

# UTILITIES SERVICE BOARD MEETING

May 7, 2012

***Utilities Service Board meetings are recorded electronically or stenographically and are available during regular business hours in the office of the Director of Utilities.***

Board President Swafford called the regular meeting of the Utilities Service Board to order at 5:02 p.m. The meeting was held in the Utilities Service Board room at the City of Bloomington Utilities Department Administrative Building in Bloomington, Indiana.

Board members present: Tom Swafford, Sam Frank, John Whitehart, Jeff Ehman, Pedro Roman, Jason Banach, and ex-officio member Tim Mayer. Staff members present: Patrick Murphy, Mike Bengtson, Michael Horstman, Phil Peden, Tom Axsom, Mike Hicks, Jane Fleig, Evelyn Brophy, and Jon Callahn. Others present: Joe Teusch and Jeremy Hardy representing Greeley and Hansen, Jay Thorn representing ms consultants, Conner Fitzgerald, and Sue Mayer.

## MINUTES

***Board member Ehman moved and Board member Roman seconded the motion to approve the minutes of the April 23<sup>rd</sup> meeting. Motion carried, 6 ayes, 1 member absent, (Roberts).***

## CLAIMS

***Board member Ehman moved and Board member Roman seconded the motion to approve the claims as follows:***

***Vendor invoices submitted to the controller's Office on May 2<sup>nd</sup> included \$741,568.65 from the Water Utility; \$152,277.57 from the Wastewater Utility; and \$119,483.66 from the Wastewater/Storm water Utility. Total Claims approved, \$1,013,329.88.***

***Motion carried, 6 ayes, 1 member absent, (Roberts).***

***Wire transfers and fees for the month of March:***

***Board member Ehman moved and Board member Roman seconded the motion to approve the wire transfers and fees for the month of March in the amount of \$269,856.59.***

***Motion carried, 6 ayes, 1 member absent, (Roberts).***

## APPROVAL OF A WASTEWATER PRETREATMENT PERMIT FOR COOK POLYMER TECHNOLOGY:

Assistant Environmental Projects Coordinator Brophy said this is just a renewal of the Permit. There have been no changes to the conditions, parameters or company operations. The initial permit was signed in April, 2008, for a duration of four years. Pretreatment Coordinator Miya informed the Company they could continue under the existing contract for one more year. They have not had any problems, and nothing has changed.

***Board member Ehman moved and board member Roman seconded the motion to approve the Wastewater Pretreatment Permit for Cook Polymer Technology. Motion carried, 6 ayes, 1 member absent, (Roberts).***

#### **APPROVAL OF AN AGREEMENT WITH CROWE HORWATH:**

Assistant Director of Finance Horstman said this agreement is for services in the categories of; consulting, analysis of cost of services, rate design, financing arrangements, and lease purchase. This is a vehicle that allows payments to be made to them if services are required. The amount is \$25,000, plus out of pocket expenses.

***Board member Roman moved and board member Ehman seconded the motion to approve the Agreement with Crowe Horwath. Motion carried, 6 ayes, 1 member absent, (Roberts).***

#### **APPROVAL OF A CONTRACT WITH GREELEY AND HANSEN:**

Utilities Engineer Peden said this is a contract for the South West Basin Rehabilitation project, and CMOM (Capacity, Management, Operation and Maintenance). Both items are part of the Agreed Order Compliance Plan that was approved by IDEM in September, 2010. Both of these items are required to be completed by the end of 2012. The Agreed Order and SSO Corrective Action Plan included several projects, two of which have been completed; the Rusgan Ramble Force Main Improvements, and the Gifford Rd. Gravity Sewer. The project this contract is for is the Westwood Highland Village Sewer Rehabilitation, and for a future project that must be completed by 2014, which is the South East Basin Rehabilitation.

The limits of the Westwood Highland Village Project are bounded by Westville Ave. on the north, South Park Square Dr. on the west, Curry Pike on the east, and Doyle Ave. on the south. The scope of the project includes the rehabilitation of 18,600 ft. of gravity sewer main and 100 manholes. The contract includes data review, site investigation, the drawings, specifications, cost estimates, bid assistance, construction administration, and site visits by the engineers. Several meetings are included, and there will be a CMOM update. The CMOM document was prepared in 2005 and incorporates setting goals for the departments, and seeing how all the processes work between the departments to create efficiencies. The contract documents must be completed within a three month time period, then the notice to proceed will be issued in August, and construction will start in September, with completion expected in 90 to 120 days.

Board President Swafford asked if this would be a re-lining project. Mr. Peden said it would.

Board member Ehman asked what the approximate cost would be for the 3 1/2 mile of re-lining. Mr. Peden said the estimate was for \$755,000. Mr. Ehman asked how old the sewer is that is being re-lined. Mr. Peden said it is around 60 years old, and is clay pipe that was laid in the back yards which is no longer permitted.

