

**AGENDA  
UTILITIES SERVICE BOARD MEETING**

Utilities Service Center Boardroom  
City of Bloomington Utilities  
600 E Miller Dr  
Bloomington, IN 47401

Amanda Burnham, President  
Megan Parmenter, Vice President  
Jeff Ehman  
Seth Debro  
Jim Sherman  
Kirk White  
Molly Stewart  
Jim Sims, ex officio  
Scott Robinson, ex officio

Join Zoom Meeting

<https://bloomington.zoom.us/j/83065917891?pwd=Q4baZo30lONhjHjbzohrCvgSKTbZAe.1>

Meeting ID: 830 6591 7891

Passcode: 815876

Monday November 6, 2023

**5:00 p.m. Regular Meeting**

- I. Call to Order
- II. Petitions and Communications\*
- III. Approval of the Minutes of the Previous Meetings (October 23, 2023 - October 26, 2023)
- IV. Approval of the Claims
  - a.) Standard Invoices
  - b.) Utility Bills
  - c.) Wire Transfers
  - d.) Customer Refunds
- V. Approval of Consent Agenda:
  - a.) PEI Maintenance and Contracting, \$14,100.00, Annual and tri-annual UST's Inspection
- VI. Request Approval of 2020 Interdepartmental Agreement Between the City of Bloomington Civil City and the City of Bloomington Utilities Department - Jeff McMillian
- VII. Request Approval of 2021 Interdepartmental Agreement Between the City of Bloomington Civil City and the City of Bloomington Utilities Department - Jeff McMillian
- VIII. Request Approval of Resolution 2023-20 for Bid Acceptance and Contract Award for Clear Creek Culvert Reconstruction Dunn Street to Indiana Avenue - Phil Peden
- IX. Request for Approval of Amendment No.1 with Black & Veatch Corporation - Dan Hudson

- X. Request Approval of Change Order No.1 with Worldwide Industries Corporation - Dan Hudson
- XI. Old Business
- XII. New Business
- XIII. Subcommittee Reports
- XIV. Staff Reports
- XV. Petitions and Communications\*
- XVI. Adjournment

\*Public Comment will be limited to 5 minutes per person

DRAFT

**UTILITIES SERVICE BOARD MEETING  
10/23/2023**

*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, Megan Parmenter, Jeff Ehman, Seth Debro, Jim Sherman, Kirk White, Molly Stewart, Ex Officio Scott Robinson

**Board members absent:** Molly Stewart, Ex Officio Jim Sims

**Staff present:** Vic Kelson, Matt Havey, Chris Wheeler, Kat Zaiger, Liz Carter, Caden Swanson, Matt Dabertin, Nolan Hendon, Dan Hudson, Kriste Lindberg, Jane Fleig, Phil Peden, Kevin White, Daniel Frank

**Guests present:** None

**PETITIONS AND COMMUNICATIONS:** None

**MINUTES**

*Parmenter moved, and Board member Debro seconded the motion to approve the minutes of the 10/9/2023 meeting. Motion carried, five ayes, one absent.*

*Parmenter moved, and Board member Debro seconded the motion to approve the minutes of the 10/19/2023 meeting. Motion carried, six ayes.*

**CLAIMS**

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

Vendor invoices included \$976,188.26 from the Water Fund, \$29,500.00 from the Water Construction Fund, \$327,054.52 from the Wastewater Fund, and \$42,168.23 from the Stormwater Fund.

*Motion carried, six ayes. Total claims approved: \$1,374,911.01.*

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

Invoices included \$110,194.72 from the Water Fund and \$25,734.64 from the Wastewater Fund.

*Motion carried, six ayes. Total claims approved: \$135,929.36.*

*Parmenter moved, and Debro seconded the motion to approve the Wire Transfers, Fees, and Payroll for \$428,398.61. Motion carried, six ayes.*

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

*Refunds:* Customer Refunds included \$2,729.43 from the Wastewater Fund.

*Motion carried, seven ayes. Total refunds approved: \$2,729.43.*

## **CONSENT AGENDA**

Kelson presented the following item recommended by staff for approval:

- a.) EQ Industrial Services, Inc., \$19,200.00, Emergency cleanup of a sodium hydroxide spill at Monroe Water Treatment Plant (MWTP)
- b.) EQ Industrial Services, Inc., \$6,162.00, Removal, transportation, and disposal of barrels of sodium hydroxide from a spill at MWTP
- c.) SET Environmental, Inc., \$17,253.01, Cleanup readiness for emergency spills
- d.) Bloomington Seal Coating and Paving, Inc., \$10,650.00, Seal coating and striping

**Consent Agenda was amended to address questions regarding items A., B., and C. Item D. was approved. Total approved: \$10,650.00**

Parmenter questioned details of the event referenced in Items A. and B. and what steps CBU was taking to ensure a similar incident did not occur. CBU Assistant Director - Environmental - Zaiger advised that the spill of sodium hydroxide occurred as the result of a mechanical failure. Since the incident, repairs have been made and no similar incidents have been reported. Parmenter questioned if CBU staff were safe during the incident and trained in the proper procedures, and why there was a year delay in the agreements coming to the Board. Zaiger advised that all staff were safe during the event because there is secondary containment for all hazardous chemicals, and the charges to EQ Industrial Services were for removal of those chemicals from the secondary containment. The reason for the delay stemmed from issues with the work performed by a subcontractor and the state that they left the plant upon completion. The contractor was forced to make multiple return trips to complete cleanup and attempted to charge CBU for those trips. It took some time to dispute the charges and eventually the company agreed to the negotiated charges CBU proposed. Parmenter questioned if this company would be considered again in a similar situation given the circumstances. Zaiger advised that given the resolution of the issues, considering them is not off the table. Item C. on the agenda is an on-call agreement to a company that provides similar services to those of EQ Industrial Services, Inc. and it will ensure that in a similar situation CBU will not have to have an emergency contract as it did in this situation. Board member White questioned if it was an equipment failure. Zaiger verified that it was a mechanical failure. White questioned if the equipment that failed was something that is inspected regularly, or something that is not inspected and just happens. CBU Director - Kelson advised that in this situation it was an interior issue that could not have been seen from the outside.

***Parmenter moved, and Debro seconded the motion to approve the agreement with EQ Industrial Services, Inc. for emergency cleanup. Motion carried, six ayes.***

***Parmenter moved, and Debro seconded the motion to approve the agreement with EQ Industrial Services, Inc. for removal, transportation, and disposal. Motion carried, six ayes.***

***Parmenter moved, and Debro seconded the motion to approve the agreement with SET Environmental, Inc. Motion carried, six ayes.***

**REQUEST APPROVAL OF 2020 INTERDEPARTMENTAL AGREEMENT BETWEEN THE CITY OF BLOOMINGTON CIVIL CITY AND THE CITY OF BLOOMINGTON UTILITIES DEPARTMENT**

**REQUEST APPROVAL OF 2021 INTERDEPARTMENTAL AGREEMENT BETWEEN THE CITY OF BLOOMINGTON CIVIL CITY AND THE CITY OF BLOOMINGTON UTILITIES DEPARTMENT**

City of Bloomington - Deputy Controller - McMillian presented the Interdepartmental Agreements for 2020 and 2021. McMillian started with the property taxes that would be paid by a private utility, based on asset lists that were supplied to the City by CBU, totaling \$731,000.00. Charges for General Services to the various departments of the City, including Clerk's Office, Common Council, Controller, Economic and Sustainable Developments, Fire, Human Resources, ITS, Legal, Mayor's Office, Planning and Transportation, Police, Public Works and Risk Management. Following that, the list of charges for service provided by CBU, including the 24/7 Control Office, and the Sanitation Billing Services, both of which provides a credit of around \$230,000.00 against the charges for services provided by the City. The total credits for services provided to the City equals \$1,565,000.00. McMillian noted that the Board was provided with a handout that outlined the services provided by each of the City departments, and with that outline the departments came up with an allocation in 2019 that estimated the percentage of their services that were dedicated to CBU. The numbers currently being reviewed are four years old and McMillian suggested that in 2024 these calculations should be reviewed as they typically are every five years. Ehman questioned why McMillian did not address comments that were submitted to him from the Board after the first meeting in which the Interdepartmental Agreements for 2020 and 2021 were discussed during the Board's June 20th meeting. Board members Ehman and Parmenter submitted questions to Board Liaison - Frank who submitted them to McMillian and the Board never received a response, so Ehman considers those unresolved. McMillian stated that he was uncertain if he received the questions. Havey advised that he would send the questions again. Ehman noted that he would expect a response back to the questions that were formally submitted before the Board takes action on this topic. Ehman noted that he appreciated the level of detail in the supporting documents for infrastructure and property and how all the information was coded. After reviewing the documents, there was a question about how the total was reached for the Lake Griffy charges. Specifically related to In/Out and 'No Value' status of specific assets in the spreadsheet. McMillian questioned the specific charge that this question was related to as Lake Griffy would fall under Parks and he was not aware of any charges to them. Ehman noted that there was a charge between \$2,200,000.00-\$2,400,000.00 for a line item for something to do with 'lake' or 'reservoir'. Ehman stated that the only thing that charge could be related to was Lake Griffy within the City limits. When filtering the CBU assets with the word 'Griffy', a large list of items appears which includes things from the plant that had been demolished, demolition cost, and a further list of items

related to the plant. On that list, items are coded 'I' or 'O' or 'No Value' and Ehman assumed that means either 'In' or 'Out' in regards to whether the asset should be included or not. When Ehman filtered both the 'O' and 'No Value' assets, the total he arrived at was closer to \$200,000.00 so he requested clarification from McMillian on how exactly the \$2,200,000.00-\$2,400,000.00 was arrived at. McMillian advised that the values are provided by CBU. Ehman noted that the answer can then be determined by CBU and discussed later if the item is not approved. Ehman questioned the Solar Contract Reimbursement line item from the Interdepartmental Agreement. Ehman noted that for both years the amount was the same. If the amount is arrived at based on total generating capacity for all of the different solar facilities within the portfolio that Bloomington has built and manages, and given that the Monroe Water Treatment Plant system was offline for a period of time, and one of the Dillman Wastewater Treatment Plant subsystems was offline and may still be offline, why is CBU being charged the same exact amount for both years. Is it because those facilities were not yet included in the charges, or CBU is not being charged for both of them being offline still. Ehman's fear is that CBU is being charged for one, or both during periods in which the solar systems were not functioning. Specifically, does the Controller's office consider, within this reimbursement cost, whether or not CBU's specific solar arrays have been online for the time period that CBU is being charged. McMillian was uncertain about the specifics of the Solar Agreement, though he believes the charge to be calculated based on the number of panels CBU has. McMillian offered to find out more regarding the solar panels and usage in 2020. Ehman stated that CBU gets charged based on the total generating capacity, which is not what was generated, but rather the theoretical capacity, so it would make sense if it was by panel if all panels are equal, though Ehman is not sure that they are. Ehman noted that the question remains if CBU was charged for the theoretical capacity of panels that were not yet online. Parmenter questioned how the percentages allocated to CBU for different City services were arrived at. Specifically, in the instance of Human Resources, how many employees total are in the City and, and does CBU account for 30% of that total. If CBU only accounts for 20% of the total number of City employees, but accounts for 30% of Human Resources workload, that could be something else the Board should look into. Parmenter also questioned if it would be possible to complete the Interdepartmental Agreement for 2024 before addressing the 2022 and 2023 Agreements in order to get current, and then work backwards to catch up the remaining two. Parmenter requested that going forward the Board would be addressing the current year's agreement with the same Board members who are voting on matters and are aware of what's going on. McMillian advised that in regards to the percentages question, each department head arrived at a percentage using surveys or other metrics including the number of employees, number of computers, amount of time or issues each department worked. The final percentages for HR would have been decided by Caroline Shaw who is no longer with the City HR. McMillian is unsure if the current HR staff would know what calculation Shaw used to arrive at that percentage. Parmenter noted that the HR percentage should simply be based on the percentage of City employees CBU accounts for. Burnham noted that on the 2021 Interdepartmental Agreement, it mentions charges for 2020, so the document will need to be updated. Also, on the fixed asset list of the accompanying spreadsheet there are reference links that are not functioning, so those formulas will need to be corrected before the Board goes forward. Burnham questioned McMillian regarding City of Bloomington Fleet Maintenance

(Fleet), specifically regarding times where CBU is paying out of pocket expenses for vehicle repair, while also paying fixed charges to the Fleet. McMillian advised that Public Works would have to provide information on why that is. Kelson advised that he would be happy to inquire with Fleet and Public Works for the answer. Kelson notes on occasion CBU vehicles get sent out to the dealers for things like oil changes because Fleet does not have the staff to perform the work, and when this occurs, CBU pays directly for the service. Havey also noted that Fleet does not perform body work, so in the instance of cosmetic repairs, those charges are also paid out of pocket. Burnham wished to echo Ehman and Parmenter's comments regarding how far behind the Interdepartmental Agreements approvals currently are, and wished to emphasize the importance of the process being caught up prior to the next Mayor taking office in January. Burnham also noted that CBU should have already handled the 2022 and 2023 agreements, and be working towards the 2024 agreement, and requisition an explanation for why the process has been delayed. Burnham questioned if any Board member would like to motion to approve either the 2020 or 2021 Interdepartmental Agreement. No motion was made. Burnham advised that the Board would wait to vote until their questions are answered. Kelson advised that the Board can move to continue both items at the following meeting on November 6th which would provide everyone the opportunity to dig into the questions posed during the meeting. Parmenter moved to continue both the 2020 and 2021 Interdepartmental Agreements to the November 6th meeting. Debro questioned if two weeks would provide enough time for all the questions to be answered. Burnham questioned if that would provide McMillian enough time. McMillian responded no. Burnham questioned what would be adequate time. McMillian advised that he would need to see the questions and go from there. Parmenter advised she would like to make a motion to continue this discussion on November 6th given that the USB has been working to address this item since June 19th.

