

UTILITIES SERVICE BOARD MEETING
12/16/2024

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CALL TO ORDER

Board President Parmenter called the regular meeting of the Utilities Service Board to order at 5:00 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, Amanda Burnham, Jim Sherman, David Hittle, Jeff Ehman, Seth Debro, David Hittle, Matt Flaherty

Board members absent: None

Staff present: Katherine Zaiger, Matt Havey, Hector Ortiz Sanchez, James Hall, Dan Hudson, Mark Menefee, Phil Peden, John Arbuckle, Isabel Quiroz Michel, Caden Swanson Daniel Frank

Guests present: None

PETITIONS AND COMMUNICATIONS: None

MINUTES

Parmenter noted that the Engineer's Estimate of \$7,895,000.00 was not added to the minutes, and requested the correction.

Board member Sherman moved, and Board member Debro seconded the motion to approve the Bid Opening minutes of the 12/2/2024 meeting, pending correction. Motion carried, seven ayes

Ehman noted that he and Debro were both listed as present and absent and requested correction.

Sherman moved, and Debro seconded the motion to approve the Regular minutes of the 12/2/2024 meeting, pending correction. Motion carried, seven ayes

CLAIMS

Standard Invoice questions:

Parmenter questioned the charge from Curry Auto Center, Inc. on page two for a Chevy Sierra truck, specifically what the truck would be used for and how many trucks CBU currently has in its fleet. CBU Assistant Director - Finance - Havey noted that he was unsure of the total number of vehicles in the fleet, but advised that this specific vehicle would be used by Supply as a shop truck that will also be used to plow the service center parking lots when it snows.

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

Vendor invoices included \$272,279.33 from the Water Fund, \$464,389.22 from the Wastewater Fund, \$700.00 from the Wastewater Sinking Fund, \$48,884.51 from the Stormwater Fund.

Motion carried, seven ayes. Total claims approved: \$786,253.06.

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

Invoices included \$82,061.94 from the Water Fund and \$152,477.80 from the Wastewater Fund.

Motion carried, seven ayes. Total claims approved: \$234,539.74.

Sherman moved, and White seconded the motion to approve the Wire Transfers,

Fees, and Payroll for \$610,874.17. Motion carried, seven ayes.

Sherman moved, and Debro seconded the motion to approve the Customer

Refunds: Customer Refunds included \$154.48 from the Water Fund, \$2,433.10 from the Wastewater Funds

Motion carried, seven ayes. Total refunds approved: \$2,587.58

CONSENT AGENDA

Zaiger presented the following items recommended by staff for approval:

- a. Brenntag Mid-South, Inc., \$.23 per pound, 2025 Supply of Sodium Hydroxide at Blucher Poole
- b. Neowater Treatment, LLC, \$.82 per pound, 2025 Supply of Neowater at Blucher Waste Plant
- c. Brenntag Mid-South, Inc., \$.35 per pound, 2025 of Sodium Bicarbonate at Blucher Poole Waste Plant
- d. Brenntag Mid-South, Inc., \$.18 per pound, 2025 Supply of Sodium Bisulfate - 40% at Blucher Waste Plant
- e. Brenntag Mid-South, Inc., \$3.24 per gallon, 2025 Supply of Sodium Thiosulfate at Monroe Plant
- f. Brenntag Mid-South, Inc., \$.299 per pound, 2025 Supply of Sodium Aluminate at Dillman Waste Plant
- g. Brenntag Mid-South, Inc., \$.31 per pound, 2025 Supply of Calcium Hydroxide - 50% at Blucher Waste Plant
- h. Brenntag Mid-South, Inc., \$0.1739 per pound, 2025 Supply of Sodium Hydroxide - 50% at Monroe Water Plant
- i. JCI Jones Chemical, Inc., \$1.554 per gallon, 2025 Supply of Sodium Hypochlorite - 12% - 15% at Monroe Water Plant
- j. JCI Jones Chemical, Inc., \$1.554 per gallon. 2025 Supply of Sodium Hypochlorite - 12% - 15% at Dillman Waste Plant
- k. Water Solutions Unlimited, Inc., \$13.49 per gallon, 2025 Supply of Sodium Permanganate - 20% at Monroe Water Plant
- l. Univar Solutions USA, LLC, \$.2347 per pound, 2025 Supply of Hydrofluorosilicic Acid at Monroe Water Plant
- m. Carbon Activated Corporation, \$1.198 per pound, 2025 Supply of Carbon (Seasonal) Aquasorb - CB1 at Monroe Water Plant

