

**UTILITIES SERVICE BOARD MEETING
09/12/2022**

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CALL TO ORDER

Board President Ehman 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: Amanda Burnham, Jean Capler, Seth Debro, Jeff Ehman, Megan Parmenter, Kirk White, ex officio Scott Robinson

Board members absent: Jim Sherman, ex officio Jim Sims

Staff present: Jane Fleig, James Hall, Matt Havey, Nolan Hendon, Dan Hudson, Vic Kelson, Phil Peden, LaTreana Teague, Chris Wheeler

MINUTES

Board member Burnham moved, and Board Member Debro seconded the motion to approve the minutes of the August 29 meeting. Motion carried, six ayes.

CLAIMS

Burnham moved, and Debro seconded the motion to approve the Standard Invoices: Vendor invoices included \$337,431.04 from the Water Fund, \$101,876.78 from the Water Construction Fund, \$163,394.96 from the Wastewater Fund, and \$17,757.70 from the Stormwater Fund.

Board member White asked if a claim for Jacobi Carbons, Inc. is for the additional costs of filtering the water to improve the quality over the last few weeks.

Director Kelson said activated carbon is continuously fed in the summer to control disinfection byproducts, and it has the bonus of helping with taste and odor. There was also an excursion that was more than we could treat.

White commented that he thought CBU did a good job explaining how the department has been doing its best to handle it over the last couple of weeks. Still, if we are making an effort to help the quality, taste, and smell, and making extra expenditures, then it is good for the public to know.

Kelson said activated carbon feeding started in 2017 to control the Disinfection By-products (DBPs), and we had a side effect that took over the taste and odor compounds. It used to be that the water tasted like the lake all summer long. So it is better, but we have had some unusual circumstances the last two summers.

Ehman asked why a claim payment for Wood Environment and Infrastructure Solutions was spread across all utilities rather than putting the cost on just the stormwater fund where the impact would be or where the relationship to the street sweeping is primarily found.

Assistant Director - Finance Havey answered that staff may have applied an allocation for similar services, and we will correct anything going forward if needed.

Staff later corrected the Standard Invoices after finding that the claim should only be paid out of the Stormwater Fund.

Motion carried, six ayes. Total claims approved: \$620,460.48.

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

Invoices included \$10,690.76 from the Water Fund and \$21,468.21 from the Wastewater Fund.

Motion carried, six ayes. Total claims approved: \$32,158.97.

Capler moved, and Debro seconded the motion to approve the Wire Transfers, Fees, and Payroll for \$478,343.19. Motion carried, six ayes.

Capler moved, and Debro seconded the motion to approve the Customer Refunds: Customer refunds included \$121.21 from the Water Fund, \$2,249.43 from the Wastewater Fund, and \$4,102.00 from the Stormwater Fund.

Motion carried, six ayes. Total refunds approved: \$6,472.64.

CONSENT AGENDA

- a. Arcadis U.S., Inc., \$14,000.00, First amendment to include a bid alternate for HVAC system improvements at Monroe WTP. New nte: \$169,545.00
- b. Orkin Pest Control, \$2,899.00, Pest control services at Monroe WTP
- c. Electric Plus, Inc., \$4,987.00, LED light installation at Monroe WTP
- d. Jule Lynn Shapiro, \$4,000.00, Consultation services

Burnham said she was unfamiliar with the OnBase software for the Jule Lynn Shapiro contract and asked if the staff was implementing a new scanning system.

Kelson said it is a document management system, and the staff has used it for some time. The person trained to scan and index documents left the department. Parmenter asked if there would be multiple people that know how to use it. Kelson said it was part of the consultation.

The agreements were approved as they were not removed from the Consent Agenda by the Board. Total contracts approved: \$25,886.00.

REQUEST FOR APPROVAL OF AN AGREEMENT WITH AMERICAN STRUCTUREPOINT, INC.