***Parmenter moved, and Debro seconded the motion to continue the Interdepartmental Agreements for 2020 and 2021 during the November 6th meeting. Motion carried, six ayes.***

Parmenter questioned Kelson regarding emergency response to CBU property outside of City limits, specifically would the Bloomington Police Department (BPD) respond or would Monroe County Sheriff's Department. Kelson advised that BPD would respond regardless of where the issue occurs. Sherman noted that there is a lot to be upset about, first of which is the delay in the process. CBU is currently working to approve agreements for 2020 and 2021. Second, the questions that were submitted to McMillian on June 22nd and remain unanswered as of October 23rd. Third, CBU is being charged for all of these services and there should be a simple formula or algorithm for how these charges are assessed. With any agreement that CBU receives there should be an explanation for how that number was reached so that the Board can properly understand it, and until the Board has been provided with that, they can't in good conscience approve it. Burnham noted that the same thing happened in 2018 and 2019. Ehman noted even if the USB gets the 2020 and 2021 agreements approved, they are still two years behind, and it has been an ongoing issue since 2004. Kelson advised he will continue to push to get the Board's questions answered, along with the specific questions regarding Fleet. Burnham questioned if every department has to go through a similar process, or if this process is like this

because it is dealing with a separate utility. Kelson advised that yes, it is because it's a separate fund. This is a mechanism for normalizing the list of services that CBU provides to the City and the City provides to CBU. The other departments are in the general fund and it's just a part of the normal budget. Kelson asked Ex Officio Robinson if Planning gets an allocation of the HR time in their budget. Robinson advised not for other departments, though charges to Fleet are included, specifically for fuel and maintenance. Kelson advised that this process is specific to CBU and also noted that when he joined CBU in 2017, they were working to approve the agreement for 2014. The process is consistently delayed, though it is currently further behind than before, in part due to the pandemic. Kelson aims to get as many of these approved before the new mayoral administration as possible. Robinson noted that Planning hosts the Metropolitan Planning Organization and performs a similar activity against public transportation funds and there are direct and indirect costs, along with R formulas. Sometimes you see percentages that don't account for the indirect cost, so in Plannings case they have to artificially lower their indirect rate because there is not enough money in the federal budget to cover those costs. Examples like that could explain some of the discrepancies in the percentages that they see between departments. Burnham questioned if the percentages used were always the same. Havey advised that they are adjusted every five years. Ehman advised there have been small adjustments, but as discussed in June the Board should use their council knowledge and any other information available to make sure that CBU is being charged a fair rate. Burnham questioned if the percentages were set in 2019, if CBU is set with those percentages for five years. Havey advised yes. Ehman noted that the Board can propose changes to the percentages at any time given that this is an interlocal agreement. Burnham acknowledged that the Board can request a change, but noted that it would have to be approved by the City who will have the assumption that they'll be using the same percentage for 5 years, otherwise CBU will be asking them to recalculate each year. Ehman agreed, but noted that it is a simple correction to adjust the percentage if CBU does not feel it is being accurately charged.

**REQUEST APPROVAL FOR REPAIR OF BELT PRESS AT BLUCHER POOLE  
WASTEWATER TREATMENT PLANT WITH MITCHELL & STARK CONSTRUCTION  
COMPANY, INC**

CBU Capital Project Manager - Hudson presented the agreement and advised that CBU attempted to complete the work internally but the scope of work required a contractor. Mitchell & Stark was the only company to provide a bid for the project, and their bid amount is reasonable.

***Parmenter moved, and Debro seconded the motion to approve the agreement with Mitchell & Stark Construction Company, Inc. Motion carried, six ayes.***

**REQUEST APPROVAL OF RESOLUTION 2023-17 TO DESIGNATE SURPLUS PROPERTY  
FOR AUCTION**

CBU Assistant Director - Finance - Havey presented the resolution. Proposed auction items included: headphones, security camera components, a digital camera that requires a floppy disk, digital scanner, and desk organizer.



***Parmenter moved, and Debroy seconded the motion to approve Resolution 2023-17.  
Motion carried, six ayes.***

**REQUEST FOR APPROVAL OF RESOLUTION 2023-18 FOR BID ACCEPTANCE AND CONTRACT AWARD FOR WINSTON THOMAS WASTEWATER PLANT DEMOLITION PROJECT**

CBU Assistant Director - Engineering - Peden presented the resolution. Peden advised that the lowest responsible and responsive bidder was Crider & Crider. The total contract amount is \$1,989,710.00, but there was some discrepancy ahead of the bidding process involving possibly contaminated soil at the site that was placed there by another City department. CBU has since received the solid report from IDEM that deems this soil 'Native Soil' that can be placed anywhere. An allowance for the project of \$878,206.00 will be removed from the total base bid once the contract starts. The amount is not an Alternate, so CBU has to move ahead with the contract as it is and then correct the amount with a change order once the project begins. Burnham questioned if the amount of the contract would be lower when it is brought to the Board. Peden advised no, the price will have to be addressed after proceeding through the project. Ehman noted that the Engineer Estimate for the project was under \$800,000 and the contractor estimates were much more than expected, and that is something that should be considered when looking at future projects.

***Parmenter moved, and Debroy seconded the motion to approve Resolution 2023-18.  
Motion carried, six ayes.***

**REQUEST FOR APPROVAL OF RESOLUTION 2023-19 TO DESIGNATE SURPLUS PROPERTY AS WORTHLESS**

Peden presented the resolution, noting that 90% of the items listed are not CBU property, but assets from other departments. Those departments were contacted and have removed the surplus that was wanted, but there is still a variety of surplus items at the site that need to be removed. CBU has photos and a list of the items that no one wanted and they need to be removed for the demolition project to move forward. Ehman questioned if the Interdepartmental Agreement with the City for 2023 will have a line item for removal of these items from the Winston Thomas site, as this is likely not a negligible expense. Peden advised that the cost for the removal is unknown at this time. The CBU Transmission and Distribution (T&D) may handle the removal, or it may be handled using a change order in the contract with Crider & Crider. Within the contract documents, it is stated that these materials will be moved prior to the start of the project, but there's a possibility that some of the bricks may be used as fill material. Some contractors included the removal of the material in their bids because the items were on-site while they were putting their proposals together. Ehman stated that for the items that other City departments decided to not clean up, CBU should be compensated for the clean-up. Peden noted that Ehman's statement is a fair consideration and also noted that the soil being removed that was discussed earlier was also not placed onsite by CBU but another City department and CBU is paying the substantial cost for the removal of 17,000 CYDs of soil in the basin. Ehman noted that it was around \$8.00 per/CYD on the low end of the bids. Ex Officio Robinson noted that the Crider and Crider bid was actually \$24.00 per/CYD. Ehman advised that would bring the

cost for removal to roughly \$300,000.00. Burnham requested that CBU keep track of the total cost of the removal. Peden advised that it will definitely be quantified, but there is currently no resolution on how to charge those expenses back to the department that originally placed the soil there. Ehman stated there should be a line item charge on the Interdepartmental Agreement that covers the expense. Peden noted that he will also be attending the Board of Public Works for approval of a similar resolution.

***Parmenter moved, and Debro seconded the motion to approve Resolution 2023-19. Motion carried, six ayes.***

#### **REQUEST APPROVAL OF CHANGE ORDER NO.2 FOR FULLERTON PIKE PHASE III WATER MAIN RELOCATION PROJECT**

CBU Utilities Engineer - Fleig presented the change order. Fleig advised this will be the second and final change order and will close out the project. This was a unit price contract and there were some items that went over, but others that were under. The silt fence amount was under, along with fewer joint restraints. There was an addition of an extra water service that was believed to come off of a side street but came off of Fullerton Pike. There was also a deduct for sidewalks that did not need to be replaced for this project. This change order adds \$5,880.00 to the contract bringing the final contract amount to \$443,680.00

***Parmenter moved, and Debro seconded the motion to approve Change Order No.2 with Reed & Sons Construction Company, Inc. Motion carried, six ayes.***

#### **REQUEST APPROVAL OF CONTRACT WITH PERFORMANCE PIPELINING, INC. FOR SERVICES RELATED TO THE SOUTHEAST SEWER BASIN LINING PROJECT**

CBU Capital Project Coordinator - White presented the agreement with Performance Pipelining, Inc.

***Parmenter moved, and Debro seconded the motion to approve the contract with Performance Pipelining, Inc. Motion carried, six ayes.***

**OLD BUSINESS:** None

#### **NEW BUSINESS:**

Kelson noted that CBU has discussed the appraisals with City members and there is interest in arriving at what everyone considers to be a fair and agreed upon transfer amount for the existing CBU Service Center building. Burnham questioned if there is a push to an agreement in place for the transfer of the building before the end of the year. Kelson clarified that there is a push to determine an agreed upon value for the property based on the two appraisals by the end of the year. CBU is currently doing the design work with the hopes of determining the final transfer amount by the end of the year.

**SUBCOMMITTEE REPORTS:**

Finance Subcommittee Chair - Parmenter advised that Kelson provided an update on the Sewer and Stormwater Bond process that touched on three topics. First, it was requested that the Finance Subcommittee reconvene on November 6th for an additional meeting in which staff will consider the size and total number of current projects, as well as how bonds will address future needs due to the rising costs of projected items. Environmental Subcommittee Chair - Ehman reported that CBU Municipal Separate Storm Sewer System (MS4) Coordinator - Carter presented a summary of the Stormwater Management Ordinance referred to as Title 13. The USB received an updated draft of the ordinance on October 20th and it was decided that after that briefing and questions that were answered and discussed, the subcommittee would like to make recommendations to the full board for approval. Robinson advised that it was conveyed to staff that the Board would not be approving Title 13 until the November 6th meeting, and Robinson questioned if that was discussed during the subcommittee meeting. Ehman advised that it was not impressed on the Board that there was a reason to delay a vote but if there is a reason Ehman requested that Robinson provide it. Robinson advised that at the previous Board meeting, he expressed concerns that had not been addressed in the most recent draft. Ehman noted that the concerns were from a Planning Department perspective, which CBU has an interest in aligning with, and Ehman sees no reason that a vote could not be delayed. Robinson noted that the messaging he had received from Carter was that staff would be provided extra time to provide comments ahead of the November 6th meeting, and questioned if that messaging was correct. Kelson advised that CBU's stance was that it was up to the Board to decide if Title 13 was ready to be approved, and if there are things that should be further considered then the Board should continue the topic to the November 6th meeting. Burnham agreed and questioned if Robinson had received the latest draft that was sent out on October 20th. Robinson confirmed and noted that his concerns had not been addressed and staff was advised that they would be provided until October 31st to submit comments for the November 6th meeting. Ehman noted that the subcommittee made that recommendation without a clear understanding of the scope of review that was still in process and deferred to Burnham to make a decision regarding the matter. Burnham noted CBU has time to continue the review, and in the interest of making sure that the ordinance that is being created does not conflict with City Planning, the Board should wait until the November 6th to vote.

