

UTILITIES SERVICE BOARD MEETING
11/18/2024

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CALL TO ORDER

Board President Parmenter called the regular meeting of the Utilities Service Board to order at 5:04 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: Megan Parmenter, Kirk White, Seth Debro, Jeff Ehman, Amanda Burnham, Jim Sherman, David Hittle

Board members absent: Molly Stewart, Matt Flaherty

Staff present: Katherine Zaiger, Matt Havey, Chris Wheeler, Hector Ortiz Sanchez, Matt Havey, James Hall, Dan Hudson, Bryan Blake, Mark Menefee, Steven Stanford, Garrett Towell, LaTreana Teague, Kevin White, Daniel Frank

Guests present: None

PETITIONS AND COMMUNICATIONS: None

MINUTES

Ehman noted a spelling error in Aaron Pachecowe's name in the body of the text and requested it be corrected.

Board member Sherman moved, and Board Vice President Debro seconded the motion to approve the minutes of the 11/4/2024 pending correction. Motion carried, six ayes

CLAIMS

Sherman moved, and Debro seconded the motion to approve the Standard Invoices:

Vendor invoices included \$195,485.62 from the Water Fund, \$600.00 from the Water Construction Fund, \$373,122.77 from the Wastewater Fund, \$58,636.97 from the Stormwater Fund.

Motion carried, six ayes. Total claims approved: \$627,845.36.

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

Invoices included \$133,645.06 from the Water Fund and \$29,031.82 from the Wastewater Fund.

Motion carried, six ayes. Total claims approved: \$162,676.88.

Sherman moved, and Debro seconded the motion to approve the Wire Transfers, Fees, and Payroll for \$467,418.36. Motion carried, six ayes.

CONSENT AGENDA

Zaiger presented the following items recommended by staff for approval:

- a. Koorsen Fire & Security, Inc., \$4,338.29, Installation of intercom system in customer service area

- b. Monroe Owen Appraisal, Inc., \$2,500.00, Appraisal services for a portion located at 6570 S. Old State Rd. 37, related to Dillman Relief Sewer project
- c. Affordable Fence, Inc., \$5,000.00, Install fence for meter stations at Kinser Pike/W Skyline Dr. and S Walnut St./E Burks Dr.
- d. Title Plus, \$250.00, Title search for a portion of the property located at 6570 S Old State Rd. 37

Board member White requested that item A. be removed and discussed separately prior to approval.

Remaining items on the consent agenda were approved pending Controller approval.

Total approved: \$7,750.00

Board member White moved, and Debro seconded the motion to approve the agreement with Koorsen Fire & Security, Inc.

White questioned how this agreement would affect CBU's ability to interact with its customer, which has been an ongoing concern with the USB. Zaiger noted that this contract will help close a gap in the current system. Customers are currently able to schedule an appointment or use their cell phones to call a number posted in the vestibule to meet with a customer relations representative. The addition of an intercom will allow customers without a cellphone the opportunity to reach a customer relations representative to arrange a meeting. White questioned if there would be a phone or a box in the vestibule that would be a direct line to a customer relations representative. Zaiger confirmed. Parmenter questioned if the system will provide a video feed. CBU - Customer Relations Manager Teague advised that the system will allow customers in the vestibule to communicate with the customer service and control room, and will provide a video feed. Parmenter noted that this system is similar to the security setup at Bloomington South High School and noted that this will allow customers to come into the CBU Service Center when there is a need for assistance, while also providing for the safety of CBU staff. White noted that this will be a great improvement.

Motion carried, six ayes.

REQUEST APPROVAL OF CHANGE ORDER NO.2 WITH CRIDER & CRIDER, INC. RELATED TO COMPLETION OF THE WINSTON THOMAS DEMOLITION

CBU Capital Projects Coordinator - White presented the change order, noting that the Winston Thomas site demolition and remediation has been completed. The change order provides a deduction of \$771,906.00 to adjust the final quantities and payment to Crider & Crider, Inc. giving a final cost of \$1,217,804.00.

Sherman moved, and Debro seconded the motion to approve Change Order No.2 with Crider & Crider, Inc. Motion carried, six ayes.

REQUEST APPROVAL OF RESOLUTION 2024-17 TO DESIGNATE PROPERTY AS WORTHLESS

CBU Assistant Director - Finance - Havey presented the resolution, noting that at a prior meeting the USB approved a similar resolution related to a polymer tank at the Dillman Wastewater Treatment Plant. After the tank was removed, staff determined that the remaining equipment in the building would be worth more if it was treated as scrap metal and so wished to deem the property worthless so that it can be disposed of as scrap.