***Board member Ehman moved and board member Roman seconded the motion to approve the contract with Greeley and Hansen. Motion carried, 6 ayes, 1 member absent, (Roberts).***

#### **APPROVAL OF A MEMORANDUM OF UNDERSTANDING BETWEEN CBU AND THE CITY OF BLOOMINGTON REDEVELOPMENT COMMISSION:**

Utilities Engineer Peden said this MOU is for the Griffy Dam project. CBU was awarded a \$1.5 million grant to make improvements to the dam and property at Griffy. The main elements of this MOU are five things the USB has agreed to. First is an agreement to approve and award the professional services contract with ms consultants for engineering and design services. Items two through four have to do with the payment of the match dollars that are required by the grant. There is a commitment to pay \$54,148 towards engineering and design services, match payments will be presented to the USB for approval, and once the match has been paid in full the remaining payments will be made through the

grant. The final item is that the USB will review invoices for payment prior to the Redevelopment Commission approving the issuance of grant funds for the invoice.

Board member Frank pointed out that all the acronyms in the document are defined except RDC which he assumed was the Redevelopment Commission. Mr. Peden said it was.

Board member Banach said he had noticed the language in the MOU talks about funding available for high-hazard dams. He asked what makes a dam high-hazard. Mr. Peden said it is one with the potential for catastrophic damage downstream, such as risk of life.

***Board member Roman moved and board member Ehman seconded the motion to approve the Memorandum of Understanding between CBU and the City of Bloomington Redevelopment Commission. Motion carried, 6 ayes, 1 member absent, (Roberts).***

#### **APPROVAL OF AN AGREEMENT FOR CONSULTING SERVICES WITH MS CONSULTANTS:**

Utilities Engineer Peden said this agreement with ms consultants is a part of the grant process which requires going through the Qualification Based Selection Procedure. A public notice was issued, and letters were sent to five firms requesting submittal of qualification, two of which had to be minority based. Following an interview and evaluation ms consultants was selected. After the selection a price was negotiated for the following scope:

- A presentation to the USB explaining the elements of the project.
- Extensive environmental permitting. The work is being done in a flood plain, on a dam, near a stream, and in a lake, which means at least eight permits will be required.
- Construction documents, which include plans and specifications.
- Assistance in the bidding process.
- Providing construction management at the site.

The total contract amount is \$173,500, but based on the MOU just approved, and through the grant, CBU will pay \$54,148 for this contract.

Utilities has previous experience with ms consultants and has been happy with their performance, and believes they are well qualified for this project.

Board President Swafford said he thinks it is important to note for the record that all claims, regardless of funding source, will come to the USB to be approved.

***Board member Roman moved and board member Ehman seconded the motion to approve the Agreement for Consulting Services with ms consultants. Motion carried, 6 ayes, and 1 member absent, (Roberts).***

#### **APPROVAL OF AN ADDENDUM TO THE AGREEMENT FOR CONSULTING SERVICES WITH TECHNOLOGY SERVICES CORPORATION:**

Assistant Director of Finance Horstman said this is an addendum to the current contract. The amount is being increased by \$8,000, and the contract time is being extended to June 30<sup>th</sup>, 2012. This is necessary because conversion of the data from the CUBS billing system, which is currently being used, to the new New World system is taking longer than expected. It is much more complicated than anticipated. Mr. Horstman said he is comfortable that the June 30<sup>th</sup> deadline can be attained. TSC is the company that developed CUBS, and they are the only ones that can work on it.

**Board member Ehman moved and board member Roman seconded the motion to approve the addendum to the Agreement for Consulting Services with Technology Services Corporation. Motion carried, 6 ayes, 1 member absent, (Roberts).**

**OLD BUSINESS:**

No old business was presented.

**NEW BUSINESS:**

Utilities Director Murphy said work is being finished on College Ave., and crews are getting ready to start a storm water project on Third St. and Jordan Ave.

Ex-officio board member Mayer asked if the storm water project would take care of the water that collects in front of TIS Bookstore. Mr. Murphy said that was not part of the project.

**SUBCOMMITTEE REPORTS:**

Administrative Subcommittee Chair Whitehart reminded the USB that on April 23<sup>rd</sup>, prior to the regular meeting, the Administrative Subcommittee met on an issue where a petitioner had appealed a water bill. The petitioner did not appear for the hearing. The subcommittee, after receiving information from Utilities' staff, recommended that the policy should not be waived, and the petition should be denied. The decision was made to defer bringing it to the entire USB until this evening.

Board member Ehman asked if the reason for the delay was to give the petitioner a chance to appear before the USB this evening. Utilities Director Murphy agreed. Mr. Ehman asked if the petitioner was present. Mr. Murphy said they were not. He said he had also wanted to defer the final decision to make sure that notification had been given to the petitioner.

**Board member Ehman seconded the recommendation of the Administrative Subcommittee to deny the request. Recommendation carried, 6 ayes, 1 member absent, (Roberts).**

Board President Swafford asked Director Murphy to inform the petitioner of the USB's decision, and set up a payment plan if necessary.

**STAFF REPORTS:**

Utilities Director Murphy reported that a new Customer Service representative has been hired, Lori Fairns. She is an internal hire. Tamara Roberts has been hired as the new Pretreatment Coordinator.

**PETITIONS AND COMMUNICATIONS:**

There were no petitions or communications.

**ADJOURNMENT:**

The meeting was adjourned at 5:26 p.m.

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L. Thomas Swafford, President