#### **STAFF REPORTS:**

Kelson noted the following:

- CBU is beginning the process of submitting for new positions to advertise. Realistically, for positions that begin at the start of the year, if CBU doesn't advertise them in November there is a slim chance that the position will be filled in a reasonable timeframe in January.
- The new Assistant Superintendents at Dillman Road Wastewater Plant and Blucher Poole Wastewater Plant have started working in their new roles and are performing well.

**PETITIONS AND COMMUNICATIONS:** None

**ADJOURNMENT:** Burnham adjourned the meeting at 6:03 pm

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Amanda Burnham, President

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Date

**UTILITIES SERVICE BOARD MEETING  
10/26/2023**

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

**CALL TO ORDER**

Board member Ehman called the special meeting of the Utilities Service Board to order at 4:00 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

**Board members absent:** None

**Staff present:** Jay Ramey, Phil Peden, Caden Swanson, Bryan Blake, Matt Havey, Daniel Frank

**Guests present:** Brock Ridgeway

**BID OPENING**

City of Bloomington Utilities - Senior Project Coordinator - Ramey - presented the bid opening for Winston Thomas Wastewater Treatment Plant Demolition Project with assistance from Ridgeway. The following contractor bids were received:

<b>Contractor Name:</b>	<b>Total Base Bid</b>	<b>Deduct Alternate No. 1</b>
Reed and Sons Construction, Inc.	\$4,450,000.00	\$21,750.00
E&B Paving	\$3,987,500.00	\$40,000.00
Crider & Crider	\$5,286,850.00	\$44,000.00
Milestone Contractors	\$3,648,618.00	\$23,300.00

Engineer's Estimate: \$4,969,936.00

**PETITIONS AND COMMUNICATIONS:** None

**ADJOURNMENT:** Burnham adjourned the meeting at 4:06 pm.

\_\_\_\_\_  
Amanda Burnham, President

\_\_\_\_\_  
Date

City of Bloomington Utilities  
Accounts Payable by G/L Distribution Report  
Paydate: 11/09/23

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Wastewater O&M	Stormwater O&M
A&M Graphics (Baugh Fine Print and Mailing)	41468	Bumper stickers (200) "Protect our workers" - ADMIN23-106	168.00	67.20	100.80	
A&M Graphics (Baugh Fine Print and Mailing)	41482	Financial Assistance Brochures (100) - ADMIN23-109	77.00	30.80	46.20	
A&M Graphics (Baugh Fine Print and Mailing)	41434M	Printing & mailing of Sept 2023 water / wastewater bills-ACCT	14,097.77	5,639.11	8,458.66	
ACI Payments INC.	1000103440	eLockbox General Maintenance Fee - 07/01-09/30/23 - CS23-019	150.00	60.00	90.00	
Air-Master Heating & Air Conditioning	22449218	BP23-255 Laboratory air conditioning troubleshooting	135.00		135.00	
All-Phase Electric Supply, INC	0740-1018690	Steel, markers, bits, corners, nuts for truck #639 - TD23-674	112.41	112.41		
Amazon.com Sales, INC (Amazon.com Services LLC)	17HM-7KJK-4YY4	TD23-694 - Power Inverter	58.99			58.99
Astbury Gabriel Corp (ESG Laboratories)	23018524	Testing - Effluent & Influent Comp @ Dillman - 10/06/23 - ENV	355.00		355.00	
Azteca Systems Holdings, LLC	INV7614	WS20-20801 - Storeroom Inventory Module permission issues-ENG	112.50	45.00	67.50	
B&H Electric and Supply, INC	400514	MM23-558 - Electric Motors for Low Service Drive 4 Exhaust Fans	495.25	495.25		
B&H Electric and Supply, INC	400515	MM23-574 - Electric Motor for Flocculator Basin 1	1,370.70	1,370.70		
BBC Pump And Equipment Company, INC	30082420	TD23-681 Mercury Float, Gasket Diaphragm for lift station stock	2,178.00		2,178.00	
Big Dipper Building Services, LLC (Overhead Door)	46911	BP23-253 Service call to troubleshoot Grit Building garage door.	240.00		240.00	
Biochem, INC	24511	Hyper ION 1997 for reducing phosphorous in effluent - BP23-262	13,487.32		13,487.32	
Biochem, INC	24574	Sodium Bicarbonate(SodaAsh)2,800@.56 delivered 10/13/23-BP23-261	1,893.00		1,893.00	
Black Lumber Co. INC	555654	Paint thinner, rust reformer, paint for truck #639 - TD23-682	73.86	73.86		
Black Lumber Co. INC	555772	Wall hanger, clip, misc hex, knife - BP23-260	103.51		103.51	
Black Lumber Co. INC	555949	Pre-mix fuel for truck #784 for MS (2 cans) - TD23-673	49.98	19.99	29.99	
Black Lumber Co. INC	556405	Rebar (2), 2x4's (6) - stock for storm - TD23-702	40.68			40.68
Bloomington Speedway Mulch, INC	31990	Mulch for 19th St small rain garden - ENV23-202	159.95			159.95
Bloomington Speedway Mulch, INC	32014	Black dyed mulch ticket #7819 for yard work @ Petal Ct -TD23-656	31.99	31.99		
Brenntag Mid-South, INC	BMS530140	Robin 120 Polymer - 4,600 @ 1.4550 delivered 10/24/23 - MN23-191	6,693.00	6,693.00		
BSA Environmental Services, INC	COB 23-15	Phytoplankton (2) analyses with biovolume - ENV23-207	1,616.00	1,616.00		
BSA Environmental Services, INC	COB 23-16	Phytoplankton (4) analyses with biovolume - ENV23-217	3,232.00	3,232.00		
Business Furniture LLC	508181	ADMIN23-085 Tack oard/VP Board 2.25 yds	379.10	151.64	227.46	

City of Bloomington Utilities  
Accounts Payable by G/L Distribution Report  
Paydate: 11/09/23

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Wastewater O&M	Stormwater O&M
Business Furniture LLC	508088	ADMIN23-085 - Pedestal, Drawer, High Back Organizer. Top. Keys	7,294.69	2,917.88	4,376.81	
Central Supply Company, INC	S100936855.001	BP23-184 - PVC to repair the leaking 4" feed line on the press	852.81		852.81	
Chemical Resources, INC	1166063	Sodium Aluminate - 45,180 @ .3882 delivered 10/11/23 - DR	17,538.88		17,538.88	
Chemtrade Chemicals Corporation	93597657	Alum Sulfate - 11.992 @ 620.00 delivered 09/08/23 - MN	7,435.04	7,435.04		
Chemtrade Chemicals Corporation	93614188	Alum Sulfate - 11.601 @ 620.00 delivered 10/13/23 - MN	7,192.62	7,192.62		
Chemtrade Chemicals Corporation	93617430	Alum Sulfate - 12.012 @ 620.00 delivered 10/20/23 - MN	7,447.44	7,447.44		
Chemtrade Chemicals Corporation	93617431	Alum Sulfate - 11.731 @ 620.00 delivered 10/23/23 - MN	7,273.22	7,273.22		
Chicken Hawk Racing INC (CHR INC)	22788	BP23-232 Tote Heater for 330 gallon Chemical tote	2,208.80		2,208.80	
Cintas First Aid & Safety #2	8406488669	Restock first aid cabinet @ Dillman WWTP - 10/20/23 - DR23-102	103.83		103.83	
City Of Bloomington	TD23-532	Reimburse for fence repair paid to Ann-Kriss LLC - TD23-532	3,600.00		3,600.00	
Complete Masonry Supplies, INC	105621	TD23-671 Pallet of concrete, pallet of mortar for stock	800.12			800.12
Core & Main, LP	T315716	PUR23-205 4"X3" SCH40 BUSHING,4" PVC SCH40 DWV 22 1/2	42.45	42.45		
Core & Main, LP	T601290	PUR23-245 PLASTIC METER RISERS 20X3,20X6,30X3,30X6	14,512.50	14,512.50		
Core & Main, LP	T695492	PUR23-223 8" MISSION COUPLINGS	1,440.00	1,440.00		
Core & Main, LP	T764735	PUR23-245 PLASTIC METER RISERS 24X3,24X6,36X3,36X6	18,375.00	18,375.00		
David Durand Brown	TD23-691	Licesne Fee & CDL License Fee at BMV for D. Brown-TD23-691	52.76	21.10	31.66	
E&B Paving, INC	30054000	Asphalt - PPU Cold Mix - Stock - 10/11/23 - TD	4,573.20	1,829.28	2,515.26	228.66
Engraving & Stamp Center, INC	44717	Self inking stamp - BP23-243	79.65		79.65	
Eurofins Eaton Analytical, INC	8100070151	Testing - Dissolved & total organic carbon, UV, Alkalinity - MN	375.00	375.00		
Everett J Prescott, INC	6140451	TD23-177 4 Omni C2 Chamber Complete MS	2,996.96	1,198.78	1,798.18	
Everett J Prescott, INC	6203474	TD23-444 - Meter - for Johnson Creamery Project	2,356.00	942.40	1,413.60	
Everett J Prescott, INC	6216132	TD23-521 Smart Gateway Press Sensor Kit MS	3,600.00	1,440.00	2,160.00	
Everett J Prescott, INC	6247160	TD23-685 - Meter Service Stock - 3" C2 Meter	2,356.00	942.40	1,413.60	
Ferguson Enterprises, INC	0343309	PUR23-276 2" X 3" BRASS NIPPLES	249.45	249.45		
First Financial Bank / Credit Cards	ADMIN23-075B	ADMIN23-075 - Health and Safety Training - Melissa Ruzkowski	31.98	12.79	19.19	
First Financial Bank / Credit Cards	ADMIN23-100	ADMIN23-100 - Alliance of Indiana-Fall Conf for H. Ortiz-Sanchez	225.00		225.00	

City of Bloomington Utilities  
Accounts Payable by G/L Distribution Report  
Paydate: 11/09/23

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Wastewater O&M	Stormwater O&M
First Financial Bank / Credit Cards	ADMIN23-107	ADMIN23-107 - TTR # 2780 Training for M. Ruskowski	47.97	19.19	28.78	
First Financial Bank / Credit Cards	BP23-227	BP23-227 - Hotel reservation WEFTEC training - Tyler Steury	820.65		820.65	
First Financial Bank / Credit Cards	BP23-227C	BP23-227 - Hotel reservation WEFTEC training - Zach Burnworth	637.49		637.49	
First Financial Bank / Credit Cards	DR23-085	DR23-085 - Alliance of Indiana-Fall Conference fee-Greg May	225.00		225.00	
First Financial Bank / Credit Cards	DR23-086	DR23-086 - Hotel reservations for training - Greg May	349.60		349.60	
First Financial Bank / Credit Cards	DR23-088	DR23-088 - Hotel Reservations WEFTEC - Adam Dishman	820.65		820.65	
First Financial Bank / Credit Cards	DR23-093	DR23-093 - Alliance of Indiana-Fall Conference fee-K. Bollinger	225.00		225.00	
First Financial Bank / Credit Cards	DR23-098	DR 23-098 - Kalei Bollinger OSHA 10-hour Online Training-Reg.	59.00		59.00	
First Financial Bank / Credit Cards	ENG23-075	ENG23-075 - Midwest Damage Prevention Conference - Bryan Blake	535.00	214.00	321.00	
First Financial Bank / Credit Cards	ENG23-076	ENG23-076 - Project mgnt essentials 8 wks online course - White	1,975.00	790.00	1,185.00	
First Financial Bank / Credit Cards	ENV23-151	ENV23-151 - Hotel lodging for Midwest FOG training - C. Swafford	652.13		652.13	
First Financial Bank / Credit Cards	ENV23-156B	ENV23-156 - Hotel reservations WEFTEC training - Jason Wenning	820.65		820.65	
First Financial Bank / Credit Cards	ENV23-161	ENV23-161 - Hotel reservation WEFTEC training - Carson Swafford	820.65		820.65	
First Financial Bank / Credit Cards	MN23-206	MN23-206 - Advanced Math Course - Sean Medsker	225.00	225.00		
First Financial Bank / Credit Cards	TD23-586	TD23-586 - Alliance of Indiana-Fall Conference fee-Andrew Boden	225.00	90.00	123.75	11.25
First Financial Bank / Credit Cards	TD23-587	TD23-587 - Lodging - Courtyard Ft. Wayne - Andrew Boden	326.80	130.72	179.74	16.34
First Financial Bank / Credit Cards	TD23-649	TD23-649 - Sacramento State water course Austin Bennington	175.00	70.00	96.25	8.75
First Financial Bank / Credit Cards	TD23-654	TD23-654 - Sacramento State water course - David Pitman	175.00	70.00	96.25	8.75
First Financial Bank / Credit Cards	TD23-655	TD23-655 - Sacramento State water course - Chris Eagan	218.00	87.20	119.90	10.90
First Financial Bank / Credit Cards	TD23-665	TD23-665 -AWWA Water institute conf fee & courses for B. Elkins	295.05	118.02	162.28	14.75
First Financial Bank / Credit Cards	TD23-668	TD23-668 - AWWA Water institute conf. fee and courses C. Rains	395.05	158.02	217.28	19.75
First Financial Bank / Credit Cards	TD23-686	TD23 - 686 - Corrosion control certificate program-P. Edwards	415.00	166.00	249.00	
First Financial Bank / Credit Cards	TD23-716	TD23-716 - Sacramento State water course - Kenneth Larmon	175.00	70.00	96.25	8.75



