

**UTILITIES SERVICE BOARD MEETING
12/05/2022**

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CALL TO ORDER

Board President Ehman called the regular meeting of the Utilities Service Board to order at 5:01 p.m. The meeting took place in the Utilities Service Boardroom at the City of Bloomington Utilities Service Center, 600 East Miller Drive, Bloomington, Indiana.

Board members present: Amanda Burnham, Megan Parmenter, Jean Capler, Seth Debro, Jeff Ehman, Jim Sherman, Kirk White, ex officio Scott Robinson

Board members absent: ex officio Jim Sims

Staff present: Vic Kelson, Chris Wheeler, James Hall, Phil Peden, Jane Fleig, Dan Hudson, Matt Havey, Nancy Axsom, Katherine Zaiger, Hector Ortiz Sanchez, Daniel Frank

Guests present:

MINUTES

Board member Burnham moved, and Board Member Debro seconded the motion to approve the minutes of the November 21 meeting. Motion carried, seven ayes.

CLAIMS

Standard Invoices: Vendor invoices included \$337,836.33 from the Water Fund, \$359,222.84 from the Water Construction Fund, 385,912.63 from the Wastewater Fund, 1,450.00 from the Wastewater Sinking Fund and 11,060.25 from the Stormwater Fund.

Board Chair Jeff Ehman questioned why purchases made through ChemTrade Chemicals Corporation were occurring every three days, and if it was a longevity issue with the materials being purchased. Director Vic Kelson clarified that the chemical being purchased was aluminum sulfate, a coagulant used at the Monroe Water Treatment Plant, and it needs to be frequently purchased due to the quantity used and minimal storage available at the plant.

Burnham moved, and Debro seconded the motion to approve the Standard Invoices. Motion carried, seven ayes. Total claims approved: \$1,135,482.05.

Burnham moved, and Debro seconded the motion to approve the Utility Bills:

Invoices included \$4,223.21 from the Water Fund and \$2,977.73 from the Wastewater Fund.

Motion carried, seven ayes. Total claims approved: \$7,200.94.

Burnham moved, and Debro seconded the motion to approve the Wire Transfers, Fees, and Payroll for \$511,820.25. Motion carried, seven ayes.

Customer Refunds: included \$7,186.70 from the Water Fund, and \$24,421.34 from the Wastewater Fund.

Ehman questioned the refund amounts totaling \$6,946.70 from the Water Fund and \$23,586.28 from the Wastewater Fund, both stemming from Bloomington Advanced Surgery Center. Assistant Director of Finance Matt Havey clarified that the charges were the result of a defective meter that was installed and provided false readings leading to the charges. Ehman asked for clarification on why the Wastewater fund was significantly higher given that in most instances it's a one-to-one ratio. Director Vic Kelson clarified that the discrepancy in charges comes from the difference in how Wastewater and Water are billed. Wastewater is charged at \$8.00/per gallon versus \$3.00/per gallon for Water.

Burnham moved, and Debroy seconded the motion to approve the Customer Refunds Motion carried, seven ayes. Total refunds approved: \$31,608.04.

CONSENT AGENDA

CBU Director Kelson presented the following items recommended by staff for approval:

- a. Bluestone, LLC, \$10,000.00 annually, for on-call tree services on CBU property
- b. Bloomington IN Properties I, LLC, \$20,849.69 MOU for installation of green infrastructure upgrades
- c. Young Trucking Inc. - Request for Approval of First Amendment to Agreement for Services with Young Trucking Inc. - \$29.65/ton w/a 2% Annual Increase

The agreements were approved, as no items were removed from the Consent Agenda. Total contracts approved: \$30,849.69.

Request for Approval of Second Amendment to Agreement for Services with Thermo Electron North America, LLC

City of Bloomington Legal Chris Wheeler presented in place of Braden Bonzcek. Chris explained that the Second Amendment has no impact on the agreement cost, it simply extends the contract expiration date for the vendor, as they needed more time to complete the scope of services.

Burnham moved, and Debroy seconded the motion to approve the Second Amendment for Services with Thermo Electron North America, LLC. Motion carried, seven ayes.

Request for Approval of Water Main Extension Agreement

Nancy Axsom presented the IURC required agreement for the water main extension request at 1344 S Cory Lane. Board member Megan Parmentor questioned why the agreement was required as it was her understanding that CBU is required to extend water services if it is needed. Axsom clarified that in this case, the customer and their contractor is responsible for

extending the service as the wave of remonstrance signed in the document outlines that the owner whole installed the extension cannot come forward later and have any say in someone else extending from the main that they installed. Ehman questioned the formula used to determine cost of main extension paybacks to customers. Wheeler explained that there is a calculation that's made based upon the cost and determinant upon likely cost of installation versus the revenue that CBU could potentially receive as to whether or not a payback will be provided to the person who pays for installation of the sewer or water line extension.

Burnham moved, and Debro seconded the motion to approve the Water Main Extension Agreement. Motion carried, seven ayes.

Request for Approval of Agreement with Donohue & Associates, Inc. - Monroe WTP Backwash Upgrades Project

Capital Project Manager Dan Hudson presented the agreement with Donohue & Associates. Burnham noted a clerical error on the signature page with Julie Roberts' name in place of Jeff Ehman. The error was corrected during the meeting.

Burnham moved, and Parmenter seconded the motion to approve the Agreement with Donohue & Associates Inc. Motion carried, seven ayes.

