

UTILITIES SERVICE BOARD MEETING

December 21, 2006

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 5:00 p.m. The meeting was held in Conference Room 100B at the Indiana University Research Park at 501 North Morton Street in Bloomington, Indiana.

Board members present: Tom Swafford, Tim Henke, Sam Vaught, Susan Sandberg, Julie Roberts and ex-officio member Tim Mayer. Staff members present: Patrick Murphy, Michael Horstman, John Langley, Adam Wason, Mike Trexler, Jane Fleig, Adrian Reid and Mike Bengtson. Others present: Sue Mayer and Shaunica Pridgen.

MINUTES

Board member Vaught moved and Board member Henke seconded the motion to approve the minutes of the December 11, 2006, meeting with the correction of adding Sam Vaught to the list of attendees. Motion carried. 4 Ayes, 3 members absent, (Roberts, Whikehart and Ehman).

CLAIMS

Board member Vaught moved and Board member Sandberg seconded the motion to approve the claims as follows:

Claims 0691807 through 0691872 including \$167,994.56 from the Water Operations & Maintenance fund and \$1,575.00 for water hydrant meter rental for a total of \$169,569.56 from the Water Utility; Claims 0631180 through 0631256 including \$126,863.76 from the Wastewater Operations & Maintenance fund and \$116.59 from the Wastewater Construction fund for a total of \$126,980.35 from the Wastewater Utility; and claim 0670094 through claim 0670095 for a total of \$1,818.39 from the Wastewater/Storm water Utility. Total claims approved – \$298,368.30.

Board President Swafford asked about claim 0691825 to Everett J. Prescott. Assistant Director of Finance Horstman explained that this claim was a correction for an incorrect billing for the radio read water meters. When the company received the payment they realized it was an incorrect billing and re-billed for it.

Motion carried. 5 ayes, 2 members absent, (Whikehart and Ehman).

Wire transfers and fees for the month of November 2006:

Board member Vaught moved and Board member Henke seconded the motion to approve the wire transfers and fees for the month of November 2006 in the amount of \$564,424.00.

Motion carried. 5 AYES. 2 members absent, (Whikehart and Ehman).

APPROVAL OF FUNDING FOR A NEW AIR CONDITIONER FOR DILLMAN ROAD:

Assistant Director of Utilities Langley said that he had come before the USB in July to say he would be getting quotes for a new air conditioner at Dillman Road WWTP. The quotes came in about \$1,000.00 under what was expected.

Board member Henke moved and board member Roberts seconded the motion to approve the funding for the new air conditioner for Dillman Road. Motion carried. 5 Ayes, 2 members absent (Whikehart and Ehman).

APPROVAL OF WRITE OFF FOR ACCOUNTS RECEIVABLE:

Assistant Director of Finance Horstman explained that this is just house keeping business that should be taken care of by the end of the year. There are 560 accounts that are more than 180 days over due that should be written off. Their total value is \$11,424.30. Each of these accounts is for less than \$40.00. The USB has the authority to write these off.

Board member Vaught pointed out that the reason the accounts for under \$40.00 are written off is because they are low priority for collection agencies. Mr. Horstman said that a lot of these accounts are actually for under \$25.00. Accounts that are for over \$40.00 are either sent to a collection agency or a lien is filed on the property.

Utilities Director Murphy asked how many of these accounts are for under \$1.00. Mr. Horstman replied that there are about 150.

Board member Vaught asked if these accounts will remain open with a flag in case any of these people come back and ask to have service again. Mr. Horstman said that would be the case.

Board member Vaught said that the Finance Subcommittee had recommended that the USB write off these accounts.

Board member Vaught moved and Board member Sandberg seconded the motion to approve the motion for writing off accounts receivable that are over 180 days old and under the amount of \$40.00. Motion carried. 5 Ayes, 2 members absent (Whikehart and Ehman).

OLD BUSINESS:

No old business was presented.

NEW BUSINESS:

No new business was presented.

SUBCOMMITTEE REPORTS:

Board President Swafford asked that a Property and Planning Subcommittee be scheduled for sometime in January.

STAFF REPORTS:

Budget Analyst Trexler presented the financial statements for October and November.

Board member Henke asked if Oracle was able to produce the financial statements. Mr. Trexler replied that Oracle can create a trial balance. He then uses that for an Excel sheet that he designed for the reports.

PETITIONS AND COMMUNICATIONS:

Board President Swafford thanked all the Utilities staff for their accomplishments of the past year. He said that the staff should be commended.

Mr. Swafford mentioned that Board member Sandberg will be moving to the Common Council at the beginning of the new year and will therefore be leaving the USB.

Board President Swafford then presented Sam Vaught with a commemorative plaque. Mr. Vaught will be leaving the USB in January after having been a member for 15 years.

Board member Mayer thanked Mr. Vaught and Ms. Sandberg for their service.

Board member Sandberg thanked the staff and the other members of the USB. She said that she will be taking what she has learned to the Common Council.

Board President Swafford wished everyone a Merry Christmas!

ADJOURNMENT:

The meeting was adjourned at 5:16 p.m.

L. Thomas Swafford, President