City of Bloomington Utilities  
Accounts Payable by G/L Distribution Report  
Paydate: 11/09/23

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Wastewater O&M	Stormwater O&M
Fisher Scientific Company, LLC	7021189	Manual algai cell count slides (2 Pks) - MN23-180	938.82	938.82		
Flosource, INC	239517-00	MM23-542 Cylinder rebuild kits for TP pumps	1,215.00	1,215.00		
Garrett Hill	TD23-692	Reimbursement for CDL License Fee - 10/18/23 - TD23-692	35.00	14.00	21.00	
George E Booth Co., INC	1093180	DM23-166 - Endress+Hauser Promag, Seal Set DN04 5/32	45.47		45.47	
Greeley And Hansen, LLC	INV-0000857762	S22-6611 - Electrical feed upgrade & Bar Screen @ Dillman - ENG	6,874.79		6,874.79	
GRW Engineers, INC	0061804	S23-6704 - SE Sewer Basin Improvements to 09/30/23 - ENG	12,000.00		12,000.00	
HB Warehouse LLC (Resource Services)	10266	MN23-162 - Blue tube mop medium 12/case	57.54	57.54		
HB Warehouse LLC (Resource Services)	10313	MN23-162 - Lysol wipes, Duster polywool metal handle	81.46	81.46		
HB Warehouse LLC (Resource Services)	10381	MN23-162 - Facial tissue, 2ply 95/Bx 36/Cs	248.40	248.40		
HD Supply Facilities Maintenance, LTD (USABlueBook	INV00011843	BP23-109B BOD std 2ml Ampule 20/pk	82.59		82.59	
HD Supply Facilities Maintenance, LTD (USABlueBook	INV00024510	BP23-095B Phenolphthalein PP 100/pk	239.78		239.78	
HD Supply Facilities Maintenance, LTD (USABlueBook	INV00055085	BP23-140 Treatment Plant Log Book 2/pk	57.52		57.52	
HD Supply Facilities Maintenance, LTD (USABlueBook	INV00058713	BP23-101 Hoses and nozzles	626.31		626.31	
HD Supply Facilities Maintenance, LTD (USABlueBook	INV00060148	BP23-142 Laboratory supplies, USA flag	808.22		808.22	
HD Supply Facilities Maintenance, LTD (USABlueBook	INV00084358	BP23-154 TNT830, TNT832, m-ColiBlue24 agar plates	1,448.60		1,448.60	
HD Supply Facilities Maintenance, LTD (USABlueBook	INV00104744	BP23-178 2 Clock Indoor/Outdoor	98.45		98.45	
HD Supply Facilities Maintenance, LTD (USABlueBook	INV00106239	BP23-182B Reference materials, hoses	1,188.24		1,188.24	
HD Supply Facilities Maintenance, LTD (USABlueBook	INV00107759	BP23-171 Office supplies, laboratory supplies	1,388.32		1,388.32	
HD Supply Facilities Maintenance, LTD (USABlueBook	INV00115594	BP23-191 Binder Clips, Isopropanol, copy paper, rubber bands	218.81		218.81	
HD Supply Facilities Maintenance, LTD (USABlueBook	INV00115721	BP23-191 - Binder clips 12/pk 1 1/4" width	1.49		1.49	
HD Supply Facilities Maintenance, LTD (USABlueBook	INV00149320	DL23-091 Glass Fiber Filter, TNT843, TNT844	2,283.49		2,283.49	
HD Supply Facilities Maintenance, LTD (USABlueBook	INV00169913	DR23-099 - MidKnight powder free nitrile gloves XL, 2XL	517.49		517.49	
HNTB Corporation	3-84587-DS-001	S23-6701 -Catalent Sewer Infrastructure to 08/25/23 - ENG	32,750.11		32,750.11	
Hydra-Stop, LLC	48885	PUR23-283 - 6" HYDRA-STOP SADDLE AND FREIGHT	1,646.07	1,646.07		

City of Bloomington Utilities  
Accounts Payable by G/L Distribution Report  
Paydate: 11/09/23

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Wastewater O&M	Stormwater O&M
IDEXX Laboratories, INC	3137791139	DL23-092 Colilert media 24hr 200/box	2,365.73	2,365.73		
Indiana Oxygen Company, INC	10256754	Rolls of welding wire for lift station stock - TD23-678	58.85		58.85	
Irving Materials, INC	11345087	Concrete - Water @ 3401 N Kinser Pike - w/o #10757-10/09/23-TD	820.00	820.00		
Irving Materials, INC	11345771	Concrete - Water @ W 11th St & Fountain Dr - 10/10/23 - TD	1,620.00	1,620.00		
Irving Materials, INC	11347748	W23-4710 - Concrete - 10/13/23 - TD	1,620.00	1,620.00		
Irving Materials, INC	11348963	Concrete - Water @ W County Club Dr - 10/17/23 - TD	1,032.00	1,032.00		
Irving Materials, INC	11349639	Concrete - Water @ 2nd & Rogers - w/o #10709 - 10/18/23 - TD	1,420.00	1,420.00		
Irving Materials, INC	11349640	Concrete - Storm @ 102 N Waldron St - w/o # 11866 - 10/18/23 -TD	1,105.00			1,105.00
Irving Materials, INC	11351171	Concrete - Water @ 3000 N Browncliff - w/o #11396 - 10/23/23 -TD	740.00	740.00		
IU Health OCC Health Services	00149853-00	Vaccine Hep B, Admin Toxid Single-1 TD employee 9/05/23-TD23-684	130.00	52.00	71.50	6.50
IU Health OCC Health Services	00150650-00	DS DOT 5 Panel E Screen 1 TD employee - 09/27/23 - TD23-684	50.00	20.00	27.50	2.50
IU Health OCC Health Services	00150965-00	DS DOT 5 Panel E Screen 1 TD employee - 10/11/23 - TD23-704	50.00	20.00	27.50	2.50
IU Health OCC Health Services	00150967-00	DS DOT 5 Panel E Screen 1 TD employee - 10/10/23 - TD23-704	50.00	20.00	27.50	2.50
IU Health OCC Health Services	00150968-00	DS DOT 5 Panel E Screen 1 TD employee - 10/11/23 - TD23-704	50.00	20.00	27.50	2.50
IU Health OCC Health Services	00150971-00	DS DOT 5 Panel E Screen 1 TD employee - 10/11/23 - TD23-704	50.00	20.00	27.50	2.50
Ivy Tech Community College	N1273David Brown	TD23-629 - CDL Course - David Brown	4,360.00	1,744.00	2,616.00	
Ivy Tech Community College	N1273 G. Hill	TD23-631 - CDL Course - Garrett Hill	4,360.00	1,744.00	2,616.00	
Ivy Tech Community College	N1273 I. Tresler	TD23-630 - CDL Course - Isaiah Trisler	4,360.00	1,744.00	2,616.00	
Jacobi Carbons, INC	CI-I-5072670	Carbon (Iodine) 24,860 @ 1.384 delivered 10/23/2023 - MN	34,406.24	34,406.24		
JCI Jones Chemicals, INC	925291	Sodium Hypochlorite - 4,684 @ 2.13 delivered 10/10/23 - MN	9,976.92	9,976.92		
JCI Jones Chemicals, INC	925733	Sodium Hypochlorite - 4,636 @ 2.13 delivered 10/16/23 - MN	9,874.68	9,874.68		
JCI Jones Chemicals, INC	925734	Sodium Hypochlorite - 4,053 @ 2.13 delivered 10/16/23 - DR	8,632.89		8,632.89	
JCI Jones Chemicals, INC	926224	Sodium Hypochlorite - 4,499 @ 2.13 delivered 10/20/23 - MN	9,582.87	9,582.87		
JCI Jones Chemicals, INC	926380	Sodium Hydroxide - 46,170 @ .295 delivered 10/24/2023 - MN	13,620.15	13,620.15		
John Deere Financial f.s.b. (Rural King)	101404	Wetland Premium Field Boot for C. Eagan - TD23-644	174.95	174.95		

City of Bloomington Utilities  
Accounts Payable by G/L Distribution Report  
Paydate: 11/09/23

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Wastewater O&M	Stormwater O&M
K&S Rolloff, INC	68042	Removal of debris from hill area @ Service Center 10/06/23-PUR	257.50	103.00	154.50	
Katherine Zaiger	ENV23-203	Travel reimbursement-WEFtec 2023 Conference - ENV23-203	456.00	182.40	250.80	22.80
Kent Crozier (Analytical Environmental Laboratory)	102762	Testing - Odor & taste contaminants - 09/14- 10/13/23 - ENV23-216	2,695.00	2,695.00		
Kirby Risk Corp	S112687456.003	Shoe box/wall pack retrofit lights 30w (6) - BP23-254	450.90		450.90	
Kirby Risk Corp	S210023976.001	Factorytalk Assetcentre version control-all 3 plants- ADMIN23-099	37,489.50	14,995.80	22,493.70	
Kirby Risk Corp	S210033862.001	Replacement emergency exit light units - DM23-171	259.60		259.60	
M&M Service Station Equipment Specialist, INC	0133114-IN	ENV23-208 - Repairs, continued test to gain passing result DSL	6,372.00		6,372.00	
MacAllister Machinery Co, INC	R67543505301	Long Reach Excavator Rental-Solids Handling 9/18- 9/20-DS23-017	3,839.00		3,839.00	
Mark Osborne (Control Freaks Consulting)	413Inv-MN23-186	MN - 186 - Labor - checked parts on pumps and flocculators	500.00	500.00		
Mark Osborne (Control Freaks Consulting)	418Inv-TD23-461	TD23-461 - Work done at Westwood Lift Station-Micro PLC Upgrade	3,988.00		3,988.00	
McMaster-Carr Supply Company	15829554	DM 23-172-High Traffic Closer LCN Left/Right	1,520.51		1,520.51	
Northern Safety Co., INC	904917921	MM22-291 - Intellidox for max XT II	2,186.66		2,186.66	
Nugent, INC (Utility Supply Company)	1458113	PUR23-269 6" FLANGE ADAPTER PRIME PAINTED	217.48	217.48		
Nugent, INC (Utility Supply Company)	1459337	PUR23-272 1" AND 2" STIFFENERS	2,493.00	2,493.00		
Nugent, INC (Utility Supply Company)	1459338	PUR23-077 10GA BLUE COPPERHEAD WIRE 500' ROLL	786.30	786.30		
Nugent, INC (Utility Supply Company)	1459339	PUR23-269 6" FLANGE ADAPTER DOMESTIC	379.98	379.98		
Office Depot, INC	337002270001	Dry-erase markers (1 pk) - TD23-680	26.28	10.51	14.46	1.31
Pace Analytical Services, INC	2350225148	MET ICPMS 200.8 customers water tested for lead - ENV23-186	113.40	113.40		
Pace Analytical Services, INC	2350225796	Testing for Dillman & Blucher NPDES Permits - DL23- 090	168.00		168.00	
Paragon Micro, INC	S5132910	Adobe Pro 2020 License for Emily Tate - #233680	489.99	196.00	293.99	
Paragon Micro, INC	S5133262	Dell Mobile Workstation, Thunderbolt 4 dock for T Lucas- #232794	2,299.98	919.99	1,379.99	
Paragon Micro, INC	S5133263	Dell Mobile Precision 3581 Workstation for K Johnson - #233635	2,029.99	812.00	1,217.99	
Peacetree, INC (PEI Maintenance)	202	ENV23-200 Probe replacement	285.00		285.00	
Peacetree, INC (PEI Maintenance)	4152	ENV23-200 FuelMaster service	1,395.00		1,395.00	

