872 Country Squire Blvd experienced a very large leak. Her bill was for 163,000 gallons and totaled \$4,801.17. After discussion a motion for a sewer adjustment of \$2,050.56, water adjustment of \$1,443.35 and a water tax adjustment of \$101.03 and the ability for the property owner to have up to a one-year payment agreement for the balance was made by Mike Gerth and seconded by Marshall Jenkins and the motion passed (5-0).

Superintendent Report: Jeff Maddux

Jeff Maddux gave a verbal report.

Jeff gave an update on the Hycor. The Hycor has been installed, Watts electric is in the process of installing the electrical equipment.

Fiber has been laid to the plant and we are just waiting for REMC to finish installation and then the SCADA system can be fully brought online as well.

Next item for discussion was building a concrete pad near the Hycor to keep the dumpster on and help prevent the trash truck from damaging the area gravel. We received one quote back for over \$2,000, after discussion it was requested by the board to attempt to get more quotes and investigate the feasibility of doing the project in house. No motions were made.

Jeff next discussed a contract with Hach for a service agreement for the DR 3900 for the wastewater treatment plant. The cost would be \$974 per year and that includes yearly calibration and certification of the instrument. After discussion Mike Gerth made the motion to approve the contract pending overview of legal counsel, the motion was seconded by Dale Boyd and the motion was approved (5-0).



3847 Country Manor West - P.O. Box 18 - North Vernon, Indiana 47265

Office: (812) 346-5500 - Fax: (812) 346-0838 - www.JNRU.org

Manager's Report: Andrew Klescht

Andrew Klescht gave a verbal report. Andrew gave an update on the implementation of the new rates; public reception has gone well, and customers understand and appreciate the new rate structure to spread the cost more evenly based upon usage.

Andrew next discussed the FSA benefit accounts, there have issues with getting invoices for amounts due each month, it was discussed to have the accounts fully funded for the remainder of the year. Marshall Jenkins made the motion to approve funding the FSA accounts for the remainder of the year and the motion was seconded by Dale Boyd and the motion passed unanimously (5-0).

Next up for discussion was a free meter setting policy for a home being sold that does not have active service. After discussion the policy was tabled pending legal council review. The motion to table until April was made by Judi Johnson-Stevens and seconded by Mike Gerth, the motion carried (5-0).

Andrew next brought forth multiple changes to the employee handbook.

- First was changing the employee probation period from 30 days to 90 days. Previously it was changed from 90 to 30 but management has felt that the time frame has proven to be insufficient in the evaluation of new employees. The motion to change the probation period from 30 to 90 days was made by Marshall Jenkins and Seconded by Mike Gerth and the motion passed (5-0).
- The next item was to clarify when employees can begin participation in the company retirement plan. It was determined after discussion that employees would become eligible on either July 1st or January 1st whichever comes first after they have successfully completed their probationary period. Mike Gerth made the motion to accept the IRA changes to eligibility and the motion was seconded by Marshall Jenkins, the motion passed unanimously (5-0).
- It was next discussed to leave the FMLA policy in the handbook with no changes.
- The final change to the handbook brought forth was an overhaul of the PTO policy and administration. Currently we are on an all-accrual method. After discussion the policy was changed to a method in which all employees are granted all Vacation and Sick pay hours on January 1st, and all vacation hours more than 240 on Dec 31st will be put in an employee's sick hour pool. Any hours in the sick pool will not be paid out to an employee upon separation for any reason. Employees will no longer be able to convert overtime hours to vacation time as they currently can, all hours worked will be paid out. The Changes would also take effect on April 1st, 2024, with a pro-rated amount for the remainder of 2024 being distributed for vacation and sick time. Mike Gerth made a motion to approve the PTO changes as presented and the motion was seconded by Marshall Jenkins and the motion passed unanimously (5-0).

April 8th is the Solar Eclipse, with the expected large volume of people in our community it was discussed closing early to avoid traffic issues that may arise. After discussion a motion to close at noon and treat the remainder of the day as a paid holiday was made by Judi



3847 Country Manor West - P.O. Box 18 - North Vernon, Indiana 47265

Office: (812) 346-5500 - Fax: (812) 346-0838 - www.JNRU.org

Johnson-Stevens and seconded by Marshall Jenkins and the motion passed unanimously (5-0).

Treasurer's Report: Mike Gerth

Mike Gerth gave a verbal report. The water bond has \$490,000 left owed.

Claims were discussed and after discussion Marshall Jenkins made the motion to approve the claims and it was seconded by Judi Johnson-Stevens and the motion to approve the claims was approved (5-0).

Old Business:

The study RFP is complete and waiting to publish, it should go public by end of March.

New Business:

Andrew informed the board the SBOA audit is nearing completion.

President Hatfield spoke about the IFA meeting he attended and opportunity for funding and apprenticeship programs that are available for prospective operators.

Adjournment:

Motion to adjourn was made by Marshall Jenkins and Judi Johnson-Stevens seconded the motion. Motion passed (5-0) The meeting adjourned at 6:05 P.M.

Members

Brian Hatfield

Marshall Jenkins

Mike Gerth

Dale Boyd

Judi Johnson-Stevens

Signatures

Brian Hatfield

Marshall Jenkins

Mike Gerth

Dale Boyd

Judi Johnson-Stevens

ATTEST: April 10th 2024

Mike Gerth
Mike Gerth, Secretary