

## UTILITIES SERVICE BOARD MEETING

January 12<sup>th</sup>, 2015

***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, Jason Banach, and Tim Mayer, Ex-Officio. Staff members present: Patrick Murphy, Efrat Feferman, John Langley, Tom Axsom, Mike Bengtson, Phil Peden, Mike Hicks, Jon Callahan, Cindy Shaw, Nolan Hendon, and Kim Alexander.

### MINUTES

***Board Member Frank moved and Board Member Sims seconded the motion to approve the minutes of the December 15th and December 29th meetings. Motion carried, 4 ayes, 2 members absent, (Swafford, Ehman).***

### CLAIMS

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

***Vendor invoices that will be submitted to the Controller's Office on January 7, 2015 included \$37,976.78 from the Water Utility; \$57,159.15 from the Wastewater Utility; and \$41.40 from the Stormwater Utility. Total Claims approved, \$95,177.33.***

***Motion carried, 4 ayes, 2 members absent, (Swafford, Ehman).***

Board Member Sims commented on the price of recycling 384 fluorescent tubes (\$38.40 = \$.10 per tube) saying he thought this was a good price.

***Board Member Frank moved and Board Member Sims seconded the motion to approve the utility bill payments as follows:***

***Utility bill invoices submitted to the Controller's Office on January 6, 2015 included \$104,271.99 from the Water Utility; \$102,967.98 from the Wastewater Utility; and \$0.00 from the Stormwater Utility. Total Claims approved, \$207,239.97.***

***Motion carried, 4 ayes, 2 members absent, (Swafford, Ehman).***

***Wire transfers and fees for the month of December, 2014:***

***Board Member Frank moved and Board Member Sims seconded the motion to approve the wire transfers and fees for the month of December in the amount of \$612,057.62.***

***Motion carried, 4 ayes, 2 members absent, (Swafford, Ehman).***

**REQUEST FOR APPROVAL OF CHANGE ORDER NO. 2 FOR THE SOUTHEAST WATER SYSTEM IMPROVEMENTS SECTION II: TRANSMISSION MAINS PROJECT - MIKE HICKS**

Mike Hicks, Capital Projects Manager, presented this request. Mr. Hicks stated that this change order will allow the project to close out. The decrease to the contract amount was \$128,720.98; the increase to the contract amount was \$79,415.34, resulting in a net decrease of \$49,305.64 to the total contract price.

***Board Member Frank moved and Board Member Sims seconded the motion to approve Change Order No. 2 for the Southeast Water System Improvements Section 11: Transmission Mains Project.***

***Motion carried, 4 ayes, 2 members absent, (Swafford, Ehman).***

**REQUEST FOR APPROVAL OF AMENDMENT D TO THE ENGINEERING SERVICES AGREEMENT FOR THE SOUTHEAST WATER SYSTEM IMPROVEMENTS PROJECT - MIKE HICKS**

Mike Hicks, Capital Projects Manager, presented this request. Previous Amendments may have related to Section I of this project. There were two sections to this project both of which Black & Veatch was the engineer. The two sections were included in the one contract. This Amendment is particular to closing out this project with Howell, and includes additional construction phase engineering services as well as additional monies needed for shop drawings and review, and resident engineering services.

***Board Member Frank moved and Board Member Sims seconded the motion to approve Amendment D to the engineering services agreement for the Southeast Water System Improvements Project.***

***Motion carried, 4 ayes, 2 members absent, (Swafford, Ehman).***

**RENEWAL OF CONTRACT FOR CONSULTING SERVICES FOR THE LABOR MANAGEMENT COMMITTEE - JOHN LANGLEY**

John Langley, Deputy Director, requested approval to renew the contract for consulting services of Jean A. Joque for the Labor Management Committee. The contract is payable for up to \$10,000 annually at \$80.00 per hour. For 2014, the consultant was paid \$4,240.00 in hourly fees which amounted to 95.5% of the total amount that was spent. Expenses were \$200.48. The total spent in 2014 was \$4,440.48. Mr. Langley does not anticipate any changes for 2015.