City of Bloomington Utilities  
Accounts Payable by G/L Distribution Report  
Paydate: 11/09/23

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Wastewater O&M	Stormwater O&M
Pitney Bowes, INC	1023986621	Postage Meter Service Fee & eReturn Subscription - ACCT23-157	187.65	75.06	112.59	
Pitney Bowes, INC	1024114347	E-Z Seal Sealing Solution for postage machine - ACCT23-161	92.39	36.96	50.81	4.62
Potomac Electrical Services, LLC (Potomac Testing)	INV6337	BP23-155 Troubleshoot auto transfer switch	3,980.00		3,980.00	
Quality Supply & Tool Co INC	307929-1	TD23-534 - LADDER -Stock for Truck #627	258.67		258.67	
Quality Supply & Tool Co INC	309160-00	TD23-646 Concrete finish broom	22.28	22.28		
Quality Supply & Tool Co INC	309174-00	TD23-645 Socket set, extended capacity battery pack	220.00		220.00	
Quality Supply & Tool Co INC	309278-00	TD23-662 Fiberglass shovels	123.75			123.75
Quality Supply & Tool Co INC	309342-00	TD23-619 Drill bit set, 12' Manhole ladder, knot wire brush	352.69	352.69		
Quality Supply & Tool Co INC	309394-00	TD23-676 - Water Hose, Plier, Masonry Brush	66.10			66.10
Quality Supply & Tool Co INC	309634-00	TD23-701 - Green USB rechargeable laser	270.59			270.59
Quality Supply & Tool Co INC	309635-00	TD23-703 -spray foam & Sawzall stock for truck #572-level #526	227.24			227.24
Richard's Small Engine, INC	523106	Weedeaters (2), plate, spacer, trimmer brushes for MS - TD23-613	698.96	279.58	419.38	
Rogers Group, INC	0071198310	Stone #53 - Water - w/o #11098 - 10/04/23 - TD	105.22	105.22		
Rogers Group, INC	0071198311	Stone #11 & #53, Rip Rap - Stock - 10/03-10/04/23 - TD	778.23	311.29	428.03	38.91
Rogers Group, INC	0071198420	Concrete - #5 & #53 - Stock - 10/11/23 - TD	402.69	161.08	221.48	20.13
Schaeffer Manufacturing Company	BS3113-INV1	HTC Oil ISO 68 (55 gallon drum) - DM23-162	1,199.00		1,199.00	
Schaeffer Manufacturing Company	BS3113-INV2	Moly universal gear lube ISO 320 (420 lb drum) - DM23-162	1,936.20		1,936.20	
Schaeffer Manufacturing Company	BS3124-INV1	Citrol (12x1 Can case) degreaser/cleaner - MM23-559	324.58	324.58		
Service Express, INC	401691 CBU	Dell PowerEdge@SVC Cntr, Monroe & Dillman-10/01-12/31/23-DIR	825.00	468.00	357.00	
South Central Community Action Program INC	2023-06	Admin Expense & Assistance Program - 3rd QTR - ACCT	855.66	342.26	470.61	42.79
Southern Indiana Parts, INC (Napa Auto Parts)	535673	Washer fluid, armor-all, freshener, wax, wd-40, oil - PUR23-248	656.39	262.56	393.83	
Staples Contract & Commercial, INC	3549327863	Pink, blue copy paper, batteries, pens, rubber bands- ACCT23-152	284.22	113.68	170.54	
Staples Contract & Commercial, INC	3549327864	Super sticky post-it notes (1 pk) - ACCT23-152	7.82	3.13	4.69	
Staples Contract & Commercial, INC	8071733969	Black toner cartridge CF258A for Communications - #232933	112.21	44.88	67.33	
Stites Scale Co INC	122362	Balance calibration at all 3 plants (3rd visit) - ENV21-029	930.00	310.00	620.00	
The Charles Machine Works, INC (HammerHead)	93304865	TD23-657 - Stock Parts-4x8 Sewer Patches	1,850.33		1,850.33	

City of Bloomington Utilities  
Accounts Payable by G/L Distribution Report  
Paydate: 11/09/23

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Wastewater O&M	Stormwater O&M
The Henry P Thompson Company	26172B15744	MN23-155 - Replacing a bad servo motor on #3 caustic pump	1,294.67	1,294.67		
The Home City Ice Company	6726231552	Ice delivered on 10/19/23 - TD23-700	212.10	84.84	116.66	10.60
Trident Insurance Services, LLC	1124504	ACCT23-160 - Deductible for tort claim	5,000.00		5,000.00	
Tri-State Bearing Co, INC	1366642-00	Seals for tap machine - TD23-640	85.61	85.61		
Tri-State Bearing Co, INC	1378458-00	Oil seal for pillow block bearings (4) on drum shaft - DM23-167	90.68		90.68	
Tri-State Bearing Co, INC	1379838-00	Ten ton puller,Ang Cont Ball Brg *E for valve actuators-DM23-169	560.23		560.23	
TSL Enterprises, INC (Meyer Truck Equipment)	INJ80874	TD23-286 Bracket, step, spray in bed liner truck #639	2,370.00	948.00	1,303.50	118.50
ULINE, INC	169795099	PUR23-280 - Plastic Shelf Bins, Industrial Steel Shelving, Tape	1,569.66	627.86	941.80	
United Parcel Service, INC	0000430948403B	Shipping charges - 09/27-10/04/23 - ENV & BP23-240	226.11	12.00	214.11	
United Parcel Service, INC	0000430948413B	Shipping charges - 10/04-10/14/23 - BP, PUR	205.19	12.00	193.19	
VARI Sales Corporation	365333	Vari Desk Pro Plus 36, Dual monitor mount for T Steury - #232913	630.00		630.00	
Virtuoso Sourcing Group, LLC	31029	Collection Agency Fee -10/11/23 - AR	15.62	6.25	9.37	
W.W. Grainger, INC	9866810568	BP23-247 Spill containment pallet	1,429.20		1,429.20	
W.W. Grainger, INC	9867567019	BP23-257 - Safety equipment, office supplies	1,161.71		1,161.71	
W.W. Grainger, INC	9871776028	BP23-259 - Drum pump for 55 gallon container	134.73		134.73	
W.W. Grainger, INC	9873674387	BP23-263 - Stacking chairs (12)	892.84		892.84	
W.W. Grainger, INC	9874905947	DR 23-101 - Dillman WWTP-Reflective Yellow tape/maintenance	111.82		111.82	
W.W. Grainger, INC	9874905954	BP23-266 - Office supplies, batteries, Sawzall, bulletin board	1,380.99		1,380.99	
W.W. Grainger, INC	9878416156	TD23-683 - WW - For Arlington lift station - Axial fan	46.79		46.79	
Water Solutions Unlimited, INC	117759	Copper sulfate-MS635-T300 525 @17.0 delivered 09/28/23-MN23-183B	8,925.00	8,925.00		
Water Solutions Unlimited, INC	117892	Copper sulfate-MS635-T300-300 @ 17.0 delivered 10/03/23-MN23-183	5,100.00	5,100.00		
Water Solutions Unlimited, INC	118030	Sodium Thiosulfite - 225 @ 6.50 delivered 10/10/23 - MN	1,462.50	1,462.50		
Water Solutions Unlimited, INC	118231	Copper sulfate-MS635-T300 600 @ 17.0 delivered 10/16/23-MN23-189	10,200.00	10,200.00		
Water Solutions Unlimited, INC	118232	Sodium Permanganate - 264 @ 17.00 delivered 10/17/2023 - MN	4,488.00	4,488.00		
Wessler Engineering, INC	42848	S21-6508 - SCADA Asset Management to 09/30/23 - DIR	825.00		825.00	
Wessler Engineering, INC	42850	SCADA asset documentation to 09/30/23 - ADMIN23-070	72.50	72.50		
West Side Tractor Sales CO.	B52062	Air filters, grease inserts for excavator #607 - TD23-690	235.73		235.73	

City of Bloomington Utilities  
Accounts Payable by G/L Distribution Report  
Paydate: 11/09/23

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Wastewater O&M	Stormwater O&M
Yokogawa Fluid Imaging Technologies, INC	INV31513	ADMIN23-076 - Extended Warranty, Prev Maintenance/Calibration	13,950.00	13,950.00		
Young Trucking, INC	124598	Hauling sludge from Blucher WWTP - 10/03/23 - BP	1,340.58		1,340.58	
Young Trucking, INC	124599	Hauling sludge from Dillman WWTP - 10/03-10/05/23 - DR	11,835.64		11,835.64	
Young Trucking, INC	124707	Transportation of excavator from Monroe to WT 10/09/23-TD23-664	250.00		250.00	
Young Trucking, INC	124708	Hauling sludge from Blucher WWTP - 10/10/23 - BP	616.46		616.46	
Grand total:			<u>510,486.65</u>	<u>267,220.62</u>	<u>239,807.05</u>	<u>3,458.98</u>

City of Bloomington Utilities  
Accounts Payable by G/L Distribution Report  
Paydate: 11/02/23

Utility Bills

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Wastewater O&M
AT&T	334-7689 11/23	812-334-7689 Service - Utilities 10/7-11/6/23	1,271.03	508.41	762.62
AT&T	812R959257 11/23	White pages listing for Dillman, Blucher & Monroe 10/10-11/9/23	18.00	6.00	12.00
Duke Energy	2057-5794 11/23	Service - Truck Charging Station @ Service Center 9/9-10/9/23	13.26	5.30	7.96
Duke Energy	2132-9100 11/23	Service - Service Center Building @ 600 E Miller Dr 9/9-10/9/23	37.97	15.19	22.78
Duke Energy	2132-9168 11/23	Service - Azelea Lane Lift Station (Walnut Creek) 9/16-10/17/23	82.00		82.00
Duke Energy	2132-9192 11/23	Service - Gentry E Lift Station 9/3-10/3/23	72.73		72.73
Duke Energy	2132-9241 11/23	Service - Winston Thomas Lift Station - Lighting 9/9-10/9/23	132.03		132.03
Duke Energy	2132-9275 11/23	Service - Hyde Park / Olcott Lift Station 9/12-10/10/23	61.67		61.67
Duke Energy	2132-9308 11/23	Service - Jeffrey Lift Station 9/7-10/5/23	18.69		18.69
Duke Energy	2132-9324 11/23	Service - Barge Lane SW Tank 9/12-10/10/23	35.57	35.57	
Duke Energy	2132-9340 11/23	Service - Knightridge Lift Station 9/14-10/12/23	57.64		57.64
Duke Energy	2132-9374 11/23	Service - Dogwood Booster Station 9/8-10/6/23	300.81	300.81	
Duke Energy	2132-9423 11/23	Service - Dillman WWTP @ 100 W Dillman Road 8/26-9/26/23	54,126.60		54,126.60
Duke Energy	2132-9548 11/23	Service - Gentry Booster Station 9/15-10/13/23	2,197.81	2,197.81	
Duke Energy	2132-9572 11/23	Service - Griffy Plant Outdoor Lighting 9/16-10/17/23	30.85	30.85	
Duke Energy	2132-9663 11/23	Service - Bulk Water Station @ 3230 S Walnut St 9/12-10/10/23	38.57	38.57	
Duke Energy	2132-9697 11/23	Service - Park 37 Lift Station 9/12-10/10/23	32.88		32.88
Duke Energy	2132-9712 11/23	Service - Morningside Drive Lift Station 9/14-10/12/23	118.92		118.92
Duke Energy	2132-9746 11/23	Service - Hearthstone Lift Station 9/3-10/3/23	66.69		66.69
Duke Energy	2132-9762 11/23	Service - Rusgan Drive Lift Station 9/16-10/17/23	59.17		59.17
Duke Energy	2132-9887 11/23	Service - Monroe Hospital Lift Station 9/7-10/5/23	74.52		74.52
Duke Energy	2132-9994 11/23	Service - South Tank @ E Miller Drive 9/9-10/9/23	131.39	131.39	
Duke Energy	2139-0022 11/23	Service - Prow Road Lift Station 9/13-10/11/23	72.25		72.25
Duke Energy	2139-0197 11/23	Service - Westwood/Glen Oaks Drive Lift Station 9/8-10/6/23	434.34		434.34
Duke Energy	2139-0220 11/23	Service - Basswood Circle Lift Station 09/14-10/12/23	292.89		292.89
Duke Energy	2139-0303 11/23	Service - Park Ridge Lift Station 9/15-10/13/23	11.48		11.48
Duke Energy	2139-0428 11/23	Service - Cory Lane Lift Station 9/14-10/12/23	30.64		30.64
Duke Energy	2139-0452 11/23	Service - Karst Park Lift Station/Fairgrounds 9/12-10/10/23	188.21		188.21
Duke Energy	2139-0543 11/23	Service - Hyde Park Edward Lift Station 9/12-10/10/23	50.86		50.86
Duke Energy	2139-0577 11/23	Service - Adams Street Lift Station 9/12-10/10/23	172.91		172.91
Duke Energy	2139-0600 11/23	Service - Red Bud Tower Tank 9/12-10/10/23	143.62	143.62	
Duke Energy	2139-0650 11/23	Service - Winston Thomas Lagoon (lighting) 9/12-10/10/23	20.41		20.41
Duke Energy	3504-2084 11/23	Service - Angelina Ln Lift Station 8/30-9/27/23	127.50		127.50
EDF, INC (EDF Energy Services)	5187659-154943ES	Energy Services for Vectren #5187659 -Tamarron Lift Station 9/23	1.42		1.42
EDF, INC (EDF Energy Services)	5187802-154943ES	Energy Services for Vectren #5187802 - Monroe WTP 9/23	33.41	33.41	
EDF, INC (EDF Energy Services)	5352776-15494ES	Energy Services for Vectren #5352776 - SC Booster Station 9/23	.42	.42	
EDF, INC (EDF Energy Services)	5463700-154943ES	Energy Services for Vectren #5463700 - Service Center 9/23	170.06	68.02	102.04
EDF, INC (EDF Energy Services)	5463945-154943ES	Energy Services for Vectren #5463945 - Washington Storage 9/23	3.48	1.39	2.09
EDF, INC (EDF Energy Services)	5464376-154943ES	Energy Services for Vectren #5464376 - Blucher Poole WWTP 9/23	79.63		79.63
EDF, INC (EDF Energy Services)	5520392-154943ES	Energy Services for Vectren #5520392 - Dillman WWTP 9/23	73.89		73.89
Indiana Gas Co. INC (CenterPoint Energy) (Vectren)	N0814658 11/23	Service - 5352776 South Central Booster Station 9/7-10/6/23	17.98	17.98	

