

## UTILITIES SERVICE BOARD MEETING

January 27<sup>th</sup>, 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 Vice President Roberts called the regular meeting of the Utilities Service Board to order at 5:00 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: Julie Roberts, Jim Sims, Sam Frank, Jeff Ehman, Pedro Roman, Jason Banach, Tim Mayer, Ex-Officio, and Tom Micuda, Ex-Officio. Staff members present: Patrick Murphy, Michael Horstman, John Langley, Tom Axsom, Mike Bengtson, Tamara Roberts, Evelyn Brophy, Phil Peden, and Mike Hicks.

### MINUTES

*Board Member Ehman moved and Board Member Frank seconded the motion to approve the minutes of the January 13th meeting. Motion carried, 6 ayes, 1 member absent (Swafford).*

### CLAIMS

*Board Member Ehman moved and Board Member Frank seconded the motion to approve the claims as follows:*

*Vendor invoices submitted to the Controller's Office on January 31st included \$52,168.19 from the Water Utility; and \$40,187.14 from the Wastewater Utility. Total Claims approved, \$92,355.33.*

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

*Board Member Ehman moved and Board Member Frank seconded the motion to approve the payables as follows:*

*Vendor invoices that will be submitted to the Controller's Office on January 31st included \$262,833.88 from the Water Utility; \$58,492.93 from the Wastewater Utility; and \$13,601.32 from the Stormwater Utility. Total Claims approved, \$334,928.13.*

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

*Board Member Ehman moved and Board Member Frank seconded the motion to approve the ACH payments as follows:*

*Vendor invoices that will be submitted to the Controller's Office on January 27th included \$221,036.00 from the Water Utility. Total Claims approved, \$221,036.00.*

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

**Wire transfers and fees for the month of December 2013:**

**Board Member Ehman moved and Board Member Roman seconded the motion to approve the wire transfers and fees for the month of December in the amount of \$948,349.74.**

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

**REQUEST FOR APPROVAL OF CONSULTING SERVICES AGREEMENT BETWEEN THE CITY OF BLOOMINGTON UTILITIES AND JEAN A. JOCQUE**

Deputy Director Langley presented this request to contract professional consulting services for the Labor Management Committee (LMC). This is the committee with labor management representatives from the wastewater plants. The current consultant, Dr. Lee Balliet, expressed a desire to reduce his involvement as facilitator of the LMC. His role is to be an independent observer and help solve disputes which arise, as well as facilitate committee meetings. Jean Jocque had formerly been the Director of Human Resources for the City of Bloomington and then had changed roles to be the Training Coordinator, providing training on management skills and related tasks. She retired from that position and is now in private consulting.

The terms of this contract are \$80/hour plus incidental expenses, not to exceed \$10,000/year. The contract has been discussed with the LMC and they have approved of the selection.

Vice President Roberts inquired whether the incidental expenses are included in the "to not exceed" amount, or are in addition to that. Mr. Langley clarified the incidental charges are separate and added that the board may dictate the terms as they see preferable. Incidental expenses have not been a problem with the consultant in prior years. The consultant charges mileage and perhaps some copying fees. There is not a comprehensive policy on how such contracts are written, but Mr. Langley simply wished to continue with a similar contract as had previously been carried out.

Board Member Sims inquired about the termination clause, stating that the contract can be terminated with 60 days notice, but otherwise will be carried out to the term of expiration. The term of expiration is unclear. Mr. Langley clarified that it is a one year contract, which can then be extended. It can also be terminated by either party with 60 days' notice. Mr. Sims also inquired about Mr. Balliet's role. Mr. Langley is leaving his contract in place to assure a smooth transition and have the ability to call on both professional resources if it is needed. Mr. Balliet's contract will expire in the fall.

Board Member Banach agrees the consultant in question is of utmost professional character, but as a policy, would prefer that contracts are written with a total amount not to be exceeded, including the incidentals. Mr. Langley stated that this would be agreeable now, and as a matter of policy to adhere to moving forward.

