

**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

This meeting may be attended electronically via Zoom by using the following link:

Join Zoom Meeting

<https://bloomington.zoom.us/j/87429222903?pwd=V3JHe1XofDMRXuGAXoV2pOmGiRkVaa.1>

Meeting ID: 874 2922 2903

Passcode: 871534

Monday, December 4, 2023

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

- I. Call to Order
- II. Petitions and Communications\*
- III. Approval of the Minutes of the Previous Meetings (November 20, 2023)
- IV. Approval of the Claims
  - a.) Standard Invoices
  - b.) Utility Bills
  - c.) Wire Transfers
  - d.) Customer Refunds
- V. Approval of Consent Agenda: \$15,299.25
  - a.) Beam, Longest, and Neff, LLC., \$3,400.00, Appraisals for four parcels related to the Clear Creek Reconstruction project
  - b.) Electric Plus, Inc., \$9,800.00, Wire electricity to garage, install insulation, and install heater
  - c.) Alliance of Indiana Rural Water, Inc., \$2,099.25, Training on waste water lab procedures
- VI. Request Approval of the 2022 Interdepartmental Agreement Between the City of Bloomington Civil City and the City of Bloomington Utilities Department - Matt Havey
- VII. Request Approval of Agreement with Weddle Brothers Building Group, LLC for Construction Management Agent Services - Phil Peden
- VIII. Request Approval of Agreement with Champlin-Haupt Architects, Inc. for Engineering Services and Architecture for the Proposed CBU Service Center and Maintenance Building - Phil Peden

- IX. Request Approval of Agreement with Greeley and Hansen, LLC for Safety and Capacity Improvements at Dillman Wastewater Treatment Plant - Dan Hudson
- X. Request Approval of Guaranteed Savings Contract with Kokosing Industrial, Inc. for the Sanitary Lift Station Improvement Project - Dan Hudson
- XI. Request Approval of the 2023 Residential Stormwater Grant Recipients - Liz Carter
- XII. Request Approval of Agreement with Everett J Prescott for Installation and Upgrade of Current Advanced Metering Infrastructure Base Stations - James Hall
- XIII. Request Approval of MOU with Trinitas - Kat Zaiger
- XIV. Old Business
  - a.) Effective Utilities Management Strategic Plan Update - Holly McLauchlin
- XV. New Business
- XVI. Subcommittee Reports
- XVII. Staff Reports
- XVIII. Petitions and Communications\*
- XIX. Adjournment

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

**UTILITIES SERVICE BOARD MEETING**  
**11/20/2023**

***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, Jim Sherman, Kirk White, Molly Stewart, Ex Officio Scott Robinson

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

**Staff present:** James Hall, Michelle Waldon, Chris Wheeler, Kat Zaiger, Liz Carter, Dan Hudson, Phil Peden, Caden Swanson, Jill Minor, Kriste Linberg, Jane Fleig, Daniel Frank

**Guests present:** Debbie O’Heran, Tim Hanson

**PETITIONS AND COMMUNICATIONS:**

Debbie O’Heran - Vice President of Property Management - WS Properties Group. O’Heran noted that WS Properties Group provides property management for the Von Lee Building at 517 E Kirkwood, and Carmichael Center at 530 E. Kirkwood and she wished to raise awareness about the potential issues the Phase 3 Clear Creek Culver Reconstruction project will have on those properties and potential risk of breach of contract regarding building access, obstruction of building frontage, and ADA Title 3 compliance. O’Heran advised that she has attended several meetings for the business, but she is unaware of communications with the building owners. She also has not received any communication regarding areas of concern such as ADA accessibility for the IU Trustees, restaurant loss of sales, or loss of productivity for second and third floor offices due to noise and vibration. If agreements regarding these concerns are in place, they need to be provided to the landlords so that amendments can be made to the leases so that the tenants cannot put the landlord in default because of accessibility issues. O’Heran noted that the owners have an eight million dollar investment in the property that generates \$486,000.00 in annual income, \$156,000.00 annually goes to taxes, insurance, and common area usage, and she does not have an estimated loss of sales but that can be provided if needed. O’Heran questioned if the contractor has \$8,000,000.00 in coverage to handle any potential accidents, and if not, does the City carry significant enough coverage for a loss of that magnitude, including loss of rents and sales. Burnham requested clarification regarding the meetings that have been attended not including the building owners. O’Heran advised that she has attended several meetings, but when these questions were raised during the meetings, CBU representatives have spoken with the tenants who say they are fine, but they are not. O’Heran stated that she asked specifically about the ADA issue and the placement of trash at the front of the buildings and how that specifically will work, as with deliveries. Burnham questioned if O’Heran had spoken directly with CBU staff and she advised yes, but had not received a clear enough explanation on how the issues will be addressed. O’Heran stated that the tenants will say ‘do what you want’ to CBU, and then will look to the landlords when there