City of Bloomington Utilities  
 Accounts Payable by G/L Distribution Report  
 Paydate: 11/02/23

Utility Bills

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Wastewater O&M
Indiana Gas Co. INC (CenterPoint Energy) (Vectren)	N1035813 11/23	Service - 5187802-2 Monroe WTP 9/5-10/3/23	101.26	101.26	
Indiana Gas Co. INC (CenterPoint Energy) (Vectren)	N1059811 11/23	Service - 5520392-0 Dillman WWTP 9/5-10/3/23	51.94		51.94
Indiana Gas Co. INC (CenterPoint Energy) (Vectren)	N1078457 11/23	Service - 5463700-0 Service Center 9/7-10/6/23	154.51	61.80	92.71
Indiana Gas Co. INC (CenterPoint Energy) (Vectren)	N1244359 11/23	Service - 5463945-5 S Washington St Storage 9/7-10/6/23	17.98	7.19	10.79
Smithville Telephone Co Inc	824-1616 11/23	Service - 812-824-1616 SE Pumping Station - BS 9/20-10/19/23	97.16	97.16	
Grand total:			<u>61,327.05</u>	<u>3,802.15</u>	<u>57,524.90</u>



WIRE TRANSFERS, FEES & PAYROLL FOR THE MONTH OF NOVEMBER, 2023

<u>INDIANA DEPARTMENT OF REVENUE</u>	<u>\$79,305.12</u>
Sales Tax	
<u>NPC</u>	<u>\$56,759.36</u>
Credit Card Fees	
<u>FIRST FINANCIAL</u>	<u>\$0.00</u>
Bank Fees	
<u>GROSS PAYROLL</u>	<u>\$403,575.50</u>
<u>FICA TAX</u>	<u>\$23,924.09</u>
<u>TOTAL</u>	<u>\$563,564.07</u>

City of Bloomington Utilities  
 Accounts Payable by Fund Distribution Report  
 Paydate:11/09/23

**CUSTOMER REFUNDS**

Vendor	Invoice No.	Invoice Description	Invoice Amount	Check No.	Reason for refund	Water Funds	Wastewater Funds	Stormwater Funds	Sanitation
Hniang Bor	40790-018	Customer refund	\$ 86.77	29298	Refund credit balance after final bill processed.		\$ 86.77		
Benjamin Chang	1931-008	Customer refund	\$ 481.61	29299	Refund credit balance on active account. (customer request)	\$ 4.97	\$ 476.64		
William Crespo	200486-002	Customer refund	\$ 169.33	29300	Refund credit balance after final bill processed.		\$ 169.33		
Gilliatte General Contractors Inc	201511-001	Customer refund	\$ 327.04	29301	Refund credit balance after final bill processed. (hydrant deposit)		\$ 327.04		
Mary Jeanson	33331-002	Customer refund	\$ 35.31	29302	Refund credit balance after final bill processed.		\$ 35.31		
Total			<u>\$ 1,100.06</u>			<u>\$ 4.97</u>	<u>\$ 1,095.09</u>		



**CONTRACT COVER MEMORANDUM**

**TO:** Controller, Mayor, USB  
**FROM:** Braden Bonczek  
**DATE:** October 31, 2023  
**RE:** REQUEST APPROVAL FOR AGREEMENT FOR SERVICES  
WITH PEI MAINTENANCE AND CONTRACTING

<b>Contract Recipient/Vendor Name:</b>	PEI Maintenance and Contracting
<b>Department Head Initials of Approval:</b>	
<b>Responsible Department Staff:</b> <i>(Return signed copy to responsible staff)</i>	Braden Bonczek
<b>Responsible Attorney:</b> <i>(Return signed copy to responsible attorney)</i>	Christopher J. Wheeler
<b>Record Destruction Date:</b> <i>(Legal to fill in)</i>	
<b>Legal Department Internal Tracking #:</b> <i>(Legal to fill in)</i>	
<b>Due Date For Signature:</b>	
<b>Expiration Date of Contract:</b>	February 28,2027
<b>Renewal Date for Contract:</b>	
<b>Total Dollar Amount of Contract:</b>	\$14100.00
<b>Funding Source:</b>	010-65-950006-U62045
<b>W9/EFT Complete:</b> <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
<b>Affirmative Action Plan Complete (if applicable):</b> <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
<b>Procurement Summary Complete:</b> <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
<b>Living Wage (if applicable)</b>	Yes

**Summary of Contract:** Annual and tri-annual USTs inspections

To: Utilities Service Board

From: Jeff McMillian, Deputy Controller

Subject: In lieu of taxes and services.

Date: 10-12-23

Payments from the City of Bloomington Utilities (CBU) to the Civil City for Property Taxes  
In lieu payment is under the authority of IC § 8-1.5-3-8 and IC § 36-9-23-25 the Water Utility and Wastewater Utility of the City of Bloomington is authorized to pay an amount to the Civil City equal to the amount of taxes it would pay to the Civil City if it were a private utility.

Payment for services provided by the City to CBU

The City and Utilities department desires to share services and expertise existing within various city departments and in recognition of those services enters into a cost sharing agreement for those services as described in general below. These descriptions serve as an example of the services provided and are not intended to be comprehensive or restrict the services that may be provided.

**Office of the Mayor:** The Mayor and staff provide overall coordination between CBU and other city departments. In addition and approve legislation regarding all rates and charges, short and long term funding and policies. The Office participates and approves staffing, union negotiations and other personnel related issues. They also facilitate and monitor legislative and other governmental activities impacting CBU

**Office of the Clerk:** Time for preparing ordinances and resolutions. There may be a bit more than other departments due to the need for additional bonds that may be passed.

**Common Council:** Considers Ordinances and Resolutions proposed by the Utilities Department, Annual Budget. Three appointments and has an ex-officio member that serves on the Utilities Service Board

**Controller's Office:** Staff time for Accounts Payable Payments, Payroll, Payroll Tax Reporting, INPRS Reporting, Budget, Bonds, Refinancing, Contracts Review, Purchasing questions.

**Economic and Sustainable Development:** Climate Action Team work and some grant work we did on behalf of CBU.

**Fire:** Listed as a primary rescue resource for confined space emergencies and our normal responses

**Human Resources:** Services provided include everything from employee relations, staffing, employee discipline, supervisor coaching, employee development, payroll and benefit administration, collective bargaining, and new employee orientation.

Health Insurance \$14,274 per covered position is paid semi-annually each year.

**Information and Technology Services:** Provides the following services:

- Number of Staff
- Computers Supported
- Enterprise Applications Support
- Departmental Applications Support
- IT Infrastructure
- Network Infrastructure
- File Storage Needs
- Backup Load
- Online Transactions
- Helpdesk/Tech Support Demand
- Phones

**Legal:** This includes Chris Wheeler's time as the primary attorney staffing Utilities, Mike Rouker's time as backup to Chris when needed, and my time on various Utilities-related things like AFSCME negotiations, JEC matters, and reviewing/weighing in on contracts and state law issues as needed.

- Staff utilities service board (including review of packet material, providing legal advice to the board, new member orientation etc.)
- Draft and review all utilities agreements and MOU's
- Negotiate all wholesale water customer agreements and update existing agreements
- Review all bid packets
- Draft all resolution language
- Draft all ordinance language for new sections of and/or updates to titles 9 and 10 of the Bloomington Municipal Code
- Draft any and all updates to the Utilities Rules, Regulations and Standards of Service
- Review and assist with ordinance enforcement (notices of violation and enforcement procedures) of BMC Titles 9 and 10.
- Assist CBU with issues relating to utility locations in right of way under Title 12
- Assist with CBU re: utility relocation issues with other utility companies
- Ensure compliance with state and federal regulation relating to FOG, NPDES, permit violations, storm water violations, and construction erosion control
- Update contract language as needed
- Real Estate negotiations for eminent domain, easement acquisition, easement encroachment issues, and all lake lemon lease issues and enforcement of real estate rights in and around Lake Lemon
- Backup by City Attorney for all of the above
- Corporation Counsel time:
  - Conducting AFSCME negotiations (every 4 years) for new contracts covering (among others) Utilities personnel
  - Assessing Utilities requests through the Job Evaluation Committee for new hires and changes to existing positions

- Approving Utilities contracts
- Providing input and guidance on the above-listed issues as needed/appropriate

**Planning and Transportation (Engineering):** Regular coordination the Development Services Team (7 staff) has with CBU on permits, enforcement, and inspections

**Police:** Providing some security when they are terminations when requested, occasionally finding water main breaks, responding to calls at the CBU facilities outside the City, and provided extra patrol during times of heightened tensions.

**Public Works:**

Personnel (Category 1 expenses) related to front desk calls, e-mails, uReports and City Hall walk-in traffic regarding CBU questions - (i.e. billing, repairs, problems and/or issues, etc.) As you likely know from sitting up at the front desk yourself, there's a fair amount of CBU traffic in all forms that ends up right here at City Hall first and not at the Utility Services Center.

**Street**

- Pavement patching/repair - Street Division will often perform these tasks to assist CBU after their projects are completed, on an as-needed basis. Same is true for pavement repairs that are needed around manhole covers/b-boxes, etc.
- Seasonal ROW mowing
  - Street crews mow 2 locations that are Utilities easements for storm drainage (Weatherstone Dr. and Graham Dr.)
- Street crews also assist Utilities in clearing out storm drains and inlets to prepare/respond to heavy rain events, as-needed.

**Sanitation**

- Sanitation provides trash/recycling collection at the Utilities Service Center
- Sanitation collects yard waste from residential properties (via paper bags, containers or dedicated yard waste carts) between April and December of each year. The goal is to keep the storm drains free of leaves and debris.
- Street conducts curbside leaf vacuuming between November-December each year with the goal of keeping the storm drains free of leaves and debris. This program ended at the conclusion of 2022.

**Fleet Maintenance: Set Rate**

To start we can go over fleet services for utility vehicles. For almost all departments Fleet's responsibilities are pretty similar across the board.