- n. Spartan Mechanical, LLC, \$1,860.00, remove and replace actuator for air scour on filter 3
- o. Atlanco of SC, \$27.18 per gallon, 2025 Supply of Defoamer at Dillman Waste Plant

Consent agenda was approved as presented. Total approved: \$1,860.00 (Non-chemical contracts)

REQUEST APPROVAL OF MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF BLOOMINGTON UTILITIES AND THE CITY OF BLOOMINGTON ENGINEERING DEPARTMENT FOR PAYMENT OF CONSTRUCTION FEES RELATED TO THE WINSLOW, ROGERS (ALLENDAL TO SARE) RESURFACING PROJECT

CBU Utilities Engineer - Swanson presented the MOU, advising that it will allow for the construction of a rain garden as part of the resurfacing project on Winslow for a 'not to exceed' amount of \$54,000.00. Board member Burnham questioned specifically where the rain garden would be installed. Swanson advised that it would be located west of Xavier and east of Abby, just before the roundabout when heading east. Burnham questioned if this would address flooding in that area. Swanson noted that it will mostly improve water quality, but will provide a level of detention as well. Swanson noted that there are other infrastructure improvements planned with this project, but the rain garden is the only component that CBU is paying for. Burnham questioned when the resurfacing project is scheduled to begin. Swanson advised that bids for the project were recently opened, so it is likely the project will begin in early 2025. Parmenter clarified that the resurfacing project is something that City Engineering was already planning, and CBU is simply adding this project as part of the work because a rain garden would have been a requirement for this type of project based on CBU regulations. Swanson confirmed and noted that City Engineering has been actively involving CBU in project conversations early to pitch potential projects such as this or other types of green infrastructure.

Sherman moved, and Debro seconded the motion to approve the Highway Utility Agreement for Reimbursement. Motion carried, seven ayes.

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

Swanson presented the agreement for \$61,000.00 to provide engineering consulting service for the 2024-2025 lining project.

Sherman moved, and Debro seconded the motion to approve the agreement with GRW Engineering, Inc. Motion carried, seven ayes.

REQUEST APPROVAL OF RESOLUTION 2024-18 FOR BID ACCEPTANCE AND CONTRACT AWARD FO DILLMAN ROAD WWTP SITE SAFETY AND PROCESS IMPROVEMENT

CBU Utilities Engineer - Menefee presented the resolution to accept the bid received on December 2nd and award the contract to Kokosing Industrial, Inc. who was deemed the lowest bid and the most responsive bidder. Total contract amount: \$5,025,000.00

Sherman moved, and Debro seconded the motion to approve Resolution 2024-18. Motion carried, seven ayes.

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

Zaiger presented the MOU between the Utilities Department and the Department of Public Works (DPW). Zaiger advised that the agreement outlines responsibilities for road repairs and paving following infrastructure projects, including both asset failure and replacement projects. In response to USB feedback from two meetings prior, Zaiger included details on the fiscal impact of four funded positions related to the MOU. Additionally, an expiration date of January 1, 2026, was set to allow for reassessment of the agreement's effectiveness. Parmenter thanked staff for listening and responding to USB feedback, which shaped the updated MOU. Burnham noted the section related to funding, specifically the line referencing almost \$290,000.00 for wages plus benefits and questioned if the dollar amount noted includes benefits. Zaiger confirmed that the dollar amount included benefits. Burnham suggested the section be adjusted from "wages plus benefits" to "wages and benefits" to clarify the statement. Zaiger agreed.

Sherman moved, and Debro seconded the motion to approve the MOU for Utilities Infrastructure Repairs with the Department of Public Works pending an update to the language, seven ayes.

REQUEST APPROVAL OF AGREEMENT FOR SERVICES WITH MULTI-CRAFT FIRE, LLC

CBU Assistant Director - Engineering - Peden presented the agreement. Peden noted that the project will make changes to the sprinkler system for the hill and the garage and will address a deficiency found during an inspection by the fire department.

Sherman moved, and Debro seconded the motion to approve the agreement for services with Multi-Craft Fire, LLC., seven ayes.