Sherman moved, and Debro seconded the motion to approve Resolution 2024-17. Motion carried, six ayes.

REQUEST APPROVAL OF AGREEMENT FOR SERVICES WITH WESSLER ENGINEERING, INC.

CBU Utilities Engineer - Menefee presented the agreement for Wessler to create a tech memo to document all of the control systems, PLC's, and software at the Dillman plant. This is the first step in a larger project to update all the systems at the plant. Menefee advised that CBU will document the existing tech, then create a design contract, and finally a construction contract to complete the work. White questioned if Wessler will be advising CBU to ensure the proper cybersecurity methods are in place. Menefee confirmed, noting that part of this process includes making sure that all front end software is updated to the most recent version to ensure a higher level of cybersecurity, and there is language in the contract that specifies this.

Sherman moved, and Debro seconded the motion to approve the agreement for services with Wessler Engineering, Inc. Motion carried, six ayes.

REQUEST APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN CITY OF BLOOMINGTON UTILITIES AND DEPARTMENT OF PUBLIC WORKS FOR UTILITIES INFRASTRUCTURE REPAIRS

CBU Director - Zaiger explained that the Memorandum of Understanding (MOU) between CBU and the Department of Public Works establishes a partnership where the Department will handle asphalt paving following CBU's repair projects. This agreement extends to both asset failure repairs and infrastructure replacement projects, including larger initiatives. While the Department of Public Works (DPW) will provide asphalt work, CBU will cover the cost of materials and fund four full-time positions at DPW. DPW will track the time spent to ensure these full-time equivalents are dedicated annually to CBU's repair work. White questioned how CBU was currently handling paving work after the completion of a project. Zaiger advised that this agreement was unofficially made sometime last year, so DPW has already been paving behind most projects, noting that they provided paving for the recently completed work on Sare Rd. White questioned if CBU did the work in the past, or if the work was contracted out. Zaiger advised that CBU had a paving crew in the past, but CBU no longer performs that work. CBU Assistant Director - Hall advised that CBU previously had a crew of four employees that performed this work. CBU is now prioritizing the installation of new water mains and has pivoted the role of those four employees. Hall explained that the agreement outlines how the DPW will handle all asphalt, concrete, and related repair work following main breaks, water main replacements, culvert replacements, and sewer replacements. DPW will manage the entire

process, including digging out stone, applying concrete, and laying asphalt, as well as addressing any additional repairs such as curbs, sidewalks, or driveways affected by the work. For CBU, this arrangement eliminates the need to manage paving directly, as DPW will oversee repairs to their own assets. This collaboration aims to reduce delays during winter months when main breaks often outpace repair capacity. With this system, DPW will maintain a clear list of required spring repairs when asphalt plants reopen, alleviating CBU's previous struggles with handling large cuts or contracting out asphalt work. White noted that the MOU makes sense given that DPW has the specialized equipment and skills needed for the work. Hall agreed and noted that CBU considered bringing on another crew to do more infrastructure work, but the cost of equipping another crew is not as cost effective as simply paying the wages for a DPW crew which will have all the necessary equipment on hand. White noted that this will also help better coordinate citywide paving projects between both departments. Burnham questioned if the four positions will be dedicated to CBU work, or if these positions could potentially be pulled to other projects or work. Zaiger explained that while there is no guarantee the four funded positions at DPW will always be solely dedicated to CBU main breaks or other projects, the arrangement accounts for this by including support for larger infrastructure projects. DPW will deploy larger crews for these projects, utilizing more than four individuals when needed. The focus is on the total equivalent hours dedicated to CBU projects rather than specific personnel. This ensures that the time spent on CBU-related work collectively aligns with the commitment represented by the four full-time positions. Burnham noted that there was no specific number included in the MOU and questioned if DPW will be posting for four new positions, and questioned how much that translates to in cost to CBU. Hall noted that he was uncertain of the total amount and advised that CBU could look at the cost for current staff to determine an estimated amount. Debro noted that DPW's staffing cost should be the number used to determine the estimate. Burnham questioned if CBU will be covering the cost of benefits as well. Zaiger confirmed. Burnham advised that she would need to see a number before voting to approve. Sherman questioned if this would essentially provide for 160 hours of work per week. Hall confirmed. Sherman questioned if CBU really has that much of this specific type of work that needs to be completed each week. Hall advised that CBU will be able to track the amount of work that is being completed by DPW using the CityWorks app that CBU uses to track all work orders. All DPW's hours will be tracked and reviewed at the end of next year to assess the viability of this type of agreement. Sherman noted that if it only ends up being 80 hours worth of work per week, then DPW will receive payment for hours that have not benefited CBU, and noted that CBU should have a reasonable estimate for how much time was dedicated to this type of work in the past. Hall noted that CBU had a full time crew that was previously dedicated to this type of work and they were unable to provide support on other infrastructure projects because of workload. Their time was concentrated on all the types of work outlined in the MOU. Zaiger noted that this was the logic behind the number of hours allocated in this MOU. Parmenter noted that if the crew was staffed internally, there is a possibility that if there was no paving work to complete, then they could provide support to other projects. Hall advised that labor costs were not the only consideration. The accumulating expenses of adding a crew, specifically related to purchasing, operating, and maintaining the necessary equipment, along with crew management were all factors that were taken into account when considering the MOU. Zaiger It reiterated that concerns about whether DPW would dedicate sufficient time to

