

UTILITIES SERVICE BOARD MEETING

November 30, 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, Sam Frank, Jim Sims, Julie Roberts and Amanda Burnham. Staff members present: John Langley, Chris Wheeler, Patrick Murphy, Efrat Feferman, Phil Peden, Jon Callahan, Nolan Hendon, Kim Alexander, Jane Fleig, Mike Bengtson, and Rachel Atz.

Other: Mark Kaiser

MINUTES

Vice President Roberts moved and Board Member Sims seconded the motion to approve the minutes of the November 16th meeting. Motion carried, 5 ayes, 2 members absent, (Banach, Ehman).

CLAIMS

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

Vendor invoices submitted to the Controller's Office on November 25th included \$119,122.77 from the Water Utility; \$130,052.56 from the Wastewater Utility; and \$6,006.27 from the Stormwater Utility. Total Claims approved, \$255,181.60.

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

Board Member Frank asked a question about the claim on Page 2 for GE Intelligent Platforms, Inc. The invoice was for GlobalCare Coverage for all plants (\$34,654.78).

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

Utility invoices submitted to the Controller's Office on November 23rd included \$4,736.46 from the Water Utility; \$16,400.24 from the Wastewater Utility; and \$0.00 from the Stormwater Utility. Total Claims approved, \$21,136.70.

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

Wire transfers and fees for the month of November:

Vice President Roberts moved and Board Member Sims seconded the motion to approve the wire transfers and fees for the month of November in the amount of \$313,034.20.

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

Vice President Roberts moved and Board Member Sims seconded the motion to approve the customer refunds as follows:

Customer refunds submitted to the Controller's Office on November 24th included \$19.91 from the Water Utility; \$8,264.13 from the Wastewater Utility; and \$0.00 from the Stormwater Utility. Total Claims approved, \$8,284.04.

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

Board Member Burnham commented on the large refunds for this period. She asked if these were the result of pre-payments. Assistant Director of Finance Efrat Feferman answered that the two larger ones were the result of customer punctuation errors (online misplacement of decimal points).

REQUEST FOR APPROVAL OF ISOLUX CORSAN, LLC UTILITY REIMBURSEMENT AGREEMENT FOR I-69, SECTION 5, VERNAL PIKE WATER RELOCATION & CRESCENT ROAD SANITARY SEWER LATERAL EXTENSIONS

Vice President Roberts moved and Board Member Sims seconded the motion to approve the Utility Reimbursement Agreement for I-69, Section 5, Vernal Pike Water relocation and Crescent Road Sanitary Sewer Lateral Extensions as follows:

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

Jane Fleig, Utilities Engineer, presented this agreement. This is the third agreement she has brought forth for relocation work necessary for I-69. This is for the Vernal Pike Water relocation which is west and east of State Road 37 that will become I-69. It also includes the Crescent Road Sanitary sewer lateral extensions and the 24" transmission main that runs along Vernal Pike and feeds the west side of town as well as one of Ellettsville's meters. The relocation plan was prepared by Aztec Engineering who works for ISOLUX, and was reviewed by CBU staff. Those plans are included in this agreement as Exhibit A. Ms. Fleig stated that they are accepted as they are drawn, but she cannot issue a formal acceptance or approval letter since there is an easement required on the east side of State Road 37 to ensure there is working room for a new 24" water main. She is still working out the details of the acquisition of that easement. ISOLUX is required to acquire the easement; it is in the agreement. Ms. Fleig reminded the Board that this is a federal project, and as such, all relocation work is reimbursable. As with previous agreements, there is an hourly average billing rate of \$46.25; for this relocation work, it has been established that it will not exceed \$20,000. The agreement has been reviewed and stamped by the city attorney and the controller's office. Ms. Fleig noted that Chris Wheeler, city attorney, and Mark Kaiser of Christopher Burke Engineering were present in the audience and available for questions from the Board.

Board Member Sims asked if we anticipate any issues with the easement. Ms. Fleig replied that she is hopeful there are no issues; ISOLUX has put the plans together and shows the easement on the documents. Their attorney has agreed they are responsible for the acquisition. She wants some assurance that they are moving forward on the acquisition.

President Swafford, noting that this is our third request, asked if there have been any issues up to this point on the other two requests. Ms. Fleig answered that there have not been any, but actual construction has not yet begun.

Chris Wheeler, city attorney, clarified the \$20,000 reimbursement. He stated that there is a provision built into the contract that allows for an additional reimbursement over \$20,000 if necessary, although this is not anticipated.

APPROVAL OF INACTIVE CUSTOMER ACCOUNTS

Vice President Roberts moved and Board Member Sims seconded the motion to approve the inactive customer accounts as follows:

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

Assistant Director of Finance Efrat Feferman requested approval for inactive customer accounts which are uncollectable. In accordance with Indiana state statute, wastewater accounts at least 90 days overdue with an outstanding balance of less than \$40 are eligible to be written off. The total dollar value to be expensed is \$12,687.51 (760 accounts). On the water side, there are 754 uncollectible accounts that are eligible with a total value of \$11,621.80. CBU's policy is to send accounts for collection over \$25, and this is after exhausting internal avenues for collecting payment. Many of these accounts are one or two dollars. If one of these customers returns to request service, the bad debt must be cleared.

Vice President Roberts asked if the average amount is rising or falling. Ms. Feferman replied that upon analysis, this request is in line with past years. She noted that 2014 was lower, but 2012 and 2013 were similar. Board Member Burnham asked if it is known what percentage of these are students in rental properties. Ms. Feferman replied that that is certainly part of the uncollectibles, but did not know exactly what percentage they are. President Swafford asked if there are any legal means to go to the owner of the property if student rentals can be identified. Ms. Feferman replied that on the sewer side there is the ability to take legal action. Water is different; but if the amount is more than \$40, we do use a collection agency.

OLD BUSINESS:

N/A

NEW BUSINESS:

N/A

SUBCOMMITTEE REPORTS:

N/A

STAFF REPORTS:

N/A

PETITIONS AND COMMUNICATIONS:

N/A

ADJOURNMENT:

The meeting was adjourned at 5:19 p.m.

L. Thomas Swafford, President