

UTILITIES SERVICE BOARD MEETING

August 24, 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 President Swafford 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: Tom Swafford, Amanda Burnham, Jim Sims, Jason Banach, and Tim Mayer, Ex-Officio. Staff members present: Tom Axsom, Efrat Feferman, Cindy Shaw, Patrick Murphy, Kim Alexander, Christopher Wheeler, Mike Carter, Missy Waldon, John Langley, Mike Bengtson, Nolan Hendon, Phil Peden, Jon Callahan, Mike Hicks, Rachel Atz, and Nancy Axsom.

MINUTES

Board Member Burnham moved and Board Member Sims seconded the motion to approve the minutes of the August 10th meeting. Motion carried, 4 ayes, 3 members absent, (Ehman, Frank, Roberts).

CLAIMS

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

Vendor invoices submitted to the Controller's Office on August 19 included \$177,568.37 from the Water Utility; \$89,043.70 from the Wastewater Utility; and \$4,753.60 from the Stormwater Utility. Total Claims approved, \$271,365.67.

Motion carried, 4 ayes, 3 members absent, (Ehman, Frank, Roberts).

Board Member Burnham requested information about the credit for \$100 to American Builders & Contractors Supply Co., Inc. Assistant Director of Finance Feferman explained that this was a credit offer for new customers which CBU took advantage of. Board Member Sims requested information about the claims for Commercial Service of Bloomington, Inc. Ms. Feferman explained that the invoices have been charged according to water or wastewater depending on the plant invoiced (Dillman WWTP or Monroe WTP). Mr. Sims also requested information regarding the claim for Fields Environmental, Inc. which was for mold assessment on the CBU Purchasing office. Ms. Feferman explained that the purchasing office is situated against the eastern side of the service building. The garage roof is the older one of the two structures, and has had problems with leaks. There was moisture and an odor in the purchasing office, and wanting to be absolutely sure there was no mold, employees were relocated for a couple of weeks while Fields Environmental was brought in to check for mold. No mold was found, except for a couple of ceiling tiles that were beginning to develop some mold spores. These were replaced. Ms. Feferman continued by saying that it is time to replace the gargage roof, and that Cindy Shaw, Purchasing Manager, and Mike Hicks, Capital Projects Manager, are working together to develop specs for a new roof.

Board Member Burnham 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 August 21 included \$178,623.00 from the Water Utility; \$0.00 from the Wastewater Utility; and \$0.00 from the Stormwater Utility. Total Claims approved, \$178,623.00.

Motion carried, 4 ayes, 3 members absent, (Ehman, Frank, Roberts).

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

Utility invoices submitted to the Controller's Office on August 20 included \$4,175.60 from the Water Utility; \$12,579.53 from the Wastewater Utility; and \$0.00 from the Stormwater Utility. Total Claims approved, \$16,755.13.

Motion carried, 4 ayes, 3 members absent, (Ehman, Frank, Roberts).

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

Utility invoices submitted to the Controller's Office on August 11 included \$84,701.23 from the Water Utility; \$71,352.33 from the Wastewater Utility; and \$0.00 from the Stormwater Utility. Total Claims approved, \$156,053.56

Motion carried, 4 ayes, 3 members absent, (Ehman, Frank, Roberts).

Wire transfers and fees for the month of August:

Board Member Burnham moved and Board Member Sims seconded the motion to approve the wire transfers and fees for the month of August in the amount of \$707,117.87.

Motion carried, 4 ayes, 3 members absent, (Ehman, Frank, Roberts).

Board Member Burnham moved and Board Member Sims seconded the motion to approve the customer refunds as follows:

Customer refunds submitted to the Controller's Office on August 14 included \$1,157.44 from the Water Utility; \$1,935.66 from the Wastewater Utility; and \$0.00 from the Stormwater Utility. Total Claims approved, \$3,093.10.

Motion carried, 4 ayes, 3 members absent, (Ehman, Frank, Roberts).

Board Member Burnham requested information about two refunds on this billing (K and S Rolloff Holdings, LLC, for \$1,118.18 and Beazer Homes for \$803.59). Assistant Director of Finance Feferman responded that she is going to ask staff to prepare these reports in the future so that they will provide more detail. K and S Rolloff Holdings was reimbursed due to an incorrect payment we received. Beazar Holdings double paid their connection fees. She also noted two large customer refunds for Clapp and Stimmler. The Clapp refund of \$340.35 was a customer who was repeatedly overpaying. The credit balance was issued after several overpayments. The Stimmler refund was for an incorrectly read meter.

BID OPENING FOR SLUDGE HAULING CONTRACT AT DILLMAN WWTP

Cindy Shaw, Purchasing Manager, opened the bids for the sludge hauling contract at the Dillman WWTP. Bids were received from Rumpke and Young Trucking. Assistant Director of Finance gave some background on this project and bid process. The bid was released on July 31, and the bids were due today by 4:00 pm. Ms. Shaw opened the bid from Rumpke and stated that the base bid was for \$30.50 per ton. An alternate bid was not provided. The second bid from Young Trucking was opened. The base bid from Young was \$29.65 per ton. No alternative bid was provided. Both firms provided all of the necessary documents pursuant to the bid (Bid Form, Affirmative Action Plan, Bid Bond, E-Verify, Non-Collusion, and No Investment in Iran). The lowest bid total was Young Trucking at \$29.65 per ton. Ms. Feferman noted that this is a summary of the bids; staff will review the bids for any discrepancies and return to the Board to present the findings and a recommendation at the next meeting.