CBU's projects led to discussions with Adam Wason at DPW about involving larger crews for bigger infrastructure projects. This approach aims to ensure the total hours worked align with the commitment, even if not always by the four specific funded positions. For instance, DPW deployed six crew members on overtime to complete the Sare Road asphalt job on the previous Friday, ensuring the road reopened promptly. DPW also supported the Spicewood project with a large crew. Burnham noted that the time tracking issue has come up with the USB before and when Board members questioned the legitimacy of the numbers provided and questioned if there was a better way of auditing this type of agreement, especially since this would be a first for this type of MOU. Hall noted that so long as DPW uses the Cityworks application, CBU should be able to easily track the hours dedicated to this work. Ehman noted that item number four in the MOU states "it is an assumption between both parties that Streets will not need to devote more than four full-time equivalent hours" adding that it is written in a way that protects DPW from having to devote more than four people. Ehman noted that there is no time limit on the current draft of the MOU and added that it would behoove CBU to revisit this MOU after the first year, audit the numbers and ensure that it is in CBU's best interest to keep the agreement in place. Ehman also noted that it would be good to know the specific cost of the equipment that CBU would not have to incur on a yearly basis. Hall advised that the normal cost for a dump truck is \$175,000.00 and each crew has two, plus the large annual maintenance cost that comes with a dump truck. A crew would also have a service truck that usually cost close to \$125,000.00. This does not include the cost of digging equipment. Burnham noted that she would like to know the human cost for the MOU that CBU is potentially agreeing to. Parmenter agreed and added that she would also like to see the agreement date bound to a one year period that would allow CBU to reevaluate. Parmenter questioned if CBU projects would be prioritized since CBU is paying the salaries for the four employees. Hall confirmed and noted the work recently completed on Sare Rd in which DPW worked to accommodate CBU's work schedule and mobilized a crew on a day in which they are typically off to ensure the road was opened to the public in a timely manner. Parmenter requested that Hall keep some type of record of the work DPW completes for CBU following the approval of the agreement to help evaluate this agreement next year. Hall noted that so long as DPW is using the Cityworks application, there will be searchable work orders that can be used to create a report and assess the program. Parmenter questioned how DPW will be notified. Hall advised that they will be notified through Cityworks, and DPW has a person on staff who monitors the application for work orders. Ehman suggested an early review of the program to ensure that CBU is able to capture the data necessary to determine if the program is working as intended. Hall acknowledged that CBU will need to request the proper permissions to access tracked labor hours in Cityworks, but it should not be an issue.

Parmenter moved, and Sherman seconded the motion to table the Memorandum of Understanding between City of Bloomington Utilities and Department of Public Works for Utilities Infrastructure Repair. Motion carried, six ayes.

