Utilities Service Board Regular Meeting

8/10/2026

Utilities Service Board meetings are available at CATSTV.net.

Call to Order

Board President – White 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: Kirk White, Molly Stewart, Seth Debro, Amanda Burnham, Jim Sherman, Megan Parmenter

Board members absent: Lynn Coyne, Matt Flaherty

Staff present: Matt Havey, Hector Ortiz Sanchez, Chris Wheeler, Dan Hudson, Katherine Zaiger, Kelsey Thetonia, James Hall

Guests present:

Petitions and Communications: None.

Minutes

Stewart moved, and Sherman seconded the motion to approve the minutes of the Regular Meeting held on 7/27/2026. Motion carried, six ayes.

Claims

Board Member – White recused himself from consideration of the Indiana University work-study student expenses included in the standard claims. Board Member – Parmenter asked about a passenger-side mirror replacement and whether it was related to an accident. CBU staff indicated everything was okay. Parmenter asked about an $18,000.00 rental from Vermeer of Indiana. Assistant Director - T&D – Hall explained that CBU had evaluated approximately 12 hydro-excavation units and narrowed the options to two. Hall said the equipment was being rented on a long-term basis to evaluate the units before making a purchase decision, particularly because of the significant price difference between them. Parmenter asked about the coaching sessions with Wheeler Coaching Systems. Assistant Director - Finance – Havey reported that the customer relations group participated and attendance was very good. Zaiger reported that a separate leadership communication “think tank” session was also held with the assistant directors and focused on management skills, including handling difficult staff conversations and maintaining alignment with CBU's values. Zaiger added that the contract includes individual coaching sessions to provide follow-up and apply the training to real-world situations.

Stewart moved, and Sherman seconded the motion to approve the Standard Invoices:
Invoices included $256,638.65 from the Water Fund, $3,360.00 from the Water Construction Fund, $194,389.84 from the Wastewater Fund, $87,477.28 from the Wastewater Construction Fund, and $39,354.74 from the Stormwater Fund,

Motion carried, five ayes. *Total claims approved: $581,220.51*

Stewart moved, and Sherman seconded the motion to approve the Utility Bills for 7/30/2026:

Invoices included $2,123.44 from the Water Fund, $2,833.18 from the Wastewater Fund, and $559.76 from the Stormwater Fund.

Motion carried, six ayes. *Total revised claims approved: $5,516.38*

Stewart moved, and Sherman seconded the motion to approve the Utility Bills for 8/6/2026:

Invoices included $150,715.38 from the Water Fund, $96,317.47 from the Wastewater Fund, and $57.58 from the Stormwater Fund.

Motion carried, six ayes. *Total revised claims approved: $247,090.43*

Stewart moved, and Sherman seconded the motion to approve the Wire Transfers, Fees, and Payroll:
Motion carried, six ayes. Total claims approved: *$659,977.83*

Stewart moved, and Sherman seconded the motion to approve Customer Refunds:
Invoices included $14.45 from the Water Fund and $2,355.65 from the Wastewater Fund.
Motion carried, six ayes. Total claims approved: *$2,370.10*

Consent Agenda:

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

a. Electric Plus, Inc., $13,445.00, Cable replacement for the low service transformer at Monroe Water Treatment Plant
b. Water Solutions Unlimited, Inc., $5.10/gallon, 2026 supply of Sodium Thiosulfate for Monroe Water Treatment Plant

Consent Agenda was approved as recommended by staff. Total approved: $13,445.00 (non-chemical contracts)

Request Approval of Resolution 2026-14 to Designate Surplus Property for Auction or Worthless Surplus

Assistant Director - Finance – Havey presented Resolution 2026-14, a request for approval to designate surplus property for auction or as worthless surplus. Havey explained that the items included meter inserts that are no longer needed, a man-lift, a backhoe, and poles.

Stewart moved, Sherman seconded to approve Resolution 2026-14. **Motion carried, six ayes.**

Old Business:

CBU Director – Zaiger provided an update on several minor changes to the 2027 budget following the Board's previous budget approval. The revised budget will be presented to the City Council on August 19.

The changes included:

- Health insurance charges were moved from interdepartmental expenses to the 100-level personnel expenses.
- The overall budget was reduced by approximately $748,000 across all funds following removal of a placeholder for the union contract by the Office of the Controller.
- Several fund-specific expense tables were removed from the City Council presentation to shorten the presentation, although the tables remain in the budget memorandum.
- Wording concerning the new service center was revised to clarify that the current budget reflects the financial ability to proceed rather than an intent to move forward with the project. Further consideration is pending the next Property and Planning Subcommittee meeting.

Zaiger noted that the Council presentations will begin at approximately 6:30 p.m., with CBU expected to be the final presentation. The Council will not vote immediately following the presentation; CBU will receive any recommendations, questions, or requested changes and respond before the Council takes final action. The Board requested that staff share the Council's feedback following the presentation.

New Business:

Board Member – White noted that a Property and Planning Subcommittee is scheduled for Tuesday, September 8, at 4:00 p.m., prior to the regular Board meeting. The primary agenda item will be an update and discussion regarding service center planning and available options.

Subcommittee Reports: None.

Staff Reports: None.

Petitions and Communications:

Board Member – Burnham asked about the recent USB vacancy resulting from Graham McKeen's resignation. White announced that McKeen, a City Council appointee, resigned because he will begin serving as CBU's Hazardous Materials Coordinator on August 31. Staff noted that his resignation letter has been submitted and that the Council office is expected to handle the appointment of his replacement. Board members expressed appreciation that the City will be able to utilize McKean's expertise in his new staff role.

Adjournment:

White adjourned the meeting at 5:18 pm.

Signed by:
Kirk White
0DAD16ADB35049F...

8/25/2026

Kirk White, President

Date