

Executive Director's Report– April 10, 2018

FROM: Ted Lewis

RE: Monthly Report March / April 2018

1. **Two Rivers Bill** – We received the Two Rivers annual bill on March 26 (5 months late as usual) – the 2018 amount is \$2,055,150 down \$11,963 from 2017. We estimated 2,100,000 in the budget so the fee is within the budget. According to their figures our “flow” in 2017 was up 10.02% whereas flow for the entire Two Rivers system was up 13.25%.
2. **Water Co. Premise Number Issue** – Gloria has worked out the issue of “premise numbers” with the water company and discovered that we have 12 accounts (out of over 3,600) that have been inaccurately billed over the last few years. The spreadsheet she prepared indicates the users who have been over or under billed and I will discuss with our attorney and report further at our meeting.
3. **Houlihan's** – A representative of Houlihan's called to complain that they are being billed for sewer services even though the building is now vacant. We explained (a number of times) that current year bills are based on the previous year usage (since we cannot estimate annual usage before sending out bills). We advised the representative he could appeal the situation by letter or appearance at our meeting.
4. **Additional Space** –We met briefly with the Borough's new Architects on March 13 to once again describe our space needs. In the meantime Michelle and Gloria are working on a plan to reorganize the current space since it appears we will be here for a long time.
5. **Engineer Fees – Brookwood** – The engineer has submitted a request for additional fees for contract administration / inspections related to the fact that there was a delay in completing the project. I have asked Christine to explain their request in greater detail and outline what extra costs they incurred.
6. **Long Range Facilities Planning** – The engineer has submitted a proposal outlining a process to move forward with inspecting the rest of our system for problems and funding through the NJEIT. I have reached out to Sought Monmouth SA regarding their Asset Management plan but have not heard back from them. Board members and staff met with Long Branch SA about their Geographic Information System and will report at the meeting.
7. **J.I.F. Tech Standards** – We will pursue the JIF's “Minimum Technological Standards Certification” program when time permits.

CARRIED ITEMS:

- 7. Future Sewer Rate Increases**
- 8. Howard Commons** – Nothing new this month
- 9. Fieldstone Court** – No new information.
- 10. Two Rivers / Borough Issue** – No new information.