

**UTILITIES SERVICE BOARD MEETING  
3/13/2023**

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

**CALL TO ORDER**

Board President Burnham 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, Seth Derbo, Kirk White, Seth Debro, Jim Sherman, Molly Stewart

**Board members absent:** Megan Parmenter, ex officio Scott Robinson, ex officio Jim Sims

**Staff present:** James Hall, Missy Waldon, Holly McLauchlin, Jane Fleig, Dan Hudson, Hector, Chris Wheeler, Liz Carter, Kriste Lindberg, Justin Meschter

**Guests present:** None

**MINUTES**

***Board member Debro moved, and Board member White seconded the motion to approve the minutes of the February 27th meeting. Motion carried, five ayes.***

**CLAIMS**

Standard Invoices Questions:

Board member Ehman questioned if the electrostatic cleaning performed by SSW Enterprises, Inc. that was implemented during the pandemic would continue indefinitely, or if there was a timeline for phasing it out. Hall advised that this cleaning technique is currently only used when a COVID case has been reported to Risk Management. Burnham questioned if this cleaning technique was used throughout the City Administration. Hall advised that yes, to his knowledge it is used citywide.

***Debro moved, and White seconded the motion to approve the Standard Invoices:*** Vendor invoices included \$235,230.73 from the Water Fund, \$364,604.38 from the Water Construction Fund, 378,292.38 from the Wastewater Fund, and \$51,716.42 from the Stormwater Fund.

***Motion carried, five ayes. Total claims approved: \$1,029,843.84.***

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

Invoices included \$12,805.05 from the Water Fund and \$28,602.07 from the Wastewater Fund.

***Motion carried, six ayes. Total claims approved: \$41,407.12.***

***Debro moved, and White seconded the motion to approve the Wire Transfers, Fees, and Payroll for \$518,272.87. Motion carried, six ayes.***

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

**Refunds:** Customer refunds included \$95.94 from the Water Fund, \$209.74 from the Wastewater Fund.

**Motion carried, six ayes. Total refunds approved: \$305.68.**

## **CONSENT AGENDA**

Assistant Director - Transmission and Distribution - Hall presented the following items recommended by staff for approval:

- a. Koorsen Fire and Security, Inc., \$4,042.00, Fire Inspections at all City of Bloomington Utilities locations
- b. Break Away Performance Group, LLC, \$20,000.00, On-call management training
- c. Overhead Door Company of Bloomington, \$3,050.00, Replacement of dewatering building rear overhead door
- d. Commercial Service of Bloomington, Inc., \$9,785.00, Replacement of both dewatering building outside air conditioning units
- e. Xylem Water Solutions USA, Inc., \$3,300.00, Evaluation of vibration on high service 5
- f. Heflin Industries, Inc., \$4,000.00, Rebuild upper ammonia distribution venting pipe above outside storage tank
- g. Monroe Owen Appraisals, Inc., \$9,000.00, Contractor will provide appraisers for multiple properties related to the final phase of the Hidden River Project
- h. Rangeline Tapping Services, Inc., \$20,300.00, Contractor will perform a double line stop on an 18" water main

**The agreements were approved with the exception of Break Away Performance Group, LLC. Total contracts approved: \$53,477.00**

Burnham requested further discussion of Item B. Break Away Performance Group (BAPG). Burnham questioned what specific management training the item entailed, and questioned why CBU was opting for a consultant that recently moved to Santa Fe, New Mexico. Burnham also questioned if there will be travel costs associated with sending trainers to CBU. City Legal - Wheeler advised that Break Away Performance has a proven track record with the City of Bloomington, that is why CBU sought their services. Wheeler also advised there will be no travel associated with the training, it will be carried out online. White questioned if Wheeler was aware of the specific nature of the training, i.e. Strategic Planning. Wheeler was unaware of the specifics. Wheeler recommended that the item be tabled if the board wished to ask more specific questions regarding the exact nature of the training. Burnham requested clarification on why the signer of the contract had crossed out the liability portion. Wheeler advised that since the training will be held online, and no one associated with Break Away Performance Group would physically visit CBU property, the threat of liability was miniscule and City Legal agreed to removing the clause from the terms of the contract. Burnham questioned what other services/training BAPG had previously provided to other City organizations. Wheeler was unaware of the specifics of prior training.

***Burnham moved, and White seconded the motion to table Item B. of the consent agenda until the following board meeting. Motion carried, six ayes.***

#### **REQUEST FOR APPROVAL TO WRITE-OFF UNCLAIMED CREDIT BALANCES**

Finance Manager - Finance - Waldon presented the request for approval to write-off the unclaimed credit balances for amounts that have been on the books for a period of seven years.