REQUEST APPROVAL OF AGREEMENT FOR SERVICES WITH OFFICE PRIDE

Havey presented the agreement, noting it will provide cleaning services for the service center and all three of the CBU plants. Ehman noted that the current charges for cleaning in the invoices came out to roughly \$7,000.00 and questioned if this contract will be a similar amount. Havey confirmed and noted that while costly, it does account for all CBU facilities. Ehman questioned if the work was performed by one or two full-time employees. Havey was unsure, but noted that typically the service center was cleaned by three to four people, but he was uncertain how much time they spent at each facility.

Sherman moved, and Debro seconded the motion to approve the agreement for services with Office Pride, seven ayes.

REQUEST APPROVAL OF SECOND AMENDMENT TO AGREEMENT WITH SET ENVIRONMENTAL, INC.

CBU Hazardous Materials Coordinator - Quiroz presented the amendment for an additional \$19,008.80 for hazardous waste pick-up, transport, and disposal at the three CBU treatment plants and the service center.

Sherman moved, and Debro seconded the motion to approve the second amendment to the agreement for services with SET Environmental, INC., seven ayes.

OLD BUSINESS:

Zaiger presented the average single-family residential account water usage data for the months of May-October for the previous two years per the USB requests at the previous meeting. Zaiger noted that the decision to adjust the summer wastewater average period from June-Sept to May-Aug was made in response to customer requests and feedback but wanted to share the consumption data with the USB for their thoughts on the issue. Ehman noted that in reviewing the data, the June-Sept window shows a more consistently high usage pattern than the May or October, but deferred Sherman. Sherman agreed that the June-Sept window appears to be the more logical period for wastewater averaging. Zaiger agreed. Burnham questioned what the current status was. Zaiger clarified that there was a recent change to May-August per customer request and an assumption that consumption rates were in line with customer feedback. After reviewing the data, those assumptions might not be correct, so the question is, should CBU keep the recent change or revert back to the previous window. Burnham questioned why CBU adjusts the wastewater rates at all during the summer months. Havey advised that during the summer months, customers often fill pools, water lawns, or grow gardens and water used in both never enters the wastewater system. Burnham questioned if current ratepayers pay less or more for wastewater charges in the summer months. Havey explained that CBU averages the wastewater usage for the three months before the summer window and applies that average to each customer's bill throughout the summer months, adding if a customer has an average usage of 2 units in the spring, even if they use 4 units during the summer averaging window, they'll still only be charged for two units of wastewater to account for water that is likely not reaching the wastewater system. Burnham questioned if this average is calculated for each single-family household. Havey confirmed. Burnham noted that she was not aware of the practice. Sherman noted that his usage often increases from 2 units to 8 or 9 during the summer months. Parmenter noted that at the previous meeting the USB received a petition from a customer requesting that CBU reconsider the recent change in policy. Havey clarified that the change did not take effect in 2024, it was to be implemented in 2025. Sherman noted that given the data provided, the recent change does not make sense and should be returned to the previous window of June-Sept and questioned if it would be possible to change it back. Havey advised that the Rules and Regulations would just need to be adjusted again. Board member White noted that some customers may want to have their pools filled in time for Memorial day and proposed splitting the difference and including May 15th to September 15th to accommodate those customers. Havey advised that he would need to dig into the logistics of that plan to determine if it would be possible with the existing billing software. Sherman added that individual customer billing cycles may further complicate this type of plan. White agreed but noted that customers had brought the pool filling issue to CBU in the past and it will be a continued issue of the averaging window returns to the previous policy. Sherman questioned if

