

**UTILITIES SERVICE BOARD MEETING**  
**7/03/2023**

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

**CALL TO ORDER**

Board Vice President Parmenter called the regular meeting of the Utilities Service Board to order at 5:06 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, Jeff Ehman, Molly Stewart, Kirk White, Seth Debro, Jim Sherman, Ex Officio Scott Robinson

**Board members absent:** Ex Officio Jim Sims

**Staff present:** Vic Kelson, Liz Carter, Chris Wheeler, Hector Ortiz-Sanchez, Daniel Frank

**Guests present:** None

**MINUTES**

***Board member Parmenter moved, and Board member Debro seconded the motion to approve the minutes of the June 20th meeting. Motion carried, seven ayes.***

**CLAIMS**

**Standard Invoice Questions:**

Parmenter questioned the transaction on page four of the Standard Invoices for Pace Analytical Services - Annual PT Sampling Analysis at Cook Inc. - specifically what the charge was for. City of Bloomington Utilities (CBU) Director - Kelson advised that the abbreviation PT refers to Pretreatment analysis of the water samples for a metal finishing operation permit held by Cook Inc. CBU samples the operation on a regular basis as part of that permit. Board member Ehman questioned a charge on page three of the Standard Invoices with Irving Materials for around \$27,000 worth of concrete at 512 E. Kirkwood. Ehman advised that he had looked up the address online and found that address was linked to a company called Underground Printing, and after driving to the site he noted no visible signs of work being completed in that area, and requested information on what this charge was for. Board member White questioned if it could be related to the conduit work being done behind the Von Lee building. Kelson advised, yes that was likely exactly what the charge was for. Burnham noted that the address didn't match where the work was being performed. Ehman noted that the address is on the south side of Kirkwood and that is what caused the confusion. Kelson advised that he is uncertain why they used that address, but was certain that the concrete had been poured for the conduit behind the Von Lee building, so that is the most likely explanation for the charge.

***Parmenter moved, and Debro seconded the motion to approve the Standard Invoices:***

Vendor invoices included \$374,855.33 from the Water Fund, \$111.62 from the Water Construction Fund, \$125,465.77 from the Wastewater Fund, and \$64,716.97 from the Stormwater Fund.

***Motion carried, seven ayes. Total claims approved: \$565,149.69.***

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

Invoices included \$10,536.78 from the Water Fund and \$17,229.22 from the Wastewater Fund.

***Motion carried, seven ayes. Total claims approved: \$27,765.78.***

***Parmenter moved, and Debro seconded the motion to approve the Wire Transfers, Fees, and Payroll for \$435,227.40. Motion carried, seven ayes.***

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

***Refunds:*** Customer Refunds included \$241.22 from the Water Fund and \$4,335.44 from the Wastewater Fund.

***Motion carried, seven ayes. Total refunds approved: \$4,576.66.***

## **CONSENT AGENDA**

Hall presented the following items recommended by staff for approval:

- a. Cummins Sales and Service, \$4,035.14, Repair fuel leak on intake generator
- b. SUEZ WTS Analytical Instruments, Inc. DBA Veolia, \$5,741.80, Calibrate and service the TOC analyzer
- c. Koorsen Fire and Security, Inc. \$3,081.50, Fire equipment maintenance
- d. Wessler Engineering, Inc., \$16,200.00, Engineering consulting for drafting of Title

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**Consent Agenda approved as presented. Total approved: \$29,058.44**

## **REQUEST APPROVAL OF AN MOU WITH TOUCHDOWN TERRACE, LLC FOR SEWER CONTRIBUTION FOR PROPERTY LOCATED AT 19TH STREET AND DUNN STREET**

City of Bloomington - Legal - Wheeler presented the MOU with Touchdown Terrace, LLC. Wheeler advised that the Utilities Service Board (USB) has seen agreements like this before. When Engineering performs sewer expansions, the City will earmark those sections and watch for developments that move in upstream of the sewer development that will increase capacity and use of that upgraded sewer area. In this situation, the MOU is for a development being built at the corner of 19th St. and Dunn St. by Touchdown Terrace, LLC that will increase the use or average sewer flow of this sanitary sewer stretch by 3.72%. Both parties worked on creating that percentage, agreed to it, and understood the amount of the cost for the sewer expansion that was performed by CBU, which in this case was approximately 2.25 million dollars. The calculation done for this MOU, and the agreement made with Touchdown Terrace, LLC is a one-time contribution of \$92,548.38. Parmenter questioned if the portion that Touchdown Terrace, LLC is paying for the MOU is in proportion to the amount they'll be using to attach to the sewer expansion. Wheeler clarified that the calculation is based on the increase in the flow to the sanitary sewer, so their percentage of use, which extrapolates out to be the amount they should pay to contribute to the recent sewer expansion projects that allowed for the project to begin with, because had the sewer not already been expanded, it's likely that the developer