We monitor and maintain all aspects of the City's fleet of vehicles and equipment. The list of inspections and repairs is rather long but the majority of them are as follows:

All new vehicles get checked in to insure they are in new working condition, they also get a city fleet number and file made at this time. Info for insurance is sent up to risk management at this time and fuel keys are entered into fuel master for the vehicle.

Fleet is responsible for checking and maintaining any additional accessories added to the vehicle, including but not limited to emergency lighting, strobe lighting, liftgates, tool boxes, cranes on trucks.

Fleet is also responsible for normal everyday maintenance including changing fluids, air filter, cabin air filters, tires, wiper blades, washer fluid.

Fleet is also responsible for diagnosing and repairing vehicles and equipment in a number different repair categories that are as follows;

Air conditioning and heating ; Some Minor Body repairs ; Brakes ;Chassis/ Frame ; Clutch ; Cooling Systems ;Drivetrain systems; Electrical / Instruments / Gauges;Engine ;Exhaust System; Fuel System; Hydraulics ; Inspections, Lighting System; Safety Devices; Steering; Suspension; Transmission; and keeping up with any needed Warranty/Recall work from the dealer.

We are also tasked with preparing, taking pictures and listing all surplus vehicles for sale on [govdeals.com](http://govdeals.com)

**Risk Management:** Performs the services for CBU including:

- Management of Safety and Workers Comp.
- Tort claim investigation and management
- Insurance claim investigation and management
- Pursuing recovery costs (auto, property damage, etc.)

CBU's annual allocation is calculated by adding two components:

- 1) Percentage of time spent on CBU x Risk Budget
- 2) The larger of: a) 1.5% of the CBU WC Exposure (payroll) or b) the three year average of actual CBU work comp spend

**2020 INTERDEPARTMENTAL AGREEMENT  
BETWEEN THE CITY OF BLOOMINGTON CIVIL CITY AND THE  
CITY OF BLOOMINGTON UTILITIES DEPARTMENT**

WHEREAS, services are provided to the City of Bloomington Utilities Department Water Utility and Wastewater Utility (hereinafter "CBU") by several departments of the City of Bloomington ("Civil City"), which, if not so provided, would have to be provided by the utility itself; and

WHEREAS, similarly, the Civil City has been provided with a variety of services, materials, supplies and equipment by CBU including legal services related to PCB issues, and the Civil City may compensate CBU for these services, materials, supplies and equipment; and

WHEREAS, these payments for services should be based upon statistically verifiable costs which may be applied to a formula which can be easily translated from year to year; and

WHEREAS, under the authority of IC § 8-1.5-3-8 and IC § 36-9-23-25 the Water Utility and Wastewater Utility of the City of Bloomington is authorized to pay an amount to the Civil City equal to the amount of taxes it would pay to the Civil City if it were a private utility; and

WHEREAS, in order to determine the correct in lieu of taxes payment due to the Civil City, annually updated values of all property owned by the Utilities Department within the City shall be used to compute in lieu of taxes payments;

NOW, THEREFORE, BE IT RESOLVED BY THE PARTIES AS FOLLOWS:

**ARTICLE I: PAYMENTS FROM CBU TO THE CIVIL CITY**

**Section 1.** AUTHORITY FOR AGREEMENT. This Agreement is entered into pursuant to IC § 36-9-23-25, IC § 8-1.5-3-8, and applicable orders of the Public Service Commission of Indiana, or its successor the Indiana Utility Regulatory Commission.

**Section 2.** PAYMENTS FOR SERVICES PROVIDED BY CIVIL CITY TO CBU. The CBU Water Utility and the CBU Wastewater Utility shall owe to the Civil City for general services obligations incurred in the year 2019 and payable in 2020, the cost of services provided to the CBU Water Utility and the CBU Wastewater Utility by Civil City. These amounts are set forth in Exhibit A attached hereto and incorporated herein by reference. CBU hereby agrees to pay said costs in accordance with the payment schedule set forth in Exhibit A. The parties acknowledge that these figures are based upon the 2019 figures for said services.

**Section 3.** PAYMENTS IN LIEU OF TAXES. The CBU Water Utility and the CBU Wastewater Utility shall owe to the Civil City for amounts in lieu of the tax obligations otherwise incurred in the year 2019 and payable in 2020. The amount owed is based on the net asset value as determined by a recently completed inventory of CBU assets located within the City. Application of the appropriate corporate tax rate (0.8769 per \$100) results in payment amounts of \$308,477 for the Waterworks Utility and \$422,585 for the Sewage Works Utility.



**Section 4.** PAYMENTS FOR THE HEALTH INSURANCE TRUST FUND. The payment due from CBU to Civil City for the Health Insurance Trust Fund for year 2020 is \$2,540,772. The Parties further agree that should additional assessments for the Health Insurance Trust Fund become necessary, the assessments will be prorated on a per employee basis.

**Section 5.** PAYMENTS FOR FLEET MAINTENANCE COSTS. The parties hereby agree that CBU shall pay a total of \$513,199 for costs incurred by Civil City's Fleet Maintenance Department for CBU vehicles. CBU agrees to make said payment in accordance with the payment schedule set forth in Exhibit A.

**Section 6.** PAYMENTS FOR ENTERPRISE SOFTWARE SYSTEMS. The parties hereby agree that CBU shall pay their distribute share of the lifecycle costs of jointly-used enterprise software systems. In addition, CBU shall be responsible for the full cost of any CBU-specific software. CBU also agrees to reimburse the Civil City for its distributive share of the cost of purchasing and implementing the shared enterprise resource planning program and shall be responsible for the full cost of training for system modules used exclusively by CBU.

**Section 7.** PAYMENTS FOR RISK MANAGEMENT COSTS. The parties hereby agree that CBU shall pay a total of \$138,791 for costs incurred by Civil City's Risk Management Department for CBU. CBU agrees to make said payment in accordance with the payment schedule set forth in Exhibit A.

**Section 8.** PAYMENTS FOR SOLAR PANELS LEASE COSTS. The parties hereby agree that CBU shall pay a total of \$237,057 for costs incurred by Civil City's Solar Panel Lease for CBU. CBU agrees to make said payment in accordance with the payment schedule set forth in Exhibit A.

## **ARTICLE II: PAYMENTS FROM THE CIVIL CITY TO CBU**

**Section 1.** PAYMENTS FOR PCB RELATED LEGAL COSTS. The Civil City agrees to pay the CBU Wastewater Utility its pro-rated share of consulting and legal fees in regards to the Lemon Lane clean up. CBU will provide a statement of costs to the Civil City when said costs are accrued. The Civil City agrees to make said payment upon receipt of the statement of costs.

**Section 2.** PAYMENTS FOR SHARE OF BOND COSTS. The Civil City agrees to pay its pro-rated share of consulting and legal fees in regards to the annual required expenses for bond reporting. CBU will provide a statement of costs to the Civil City when costs are accrued. The Civil City agrees to make said payment upon receipt of the statement of costs. \_\_

**Section 3.** PAYMENTS FOR SANITATION BILLING COSTS. The Civil City agrees to pay the additional cost for the billing of the sationation customers in the amount of \$92,885. CBU will provide a pro-rated share of the costs to the Civil City. The Civil City agrees to make a reduction the General Services costs by that amount. \_\_

**Section 4.** PAYMENTS FOR 24/7 Control Switchboard COSTS. The Civil City agrees to pay the additional cost for the billing of the 24/7 Control Switchboard in the amount of \$114,805. CBU will provide a pro-rated share of the costs to the Civil City. The Civil City

agrees to make a reduction the General Services costs by that amount.

**ARTICLE III: OTHER PROVISIONS**

**Section 1.** RENEWAL OF CONTRACT. This Contract is to be renewed each year only after review by both Civil City and CBU, so that should the services provided by a department change, the basic formula will be adjusted.

**Section 2.** COST ALLOCATION FORMULAS. The Civil City warrants that the cost allocation formulas comply with applicable state statutes and regulations.

**Section 3.** INTENT OF THE PARTIES. It is the express intent of the Civil City and CBU to allocate, fairly and fully, the financial responsibility for services, supplies, space utilization and in lieu of tax payments through this Agreement on an annual basis. If any section of this Agreement is declared invalid, the other sections shall remain in full force and effect.

THE PARTIES, intending to be bound, have executed this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
John Hamilton, Mayor  
City of Bloomington

\_\_\_\_\_  
Amanda Burnham, President  
Utilities Service Board

# 2020 Inter Departmental Summary

General Services	Allocation to CBU	2019 Expenses	Total Charge
Clerk	1%	\$ 254,133	\$ 2,541
Common Council	7%	\$ 673,046	\$ 48,930
Controller	11%	\$ 2,356,657	\$ 248,392
ESD	1%	\$ 822,079	\$ 4,110
Fire	0%	\$ 11,116,690	\$ 16,675
Human Resources	30%	\$ 779,852	\$ 233,956
ITS	30%	\$ 2,321,734	\$ 696,520
Legal	13%	\$ 1,149,764	\$ 146,595
Mayor's Office	3%	\$ 975,511	\$ 29,265
Planning & Transportation	3%	\$ 2,843,806	\$ 85,314
Police	0%	\$ 13,224,125	\$ 19,836
Public Works	6%	\$ 1,639,137	\$ 102,446
Risk Management (Less Work Comp)	24%	\$ 346,253	\$ 83,101
Risk Management Work Comp Performance (3 roll avg)2020	100%	\$ 55,690	\$ 55,690
In lieu of taxes			\$ 731,062
Control 24/7 By CBU	-100%	\$ 114,805	\$ (114,805)
Sanitation Billing by CBU	-100%	\$ 92,885	\$ (92,885)
Adjustment to 2019 Assets			\$ (9,038)
<b>Total</b>			<b>\$ 2,287,706</b>

**2021 INTERDEPARTMENTAL AGREEMENT  
BETWEEN THE CITY OF BLOOMINGTON CIVIL CITY AND THE  
CITY OF BLOOMINGTON UTILITIES DEPARTMENT**

WHEREAS, services are provided to the City of Bloomington Utilities Department Water Utility and Wastewater Utility (hereinafter "CBU") by several departments of the City of Bloomington ("Civil City"), which, if not so provided, would have to be provided by the utility itself; and

WHEREAS, similarly, the Civil City has been provided with a variety of services, materials, supplies and equipment by CBU including legal services related to PCB issues, and the Civil City may compensate CBU for these services, materials, supplies and equipment; and

WHEREAS, these payments for services should be based upon statistically verifiable costs which may be applied to a formula which can be easily translated from year to year; and

WHEREAS, under the authority of IC § 8-1.5-3-8 and IC § 36-9-23-25 the Water Utility and Wastewater Utility of the City of Bloomington is authorized to pay an amount to the Civil City equal to the amount of taxes it would pay to the Civil City if it were a private utility; and

WHEREAS, in order to determine the correct in lieu of taxes payment due to the Civil City, annually updated values of all property owned by the Utilities Department within the City shall be used to compute in lieu of taxes payments;

NOW, THEREFORE, BE IT RESOLVED BY THE PARTIES AS FOLLOWS:

**ARTICLE I: PAYMENTS FROM CBU TO THE CIVIL CITY**

**Section 1.** AUTHORITY FOR AGREEMENT. This Agreement is entered into pursuant to IC § 36-9-23-25, IC § 8-1.5-3-8, and applicable orders of the Public Service Commission of Indiana, or its successor the Indiana Utility Regulatory Commission.

**Section 2.** PAYMENTS FOR SERVICES PROVIDED BY CIVIL CITY TO CBU. The CBU Water Utility and the CBU Wastewater Utility shall owe to the Civil City for general services obligations incurred in the year 2020 and payable in 2021, the cost of services provided to the CBU Water Utility and the CBU Wastewater Utility by Civil City. These amounts are set forth in Exhibit A attached hereto and incorporated herein by reference. CBU hereby agrees to pay said costs in accordance with the payment schedule set forth in Exhibit A. The parties acknowledge that these figures are based upon the 2020 figures for said services.

**Section 3.** PAYMENTS IN LIEU OF TAXES. The CBU Water Utility and the CBU Wastewater Utility shall owe to the Civil City for amounts in lieu of the tax obligations otherwise incurred in the year 2020 and payable in 2021. The amount owed is based on the net asset value as determined by a recently completed inventory of CBU assets located within the City. Application of the appropriate corporate tax rate (0.8726 per \$100) results in payment amounts of \$320,230 for the Waterworks Utility and \$453,036 for the Sewage Works Utility.