there was any possibility of expanding the program to include May through Sept. Zaiger noted that expansion of the averaging window would have a negative impact on the budget. Stewart questioned if drained pool water entered the sewer. Zaiger advised no, when pools are drained, ideally the water is dechlorinated and drained through vegetation to slow the flow of the water before it enters the storm sewer system, because otherwise there would be too much clear water entering the sewer system. Sherman questioned if moving the rate to five months would remove money from the budget that was being billed for water that is not entering the sewer system. Zaiger noted that lost revenue would be a concern, and added that when CBU does this averaging, it is unclear if not all of that water is going to the sanitary sewer. CBU provides this service to account for the fact that some summer activities require water usage that will not enter the sanitary sewer. But it is applied to everyone and in some instances high water usage during the summer may not be linked to outside usage and may be entering the sanitary sewer. Ehman questioned if there is a way to measure the amount of water processed at the wastewater plants, accounting for Inflow & Infiltration (I&I), and overlay that data with the usage data to model what is being used and what is entering the sanitary sewer. Zaiger noted that it might be possible to generate a model that was close. Ehman added that it would be better than the current system and while the prices would go up overall per unit of sewer, it would be allocated more realistically for the actual use than it is currently. Sherman added that during the summer people likely use their toilets less, since they are likely away from home more often. Sherman added that CBU received a request to move the window to begin in May, while not hearing anyone advocate for Sept, because ratepayers were happy with the previous averaging window. With the change it is likely that CBU will see complaints next Sept. when the rate change takes effect. Zaiger suggested the next logical step for CBU would be to look at the fiscal impact on the budget, and if the amount is negligible, then further time spent collecting data may not be needed. Sherman requested the data that Ehman suggested. Ehman agreed so long as it was readily available, and questioned if CBU currently tracks the amount of water processed per day at the wastewater plants. Zaiger confirmed. Parmenter agreed with the suggestion and suggested following up on the topic at a future meeting once the data is available. Sherman thanked staff for collecting the data that was presented to the USB. Ehman requested a few more years of water consumption data be added to the current chart if possible. Zaiger advised that the data may not go back much further because it may have been pulled from the new metering system, but she would look into adding what data was available.

NEW BUSINESS: None

SUBCOMMITTEE REPORT:

Parmenter noted the following regarding the Administrative Subcommittee:

- The Subcommittee recommends the Debro serve as President for 2025
- The Subcommittee recommends that White serve as Vice President for 2025

Stewart moved, and Burnham seconded the motion to approve the recommendations for officers made by the Administrative Subcommittee. Motion carried, seven ayes

The Subcommittee recommends the following changes to the subcommittee appointments for 2025:

- Burnham will serve as the alternate on the Administrative Subcommittee
- Burnham will serve as the chair on the Engineering Subcommittee
- Parmenter will serve as the alternate on the Engineering Subcommittee
- Sherman will serve as the chair on the Finance Subcommittee
- White will serve as alternate on the Finance Subcommittee

Stewart moved, and Burnham seconded the motion to approve the recommendations for Subcommittees made by the Administrative Subcommittee. Motion carried, seven ayes

STAFF REPORTS:

Noteworthy Projects in 2024 - Zaiger provided an overview of significant projects completed by CBU over the past year, highlighting various achievements and challenges overcome by the team. Key accomplishments included dredging Miller Showers for the first time since its construction, completing the 25-year-long Clear Creek Culvert project, and addressing issues with temporary chemical feed lines at Monroe while planning permanent upgrades for 2025. Major infrastructure improvements included a water main relocation at State Road 45 and Arlington, the Southeast Sewer Basin lining project to reduce inflow and infiltration, and bar screen replacements at Dillman WWTP. Additionally, the team rehabilitated the belt press, began using NeoX for phosphorus removal at Blucher Poole, and prepared the Winston Thomas property for future development through demolition and cleanup. Other notable achievements included adopting the new Title 13 stormwater ordinance, completing 50% of the design for a proposed service center, and rebuilding the Morningside and Basswood lift stations. Zaiger commended professionalism and problem-solving capabilities of the staff throughout. Parmenter voiced appreciation to Zaiger for providing the list of projects completed in 2024 and thanked the staff for their efforts on each. Burnham noted that these projects were all completed in addition to the daily work required by CBU to provide water and sewer to Bloomington and the surrounding area. Sherman noted that an important thing that allows an organization to be efficient and effective is continuity, and added that the staff present at the meeting were the same staff present in the previous year and noted that it is a good sign for the organization.

Leafing Report - Zaiger provided a summary of actions taken by CBU, DPW, and Parks in response to the City no longer providing a leaf collection service. CBU reviewed the August-September time frame for 2023 and 2024. 2023 saw 11 leafing work orders, 5 of which specifically reference leaves. 2024 saw 17 leafing work orders, 3 of which were specific to leaves. Zaiger noted that increases in work orders may not be directly attributable to an increase in need. In 2023 CBU was still integrating Cityworks into daily use, so the data may not fully represent the work that was completed. Zaiger also noted that the time varies on the work orders and the dataset provided was not large enough, and the average can vary widely, noting that staff had spent two hours that day addressing a single inlet cleaning to do some localized flooding prevention. DPW provided a similar report, which included one round of vacuuming in the downtown area to clear leaves dropped by City owned trees. DPW sent the vacuum truck areas where City tree leaves had collected at a low point, or near storm drains. DPW also highlighted Brighten B-Town, a supportive employment program, which had collected 10,000