***Debro moved, and White seconded the motion to approve the request to write-off unclaimed credit balances. Motion carried, six ayes.***

#### **REQUEST FOR APPROVAL OF AGREEMENT FOR CONSULTING SERVICES WITH AMERICAN STRUCTUREPOINT, INC**

Utilities Engineer - Engineering - Fleig presented the agreement for consulting services with American Structurepoint, Inc. to aid in the design and bid services for the relocation of a 12" main that is based on an INDOT project at the intersection of State Road 45/46 and Arlington Rd. Ehman questioned if since the project is a result of the INDOT project, will CBU be reimbursed for any of the associated expenses. Fleig advised that the project is in the right-of-way, so CBU is responsible for all costs. Burnham questioned if there is a ramp being installed at this location. Fleig advised that yes, an entrance ramp will be installed at this intersection.

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

#### **REQUEST FOR APPROVAL OF AMENDMENT TO AGREEMENT WITH COMMONWEALTH ENGINEERS, INC FOR LIFT STATION IMPROVEMENT PROJECT**

CBU - Capital Project Manager - Hudson presented the amendment to manage an alternative project delivery to oversee the construction of a force main for the Basswood lift station. Ehman questioned if Basswood is located just to the east of 3rd St and I-69. Hudson confirmed that it is located within an apartment complex in that area.

***Parmenter moved, and Debro seconded the motion to approve the amendment to agreement with Commonwealth Engineers, Inc. Motion carried, six ayes.***

**OLD BUSINESS:** None

**NEW BUSINESS:** None

## **SUBCOMMITTEE REPORTS:**

### **REQUEST FOR APPROVAL OF 2023 SUBCOMMITTEE APPOINTMENTS AND SCHEDULE**

Burnham presented on behalf of the Administrative Subcommittee. Burnham outlined the proposed subcommittee appointments and schedule. Ehman questioned the reasoning for having a meeting scheduled prior to an agenda being set as has been done in the past. Burnham advised that the idea is to have an agenda for each of the scheduled meetings, but in the event that there is nothing to meet on, the meeting will be canceled.

***Debro moved, and White seconded the motion to adopt the proposed Subcommittee Appointment and 2023 Subcommittee Schedule. Motion carried, six ayes.***

## **STAFF REPORTS:**

Municipal Separate Storm Sewer System(MS4) Coordinator - Carter presented an Overview of Activities for the CBU MS4 Program. Board member Sherman questioned if the MS4 Program actively recruits members of the community for Adopt-A-Drain volunteers. Carter advised that it is primarily a volunteer basis. Board member Stewart questioned how many storm drains are maintained by CBU. Hall advised it is close to 2,600. Sherman questioned how many contractor's visited the Contractor's Workshop. Carter advised 40 people attended, both contractors and engineers. Ehman questioned what the minimum size was that triggers a State Review of a project. Carter advised if the project disturbs more than an acre of land the project gets permitted through the State. Burnham questioned if the leaf collection program that was recently canceled by the City will likely impact the street cleaning program that the MS4 Program is taking over. Carter advised that CBU will likely receive calls regarding blocked drains as a result of leaves not being picked up, and those callers will be directed to contact the Innovation Director in the Mayor's Office. White questioned which Division of CBU will take over operation of the street sweepers once they are transferred. Hall advised that a final decision has not been made, and will be discussed at a meeting later this month. Ehman questioned what the plans are for code enforcement in the fall and managing the increased amount of leaves that will now be covering storm drains. Ehman questioned an earlier discussion he recalled during the discussion of CBU taking over the responsibility of street sweeping, that the City would be providing a yearly line item payment to CBU for the service since they are benefiting from the service along with CBU.

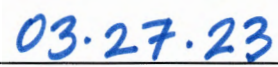
Hall reported that the Indiana Finance Authority will hold a regional meeting in the boardroom on Mar 21, 2023 , from 9:30 am to 11:30 am. Hall wanted to acknowledge Bob Snedegar's 20 year anniversary with CBU, and Paul Edwards and Brad Elkins both passed their DSL Exam's. Regarding the Winston Thomas Site - Hall advised that appraisals of the current Service Center building have been delayed six weeks, and will be necessary before a final financial report concerning the project will be for the board's consideration, but a contract for the demolition and site cleanup will be presented to the March 27th meeting. Ehman questioned why the demolition was proceeding prior to the completion of the financial report. Hall advised that the demolition

and cleanup project is necessary regardless of the construction of a new facility, or if the property continues to serve as storage for CBU and City assets.

**PETITIONS AND COMMUNICATIONS:** None

**ADJOURNMENT:** Debpro moved to adjourn; the meeting adjourned at 5:55 pm

  
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Amanda Burnham, President

  
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Date