

GENERAL POLICIES FOR
JENNINGS NORTHWEST REGIONAL UTILITIES

Jennings Northwest Regional Utilities (hereinafter "JNRU") is organized and operates as a regional water and sewer district pursuant to Indiana Code 13-26, et seq., and as such has the authority to adopt policies to ensure that said district operates as a fiscally sound and legally responsible governmental unit. The Board of Trustees of JNRU hereby adopts the following policies:

1. Unless the Board of Trustees has approved a policy, claim, purchase, expenditure, document, note, agreement, ordinance, resolution or other official action, in an official public board meeting, the matter is not considered to be approved by the Board, and is, therefore, void or voidable. No representation to the public, employees, governmental entities, vendors, etc., is to be made that the Board has reviewed the matter unless it has actually occurred.

2. All financial claims and payments thereof, other than payroll, monthly utility bills, including monthly water bills, and taxes shall be presented to the Board of Trustees for approval **prior** to payment therefor.

3. The Utility Manager may authorize **emergency** expenditures for the replacement of utility supplies of up to One Thousand Dollars (\$1,000) and for emergency repairs to or replacement of the utilities or their associated equipment of up to Seven Thousand Dollars (\$7,000). However, final approval thereof must be submitted to the Board of Trustees.

4. The Controller/Office Manager may authorize **emergency** expenditures for the replacement of supplies of up to One Thousand Five Hundred Dollars (\$1,500) and for emergency repairs to or replacement of the

utilities, associated equipment or office equipment of up to Ten Thousand Dollars (\$10,000). However, final approval thereof must be submitted to the Board of Trustees.

5. All financial claims presented to the Board of Trustees of JNRU for approval for wages or salaries shall be fully itemized, showing the number of hours worked, the number of hours of vacation/personal time off/comp time being used and claimed, and the remaining hours of allowed vacation/personal time off/comp time accrued but not paid. Accrual of overtime hours and comp time and the reasons therefor must be presented to the Board of Trustees on a monthly basis.

6. Accrual of overtime hours and comp time hours and payment therefor is expressly discouraged as it requires a premium payment for work. If regular work hours are not sufficient to carry out the operations of the district's utilities, then the various supervisors and managers shall consult the Board of Trustees about the possibility of employment of an additional part time or full time employee to accomplish the necessary work.

7. Mileage claims must be presented to the Board of Trustees for approval on at least a calendar year quarterly basis or they will be deemed waived and not subject to reimbursement.

8. Merit raises must be approved by the Board of Trustees prior to being enacted.

9. All newly created positions and the resultant hires are to be approved by the Board of Trustees. Advertising for employees is the preferred method for soliciting applicants for any job with JNRU. The Board of Trustees shall be notified of all personnel matters, and in particular of all employee grievances, claims of sexual harassment or violation of civil rights. The Board of Trustees shall be notified of claims for personal

injury, damage to property, tort claims, breach of contract and other legal issues.

10. All issues that require an immediate Board decision are to be referred to the President of the Board of Trustees, who will inform the rest of the Board and take a straw poll of Board member input in order to reach a Board consensus. Final action on the issue must be approved by the Board of Trustees at an official meeting.

11. All transactions between employees of JNRU and the district that may in any way be construed as or give the appearance of a conflict of interest must be fully disclosed to the full Board of Trustees and approved in a public meeting prior to the transaction being finalized. All necessary conflict of interest forms must be filed and approved by the Board in advance, and appropriately filed or recorded.

12. All members of the Board of Trustees of Jennings Northwest Regional Utilities are required to follow state law in regard to conflicts of interest and to avoid any actions that cause an appearance of impropriety or a conflict of interest.

SO ADOPTED this 20 day of October, 2010.

JENNINGS NORTHWEST REGIONAL UTILITIES,

By:

Edwin Whitaker
EDWIN WHITAKER, President

Brian Roney
BRIAN RONEY, Vice President

Cadie Mathis
CADIE MATHIS, Treasurer

Dorothy Vaughn
DOROTHY VAUGHN, Secretary

Thomas Trulock
THOMAS TRULOCK, Member

ATTEST:

Dorothy Vaughn
DOROTHY VAUGHN, Secretary