REQUEST FOR APPROVAL OF GORDON PIKE RIGHT-OF-WAY PUCHASE OFFER AT WINSTON THOMAS PROPERTY

Board Member Burnham moved and Board Member Sims seconded the motion to approve the Gordon Pike right-of-way purchase offer as follows:

Motion carried, 4 ayes, 3 members absent, (Ehman, Frank, Roberts).

John Langley, Deputy Director, presented this request. The Board had received the full packet for the purchase offer several weeks ago. He noted that Mike Carter from engineering and Chris Wheeler from the legal department were in attendance and available to answer questions the Board might have. He summarized the offer by saying that the offer is to compensate the CBU for temporary and permanent right-of-way for easements for Monroe County's widening project on West Gordon Pike which runs along the south perimeter of Winston Thomas property. Winston Thomas wastewater plant served as the city's primary wastewater plant from 1933 – 1982 when the Dillman treatment plant came online. Winston Thomas is currently used as a storage and operation area for various stormwater, wastewater, and some water system needs. It also contains some of the collection system for much of the central and eastern wastewater drainage basins. The calculation of value in the appraisal is \$93,250 for land and improvements deemed as a permanent easement right-of-way, and that is comprised of 1.533 acres which includes 1.111 acres of new right-of-way, and .422 acres of existing right-of-way under pavement. The offer also includes \$6,070 for temporary right-of-way, and \$35,800 for damages. The damages include relocating the entrance light at the current entrance way off of Gordon Pike (\$3,000) and relocating the stone entrance gates which have been deemed historical (\$32,2800), bringing the grand total to \$135,120 for the offer to purchase. Mr. Langley recommended to the Board that it accept this offer.

REQUEST FOR APPROVAL OF COMPLIANCE SCHEDULE FOR INDIANA METAL CRAFT

Board Member Burnham moved and Board Member Sims seconded the motion to approve the compliance schedule for Indiana Metal Craft as follows:

Motion carried, 4 ayes, 3 members absent, (Ehman, Frank, Roberts).

John Langley, Deputy Director, presented this request for Tamara Roberts who could not attend this meeting tonight. Mr. Langley presented the history of this request and reviewed the Memorandum from Ms. Roberts attached to this packet. Environmental and effluent issues have been resolved and he requested approval of the August 7 compliance schedule for Indiana Metal Craft.

REQUEST TO AWARD THE MONROE WTP KITCHENETTE REMODEL PROJECT

Board Member Burnham moved and Board Member Sims seconded the motion to award the Monroe WTP Kitchenette remodel project as follows:

Motion carried, 4 ayes, 3 members absent, (Ehman, Frank, Roberts).

Mike Hicks, Capital Projects Manager, presented this request. He reminded the Board that at the last meeting, he opened a bid for the Monroe WTP kitchenette remodel. The bid was from the Strauser Company in the amount of \$31,900. The architect reviewed the bid, and has recommended awarding the project to Strauser. Mr. Hicks noted that Mr. Kristopher Floyd was in attendance from the architect's office, and was available to answer questions. Board Member Banach requested information on the architect's role in the project. Mr. Hicks responded that a contract was entered into with Christine Matheu Architect for design and bid phase services, with minimal construction phase inspections. The contract with the architect was for \$5,800. Mr. Hicks recommended approval. President Swafford asked when the project would commence. Mr. Hicks replied that Strauser would receive notice of the award soon, and the construction and escrow agreements will be brought forth within a week for signature.

OLD BUSINESS:

N/A

NEW BUSINESS:

N/A

SUBCOMMITTEE REPORTS:

N/A

STAFF REPORTS:

Director Murphy stated that the 2016 budget was presented to the Common Council last week (August 18). He noted that it received a favorable recommendation of 7-0-1 (7 affirmatives, 1 absent, and 1 abstention). President Swafford commended Director Murphy on his presentation to the Council.

Mr. Murphy noted that the next meeting of the USB will be Tuesday, September 8 due to the Labor Day holiday on September 7. He noted that at that meeting, Nancy Axsom will be presenting an item for credits to the Baxter account. He explained that distilleries and breweries are increasingly interested in credits, and that CBU staff is working on modifying its policy. Tamara Roberts will present an update at the next meeting.

Mr. Murphy also noted that with many staff retirements last year, we were in a semi-crisis mode regarding WT5 operators. He was pleased to announce that Doug Steury, an internal candidate, came from Dillman and has received his WT5 license. He will be bringing a proposal to the board in the near future to enter into contractual services for training 40 operators to provide assistance to take the WT5 test.

President Swafford asked for information about the Redbud water tank project. He noted that he had seen equipment at the work site, but he questioned the actual work taking place. Mike Hicks, Capital Projects Manager, gave an update regarding the project.

Board Member Sims requested more information about CBU's ability to retain operators once they have successfully passed the WT5 test, since potentially these employees would be attractive to other utilities. Mr. Murphy answered that this is something that has been discussed with the union and human resources.

PETITIONS AND COMMUNICATIONS:

N/A

ADJOURNMENT:

The meeting was adjourned at 5:40 p.m.

L. Thomas Swafford, President