



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

Country Squire Lakes Clubhouse

October 12, 2022

President Brian Hatfield called the meeting to order at **6:30 PM**.

Roll call was performed. The following members were present: Brian Hatfield, Mike Gerth, Marshall Jenkins, and Dale Boyd. Also in attendance: Jeff Maddux (Utilities Superintendent), Andrew Klescht (Assistant Utilities Manager), Cindy Summerfield (Office Manager), Jordan Champion (Customer Service Representative), Debbie Brown (Internal Auditor), Kayla Zimmerman (Attorney), and (3) members of the public.

The **September 14th public meeting** minutes were presented. Brian Hatfield called for a motion to approve the minutes as written. Marshall Jenkins motioned, and Dale Boyd seconded the motion. **(4-0)**.

The **August 25th executive meeting** minutes were presented. Brian Hatfield called for a motion to approve the minutes as written. Marshall Jenkins motioned, and Dale Boyd seconded the motion. **(4-0)**.

The **September 21st executive meeting** minutes were presented. Brian Hatfield called for a motion to approve the minutes as written. Marshall Jenkins motioned, and Dale Boyd seconded the motion. **(4-0)**.

Utility Superintendent:

Jeff Maddux presented a verbal report. Jeff Maddux stated that we have received the valve for the wastewater plant, and we are working to get everyone on the schedule to get it put in. Brian Hatfield stated that we should contact Watts Electric beforehand to make sure that we have everything we need to get it installed. Brian Hatfield entertained a motion for Jeff to work with Watts Electric to begin the installation process. **Mike Gerth made the motion to move forward with scheduling with Watts Electric, and Dale Boyd seconded the motion. (4-0)**. Jeff Maddux stated that the compliance letter has been sent. Jeff Maddux also stated that it has been a short month as well as having limited staff, but the field crew have been working on yard repair projects.



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Assistant Utilities Manager:

Andrew Klescht presented a verbal report. Andrew Klescht stated that we are on schedule for our billing statements to be sent out through Ampstun as well as the credit card processing to be through Next Bill Pay through Ampstun. Andrew Klescht stated that we will also need training to be able to get everything setup and working correctly in the future. Andrew Klescht stated that everything should be ready by December 1st so that people can see their bills through their own online portal they will set up and be able to do various things on their account, such as pay their bills, see their bill and set up autopay.

Internal Audit:

Debbie Brown presented a verbal report. Debbie Brown presented that everything is ready for Ampstun to be able to take over printing and mailing our monthly statements. The new printer has arrived and is up and running. The folding machine was sold for \$200, and the money was deposited into the clearing account. Debbie Brown informed the board the Blue & Company will be starting January 1, 2023. Blue & Company will issue 1099's. Debbie Brown suggested that we put an ad in for the farmland across the road. Debbie Brown also spoke with Konica Minolta and the buyout will be \$3,500. **Marshall Jenkins made motion to accept the buyout for Konica Minolta for \$3,500. Dale Boyd seconded the motion. (4-0).** Debbie Brown asked if we would be able to start the process next week for the voucher on accounts payable for Blue & Company. Kayla Zimmerman stated that she will write up a policy or an ordinance for Mike Gerth's name stamp to be allowed to be used when he is not present. Brian Hatfield discussed why we pay so much for water and asked if there was a wholesale rate. Kayla Zimmerman stated that Jennings Water is operating with us based on case law so there is no contract for water. Kayla Zimmerman stated that we had contracted with them before, however, we tried to do a water line to North Vernon and Jennings Water sued and stopped it. **Marshall Jenkins made motion for Kayla Zimmerman to draft an ordinance for Mike Gerth's stamp to be used. Dale Boyd seconded the motion. (4-0).** Debbie Brown went over the statement of assets as well as the cash flow statement. Debbie Brown stated that if the board could come up with a budget by November that would be great because Blue & Company would like one by November. The office is in the process of keeping paper files as well as digitally.



