

# UTILITIES SERVICE BOARD MEETING

December 14<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: Jason Banach, Amanda Burnham, Julie Roberts, Jim Sims, Sam Frank and Tim Mayer, Ex-Officio. Staff members present: Efrat Feferman, Patrick Murphy, Tom Axsom, Jon Callahan, Nolan Hendon, John Langley, Mike Bengtson, Missy Waldon, Rachel Atz, Phil Peden, and Chris Wheeler.

## MINUTES

*Board Member Burnham moved and Board Member Sims seconded the motion to approve the minutes of the November 30<sup>th</sup> meeting. Motion carried, 5 ayes, 2 members absent, (Swafford, Ehman).*

## 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 December 9, included \$131,718.41 from the Water Utility; \$316,414.58 from the Wastewater Utility; and \$17,764.48 from the Stormwater Utility. Total Claims approved, \$465,897.47.*

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

Board Member Sims asked a question about the invoice for an American Waterworks Association webinar for Rachel Atz. Ms. Atz responded that it is related to water treatment, but not specifically the current situation.

He also asked about the invoice for Christian Thomas Wiers and the re-issue of a lost customer refund check. Efrat Feferman, Assistant Director of Finance, responded that the refund check went to the house after the tenant had moved out, and the new tenant discarded the check in the mail. A stop pay was put on the old check, and it was re-issued to the new address for this customer.

*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 December 10 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, 5 ayes, 2 members absent, (Swafford, Ehman).*

**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 December 8, included \$83,434.92 from the Water Utility; \$64,357.51 from the Wastewater Utility; and \$0.00 from the Stormwater Utility. Total Claims approved, \$147,842.43.**

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

**Wire transfers and fees for the month of November:**

**Board Member Burnham moved and Board Member Sims seconded the motion to approve the wire transfers and fees for the month of November in the amount of \$401,462.47.**

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

**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 December 8, included \$136.87 from the Water Utility; \$1,476.05 from the Wastewater Utility; and \$0.00 from the Stormwater Utility. Total Claims approved, \$1,612.92.**

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

## **WATER CONSERVATION PLAN ANNUAL REPORT**

Nolan Hendon, Conservation and Energy Resource Manager, presented the water conservation plan annual report which was attached to the meeting packet. Mr. Hendon summarized the first part of the plan, and then focused on the 2015 update (Section IV of the plan). Vice President Roberts informed those who were not present when the plan was first instituted that the greatest percentage of lost water is still attributed to imperfect pipes in the ground which cause leakages. Mr. Hendon noted that comparing CBU to other utilities regarding water loss is difficult, because organizations use different standards.

The next item in the report was the redesign of the CBU water bill. Features of the new bill include a clear definition of what a "unit" of water is, a bar chart of the previous year's water consumption, a breakdown of the various costs included in the bill, an expanded, clearly defined message area, and a defined area on the bill that clearly tells customers if they used more, less, or the same amount of water as they did during the same period in the previous year. Mr. Hendon stated that he hopes to have this to the public in 2016, if not before.

Mr. Hendon reported on the development of outreach materials for the water conservation program. These include bill inserts, posters for both internal and external use, and program logos, among others.

Mr. Hendon stated that some updates have been made to the Water Wise Bloomington page at the City of Bloomington website. The city is currently in the process of a complete redesign of its website.

He also noted that in 2015 CBU purchased an initial order of 200 water conservation kits to distribute to CBU customers. The kits contain a 1.5 gallons per minute (GPM) Earth Message shower head, plumber's tape, two 1.0 GPM bathroom faucet aerators, one 1.5 GPM kitchen swivel aerator, toilet leak detection dye tablets, one toilet tank bag, one toilet fill cycle diverter, and one flow meter bag. A small number of these kits were given to participants in the Beat the Meter Blitz program, but most of them were given to low-income households through collaboration with the South Central Community Action Program (SCCAP).

Lastly, Mr. Hendon spoke about the Monroe County Energy Challenge. He stated that it has been a great program for reaching out to the community. In the past year, CBU has done over 200 energy assessments.

Mr. Hendon went on to review the next steps, which include water conservation benchmarking and targets, the water loss control program, finalizing the agreement with SCCAP, primary and secondary school water education programs, implementing the new customer paper water bills and redesign of eBills, the annual CBU water audit, and continuing participation in the Monroe County Energy Challenge.

**OLD BUSINESS:**

N/A

**NEW BUSINESS:**

N/A

**SUBCOMMITTEE REPORTS:**

N/A

**STAFF REPORTS:**

Director Patrick Murphy reported that the Redbud tank at 17<sup>th</sup> and the by-pass has been filled and brought back online. This was a major accomplishment this year.

He also thanked the Board for their support during his twelve year tenure as director. He noted that the next and final meeting of the year will be claims only.

Board Member Banach thanked Director Murphy for his years of service, and noted that it had been a pleasure to work with him.

**PETITIONS AND COMMUNICATIONS:**

N/A

**ADJOURNMENT:**

The meeting was adjourned at 5:20 p.m.

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**Julie Roberts, Vice President**