would have had to pay a larger bill for the sewer expansion in order to serve their discharge capacity. Parmenter questioned if the CBU Staff agreed that this is the correct percentage that should be charged. Wheeler confirmed that CBU Engineering determined the percentage and that is the amount that was deemed appropriate. Burnham questioned if the two MOU's on the agenda were adjacent parcels. CBU MS4 Coordinator - Carter advised that the first MOU on the agenda started construction about a year ago, and it involved numerous parcels owned by several property owners, so they decided not to assign an address until the project was completed. That is why it is simply referred to as 19th Street and Dunn Street. The MOU for 420 East 19th St. is a separate project that is still in the design phase, so the work has not yet begun. Ehman noted that CBU did a spreadsheet exercise for the area on North Dunn St. to determine incremental volumes, and the large development at 17th and Dunn came in prior to the exercise, and didn't have to contribute to the sewer expansion. The two MOU's being discussed at this meeting came in after the exercise and are being asked to contribute for their proportion of use of the new sewer expansion. Wheeler advised he wasn't certain of the whole history of the area. Burnham concurred with Ehman, noting that there was a presentation given to the board regarding the exercise. Ehman questioned if CBU is performing a more detailed analysis of the basin to the west of College and Walnut to create more detailed modeling of the system up front of any development to better allocate the incremental additional infrastructure, and to have different developers help pay for those upgrades, just using a different modeling tool. Kelson advised yes, that is the plan.

***Parmenter moved, and Debro seconded the motion to Approve an MOU with Touchdown Terrace, LLC for Sewer Contribution for Property Located at 19th Street and Dunn Street. Motion carried, seven ayes.***

#### **REQUEST APPROVAL OF AN MOU WITH TOUCHDOWN TERRACE, LLC FOR SEWER CONTRIBUTION FOR PROPERTY LOCATED AT 420 EAST 19TH STREET**

Wheeler presented the MOU with Touchdown Terrace, LLC. The determined amount of average flow was 2.61%, and that percentage extrapolated out for the cost for the sanitary sewer system improvements south of the project is \$64,838.00.

***Parmenter moved, and Debro seconded the motion to Approve an MOU with Touchdown Terrace, LLC for Sewer Contribution for Property Located at 420 East 19th Street. Motion carried, seven ayes.***

#### **REQUEST FOR APPROVAL OF AMENDMENT TO 2021 RESIDENTIAL STORMWATER GRANT**

Carter presented the Amendment to a 2021 Residential Stormwater Grant and advised that the original project design included work in public right-of-way across three separate properties. CBU internally decided that they would prefer to perform the work in public right-of-way. The amended agreement removes the expenses associated with the work completed by CBU, and leaves only the scope of work performed on private property. The work has been completed, so

the amount in the amendment is the correct amount and reflects the expense of creating a French drain and patching some pavement on the homeowners driveway. CBU has visited the area recently and discussed with the neighbors what type of project they would like to see to fix the issue in the right-of-way. Currently they seem interested in the installation of a rain garden, which will hopefully be installed this Fall. Burnham questioned if any of the funds from the grant have already been paid to the homeowner and will need to be reimbursed. Carter advised, CBU will pay the contractor that performed the work for the homeowner and the remaining funds allocated for this grant will be used by CBU to perform the installation of the rain garden in the right-of-way.

***Parmenter moved, and Debro seconded the motion to Approve an Amendment to 2021 Residential Stormwater Grant. Motion carried, seven ayes.***

#### **OLD BUSINESS:**

Burnham questioned if there was any follow-up concerning questions from the Board regarding the 2020 and 2021 Interdepartmental Agreement. Kelson advised that the follow-up will occur at the next meeting because CBU Assistant Director - Finance Havey was out on PTO and Deputy Controller - McMillian was unavailable for this meeting. Burnham questioned if McMillian had received a copy of the Board's questions from the previous meeting. CBU Administrative Assistant to the Director - Frank advised yes, and McMillian should be able to provide those answers at the next meeting. Ehman requested that the answers be given to the Board ahead of the following meeting so that they can provide further questions if needed. Parmenter wished to discuss CBU's agreement with Smithville for the Blucher Poole Plant, noting that the contract was signed in September, it was for an increase of 100 mbp/s and 5 voice lines at \$655.50/month and CBU is actually paying \$797.24/month. Parmenter wished to have some information about this discrepancy. Ehman also questioned why the initial payment was \$1700 after this contract took effect, and if this was possibly explained by an installation fee.