pounds of curblin debris and cleaned 541 inlets in 2024. DPW also noted that Bloomington Sanitation had also noted a large increase in bag leaf pick-up. Year-to-date Sanitation has collected 25 truckloads at nearly 10 tons per dump. Prior to the elimination of curbside leaf removal Sanitation would typically remove around 5 to 10 truck loads versus 25 now. Parks noted that leaf cleanup on trails or in parks was maintained by Parks personnel. Stewart questioned if the bagged leaves were being taken to the landfill. Zaiger clarified that the leaves are stored in specific bags, but she would follow-up with Sanitation to determine where they are being taken. Ehman questioned where the work orders for leafing issues were generated and Zaiger advised that work orders are created from service requests that are generated by UReports, customer calls, or other public communication avenues. Ehman questioned how many inlets are in the system. Zaiger advised roughly 2900. Hall confirmed. Ehman noted that the current data doesn't represent the reality given the scope of the issue, and questioned if another metric is available to determine the amount of time being dedicated to cleaning inlets. Zaiger noted that the current data on hours spent dealing with leafing issues is limited as CBU is still working to accurately document hours spent on a particular work order. DPW is also working towards integrating Cityworks into their workflow, and once they have CBU could potentially use both data sets to more accurately gauge the amount of time being spent by both organizations to address the issue. Ehman noted that hopefully as CBU continues to work with Cityworks, more accurate data that includes not only the number of work orders, but the amount of hours that are being spent cleaning inlets. Ehman questioned if CBU crews clean inlets outside of request from the public. Zaiger advised that some of the work orders are internally generated by supervisors. Ehman noted that 11 work orders related to cleaning inlets when there are close to 2900 in the entire city seems like a very small amount of the whole picture of what CBU crews are actually doing, and that the hours being spent on this task is the data he is the most interested in seeing in the future. Ehman added that the data will help to gauge if the public is getting better about dealing with their leaves, which was the concern from the beginning when this topic was first discussed two years ago. Sherman questioned if CBU's streetsweeping equipment was limited to picking up debris, or if it could handle leaves at all. Zaiger confirmed that the goal of CBU's street sweeping is debris and not leaves, but added that if leaves are present in the areas that CBU is operating, they will likely be collected along with the debris along the route.

Zaiger noted the following staff achievements:

Completed Certifications & Licensure:

Melissa Ruszkowski, Administrative Assistant in Admin, completed the Principals of Occupational Safety and Health Certification (National Safety Council-NSC)

Congratulations go to these employees:

Joe Werner - Wastewater Plant Operator at Blucher Poole was awarded the Wastewater Operator of the Year Award by the Indiana chapter of the American Water Works Association (INAWWA). Werner has been with CBU for over 37 years.

PETITIONS AND COMMUNICATIONS:

Parmenter expressed gratitude at the conclusion of her term as the 2024 president of the USB. Acknowledging the dedication of the CBU staff, Parmenter extended special thanks to employees across the service center and plants for their essential contributions to Bloomington and Monroe County. Parmenter also expressed appreciation for the staff who engage with the USB, commending their thorough and thoughtful responses to board inquiries. Additionally, Parmenter thanked those responsible for recording meetings, recognizing their role in keeping citizens informed. Parmenter expressed gratitude to ratepayers for their feedback, which, while not always immediately actionable, is highly valued and considered in decision-making. Parmenter also thanked fellow board members for their expertise, collaboration, and respectful discourse, noting that even in rare moments of disagreement, decisions were made with the best interests of the community in mind. Looking ahead, Parmenter expressed enthusiasm for the exciting projects in 2025 and beyond and her continued involvement as a board member. Parmenter concluded by thanking everyone for their daily contributions to the success of CBU and the community it serves.

ADJOURNMENT: Parmenter adjourned the meeting at 5:49 pm

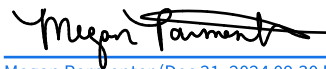
Megan Parmenter, President

Date

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ADJOURNMENT: Parmenter adjourned the meeting at 5:49 pm



[Megan Parmenter \(Dec 31, 2024 09:30 EST\)](#)

Megan Parmenter, President

12/31/2024

Date