CBU engineer Fleig requested approval for an agreement for consulting services from American Structurepoint. They performed the design of the relocation of the water main that would be required for phase III of the Fullerton Pike project. They completed the design last year. At the time, we thought we would complete the work in-house with our staff. There was no contract information book and no contract bid documents. Now that we have had some turnover and are trying to reorganize our staff and crews, we have determined that it would be better to put it out for bid to have a contractor do it for us. It would be quicker, and there will be a time limit for getting our relocations done before the road construction. We expect our notice to proceed for the relocations to go out at the end of this year or the beginning of next year. We are looking at adding these services to American Structurepoint; it is a brand new contract because we have completed the previous one. This contract will allow them to make a few design changes, add traffic maintenance plans, prepare bid documents, and perform bid assistance once we have received the bids. The amount of the agreement is not to exceed \$35,700.00.

Burnham moved, and Debro seconded the motion to approve the agreement with American Structurepoint, Inc. Motion carried, six ayes.

REQUEST FOR APPROVAL OF AN AGREEMENT WITH PRESIDIO NETWORKED SOLUTIONS GROUP, LLC.

Kelson presented an agreement with Presidio for the equipment added to the Utilities Service Center boardroom. The Information Technology Services (ITS) department started the contract, and it was unknown what the final price would be. The final price is \$61,715.37 and was projected to be around \$60k at the beginning. We are still waiting for a new TV, which is why we are not fully operational.

Burnham asked why this is being done if meetings are in person again. A lot of this was precipitated in part because of the COVID protocols. How do we intend to use this project now? Kelson said the project was not for the COVID protocols but to enable hybrid meetings, which the rest of the city departments are doing. The new statute allows communities to do hybrid meetings where the public can attend remotely, and board members can participate remotely if necessary. It facilitates public participation and allows board members who may be on travel to attend meetings once in a while if they need to. Burnham said we are talking about potentially building a new building. Is this CBU equipment? Kelson confirmed that it is.

White asked if the new setup required CATS to still set up all of their equipment or if they will be able to plug into this. Kelson said they would be able to plug in to bring everything together. Before the meeting, White asked if the panels in the ceiling are for the HVAC, but they are directional microphones that will make the other microphones obsolete. This room can be used as a training room and for large-group conferencing.

Capler asked if Kelson said we have the one tv included in this. Are they working on getting the other one? Kelson said yes, and when it was hung on the wall, it would not turn on. So there will be a camera on that one as well. Capler asked if Kelson said the technology department for the city started all of this, is the work mostly done? Kelson confirmed that it is. Capler asked if the Board was retroactively approving the contract so that she could clarify the sequence. Kelson said this is the final cost of doing the project.

Parmenter asked if the bill would not be paid until the tv was fixed. Kelson said he understood the bill would not be fully paid until the tv was fixed.

White moved, and Burnham seconded the motion to approve the agreement with Presidio. Motion carried, six ayes.

REQUEST FOR APPROVAL OF AN AGREEMENT WITH COMMONWEALTH ENGINEERS, INC.

Capital Projects Manager Hudson presented an agreement with Commonwealth to design five lift stations. It is a redesign of existing stations - five sanitary lift stations and ten lift stations to provide power backup.

Parmenter asked how many lift stations there are currently and if they are different types. Hudson said there are 47, and they are different. The study narrowed down five stations that needed replacement. We also asked the consultant to get federal funds through the State Revolving Plan.

Kelson commented that the 47 lift stations are all sanitary. Drinking water booster stations are separate, and there is one storm lift station.

White asked if there is backup power at these now. Hudson said there is only backup power at two stations. These are critical ones where they looked at where backup power is needed. White asked if this agreement was for design only. Hudson answered that it was, and we are trying to get the project shovel ready. If we have the design and plans ready to go, that will qualify us for the funding. White asked if the funding was a

matching grant. Hudson said it is a State Revolving Fund, which is not 100%. It may be about 60%, and we will have to come up with the remainder. Kelson added that the money is from the Bipartisan Infrastructure Act.

Parmenter asked if all five sites and the additional ten were the same. Besides getting the site ready, are they different? Hudson said they are different. Two of them are what we call "can" lift stations. It is an old lift station design that looks like a can put into the ground. Those are rusting and unsafe. The others have multiple problems such as low capacity, overflow during a storm event, or water will come into them because they are too low.

Parmenter asked if they would be replaced with the same five that are all the same. Hudson said they are all unique, and the new ones will have a wet well design. Each one has to have its own design. Parmenter said she wondered if the work for these ten could be applicable to others down the road.