#### **NEW BUSINESS:**

Board member Stewart wished to thank CBU for placing a Water Sense tag on her door, which helped her discover a leak in the supply line between her meter and home. The early notification saved her 20,000 gallons of water loss. Parmenter questioned since CBU is entering the typical drought season for this area, which has affected the taste of water the last two years, when will CBU start to monitor for algae. Kelson advised CBU is already monitoring for algae in the water and watching the populations. CBU also samples for taste and odor compounds, called MIB and geosmin. There is an intern doing jar testing at Monroe Water Treatment Plant to explore different types of activated carbons to determine what is the best. Some are made of coconut, some coal, and others still from other products. There are varieties of activated carbon that are good for certain things, but can also be expensive, so CBU is looking into what the ability would be to switch or have some way to raise the amount of activated carbon being used in anticipation of taste and odor issues or possibly use something more effective. CBU is in the process of doing jar testing to determine all of these things and what is possible with the

equipment currently on hand. Parmenter questioned if CBU has done jar testing in the past. Kelson advised that CBU has always done jar testing, but this is the first time it is focused on taste and odor. Parmenter questioned if someone physically tasted the water in these samples. Kelson advised no, the samples are sent to a lab for testing.

### **SUBCOMMITTEE REPORTS:**

Burnham noted that there is an Administrative Subcommittee meeting at the following USB meeting on July 17th at 4:30 pm. Kelson confirmed and noted that there is a Finance Subcommittee meeting scheduled for July 31st at 4:00 pm. Burnham noted that it is not required but encouraged that all members attend the Finance Subcommittee meeting. Kelson advised if the Board wants to take up the budget at that meeting, they could, but if they wish to wait, there is another meeting available before the August 29th budget deadline if the Board can't get all of its questions answered. Burnham questioned if Havey will be providing the budget memo the USB has had in the past. Kelson advised yes, there have already been two revisions made so far and they are meeting with the mayor again on the 11th.

### **STAFF REPORTS:**

Carter presented an update on the maintenance of the mechanical BMP's at Miller-Showers. Carter advised that the three BMP's located in the middle of the property were all cleaned out in February of 2023. The two BMP's located at the North and South end of the property have not been cleaned out since 2015 because the Vac Truck that is used for cleanout cannot reach the sites in its current configuration, and needs an extension for the hose to reach them. They are working to acquire the parts and intend on having both sites cleaned by the end of this year. Ehman thanked Carter for the update and noted that it was his understanding that none of the BMP's had been cleaned out in a very long time. Carter advised that they likely were not, but they are on the radar now.

Kelson noted the following personnel changes:

#### **New staff**

- Cadon Swanson - Utilities Engineer - Engineering
- Kieran Corcoran - Communications Operator - Administration
- Kenneth Larmen - Specialized Crew Leader - Transmission and Distribution (T&D)
- Emily Tate - Administrative Assistant - T&D

#### **Interdepartmental change**

- Cason Page moved to Full-Time Water Quality Assistant - Environmental

#### **Crew members that completed internal training to become Specialize Crew Leaders**

- Andrew Boden - T&D
- Brad Elkins - T&D
- David Pittman - T&D

Kalei Bollinger passed the Wastewater Class 2 License Exam - now a Class 2 Apprentice  
Doug Steury passed the Wastewater Class 1 License Exam

