

UTILITIES SERVICE BOARD MEETING
3/13/2023

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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, Megan Parmenter, Seth Debro, Kirk White, Jeff Ehman, Jim Sherman, Molly Stewart

Board members absent: ex officio Scott Robinson, ex officio Jim Sims

Staff present: Chris Wheeler, Vic Kelson, Jane Fleig, Nolan Hendon, Hector Ortiz-Sanchez, Matt Havey, Dan Hudson, Kat Zaiger, Phil Peden, Kevin White

Guests present: None

MINUTES

Board Vice President Parmenter moved, and Board member Debro seconded the motion to approve the minutes of the March 13th meeting. Motion carried, seven ayes.

CLAIMS

Parmenter moved, and Debro seconded the motion to approve the Standard Invoices: Vendor invoices included \$212,352.86 from the Water Fund, \$750.00 from the Water Sinking Fund, \$188,472.86 from the Wastewater Fund, and \$5,124.24 from the Stormwater Fund.
Motion carried, seven ayes. Total claims approved: \$406,699.96.

Parmenter moved, and Debro seconded the motion to approve the Utility Bills: Invoices included \$159,822.96 from the Water Fund and \$128,926.97 from the Wastewater Fund.
Motion carried, seven ayes. Total claims approved: \$288,749.93.

Parmenter moved, and Debro seconded the motion to approve the Wire Transfers, Fees, and Payroll for \$393,571.17. Motion carried, seven ayes.

Parmenter moved, and Debro seconded the motion to approve the Customer Refunds: Customer refunds included \$1,028.61 from the Wastewater Fund.
Motion carried, seven ayes. Total refunds approved: \$1,028.61.

CONSENT AGENDA

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

- a. Break Away Performance Group, LLC, \$20,000.00, On-call management training

b. BBC Pump and Equipment Company, Inc., \$4,989.00, Transfer Pump 1, replacement mechanical seal

The agreements were approved with the exception of Break Away Performance Group, LLC. Total contracts approved: \$4,989.00

Burnham requested discussion of Item A. Break Away Performance Group (BAPG). Kelson addressed the questions from the previous meeting regarding the specific management training entailed in the agenda item. Kelson advised that it is focused primarily on interpersonal skills counseling for City of Bloomington Utilities (CBU) employees that work in a supervisory role. Kelson advised that Human Resources had suggested job coaching for a supervisor in the past, and after some consideration it seemed prudent to have this service available for any supervisor who might need it on an on-call basis. Board member White questioned how CBU selected the firm. Kelson advised that Human Resources suggested the firm after working with them previously. White questioned who at CBU will have access to these services. Kelson advised that it will be available to anyone in a supervisory role.

Parmenter moved, and Debroy seconded the motion to approve the agreement with Break Away Performance Group, LLC. Motion carried, seven ayes.

REQUEST FOR APPROVAL OF AGREEMENT FOR SERVICES WITH AIRGAS SPECIALTY PRODUCTS, INC.

Assistant Director - Finance - Havey presented the agreement for services with Airgas Specialty services for the 2023 supply of Ammonium Hydroxide at the Monroe Water Treatment Plant.

Parmenter moved, and Debroy seconded the motion to approve the agreement with American Structurepoint, Inc. Motion carried, seven ayes.

REQUEST FOR APPROVAL OF AGREEMENT FOR SERVICES WITH GREEN DRAGON LAWN CARE, INC.

Assistant Director - Transmission & Distribution(T&D) - Hall presented the agreement for services with Green Dragon Lawn Care, Inc. for mowing and trimming at three plants - Monroe, Blucher, and Dillman - along with 20 additional T&D sites, including the Winston Thomas site. Board member Sherman questioned if CBU had received bids for this agreement. Hall advised that yes, he had received three separate bids. The two bids that were not awarded the contract were \$172,000.00 and \$212,000.00. Hall also advised that Green Dragon Lawn Care, Inc. is also currently contracted with Parks and Recreations, who reported having no issues with the quality of service. Debroy questioned what would happen with the existing lawn care assets that CBU currently owns. Hall advised that one of the mowers will remain with CBU to determine if there is a need and if not it will be sold to another department or auctioned. Burnham questioned what the monetary threshold for a contract was before the Utilities Service Board was able to review bids. Hall advised that the threshold is \$150,000.00. White questioned who

was handling the mowing of the Winston Thomas site. Hall advised that the Winston Thomas site was included in the 20 T&D sites referenced in the contract memo.

Parmenter moved, and Debroy seconded the motion to approve the agreement with Green Dragon Lawn Care, Inc. Motion carried, seven ayes.

BID OPENING - PUBLIC INVITATION TO BID - FULLERTON PIKE PHASE III WATER MAIN RELOCATION

Utilities Engineer - Engineering - Fleig presented the bid opening for Fullerton Pike Phase III for Water Main Relocation. The following contractor bids were received:

Crider & Crider, Inc: \$607,376.70

Milestone Contractors: \$584,310.00

Reed & Sons Construction, Inc: \$426,386.00

Engineer's Estimate: \$812,000.00 (includes a 10% contingency)

All submitted proposals will be reviewed and the selected contract will be brought to the board for consideration. Sherman questioned if this was related to the County road project that will connect Fullerton Pike to Gordon Pike. Fleig confirmed.

OLD BUSINESS: None

NEW BUSINESS: None

SUBCOMMITTEE REPORTS:

Debroy summarized the Sewer Capacity Preparedness Plan presented by Assistant Director - Engineering - Phil Peden. The plan outlines the utilization of flow cams to better model and project long term sanitary sewer needs throughout Bloomington as areas continue to see more property development.

STAFF REPORTS:

Kelson welcomed two new employees - Blake McClintic - Heavy Machine Operator - Environmental, and Adam Hutsler - Landscape Specialist - Dillman Wastewater Treatment Plant. Kelson advised that a recent class of 20 workers in T&D has completed DSL Training and are in the process of scheduling testing. Kelson provided an update on the proposed Winston Thomas Service Center. Kelson advised that CBU is currently awaiting an appraisal of the current Service Center property which will be necessary to move forward with the financial reports necessary for a final proposal. Kelson will be providing the Board with a flowchart to better explain where CBU currently stands in the process. Kelson advised that CBU hosted the Regional Indiana Financial Authority meeting, which must be attended in order to have access to State Revolving Fund financing of projects. Board member Ehman questioned how many appraisals the City was planning on getting for the current Service Center. City Legal - Wheeler advised that he is currently aware of only one appraisal that is planned. Ehman questioned what criteria was used to choose the appraiser. Wheeler was unaware of the specific criteria, but offered to follow up with the Board and provide those criteria at a later date. White noted that


during the process of purchasing property for public use, it is common practice to take the average of three appraisals. Ehman expressed the importance to him of having multiple appraisals to ensure that CBU is getting a fair market value for the existing property.

PETITIONS AND COMMUNICATIONS: None

ADJOURNMENT: Parmenter moved to adjourn; the meeting adjourned at 5:24 pm



Amanda Burnham, President



Date