

**UTILITIES SERVICE BOARD MEETING**  
**3/24/2025**

***Utilities Service Board meetings are available at CATSTV.net.***

**CALL TO ORDER**

Board President Debro 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:** Megan Parmenter, Kirk White, Jim Sherman, Seth Debro, Amanda Burnham, Matt Flaherty, David Hittle

**Board members absent:** Jeff Ehman, Molly Stewart

**Staff present:** Katherine Zaiger, James Hall, Dan Hudson, Chris Wheeler, Kelsey Thetonia, Mark Menefee, Nolan Hendon, Joel Pontius, Daniel Frank, Matt Havey, Elizabeth Carter, Caden Swanson, Phil Peden

**Guests present:** Brian Obery, Ian Scott

**PETITIONS AND COMMUNICATIONS:** Obery - Green Dragon Lawn Care, Inc. - discussed concerns about the renewal of a contract for mowing lift stations, water treatment plants, and various other properties for CBU. Obery was under the impression that the contract was awarded for one year and would need to be rebid at that time, but communication issues with the purchasing agent hindered clarification on the renewal process. Obery believed there were potential issues with the current contractor, including poor communication, delays, and questionable billing practices. Despite skepticism about the contractor's ability to perform the work as specified, the contract was automatically renewed without board review. Observations throughout the year suggested the contractor struggled to meet mowing requirements, and billing discrepancies, such as charges for work outside the contract period, raised concerns. Obery emphasized the need for better oversight to ensure the contractor adheres to the contract's standards, especially since outsourcing is meant to alleviate internal maintenance responsibilities. While uncertain if rebidding is possible, Obery urged accountability and enforcement of contract terms to maintain service quality. Sherman questioned if CBU had received feedback from anyone regarding the mowing of CBU properties over the past year. CBU Assistant Director - Finance - Havey advised that he had received no feedback of any kind regarding the quality of the mowing work being done. Obery advised that he received one call from a resident that lived near one of the properties questioning about planned mowing of a property, but Obery advised that another contractor should be providing the service. Sherman requested that CBU request feedback from plant staff regarding the quality of the work and report the findings to the USB. Board member Burnham requested that CBU staff look into the amount that was paid out to on contract and questioned if a new contract for 2025 had already been approved. Assistant City Attorney - Wheeler explained that the previous approved contract included language that allowed for automatic renewal at the end of each year for a period of three years if CBU did not choose to cancel the contract. Sherman questioned if the language of the contract allowed for it to be canceled if the service provided was unsatisfactory. Wheeler

advised that CBU can cancel the contract for any reason, but if CBU is satisfied with the service and chooses not to terminate, the contract automatically renews. Burnham requested that CBU confirm that the billing and payments are in order and that the various facilities are happy with the quality of service that is being provided and report back to the USB. White questioned who oversees the mowing contract. Havey advised that the purchasing manager serves as an administrator of the contract and relies on communications from the plants and staff that visit the other locations to report back if there are issues. Obrey acknowledged that mowing may not be a high priority for CBU staff, but noted that if the contractor is being paid for the service and should provide the services outlined in the contract. Board member Parmenter agreed and recommended that the USB follow-up with staff at the next meeting regarding this topic.

**BID OPENING - PIGEON HILL SEWER LINING PROJECT**

CBU Utilities Engineering - Swanson presented the bid opening along with Project Manager - GRW Engineering - Scott.

**Bid Summary:**

Contractor	Base Bid	Alt 1	Total
Performance Pipelining, Inc.	\$809,118.00	\$55,260.00	\$864,378.00
Inliner Solutions	\$807,245.00	\$39,480.00	\$846,725.00
Insituform	\$774,750.27	\$48,388.20	\$823,138.47
SAK	\$851,043.00	\$34,740.00	\$885,783.00

**AGENDA:** None

**MINUTES**

***Board Vice President White moved, and Board member Sherman seconded the motion to approve the minutes of the 3/10/2025 meeting. Motion carried, five ayes.***

**CLAIMS**

**Standard Invoice Questions**

Parmenter noted that the charge for Northern Safety Company for electrolyte drink mix and the invoice directly below it are billed for the same amount of \$1,698.58. Havey advised that he'll look into both charges to make sure they are correct. Parmenter questioned the charge to Service Express, Inc. for the CBU portion of Power Edge and questioned what specifically this charge was associated with. Havey advised that it is likely related to laptops through ITS. Burnham questioned the charges for the interdepartmental agreement payments being broken down with 85% of the funding coming from Wastewater. Havey advised that this will be a one time charge to Wastewater and the remaining balance will be covered with three additional charges from the Water account to pay off the remaining balance of the interdepartmental.

White recused himself from the charges from Indiana University on page 4: 94004541 and 94895264.

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

Invoices included \$485,989.78 from the Water Fund and \$1,742,505.67 from the Wastewater Fund, \$291,935.21 from the Wastewater Construction Fund, and \$21,228.88 from the Stormwater Fund.