**Board Member Ehman moved and Board Member Roman seconded the motion to approve Consulting Services Agreement between the City of Bloomington Utilities and Jean A. Jocque.**

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

**REQUEST FOR APPROVAL OF INDUSTRIAL PRETREATMENT PERMIT FOR UPLAND BREWING COMPANY**

Pretreatment Coordinator Roberts presented this request for Upland Brewing Company, located on 4060 Profile Parkway. CBU has to permit significant discharges, based on certain factors such as the

user's ability to impact the wastewater treatment plant, whether they can cause slug discharges, or if they violate local limits or other prohibited discharges. CBU looked at their discharges, flow history, questionnaires sent to them, and more, and determined from all of this that they are indeed a significant user requiring a permit. The permit sets out their sampling requirements and the limits, as well as reporting requirements. This is in CBU's best interest, to assure the system is not negatively impacted.

Board Member Ehman asked for more detail on how this process protects CBU. Is low Ph an issue? Ms. Roberts responded that either low or high Ph levels are problematic, and Upland has both. The permit sets standards and limits, as well as a sampling frequency, which is not otherwise required. It also requires that if a slug discharge occurs, they report it to us within 24 hours. The key in this formalized process is requiring reporting to CBU. The permit also requires sampling of oxygen-demand contaminants (BOD's, COD's, Ph, and solids), as well as metals from chemicals and their own equipment. They are treating for solids and have improved on knowing when to pump their solids tank so that our system isn't impacted as strongly. BOD is something to keep an eye on, though it is not any one particular problem, but rather a combination of their wastewater characteristics. If flow and BOD issues combine to be more problematic, CBU may have to ask for a more stringent process.

***Board Member Ehman moved and Board Member Roman seconded the motion to approve the Industrial Pretreatment Permit for Upland Brewing Company.***

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

**OLD BUSINESS:**

N/A

**NEW BUSINESS:**

N/A

**SUBCOMMITTEE REPORTS:**

N/A

**STAFF REPORTS:**

Director Murphy referred the Board to an e-mail sent out by President Swafford, who suggested an administrative subcommittee meeting be called to discuss the Eastern Richland Sewer Corporation (ERSC) agreement the Board will be reviewing. City of Bloomington Assistant Attorney Greg Small and CBU Assistant Director of Engineering Bengtson will be present to give the subcommittee background information and discussion before a decision is made by the board. A date was discussed for this meeting, of February 3<sup>rd</sup>, as well as a time of 4:30pm.

On February 10<sup>th</sup>, both the President and Vice President of the board will be absent, though it was determined a quorum is anticipated and the meeting can take place.

Board Member Roman inquired whether the subcommittee meeting would include a decision on the matter. Mr. Murphy clarified that it would not, just agreement on a recommendation, which will be reported to the full board.

Mr. Roman inquired whether this is an engineering issue, and whether that subcommittee would be more appropriate for a review. Board Member Ehman added that in looking at the responsibilities of each subcommittee, the Property and Planning one may be appropriate for this matter as well. Board Member Banach suggested that if the Administrative subcommittee has not met in some time, if there was any other business to come before them it should be combined with this issue. Vice President Roberts suggested a combined meeting of the Property and Planning and Administrative subcommittees, and the board agreed to this.

Assistant Director of Transmission & Distribution Axsom gave the board an update on the harsh weather conditions of the past week and the resulting problems. There were eight main breaks in the past week, and crews have responded to a lot of customer calls for frozen water. Another week of this is anticipated, and they are keeping up with truck and equipment maintenance in the meanwhile.

Board Member Sims asked if CBU has run an ad in the newspaper or elsewhere to offer tips to the public for avoiding frozen pipes, and staff responded affirmatively.

Board Member Mayer thanked the crews for their work in difficult conditions and asked if they were holding up well. Mr. Murphy responded they are doing well and added that additional boots, coats, coveralls, and other equipment have been purchased for safety and warmth.

Mr. Ehman inquired as to what impact on our storm grates the delayed leaf collection by the city has had. Mr. Murphy suggested that it is helpful that some collection was done before the weather turned too cold. Mr. Mayer added that given the weather patterns, the Street Department has done as well as could possibly be expected.

**PETITIONS AND COMMUNICATIONS:**

N/A

**ADJOURNMENT:**

The meeting was adjourned at 5:31 p.m.

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**Julie Roberts, Vice President**