CBU Employees that completed the City Sponsored CDL B License Training Program

- Blake McClintic - Environmental
- Zach Palu - T&D
- Kenneth Larmon - T&D

Kelson noted that the staff retreat set up with Jim Ginley as part of the Effective Utility Management (EUM) will take place on Friday July 7th at the Cascades Golf Course Conference Room. Kelson noted that if there are four members interested in attending CBU would need to advertise it as a public meeting. Ehman requested more specifics about the training. Kelson advised that the EUM breaks down all the activities that comprise managing a utility into category groups, such as Operational Efficiency or Customer Service. Where the budget used to be broken down by Water, Sewer, and Storm; now it is broken down by the Activity Areas outlined in the EUM which helps everything feel more coherent when analyzing how CBU operates. This EUM process is a cyclic process, starting with assessing where the organization currently stands, assessing what changes are needed in various Activity Areas, prioritizing those changes according to where progress is needed most, and using that information as guidance for strategic planning at CBU. Ehman questioned what activity was planned for the first meeting. Kelson advised the first meeting is an introduction to the EUM to talk about how it is organized. It will include an exercise that was performed with the Board pre-pandemic that focuses on prioritizing the Activity Areas outlined in the EUM. This includes rating the different Activity Areas by level of importance and then rating CBU's current level of performance in those Activity Areas. Kelson advised that the USB will receive materials on the EUM and there are plans to have a Board specific conversation at some point. Bunham questioned who will be attending the event. Kelson advised the all Assistant Directors, along with himself and CBU Communications Manager - McLauchlin, and any Board members who would like to attend. Burnham questioned if anyone from City HR would be attending. Kelson advised no, the session is entirely operations focused. Kelson also noted the recent storms and wanted to update the Board. Kelson advised that both wastewater plants experienced brief outages. The Monroe Water Treatment Plant lost power, and though the power was restored to most of the facility quickly, power did not come back at the intake. The plant attempted to fix it but eventually brought in contractors to fix the issue. It appears there was a failure in a relay that would not allow the flow of power from the generator, nor the grid. The plant was down for 10-12 hours as a result of the issue, but there is currently a bar screen replacement project underway. Part of the project involves the installation of a temporary intake, so that was run during the outage to help keep tank levels up. Kelson wished to thank everyone for their efforts. Kelson also thanked Duke Energy for their work to restore power to the plants in a timely manner. Kelson advised that CBU struggled with a few lift stations as well during the storms. One specifically had a generator failure that led to overflowing, but an emergency contract was completed and the unit was repaired. Kelson thanked everyone in T&D and at the Plants for all their hard work. Parmenter questioned if CBU is automatically notified when a lift station goes on generator

power. Kelson advised yes. Parmenter questioned if multiple generators had to use generator power. Kelson advised yes. Parmenter questioned if the generators run on gasoline. Kelson advised that he believes most run on diesel. Parmenter questioned if CBU has refueled all of the generators. Kelson advised yes and CBU regularly tested the generators to make sure they are in working order when needed. Parmenter wished to thank all of CBU, Duke Energy, REMC and out of state utility workers who are helping to restore power. Board member White commented that Bloomington was lucky considering the widespread damage from the storms. White requested clarification about lift stations, specifically regarding the large lift stations having generators, but the smaller lift stations not. Kelson confirmed that some smaller lift stations do not have back-up generators. White questioned what steps are taken when the stations without generators fill up. Kelson advised that there can be an overflow, or T&D has the ability to vacuum them out. White questioned if the control center can see when the stations are approaching full. Kelson advised yes, but not if the power is out. In that case CBU has four lift station mechanics that can monitor the stations and call on others to help if a station needs to be vacuumed out. White commented that after an experience like this, the best thing to do is learn from the mistakes. In this case, it doesn't appear CBU made any mistakes, but everyone had an experience, and White recommended bringing the team that struggled through the events on Thursday together to capture what went well and what didn't in the hopes of being better prepared for the next time. Kelson advised that he spent most of Monday doing just that, specifically asking everyone involved what they learned from the experience. Kelson also emphasized the need for another round of emergency response training that will be a high priority in the coming months. White recommended performing an emergency exercise a couple times each year to see what happens. Kelson advised that it has been an ongoing effort over the past few years, ever since there was a power outage and after everything came back, the SCADA system was not functioning properly and they determined they could only run one pump manually at the intake. White commented that this situation underlines how many people rely on CBU services and how easily an outage could cause serious issues. White questioned if the Monroe plant goes down, how much water does CBU have in reserve. Kelson advised, depending on the season, between eight and twelve hours. White commented that given the events of the previous Thursday, with storms and perhaps downed tree limbs, fires become a possibility. A few fires would shrink that window substantially. Kelson advised that fire was the biggest concern during the outage. White questioned if CBU currently has a storage tank down for repair. Kelson advised yes, the East Tank is currently down for maintenance. White questioned if this shrunk the window of operation while the plant was down. Kelson advised yes, but also noted that there are 5 million gallons stored at the Monroe Plant that can be used to replenish tanks as their levels fall. White questioned if CBU had on-call contracts for situations like these. Kelson advised yes, and CBU used some of these services during the outage. White noted that this underlines the importance of having agreements such as these in place. Kelson agreed and emphasized the importance of having contractors who have been to the sites enough times that they know what they're dealing with. White wished to thank everyone at the plants and in stormwater for their efforts.

**PETITIONS AND COMMUNICATIONS:** None

ADJOURNMENT: Burnham adjourned the meeting at 5:45 pm



Amanda Burnham, President

07-17-23

Date