Request for Approval of First Amendment to Agreement for Services with Greeley and Hanson

Hudson presented the Agreement for Services with Greeley and Hanson. Ehman questioned that the report will provide a justification to idem that our plant can handle 20 million gallons per day. Hudson clarified that the plant is currently operating at 18 to 20 million per day and the study is to determine if the recent 20 million dollars in upgrades to the facilities are sufficient for the demand currently placed on the plant. Ehman questioned whether after the study had been completed, would CBU have a forecast for when the Dillman facility would be operating at 90% of the 20 million per day capacity. Kelson clarified that the study will verify if any additional capital investments need to be undertaken to reach 20 million per day and justify the work through IDEM. Kelson outlined an estimate given by Brad Schroeder based on demand that outlined 10-15 years before the plant would hit 90% capacity, though this estimate is subject to the introduction of a large industrial user in the Dillman area of operation. Kelson also noted that the Clear Water Program that was recently approved in the sewer rate increase included projects pertaining to repair work on four major interceptors, which will cut down on the amount of stormwater that leaks into the sewer system, reducing the amount of flow to the Dillman plant.

Burnham moved, and Parmenter seconded the motion to approve the Agreement with Geeley and Hanson. Motion carried, seven ayes.

Request for Approval of Change Order No. 1 to the W Fountain Dr Water Main Replacement Project with Reed & Sons Construction, Inc.

Utilities Engineer Jane Fleig presented the change order with Reed and Sons Construction. No questions posed.

Burnham moved, and Debro seconded the motion to approve the Agreement with Geeley and Hanson. Motion carried, seven ayes.

Request Approval for Agreement for Services with EQ Industrial Services Inc. - Clean up of sodium hypochlorite

City of Bloomington Legal Chris Wheeler presented the agreement with EQ Industrial Services Inc. Sherman questioned why the agreement was not handled as part of the Consent Agenda and Wheeler clarified that the emergency nature of the clean up changed the normal bidding process, so the agreement is allotted additional time for discussion with the Board in case of questions concerning the process. Burnham questioned the location of the sodium hypochlorite leak that prompted the agreement. Kelson explained that it was the result of a leaking line at the Lake Monroe Treatment Plant.

Burnham moved, and Debro seconded the motion to approve the Agreement for Services with EQ Industrial Services. Motion carried, seven ayes.

Old Business

Kirk White updated the status of testing of wastewater samples being performed at Indiana University. Professor Greaves lab is up and running and results are currently being placed on the BClear Open Data site and a new website is under development to post more results in the future. Testing shows that Flu levels are currently higher than Covid cases within the testing area.

New Business

Ehman advised that he will be stepping down as President in the coming year and verified with Chris Wheeler that election for vacant positions can be carried out at the January 3rd meeting. Ehman also advised that Board Member Jean Capler will also be stepping down at the end of this year. Jean thanked the USB and CBU for their work throughout her tenure. Kelson noted his appreciation of Jean's service on the Board as well.

Subcommittee Reports

None

Staff Reports

Kelson advised the Board on the promotion of LaTreana Teague to Customer Service Supervisor and Daniel Frank as the interim Administrative Assistant to the Director until the position has been filled. Kelson also outlined the recent AFSCME contract which created new grades and classifications. Specifically, Laborers will now fall in three categories called Utility

Specialists I, II, and III. The MEO's who are machine operators are going to be moving into two different categories. If the operator digs around people's infrastructure, i.e. gas mains, electric wires, they will fall under the second classification. The position formerly called Lineperson will now be classified as Field Supervisor. In addition to these changes, the city will be underwriting the cost of getting a Commercial Driver's License which currently runs between four and five thousand dollars per person. All of these changes were carried out to make CBU more competitive with the market and to promote better employee retention. Kelson also outlined Board training that Chris Wheeler will be organizing at the beginning of the year for members who are interested in attending. Ehman questioned the City underwriting the CDL training and Kelson clarified that the City will be organizing the training but the cost will be paid for through CBU.

Petitions and Communications

None

ADJOURNMENT: Burnham moved to adjourn; the meeting adjourned at 5:46 p.m.

Jeffrey L. Ehman
[Jeffrey L. Ehman \(Dec 19, 2022 10:37 EST\)](#)

Jeff Ehman, President

Dec 19, 2022

Date







USB20221205 Minutes

Final Audit Report

2022-12-19

Created:	2022-12-19
By:	Daniel Frank (daniel.frank@bloomington.in.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAyoVjizoi_XeuXHg7Ustk4T8jKTu7OIPe

"USB20221205 Minutes" History

-  Document created by Daniel Frank (daniel.frank@bloomington.in.gov)
2022-12-19 - 1:44:11 PM GMT
-  Document emailed to jeffe@imagemattersllc.com for signature
2022-12-19 - 1:45:00 PM GMT
-  Email viewed by jeffe@imagemattersllc.com
2022-12-19 - 3:36:59 PM GMT
-  Signer jeffe@imagemattersllc.com entered name at signing as Jeffrey L. Ehman
2022-12-19 - 3:37:16 PM GMT
-  Document e-signed by Jeffrey L. Ehman (jeffe@imagemattersllc.com)
Signature Date: 2022-12-19 - 3:37:18 PM GMT - Time Source: server
-  Agreement completed.
2022-12-19 - 3:37:18 PM GMT