Ehman asked if Commonwealth had completed their study since they had two invoices. Hudson said they had not completed it. The study is done for the conclusion, but they are taking that study another step and taking the forms and reports necessary for the funding request. So this agreement will continue that too.

Ehman asked if doing that work has positioned Commonwealth to do this work in an efficient and economical manner for us. Hudson answered yes, and since Commonwealth did the study, they would be the best consultant to do the design. The amount of the agreement is not to exceed \$359,930.00.

Burnham moved, and Debros seconded the motion to approve the agreement with Commonwealth Engineers, Inc. Motion carried, six ayes.

REQUEST FOR APPROVAL OF AN AGREEMENT WITH CLARK DIETZ, INC.

Assistant Director - Engineering Peden presented an agreement for assistance with stormwater reviews. CBU Engineering reviews new site developments, new construction, apartments, commercial properties, and residential neighborhoods. It takes a lot of time to ensure the design meets our guidelines, standards, and specifications. Regarding the stormwater review, large drainage reports with calculations about the detention design, stormwater quality for water treatment, inlet sizing, inlet capacity, inlet spacing, pipe sizing, pipe slope, and pipe material. It can be very time-consuming, especially when you have a large project. Peden said he was doing that work and is now in the Assistant Director role. So until someone is hired in the engineer position, we want to have an engineer on-call to help with those reviews so that we do not get too far behind and we can these projects through the review process in a timely fashion. There is a large not-to-exceed amount of \$150,000 because that position will post for some time. There is an error on the contract with a 12/31/2022 effective date, which should be 2023. Clark Dietz is familiar with this type of work, and they do it for other communities in Indiana.

City Attorney Wheeler said the typographical error on the end date was corrected, the contractor was made aware of the change and agreed to it, and that was the understanding of the parties. Therefore, the agreement that will be signed is the one with the corrected date.

Burnham moved, and Debros seconded the motion to approve the agreement with Clark Dietz, Inc. Motion carried, six ayes.

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

Hudson presented the first amendment to an agreement with Wessler to replace the bar screens of the Monroe WTP intake structure. The design is complete, and we now have a contractor to start the project. Wessler is being asked to do the contract administration and construction inspection. They will add the engineering requirements to this contract. The amount of the amendment is \$106,000 making the new not-to-exceed amount of the agreement \$169,500.

Capler asked if they are doing what they are contracted to do, is that what our normal internal staff would be able to do as that construction goes forward, or is this better to farm out? Hudson said he thought it was better to farm it out. They did the design because they were more familiar with what was required. It depends on how contracts are structured. Some contracts include, under the design, construction administration, and inspection. Other designers like to have an addendum until they see what is required.

Burnham moved, and Debroy seconded the motion to approve the agreement with Wessler Engineering, Inc. Motion carried. Six ayes.

OLD BUSINESS: None

NEW BUSINESS: Burnham requested a contact list for CBU staff.

SUBCOMMITTEE REPORTS: None

STAFF REPORTS

Kelson invited the board members to a tour of the service center and garage and a tour of the Winston Thomas site after the 9/26 board meeting.

He also invited the board to the Dillman WWTP celebration in October to see the new facilities and equipment.

The water taste and odor issues are improving and should continue to move through the system. At Council, he remarked that once is a fluke and twice is a pattern. This is two years in a row where this has happened. We believe this is associated with long stretches of sunny weather without rain. Each of the last two years, we have had a stretch of five or six weeks in August this year and September last year, where the algal counts got high in the water. CBU is talking with the Department of Natural Resources and the Army Corps of Engineers to look into the prospect of technology that could be employed in the lake near the intake to keep the algal counts from getting so high. We are starting that process now, so a contract for a study or pilot test may be coming up in the following months.