***Motion carried - five ayes. Total claims approved: \$2,541,659.54.***

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

Invoices included \$133,170.13 from the Water Fund, \$101,488.64 from the Wastewater Fund, and \$1,014.68 from the Stormwater Fund.

***Motion carried - five ayes. Total claims approved: \$235,673.45.***

***White moved, and Sherman seconded the motion to approve the Wire Transfers, Fees, and Payroll for \$522,094.31. Motion carried - five ayes.***

***White moved, and Sherman seconded the motion to approve the Customer***

***Refunds:*** Customer Refunds included \$131.42 from the Water Fund and \$5,903.45 from the Wastewater Fund.

***Motion carried - five ayes. Total refunds approved: \$6,034.87***

**CONSENT AGENDA**

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

- a. Kokosing Industrial, Inc., \$12,101.00, Repair of piping at Russel Road Booster Station
- b. B. L. Anderson Company, Inc., \$20,000.00, On call agreement for chemical feed systems, pumps, variable frequency drives
- c. Affordable Fence, Inc., \$20,000.00, On call services for fence services
- d. Jasper Electric Motors, Inc., \$20,000.00, On call services for electrical and generator services
- e. Potomac Electrical Testing Services, LLC, \$20,000.00, On call services for electrical (high voltage) services
- f. Thermo Electron North America, LLC, \$9,201.00, Service Plan for ICP-MS Spectrometer

**Consent Agenda approved as presented. Total approved: \$101,302.00**

**REQUEST APPROVAL OF RESOLUTION 2025-04 TO DESIGNATE SURPLUS PROPERTY AS WORTHLESS**

CBU Administrative Assistant - Frank presented the resolution, noting that this would allow for disposal of the broken computer hardware listed in the exhibit.

***White moved, Sherman seconded to approve Resolution 2025-04. Motion carried - five ayes.***

**REQUEST APPROVAL OF CHANGE ORDER NO.1 TO PUBLIC WORKS PROJECT AGREEMENT FOR SITE SAFETY AND PROCESS IMPROVEMENTS AT DILLMAN WWTP**

CBU Capital Projects Coordinator - Menefee presented the change order, noting that on the discharge side two 18" elbows needed to be replaced due to abrasion wear. The change order will add an additional \$36,430.00 to the agreement with no additional time added to the agreement.

***White moved, Sherman seconded to approve Change Order No.1 with Kokosing Industrial, Inc. Motion carried - five ayes.***

**REQUEST APPROVAL OF PUBLIC WORKS AGREEMENT FOR THE MONROE WATER TREATMENT PLANT CHEMICAL FEED LINE AND BACKWASH REPLACEMENTS**

CBU Capital Projects Manager - Hudson presented the agreement for planned improvements to the Monroe Water Treatment Plant. Hudson noted that this agreement was related to Resolution 2025-02 for bid acceptance that was approved at the previous meeting for bid acceptance. The agreement with Thieneman Construction is for \$4,732,000.00.

***White moved, Sherman seconded to approve the agreement with Thieneman Construction, Inc. Motion carried - five ayes.***

**REQUEST APPROVAL OF FIRST AMENDMENT TO AGREEMENT FOR STREET SWEEPING STUDY**

CBU MS4 Coordinator - Carter presented the amendment, noting that the contractor has been delayed by CBU because winter weather delayed the collection of data needed to help create the modeling that is required. This amendment will extend the contract expiration date six months so that 2nd Nature has the time needed to complete the study before providing a presentation to the USB.

***White moved, Sherman seconded to approve the agreement with Thieneman Construction, Inc. Motion carried - five ayes.***

**OLD BUSINESS:** None

**NEW BUSINESS:** Parmenter referenced the mayor's statement regarding the City of Bloomington's appeal to the Indiana Court of Appeals ruling against the city in the waiver case. The mayor emphasized that annexation ensures those benefiting from city services contribute fairly to the costs, promoting an equitable and sustainable system. Parmenter emphasized that during the upcoming rate case, CBU should account for the actual cost to serve county residents to ensure that county customers fairly contribute to both water and sewer services.

**SUBCOMMITTEE REPORT:** None

**STAFF REPORTS:**

Zaiger presented the following:

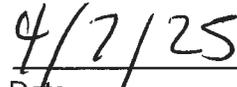
- **Klaassen - Asst. Superintendent at Dillman Road**, was recognized as the **Apprentice of the Year** by the Alliance of Indiana Rural Water during their spring conference. Kalei Completed the two-year apprenticeship program with high honors.

- **Daniel Frank “Frank”**, was also recognized during the conference as Administrative Profession of the Year. Frank was recognized as an administrative employee of a rural water/wastewater system for outstanding performance in office management and procedures.
- **T&D and Environmental Programs employees** completed the 8-week Water Operator course and are ready to take their DSL exam.

**PETITIONS AND COMMUNICATIONS:** None

**ADJOURNMENT:** Debro adjourned the meeting at 5:43 pm

  
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Seth Debro, President

  
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Date