

**UTILITIES SERVICE BOARD MEETING  
7/31/2023**

***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 5:09 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, Molly Stewart, Kirk White, Seth Debro, Jim Sherman, Ex Officio Scott Robinson

**Board members absent:** Jeff Ehman, Ex Officio Jim Sims

**Staff present:** Vic Kelson, Chris Wheeler, Matt Havey, Caden Swanson, Dan Hudson, Phil Peden, Hector Ortiz-Sanchez, Liz Carter, James Hall, Bryan Blake

**Guests present:** None

**MINUTES**

***Board Vice President Parmenter moved, and Board member Debro seconded the motion to approve the minutes of the July 17rd meeting. Motion carried, six ayes.***

**CLAIMS**

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

Vendor invoices included \$283,339.91 from the Water Fund, \$237,041.26 from the Water Construction Fund, \$273,851.04 from the Wastewater Fund, and \$177,180.08 from the Stormwater Fund.

***Motion carried, six ayes. Total claims approved: \$688,072.38. Board member White noted abstention for the payments to Indiana University totaling \$43,342.32 for Epidemiology Sampling.***

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

Invoices included \$34,748.58 from the Water Fund and \$66,7448.58 from the Wastewater Fund.  
***Motion carried, six ayes. Total claims approved: \$101,378.15.***

***Parmenter moved, and Debro seconded the motion to approve the Wire Transfers, Fees, and Payroll for \$420,232.45. Motion carried, six ayes.***

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

***Refunds:*** Customer Refunds included \$941.81 from the Wastewater Fund.

***Motion carried, six ayes. Total refunds approved: \$941.81.***

**CONSENT AGENDA**

Kelson presented the following items recommended by staff for approval:

- a. Bledsoe Riggert Cooper & James - \$1,700.00 - 2024/25 topographic survey maps of the sludge landfill at Dillman Wastewater Treatment Plant
- b. Heflin Industries, Inc. - \$3,040.00 - Backflow testing

**Consent Agenda approved as presented. Total approved: \$4,740.00**

### **REQUEST FOR APPROVAL OF FIRST AMENDMENT TO AGREEMENT WITH COMMONWEALTH ENGINEERS**

CBU Capital Project Manager - Hudson presented the amendment. Hudson advised that during the course of the project it was determined that a structural feasibility study is needed for the West Booster Station due to the amount of water in the basin. There is also a need for an extension to the South Central Booster Station to house the variable frequency drives. This amendment of \$199,561.00 brings the new Not to Exceed (NTE) amount to \$607,996.00.

***Parmenter moved, and Debroy seconded the motion to approve the Amendment with Commonwealth Engineers. Motion carried, six ayes.***

### **REQUEST FOR APPROVAL OF CHANGE ORDER NO.1 WITH THIENEMAN CONSTRUCTION, INC FOR INSTALLATION OF BAR SCREENS AT THE MONROE WTP INTAKE STRUCTURE**

Hudson presented the change order with Thieneman Construction, Inc. Hudson advised that during the course of the bar screen replacement project at the Monroe Water Treatment Plant, the contractors found a flow control valve failure in the #2 Pump. Thieneman swapped the valve from the #3 Pump and will now replace that valve along with an electronic actuator. The amendment of \$19,815.45 brings the new NTE for the agreement to \$1,573,815.45.

***Parmenter moved, and Debroy seconded the motion to approve the Change Order No.1 with Thieneman Construction, Inc. Motion carried, six ayes.***

### **REQUEST FOR APPROVAL OF LAND SALE TO THE BOARD OF COMMISSIONERS OF MONROE COUNTY, INDIANA**

CBU Project Coordinator - Blake presented the request. Blake advised that CBU owns a parcel of property that Monroe County Highway Department will need to use during the reconstruction of a bridge on Rhorer Rd. The amount of property being purchased is two hundredths of an acre and the total amount of the purchase is around 650.00 dollars. Parmenter questioned where the money gained from the sale would be used. CBU Assistant Director - Finance Havey advised it will just be added to Earning and Revenue (E&R).

***Parmenter moved, and Debroy seconded the motion to approve the land sale to the Board of Commissioners of Monroe County. Motion carried, six ayes.***

**OLD BUSINESS:** Parmenter questioned if CBU had received any information from the City regarding questions posed by the Board related to the Interdepartmental Agreement for 2020 and 2021. Havey advised no, CBU has not received a response to the submitted questions.

**NEW BUSINESS:** None

**SUBCOMMITTEE REPORTS:**

Parmenter advised that the Finance Subcommittee was presented with a financial analysis report for the proposed Winston Thomas service center relocation project. Crowe LLC - Jennifer Wilson advised during the presentation that the proposed \$41,000,000.00 project could be paid for at a total cost of \$57,000,000.00 using funds that are currently allocated for extra maintenance of existing CBU assets. Parmenter noted that the Board has the information under advisement and will continue to consider it before making any final decisions regarding the project. Parmenter advised that two appraisals were part of the presentation, one valuing the property at \$2,700,000.00 and the second valuing the property at \$4,100,000.00. Parmenter noted that the second topic of discussion during the meeting was the 2024 Budget Presentation, noting that the Committee received information regarding the proposed acquisition of a sewer sniffing dog that would grant CBU the ability to detect underground sewer leaks that cannot currently be detected by any other means. This ability would help provide CBU the ability to notify customers of breaks and potentially spare them the cost of repair if it is determined that a contractor caused the damage. Burnham expressed appreciation to all CBU Staff for their effort in preparing the 2024 Budget.

***Parmenter moved, and Sherman seconded the motion to approve the City of Bloomington Utilities 2024 Budget Recommendation pending corrections to the slides on the budget presentation. Motion carried, six ayes.***

**STAFF REPORTS:**

Kelson noted the following staff changes:

- David Brown and David Jones were both hired as Utilities Specialist I - Transmission and Distribution (T&D)
- Toby Axsom moved from Meter Technician to Utilities Specialist I (T&D)
- Parker Iles moved from Temporary Part-Time (TPT) Hydrant Specialist to Full-Time (FT) Utilities Specialist I (T&D)
- Isaiah Trisler moved from TPT Service Line Specialist to FT Utilities Specialist I (T&D)
- Troy Kilgore moved from TPT Marketing Specialist to FT Communications Operator

Kelson advised that the CBU 2024 Budget Presentation will take place on the evening of August 29th. CBU is putting together additional information regarding the Winston Thomas site, including implementing the grading and site restoration plan, and more details regarding the financial breakdown of the project that was in the financing report discussed earlier in the evening. If the Board is willing, CBU hopes to hire an architect to design the project sometime in the Q4 of 2024. Burnham questioned if the information regarding the appraisal, financial, and additional information on the proposed Winston Thomas project merited an additional Property

and Planning Subcommittee meeting before the regular meeting on August 28th. Kelson agreed and the meeting was added to the existing schedule.

**PETITIONS AND COMMUNICATIONS:** None

**ADJOURNMENT:** Burnham adjourned the meeting at 5:27 pm

Megan Parmenter, VP  
Amanda Burnham, President

8 / 14 / 23  
Date