

UTILITIES SERVICE BOARD MEETING
1/3/2023

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

Board members absent: Jim Sherman, ex officio Jim Sims

Staff present: James Hall, Phil Peden, Hector Ortiz-Sanchez, Elizabeth Carter, Dan Hudson, Matt Havey, Nolan Hendon, Daniel Frank

Guests present: N/A

MINUTES

Board Member Burnham noted that the minutes improperly indicated that she had motioned to approve the Minutes and Claims during the prior meeting when she was absent. Requested that the meeting minutes be reviewed and names corrected to the appropriate board members.

Burnham moved, and Board Member Debro seconded the motion to approve the minutes of the December 15 meeting. Motion carried, five ayes pending completion of corrections.

CLAIMS

Burnham moved, and Debro seconded the motion to approve the Standard

Invoices: Vendor invoices included \$117,339.67 from the Water Fund, \$187,484.77 from the Wastewater Fund, \$55,198.63 from the Stormwater Fund, and \$31,053.43 from the Stormwater Fund.

Motion carried, five ayes. Total claims approved: \$391,076.50.

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

Invoices included \$8,847.63 from the Water Fund and \$13,384.72 from the Wastewater Fund.

Motion carried, five ayes. Total claims approved: \$22,232.35.

Burnham moved, and Debro seconded the motion to approve the Wire Transfers, Fees, and Payroll for \$352,796.98. Motion carried, five ayes.

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

Refunds: Customer refunds included \$241.16 from the Water Fund, \$880.92 from the Wastewater Fund.

Motion carried, five ayes. Total refunds approved: \$1,122.08.

CONSENT AGENDA:

Assistant Director - Finance Matt Havey presented the following items recommended by staff for approval:

- a. Kirby Risk Corporation, \$6008.48 - Provides Rockwell software for programmable logic controllers.

The agreements were approved, as no items were removed from the Consent Agenda. Total contracts approved: \$6008.48

Request for Approval of a First Amendment to Agreement for Services with SSW Enterprises, LLC dba Office Pride

Burnham moved, and Debroy seconded the motion to approve agreement with SSW Enterprises, LLC dba Office Pride. Motion carried, five ayes.

Request for Approval of Community Development Block Grant with Housing and Neighborhood Development

Assistant Director of Engineering Phil Peden presented the grant program that will receive \$110,000 to fund the installation of bioretention ponds in the Waterman Neighborhood area. Burnham questioned the specific location of the Waterman Neighborhood and Peden clarified that it is in the area between Kleindorfer's Hardware and JB Salvage. Burnham requested clarification on the point that the City of Bloomington Utilities (CBU) will initially pay for the project and then receive reimbursement once the projects have been completed. Peden verified that yes, the initial cost will be paid by CBU and the grants will reimburse those expenses after project completion. Burnham questioned the current status of the project and Peden advised that only the planning stage had been completed.

Burnham moved, and Debroy seconded the motion to approve the Community Development Block Grant with Housing and Neighborhood Development. Motion carried, five ayes.

Request for Approval of Lease Agreement with Summit Hill Community Development Corporation

Assistant Director of Transmission and Distribution James Hall presented the lease agreement with Summit Hill Community Development Corporation (SHCDC) in place of City of Bloomington Legal Chris Wheeler. Board Member Parmenter questioned if any other organizations or non-profits were offered the opportunity to build at this location. Hall was unaware of any other organizations or non-profits that had been approached, but advised that Wheeler may have more information regarding the selection process. Parmenter questioned if at a later date SHCDC decides that they want to change the property use to something other than childcare/affordable housing, will they have to come back to the USB for approval. Hall advised that he was unaware of the specifics of the lease agreement regarding usage requirements.

Ehman questioned the size of the property that is included in the lease agreement. Hall advised that the property is between ¼ to ½ acre. Ehman asked the Board to consider the opportunity cost of turning over the property for this type of project and voiced concerns about setting a precedent considering the surplus of property that CBU currently holds. Ehman also questioned if this use of property is in keeping with the Board's fiduciary responsibility to the ratepayers. Board Member Kirk White questioned if it made more sense for CBU to sell the property to the City of Bloomington given that the project is not linked to Water, Sewer, or Stormwater. White recommended tabling the issue to allow time for further consideration and the opportunity to have certain questions answered at the next meeting.

Burnham moved to table the issue, and White seconded the motion to table the Summit Hill Community Development Corporation Lease Agreement until the next meeting. Motion carried, five ayes.

Request for Approval of Agreement with Donohue & Associates, Inc. - Monroe WTP Backwash Upgrades Project

Capital Project Manager Dan Hudson presented the agreement with Donohue & Associates for the design and bidding process.

Burnham moved, and White seconded the motion to approve the Agreement with Donohue & Associates Inc. Motion carried, five ayes.

NEW BUSINESS: None

OLD BUSINESS: None

STAFF REPORTS: Havey introduced Elizabeth Carter as the new Municipal Separate Storm Sewer System Coordinator. Havey also recognized the efforts of CBU employees who worked extensively over the holidays to assist in repairs caused by recent cold weather, including: Steve Robertson, Phil Oakley, Bob Snedegar, Chris Eberle, Sean Breton, Chris Eagan, Bryant Norman, Barry Moore, Noah Campbell, Josh Wathen, Gabe Avendano. Burnham asked about the quantity of main breaks over this period. Hall advised that there were six main breaks and a large number of frozen and broken lines inside residences. Parmenter questioned if there were measures that customers could take to prevent some of these issues. Hall advised customers could have taken steps such as opening cabinets, leaving water running, and knowing where their shut-offs were inside the home.

PETITIONS AND COMMUNICATIONS:

Ehman noted that the Board was unable to move ahead with the election of new officers while waiting for appointments, and it will be taken up at the next meeting.

Parmenter requested an outline of security protocols for CBU and all of its facilities. Havey advised that there is a quarterly meeting to discuss security, but Director Vic Kelson would have

more information about vulnerabilities. White recommended that in 2023 the Board should consider a sub-committee focused on CBU facility security.

ADJOURNMENT: Burnham moved to adjourn; the meeting adjourned at 5:26 p.m.

Megan Parmenter
Amanda Burnham, President

January 17, 2023
Date

Vice President