**Section 4.** PAYMENTS FOR THE HEALTH INSURANCE TRUST FUND. The payment due from CBU to Civil City for the Health Insurance Trust Fund for year 2021 is \$2,569,320. The Parties further agree that should additional assessments for the Health Insurance Trust Fund become necessary, the assessments will be prorated on a per employee basis.

**Section 5.** PAYMENTS FOR FLEET MAINTENANCE COSTS. The parties hereby agree that CBU shall pay a total of \$513,199 for costs incurred by Civil City's Fleet Maintenance Department for CBU vehicles. CBU agrees to make said payment in accordance with the payment schedule set forth in Exhibit A.

**Section 6.** PAYMENTS FOR ENTERPRISE SOFTWARE SYSTEMS. The parties hereby agree that CBU shall pay their distribute share of the lifecycle costs of jointly-used enterprise software systems. In addition, CBU shall be responsible for the full cost of any CBU-specific software. CBU also agrees to reimburse the Civil City for its distributive share of the cost of purchasing and implementing the shared enterprise resource planning program and shall be responsible for the full cost of training for system modules used exclusively by CBU.

**Section 7.** PAYMENTS FOR RISK MANAGEMENT COSTS. The parties hereby agree that CBU shall pay a total of \$141,995 for costs incurred by Civil City's Risk Management Department for CBU. CBU agrees to make said payment in accordance with the payment schedule set forth in Exhibit A.

**Section 8.** PAYMENTS FOR SOLAR PANELS LEASE COSTS. The parties hereby agree that CBU shall pay a total of \$237,057 for costs incurred by Civil City's Solar Panel Lease for CBU. CBU agrees to make said payment in accordance with the payment schedule set forth in Exhibit A.

## **ARTICLE II: PAYMENTS FROM THE CIVIL CITY TO CBU**

**Section 1.** PAYMENTS FOR PCB RELATED LEGAL COSTS. The Civil City agrees to pay the CBU Wastewater Utility its pro-rated share of consulting and legal fees in regards to the Lemon Lane clean up. CBU will provide a statement of costs to the Civil City when said costs are accrued. The Civil City agrees to make said payment upon receipt of the statement of costs.

**Section 2.** PAYMENTS FOR SHARE OF BOND COSTS. The Civil City agrees to pay its pro-rated share of consulting and legal fees in regards to the annual required expenses for bond reporting. CBU will provide a statement of costs to the Civil City when costs are accrued. The Civil City agrees to make said payment upon receipt of the statement of costs. \_\_

**Section 3.** PAYMENTS FOR SANITATION BILLING COSTS. The Civil City agrees to pay the additional cost for the billing of the satiation customers in the amount of \$92,342. CBU will provide a pro-rated share of the costs to the Civil City. The Civil City agrees to make a reduction the General Services costs by that amount. \_\_

**Section 4.** PAYMENTS FOR 24/7 Control Switchboard COSTS. The Civil City agrees to pay the additional cost for the billing of the 24/7 Control Switchboard in the amount of \$128,738. CBU will provide a pro-rated share of the costs to the Civil City. The Civil City

agrees to make a reduction the General Services costs by that amount.

**ARTICLE III: OTHER PROVISIONS**

**Section 1.** RENEWAL OF CONTRACT. This Contract is to be renewed each year only after review by both Civil City and CBU, so that should the services provided by a department change, the basic formula will be adjusted.

**Section 2.** COST ALLOCATION FORMULAS. The Civil City warrants that the cost allocation formulas comply with applicable state statutes and regulations.

**Section 3.** INTENT OF THE PARTIES. It is the express intent of the Civil City and CBU to allocate, fairly and fully, the financial responsibility for services, supplies, space utilization and in lieu of tax payments through this Agreement on an annual basis. If any section of this Agreement is declared invalid, the other sections shall remain in full force and effect.

THE PARTIES, intending to be bound, have executed this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
John Hamilton, Mayor  
City of Bloomington

\_\_\_\_\_  
Amanda Burnham, President  
Utilities Service Board

# 2021 Inter Departmental Summary

General Services	Allocation to CBU	2020 Expenses	Total Charge
Clerk	1%	\$ 281,687	\$ 2,817
Common Council	7%	\$ 646,253	\$ 46,983
Controller	11%	\$ 1,704,834	\$ 179,690
ESD	1%	\$ 751,975	\$ 3,760
Fire	0%	\$ 11,131,824	\$ 16,698
Human Resources	30%	\$ 642,070	\$ 192,621
ITS	30%	\$ 2,674,207	\$ 802,262
Legal	13%	\$ 1,392,510	\$ 177,545
Mayor's Office	3%	\$ 952,012	\$ 28,560
Planning & Transportation	3%	\$ 3,039,573	\$ 91,187
Police	0%	\$ 12,902,697	\$ 19,354
Public Works	6%	\$ 2,951,974	\$ 184,498
Risk Management (Less Work Comp)	24%	\$ 308,943	\$ 74,146
Risk Management Work Comp Performance (3 roll avg) 2020	100%	\$ 67,849	\$ 67,849
In lieu of taxes			\$ 773,266
Control 24/7 By CBU	-100%	\$ 114,805	\$ (128,738)
Sanitation Billing by CBU	-100%	\$ 92,885	\$ (92,342)
<b>Total</b>			<b>\$ 2,440,156</b>

**UTILITIES SERVICE BOARD**  
**CITY OF BLOOMINGTON, INDIANA**  
**RESOLUTION 2023-20**

Bid Acceptance and Contract Award for Clear Creek Culvert Reconstruction  
Dunn Street to Indiana Avenue

**WHEREAS**, the City of Bloomington Utilities Department, City of Bloomington, Monroe County, Indiana, held a bid opening at the special meeting of the Utilities Service Board on October 26, 2023, for the Clear Creek Culvert Reconstruction - Dunn Street to Indiana Avenue project wherein four bids were timely received, opened and spread of record; and

**WHEREAS**, all four bids were reviewed for responsiveness by members of the City of Bloomington Utilities Department and the Engineer of record; and

**WHEREAS**, the Engineer of record and members of the City of Bloomington Utilities Department determined that the lowest, responsive and responsible bidder was Milestone Contractors for a total of Three Million Six Hundred Forty-Eight Thousand Six Hundred and Eighteen Dollars (\$3,648,618.00); and

**WHEREAS**, the Engineer of record and Utilities Department Staff recommend that the Utilities Service Board find that Milestone Contractors is the lowest, most responsive and responsible bidder, accept Milestone Contractors base bid, reject the Deduct Alternate #1, and request authorization to contract with the same.

**NOW, THEREFORE, BE IT RESOLVED THAT** the City of Bloomington Utilities Service Board hereby accepts the Lump Sum Base Bid presented by Milestone Contractors as the lowest responsive and responsible bidder, rejects the Deduct Alternative #1 bid item, awards the Clear Creek Culvert Reconstruction - Dunn Street to Indiana Avenue project to Milestone Contractors, and authorizes the City of Bloomington Utilities Department to contract with Milestone Contractors for this project.

**SO ADOPTED** by the Utilities Service Board on November 6, 2023.

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Amanda Burnham, President  
Utilities Service Board

ATTEST:

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Vic Kelson, Director  
City of Bloomington Utilities Department





10/27/2023

Jane Fleig, PE  
 City of Bloomington Utilities  
 600 E. Miller Drive  
 Bloomington, IN 47402

Re: **Bid Review**  
**Clear Creek Culvert Reconstruction**

Dear Jane,

The above project was recently bid with four bids received. Results were as follows:

	<b>Engineer Estimate</b>	<b>Milestone</b>	<b>E&amp;B Paving</b>	<b>Reed &amp; Sons</b>	<b>Crider and Crider</b>
Base Bid	\$4,969,936	\$3,648,618.00	\$3,987,500.00	\$4,450,000.00	\$5,286,850.00
Alt 1 (Deduct)	NA	\$23,300	\$40,000	\$21,750	\$44,000

Overall, the lowest bids seem very aggressive in CBU's favor. These offer a wide range. Still, #1 and #2 are fairly close to each other, and less than 10% apart. Three of the bids came in below our estimate.

I reviewed the bid packets from all the bidders and each appears to include all of the required documentation. All acknowledged the Addendum. All the bids should be deemed responsive and responsible.

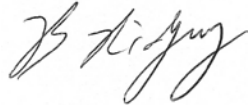
Milestone is a reputable company that has performed many projects for the City in the past, including your most recent effort to reconstruct part of the culvert system. They are a large company and we have no concerns about capacity or experience.

Given the price presented, we recommend that CBU should NOT accept the Deduct Alternate #1. The watermain should be installed with the lump sum price. Their bid also includes their Informational Pricing for the extension of the culvert to benefit IU, which should be the basis for further negotiations with IU.

I recommend that CBU proceed with entering a construction contract with Milestone per the contract documents at its next regular Board Meeting.

If I can be of any further assistance or provide you with additional information, please contact me at 317-370-9672 or [bridgway@eticagroup.com](mailto:bridgway@eticagroup.com).

Respectfully,

A handwritten signature in black ink, appearing to read "Bridgway".

Brock Ridgway, PE  
Project Manager  
The Etica Group, Inc.



**CONTRACT COVER MEMORANDUM**

**TO:** Controller, Mayor & USB  
**FROM:** Daniel Hudson  
**DATE:** 11/1/2023  
**RE:** Request Approval for Engineering Services for the Water Distribution East Tank Improvements with Black & Veatch Corporation Amendment No. 1

<b>Contract Recipient/Vendor Name:</b>	Black & Veatch Corporation
<b>Department Head Initials of Approval:</b>	/VK/
<b>Responsible Department Staff:</b> <i>(Return signed copy to responsible staff)</i>	Daniel Hudson
<b>Responsible Attorney:</b> <i>(Return signed copy to responsible attorney)</i>	Christopher Wheeler
<b>Record Destruction Date:</b> <i>(Legal to fill in)</i>	12/31/2023
<b>Legal Department Internal Tracking #:</b> <i>(Legal to fill in)</i>	23-583 (amending 22-084)
<b>Due Date For Signature:</b>	February 28, 2022
<b>Expiration Date of Contract:</b>	December 31, 2023
<b>Renewal Date for Contract:</b>	N/A
<b>Total Dollar Amount of Contract:</b>	Original NTE of \$110,360.00, New NTE \$132,735.00
<b>Funding Source:</b>	009-U13121
<b>W9/EFT Complete:</b> <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
<b>Affirmative Action Plan Complete (if applicable):</b> <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
<b>Procurement Summary Complete:</b> <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes

**Summary of Contract:** During the course of Agreement performance with Black & Veatch for the East Tank rehab it has become necessary for Black & Veatch to perform additional work related to preparing bid specifications which increased the overall cost of the Agreement by \$22,375.00 to an amount not to exceed \$132,735.00. This included peer review of the specifications and the addition of structural stiffeners on the roof.



**CONTRACT COVER MEMORANDUM**

**TO:** Controller, Mayor & USB  
**FROM:** Daniel Hudson  
**DATE:** February 27, 2023  
**RE:** Request Approval of Change Order No. 1 with Worldwide Industries Corp.

<b><i>Contract Recipient/Vendor Name:</i></b>	Worldwide Industries Corp.
<b>Department Head Initials of Approval:</b>	/VK/
<b>Responsible Department Staff:</b> <i>(Return signed copy to responsible staff)</i>	Daniel Hudson
<b>Responsible Attorney:</b> <i>(Return signed copy to responsible attorney)</i>	Christopher Wheeler
<b>Record Destruction Date:</b> <i>(Legal to fill in)</i>	12/30/2033
<b>Legal Department Internal Tracking #:</b> <i>(Legal to fill in)</i>	23-584
<b><i>Due Date For Signature:</i></b>	November 6, 2023
<b><i>Expiration Date of Contract:</i></b>	12/30/2023
<b>Renewal Date for Contract:</b>	N/A
<b><i>Total Dollar Amount of Contract:</i></b>	Original NTE \$770,410.00(Base Bid + Alternate Bid A), New NTE \$757,215.15
<b>Funding Source:</b>	010-U13121
<b><i>W9/EFT Complete:</i></b> <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
<b><i>Affirmative Action Plan Complete (if applicable):</i></b> <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
<b>Procurement Summary Complete:</b> <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes

***Summary of Contract:*** Adjustment of \$13,194.85 to reduce the total contract price to reflect the actual amount due to the contractor on the account of contract allowance being unauthorized.