

UTILITIES SERVICE BOARD MEETING

April 21st, 2014

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 5:03 p.m. The meeting was held in the Utilities Service Board room at the City of Bloomington Utilities Administrative Building in Bloomington, Indiana.

Board members present: Tom Swafford, Julie Roberts, Jim Sims, Sam Frank, Jeff Ehman, and Tim Mayer, Ex-Officio. Staff members present: Patrick Murphy, Michael Horstman, John Langley, Tom Axsom, Mike Hicks, Rachel Atz, Phil Peden, Jon Callahan, and Nolan Hendon.

MINUTES

Board Member Roberts moved and Board Member Sims seconded the motion to approve the minutes of the April 7th meeting. Motion carried, 5 ayes, 2 members absent, (Banach, Roman).

CLAIMS

Board Member Roberts moved and Board Member Sims seconded the motion to approve the claims as follows:

Vendor invoices submitted to the Controller's Office on April 25th included \$214,224.25 from the Water Utility; \$165,065.42 from the Wastewater Utility; and \$29,728.63 from the Stormwater Utility. Total Claims approved, \$409,018.30.

Motion carried, 5 ayes, 2 members absent, (Banach, Roman).

Board Member Sims inquired about the claim to replenish petty cash in the amount of \$140.00. Assistant Director for Finance Horstman explained that there are two cash drawers in the building. One is up front in customer service. The other is in Accounting and is used for filing liens at the Courthouse. There is usually insufficient time to request a check through the claims process, and so Mr. Horstman utilizes the petty cash and returns with a detailed receipt. There is a maximum of \$400 kept between both drawers.

Board Member Frank inquired about the claim to Indiana Underground Plant Protection Service, for a total of \$679.50. Assistant Director of T&D Axsom explained that when someone places a call to 811-UNDERGROUND the ticket comes to CBU so we can locate our utilities, and we are charged about a dollar per call.

President Swafford asked about the claim to Tristate Valve and Controls, for "primary building basement valve replacements", in the amount of \$8,479.78. Deputy Director Langley informed that the total was for six valves. These are overhead valves in a state of disrepair. This need was discussed in the Labor Management Committee.

Board Member Roberts moved and Board Member Sims seconded the motion to approve the ACH payments as follows:

Vendor invoices that will be submitted to the Controller's Office on April 21st included \$221,036.00 from the Water Utility. Total Claims approved, \$21,036.00.

Motion carried, 5 ayes, 2 members absent, (Banach, Roman).

Wire transfers and fees for the month of April 2014:

Board Member Roberts moved and Board Member Sims seconded the motion to approve the wire transfers and fees for the month of April in the amount of \$301,502.17.

Motion carried, 5 ayes, 2 members absent, (Banach, Roman).

President Swafford inquired as to whether the payroll report attached has been reviewed by CBU staff. Mr. Horstman affirmed.

OLD BUSINESS:

N/A

NEW BUSINESS:

N/A

SUBCOMMITTEE REPORTS:

Chair of the Environmental Subcommittee Ehman reported from a meeting, which was held to review the draft of the new CBU Conservation Plan. Mr. Ehman reported good feedback presented from the board, staff, and the City's Sustainability Coordinator, Jacqui Bauer. It was decided that Conservation and Energy Manager Hendon would revise the draft and return to the board in a couple of weeks prior to a follow-up meeting in one month's time. The document will be distributed to all board members.

STAFF REPORTS:

Assistant Director of Finance Horstman handed out financial statements for January to the board. They are difficult to view electronically, as they are created from Excel sheets, but he would be happy to provide them in that format if so desired. He is happy to answer any questions now or subsequently. Director Murphy noted that this is a procedure discussed previously, and Mr. Murphy discussed it with the chair of the finance subcommittee, Mr. Frank, who gave some suggestions. Mr. Frank spoke with Mr. Horstman in detail over the process of compiling these statements, and how they are reviewed.

Deputy Director Langley introduced a document on a bathymetric study proposed by the Lake Lemon Conservancy District, which is requesting funding from the USB. The overall goal of the study is to

review sedimentation in the lake and see what has changed since the original report from 2006. This will measure depths and locations of sedimentation in the lake, and that will translate into an analysis of total water available in the lake. Mr. Ehman, the chair of the environmental subcommittee, stated that he is professionally involved in this project, so he would recuse himself from voting on funding. He suggests it be vetted by a different subcommittee. President Swafford agreed. The request is for \$15,000.

Mr. Langley regrets to inform that both John Trotter, Superintendent of Monroe Water Treatment Plant, and Steve Drake, Superintendent of Dillman Road Wastewater Treatment Facility, have tendered resignations due to retirement. Both are longtime employees who greatly enjoyed their work and the leadership positions they've held. Their decisions have both been driven by a change in the Public Employee Retirement Fund rules, and a change in the interest rate paid on annuities, in effect 8/1/14. We wish them both luck. Both have pledged their help in the transition process, which Mr. Langley will keep the board updated on.

Director Murphy would like to convene a committee soon to review a request by a commercial customer who would like to be considered for a reduction in their sewer bill for the condensation in their plant, Printpak on the west side. We have done this before for one entity and we did work with them to measure the condensation. Mr. Murphy will follow up with the board to set a date.

PETITIONS AND COMMUNICATIONS:

N/A

ADJOURNMENT:

The meeting was adjourned at 5:18 p.m.

L. Thomas Swafford, President