OLD BUSINESS: Ehman requested an update on how the leaf cleanup process is going so far, given that this is CBU's first year dealing with the responsibility. Zaiger noted that CBU has been receiving UReports for clogged storm drains and has been cleaning them out. CBU has also been in communications with the DPW regarding trouble spots in the city that have hot spots in

the city where leaves tend to accumulate and how best to deal with those areas. CBU has also been in communication with the Parks and Recreation Department to discuss maintenance of trees that are managed. Zaiger noted that a more thorough report could be given in two weeks during staff reports. Ehman questioned if CBU is currently collecting the leaves that are blocking storm drains, or moving it back onto the curb. Zaiger was uncertain. Hall noted that it depends on the situation. In some areas homeowners have raked all their leaves out into the right-of-way and in those cases CBU has cleared them from the right-of-way. CBU has attempted to use some equipment such as vac trucks to remove leaves in some areas, but leaves clog the equipment that CBU uses, so that is not a viable option. Hall noted that if CBU knows the debris will remove debris from storm inlets, but in cases where there is a long pile of leaves that has been moved to the street, CBU has contacted DPW to help address some areas. In other cases CBU has raked the leaves back onto the curb, or back into the tree plot, or yard. Parmenter noted that she was appreciative of the help DPW were willing to provide to CBU regarding this matter, and if the previously discussed MOU is eventually approved, perhaps situations such as this would be another area that the DPW employees that CBU would be financing could be allocated when there is not paving work to be completed.

NEW BUSINESS: Burnham noted that the USB will need to have an Administrative Subcommittee prior to the end of year in order to elect officers and subcommittee placements. Frank confirmed and noted that an Administrative Subcommittee meeting will be added to the schedule. Havey advised that the amendment to the service agreement with Tyler Technologies was included in the meeting packet. Havey noted that it does not require a vote but the board might wish to see the language as it is related to CBU no longer paying for credit card fees when customers use their credit cards to make payment. Parmenter thanked staff for all the effort that has gone into making this change, along with customers who may have to change their preferred payment method. Parmenter noted that this cost saving measure is in the long-term interest of CBU. Debro questioned if CBU had received customer feedback regarding the change after the notification was sent out with the previous billing. Havey advised that he had received minimal feedback. Teague noted that a lot of customers have questioned if the policy had already taken effect, or how the next process will work. Other customers questioned if their bank transfer payments would be charged a similar fee. Along with these questions there has been a large jump in customers signing up for automatic payment using banking information. Teague noted that this is mostly seen among customers with a consistent payment history. Teague noted that there has not been feedback from customers who are delinquent in payment, but that is expected once the change takes effect in January of next year. Parmenter thanked Teague and the Customer Relations group for their efforts in dealing with customer concerns related to this transition.

SUBCOMMITTEE REPORT: White reported that the Property and Planning Subcommittee convened today ahead of the regular meeting to review updates and discuss several key initiatives. The first topic was the ongoing inventory of backup generators across the system's buildings and lift stations. Staff are identifying vulnerabilities and planning future enhancements to generator capacity for improved power outage resilience. Discussions also covered ownership, responsibilities, and future planning for Lake Griffy and Lake Lemon. The committee then addressed the need for additional land at the Dillman Wastewater Treatment Plant to

create a relief area for interceptors, with plans to acquire approximately 20 acres to mitigate overflow risks. Progress at the Winston Thomas site was also reviewed, highlighting successful demolition efforts and restoration of the space for future use. Relatedly, a proposal to allocate 1.2 acres at the site for a Bloomington Fire Department training facility is under active consideration. The meeting concluded on a positive note, reflecting substantial progress on multiple fronts, with plans for a follow-up meeting next month.

STAFF REPORTS:

Zaiger presented the following:

New employees:

Bryce Banks has joined Meter Services as a Meters Serviceperson

Congratulations go to these employees:

- Kenneth Larmon Specialized Crew Leader in T&D, successfully earned the IDEM certification for Distribution Systems - Large
- Tyler Steury, Superintendent at Blucher Poole, has completed and earned the Wastewater Collection System Class IV certification
- Brian Shipley, Kedrick Hardin, and Tanner Carter, Camera Truck Operators in T&D, attended the three-day NASSCO Certification Training Event
- INAWWA Hurty Award Recipients recognized for 2024. In cooperation with IDEM a certificate and pin are awarded at 25 years and then a pin for every five years of service after. This year the following CBU employees are recognized:
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- o Chris Vaughn - Water Plant Operator - Monroe - 40 Years
- o Maurice Lagneaux - Lift Station Mechanic - 35 years
- o Larry Hardin - Assistant Superintendent (Wastewater) - 35 years
- o Phillip Oakley - Meter Service Person - 25 Years
- o Jason Eller - Assistant Maintenance Superintendent - Monroe - 25 Years
- o Kim Trotter - Meter Services Representative/Management Technician - Service Center - 25 Years

ADJOURNMENT: Parmenter adjourned the meeting at 5:48 pm


Megan Parmenter, President

12/2/24
Date