Burnham asked if any of the blue algae produced a result of man-made products, like gasoline from boats or oil. Or if it is more of a naturally occurring thing. Kelson said there would be no oxygen on Earth if it were not for blue-green algae. They are naturally occurring and have been around forever. There is phosphate, and other nutrients included that are in the sediments in the lake. If they are mixed in, or if you have a long period of algal growth, algae are dying and leaving chemicals in the water. If there is a

general trend toward more nutrients in the water column, you tend to get bigger blooms. Lake Monroe is better than most, so we work with Friends of Lake Monroe and the Lake Monroe Water Fund to work on watershed restoration projects. All those things are dedicated to preserving raw water quality in the lake. We have had unusually large blooms the last few years, and the one we have had recently is the largest one we have seen.

Ehman asked if it is a combination of man-caused anthropogenic and natural phosphorus sources. Kelson answered yes. Some of it is runoff from the natural watershed, and some are upstream runoff from human activities and septic tanks.

Capler asked about runoff containing fertilizer and various agricultural fields or human activity. Do we have any gauge on how bad that part of this problem is? The additional man-made sources of nutrients that go into the watershed? Kelson said that is all part of the study that the Friends of Lake Monroe have been working on. The Section 319 study. CBU gives in-kind support for laboratory work and financial support on that project. Lake Monroe's watershed is 70% forest. There is not a lot of agriculture in Lake Monroe's watershed. Most of it is in Jackson County and Brown County. The Lake Monroe water fund is working with the farm and forestry organizations to have everyone at the table about how to protect the water quality at the lake.

Parmenter asked if this is something that could be a solution in place for next summer, or is this a longer-term fix than that? Kelson said if we have a normal summer pattern, we have a line of thunderstorms that goes through every 2-3 weeks all summer. We did not have taste and odor complaints from 2017-2021. Before the last two years, we had not experienced a long dry spell in the lake like we had the previous two years.

Capler asked explicitly, in terms of the available technology and treatments for this kind of water taste and odor, that CBU is using the best thing to treat this. The magnitude of the algal blooms is swamping out the ability to remove all of the odor and taste. Kelson confirmed. When we started feeding activated carbon in 2017, we could take all of it out or enough of it so that no one could taste it, but we have had these two events where it has gotten higher than we were able to remove. An activated carbon filter on your faucet will probably get the rest. We could consider adding additional carbon filtration at the plant, which would be expensive if we wanted to do that. Instead, we would try to keep the algae from getting there in the first place. Other issues can help with some species of blue greens. Capler commented there had been misunderstanding amongst the public, thinking CBU was not doing anything about it. This is now two years of discreet events related to the weather and to nutrient influx that goes beyond the ability to pull all of it out. Kelson said we do not have that much equipment and carbon in our plant to handle it. It points to the importance of doing the work we are doing with outside organizations to try and address the issue of the long-term water quality in the lake.

Kelson presented a new map of the proposed new facility at the Winston Thomas site.

Capler asked how CBU was doing with ongoing staff issues and turnovers. There was some administration turnover, some of those positions were filled, and the front-line workers had some turnover. Kelson said CBU continues to experience turnover. Employees are leaving for greener pastures, which continues to be an issue. We are working on it as hard as we can. Assistant Director - T&D Hall recently hired two laborers to fill two of the vacancies, but we still have four vacancies there. As far as the Assistant Director positions, we have filled all but two, and one of them has a request to hire posted with Human Resources. Interviews are continuing for the other one starting

this week. There had also been staff turnover in the Engineering division, and Peden is working on getting new hires there. There are vacancies in the Finance division as well. Parmenter said that of the contracts approved at this meeting, three had to do with personnel that we could not do the work here and that we had intended to have that done in-house. Are we anticipating continuing to seek out external support in the coming months? Kelson said we might look for external support for a couple of things in the next few months. The one contract presented tonight that was really associated with the staff shortage was the Clark Dietz agreement. We need more engineering support when we start executing a project. In the previous Dillman project, Greeley and Hansen managed that project all the way through, and they are continuing to work with us on it. Parmenter said that while it may not be possible, could we shift the staff, fill several departments, and leave the vacancies in one area where we would hire an outside team? Kelson said he did not know if it was feasible, but we could look into it.

Burnham asked if it is possible to get an idea of how many people we are down by department. Kelson said he would get a list.

PETITIONS AND COMMUNICATIONS: None

ADJOURNMENT: Burnham moved to adjourn; the meeting adjourned at 5:44 p.m.

Jeff Ehman, President

Date