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Office:

Jordan Champion presented a short verbal report. Jordan Champion reviewed over the deceased empty lot list that she had given to each of the board members. The deceased empty lots equal up to \$12,267.25 that can be written off upon board approval. Kayla Zimmerman suggested that we check in the local newspapers to monitor properties for estates. Debbie Brown stated that all the lots except for 4 of them have new owners that were on the write off list. Next discussed was possible liens on properties. Kayla Zimmerman stated that the amount to issue a lien is \$100 plus \$25.

Marshall Jenkins made motion to write off the deceased empty lot accounts in the amount of \$12,267.25. Mike Gerth seconded the motion. (4-0).

Secretary/Treasurer:

Mike Gerth presented a verbal report. Mike Gerth recommends that the utility have a credit card on file. There would be a \$2,000 limit for each card that Jeff and Andrew will have. **Marshall Jenkins made motion to move forward with a \$2,000 limit credit card for Jeff and Andrew. Dale Boyd seconded the motion. (4-0).**

Mike Gerth also had a phone call with Baker Tilly to discuss the bond. Mike Gerth stated that the best option would be to try to re-finance the bond with a local bank. Mike stated that he spoke with a contact at Jackson County Bank, and they would like to see a year of credit history showing that we are paying everything on time. Mike also suggested that we should investigate selling the land as an asset that we do not need. Mike Gerth stated that it would be close to \$800,000 to pay off the bond, with penalties and interest. Brian Hatfield thinks that we should contact a local realtor to see how much the property is worth. Kayla Zimmerman will do more research into the land. Andrew Klescht stated that if we do sell the land, we will need to confirm any easements for our force main.

Payment of Claims:

Marshall Jenkins made motion to approve the claims, Dale Boyd seconded the motion. (4-0).

New Business:



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Kayla Zimmerman stated that she had the ordinance for the vehicle repairs. Marshall Jenkins motioned to accept, and Dale Boyd seconded the motion. (4-0).

Brian Hatfield announced that Andrew Klescht has accepted a new position as Utilities Manager. Brian Hatfield also stated that part of his duties will include hiring and firing for the utility. Marshall Jenkins made motion to promote Andrew as Utilities Manager, and Mike Gerth seconded the motion. (4-0).

Brian Hatfield stated that there has been public records request. Mike Gerth made a motion to fulfill the records request. Dale Boyd seconded the motion. (4-0).

Adjournment:

Brian Hatfield motioned to adjourn the meeting. Marshall Jenkins made a motion to adjourn the meeting seconded the motion. (4-0).

Meeting was adjourned at 7:42 PM.

Members

Brian Hatfield

Marshall Jenkins

Mike Gerth


Dale Boyd

Vacant

Signatures









ATTEST: November 9th, 2022



Mike Gerth, Secretary/Treasurer

ORDINANCE #2022- 1

ORDINANCE OF THE BOARD OF TRUSTEES OF JNRU
VEHICLE REPAIR AND MAINTENANCE

WHEREAS, Jennings Northwest Regional Utilities, hereinafter (JNRU), owns and operates a regional water and sewer district serving primarily the residents of Country Squire Lakes in Jennings County, Indiana; and

WHEREAS, in the ordinary course of day-to-day activities of the utilities it is necessary to make expenditures for the repairs and maintenance of the vehicles owned and used in the course of business by JNRU; and,

WHEREAS, it is necessary to establish by resolution the terms and conditions for the repairs and maintenance of said vehicles.


BE IT THEREFORE ORDAINED as follows: There shall be instituted by the passing of this ordinance a Four Thousand Dollar (\$4,000.00) cap on any repair or maintenance to be performed per vehicle, per month, and the office manager shall maintain an accounting system or log reflecting such payments.

BE IT FURTHER ORDAINED that any repair or maintenance costing in excess of Four Thousand Dollars (\$4,000.00) shall be brought before the Board for approval before proceeding with said repairs.

The foregoing ordinance is hereby adopted by the Board of Trustees of JNRU, this 12th day of ~~September~~ ^{October} 2022, by a majority of the Trustees at a duly called meeting of the Board.


Brian Hatfield, President

Attest:


Michael Gerth, Secretary