Board Member Banach expressed concern that the contract was originally established in August 2001 and has been renewed annually since that time, but does not appear to have any dates referencing the payable period. There is no anticipated termination date for the contract. Mr. Banach would like to include dates in the contract. Vice President Roberts concurred with Mr. Banach's request, and would like to have the contract amended before she signs it. Mr. Langley inquired as to whether services could be billed in one calendar year, but be paid in the next calendar year. Mr. Banach indicated that that would be agreeable and that he has no issues with the contract. Mr. Langley will alter the Consulting Services Agreement to reflect the annual dates of the payable period (i.e.,

January 1, 2015 - December 31, 2015) and will present the amended contract to the Board at the next meeting.

**Board Member Sims moved and Board Member Banach seconded the motion to approve the renewal of the Contract for Consulting Services for the Labor Management Committee.**

**Motion carried, 4 ayes, 2 members absent, (Swafford, Ehman).**

**OLD BUSINESS:**

N/A

**NEW BUSINESS:**

N/A

**SUBCOMMITTEE REPORTS:**

N/A

**STAFF REPORTS:**

Assistant Director of Finance Efrat Feferman introduced Cindy Shaw, the new Purchasing Manager for Utilities. Ms. Shaw replaced Julie Martindale who is now the City of Bloomington Purchasing Manager. Ms. Feferman gave a small sampling of the duties under her purview. The Purchasing Department with a staff of five performs centralized purchasing duties for every part of CBU, including capital purchases such as vehicles and specialized equipment for operations. They administer a number of day-to-day programs that supports the staff such as cell phones, pagers, daily mail and UPS shipping and receiving, copiers, fax machines, uniforms, and much more. The Purchasing office maintains the Utilities Building and its grounds, administering contracts for HVAC, cleaning services, and others. They also maintain the document storage facility on South Washington Street along with administering the Document Storage and Retrieval Program. It is a very busy office. Ms. Shaw comes to Utilities with 28 years of experience in a distribution environment, having done purchasing, inventory control, and contract compliance for numerous years with Hughes Supply/HD Supply - Plumbing division. More recently she has worked for Maddock Construction Equipment, LLC. She holds an Associate's degree in business from Indiana Wesleyan University and is in the process of completing a Bachelor of Science degree in Accounting from the same institution.

Director Murphy brought to the Board's attention an email he had recently received from CBU control operators and subsequently forwarded to the Board Members. Director Murphy noted that the email highlighted what the control operators do in terms of documenting call-ins and also doing call-outs. He remarked that the past couple of days had been busy ones for the crew. He also mentioned the water line main break that occurred at Second Street and Eastside Drive that was caused by inadvertently hitting an unmarked gas line, and this incident made the newspaper. He noted that it has been busy as usual for this time of year with many calls regarding frozen meters and water lines. He commented that Utilities is staffed up and in a good position to respond.

Director Murphy had one comment in reference to the Change Order No. 2 and the Amendment to the Contract approved at this meeting. He reported on a voluntary mediation that he attended in Indianapolis with Howell, along with Mike Bengston, Mike Hicks, Tom Swafford and Greg Small. This was the final culmination with regards to Howell, and with that we will be able to release some

retainage. We are coming in under budget on this project and once we do all the accounting, he believes that CBU will be in a position to repurpose some of the bond proceeds to do some capital projects that we will be kicking off soon.

Director Murphy gave an overview of capital projects on tap for the coming year. Some of these projects include the re-painting of the Red Bud Water Tank at 17th Street and the Bypass, which will cost approximately \$1.2 million, and the EQ Liner replacement. Mr. Murphy did not include it in the engineer's contract for an inspector but he would like to use the same firm, United, since they did the design work. He is unsure at this time regarding the commencement of these projects. Two clarifiers need to be repainted. He stated that we would like to joint bid the two projects since they are both painting projects and perhaps buy some economies of scale. Another project will be to purchase approximately \$100,000 worth of cameras for Lake Monroe and the Utilities Building. There are also plans to commence replacement and improvement of the UV system at Blucher Poole along with an electrical switch gear there. Another project will be working with the "actuators" at Dillman Road. There are many capital projects in store. Mike Hicks will have a full plate, and we anticipate a busy year as we move forward on many projects.

**PETITIONS AND COMMUNICATIONS:** N/A

**ADJOURNMENT:**

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

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**Julie Roberts, Vice President**