are issues, but the landlords will look to the City. Board member White noted that he has been at many of the same meetings regarding the project. The ADA problem stems from the only access to the elevator being on the north side of the building. The question is how to generate enough space that tenants can have access to the elevator and White is unsure if CBU has found a solution yet. White noted that Kirkwood Ave. is unlikely to be closed in 2024, which should help with some of these concerns, but noted that Indiana Ave. will also be closed during this project as well. White noted that he doesn't see a solution to concerns about loss of sales and noise concerns. With Kirkwood being open, they shouldn't be impacted by the project. O'Heran noted that these concerns were specifically for the second and third floor business spaces. The main impacts for the businesses facing Kirkwood will be deliveries and trash. White noted that O'Heran has pointed out some important questions and thanked her for sharing so the Board knows the right questions to ask. White also noted that large infrastructure projects such as this are always disruptive, but it is important to make the best provisions possible to minimize the effects. This project is part of CBU's responsibility to provide infrastructure to its citizens, and in this case, there is no other way for it to be completed. White noted that he has been impressed so far with what CBU and City Engineering have done in the planning of this project, but apologized for no one reaching out directly to the building owners, noting that it can be a challenge when the owners are often out of state. O'Heran commented that if CBU is reaching out to the tenants, that is not enough, as they are not aware of the particulars of the leases. White questioned if CBU needs to be communicating directly with the building owners. O'Heran advised that she represents the building owners and that she sends everything to them, but her larger concern is that there needs to be language added to the lease agreement to protect the building owners from liabilities regarding the noted concerns. O'Heran also questioned if the City is planning any kind of compensation to tenants for potential loss of sales or productivity. White noted that it's not appropriate for the USB to weigh in on the legal aspects, but noted that he appreciates O'Heran's comments.

Tim Hanson - WS Properties Group - added that the existing culvert is only about one foot away from the foundation of the Von Lee Building and that Engineering is doing a lot to try to maintain the existing structure and wall line. Hanson questioned if seismic monitoring will be put in place during the construction to monitor vibration and noise. Several tenants have expressed concerns regarding both, and if it becomes an issue, they will contact the landlord and not the City. Hanson is aware that this project needs to take place, and the purpose of voicing these concerns is not to block the project, but to ensure that there is a plan to address these issues as they arise. Burnham noted that she understands the concerns regarding noise and vibration, given the nature of Bloomington's limestone plates. Hanson added that the Von Lee was built in 1928 and is constructed of brick, so damage to the structure is a major concern. Board member Sherman noted that Hanson is experienced in projects of this nature and requested that if he has any suggestions or input that could help with the project to share them with either CBU Engineering or the Board. Hanson noted that the last project completed with a seismic survey was completed at North 10th street and the contractor places seismometers next to the building to monitor for potential issues. There is also a pre-survey done to monitor and note any existing cracks or issues prior to the start of the project.

Wheeler - Assistant City Attorney - noted on the matter of communications between CBU and the building owners that are impacted by the final phase of the Clear Creek Culvert Reconstruction project. Wheeler advised that several weeks ago, he provided letters to each of the owners of record for the properties regarding the fair market value price to be paid for the easements that will be used to complete this project. This is an invitation for each of the owners to reach out and discuss the matter, and to date, the only response received has been from the Bicycle Garage, through their attorney. Wheeler also noted that one of the tenants of the Von Lee is IU and City Legal has been in contact with them regarding potential impacts. As of this time, the owners of the Von Lee have not reached out to communicate with CBU. CBU is following the statutorily required rules and procedures for easement work such as this, and everything is proceeding accordingly.

CBU Municipal Separate Storm Sewer System (MS4) Education Specialist - Lindberg presented on the CBU Adopt-A-Drain program which focuses on improving overall water quality in the area, along with helping to mitigate flooding during major rain events. Sherman questioned if Lindberg expected more issues with the lack of leaf pickup in Bloomington this year. Lindberg was unaware of any specific issues so far, and noted it is a possible concern. Board member Parmenter noted that her National Honor Society students at Bloomington South have adopted all of the drains on the Bloomington South property and thanked Lindberg for helping spread awareness about this program.

## **MINUTES**

***Parmenter moved, and Debro seconded the motion to approve the minutes of the 11/6/2023 meeting. Motion carried, six ayes.***

## **CLAIMS**

Standard Claims Question

Parmenter questioned charges for Apple AirTags and the application they are being used for. CBU Assistant Director - Transmission & Distribution (T&D) - Hall advised that the tags are being used for a storage container used for hydrant meters that are rented to local contractors. After several boxes were stolen, T&D came up with this as a solution to ensure the boxes are returned.

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

Vendor invoices included \$307,373.81 from the Water Fund, \$4,950.00 from the Water Construction Fund, \$102,417.89 from the Wastewater Fund, and \$45,978.76 from the Stormwater Fund.

***Motion carried, six ayes. Total claims approved: \$460,720.46.***

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

Invoices included \$121,176.86 from the Water Fund and \$82,725.03 from the Wastewater Fund.

***Motion carried, six ayes. Total claims approved: \$203,901.89.***

***Parmenter moved, and Debro seconded the motion to approve the Wire Transfers,***

***Fees, and Payroll for \$444,808.85. Motion carried, six ayes.***

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

***Refunds:*** Customer Refunds included \$1,352.24 from the Wastewater Fund.

***Motion carried, six ayes. Total refunds approved: \$1,352.24.***

#### **CONSENT AGENDA**

Kelson presented the following item recommended by staff for approval:

- a.) BBC Pump and Equipment Company, Inc., \$4,589.00, Replacement of leaking coupler on high service pump #1

**Consent Agenda approved as presented. \$4,859.00 approved.**

#### **REQUEST FOR APPROVAL OF CHANGE ORDER NO.3 TO AGREEMENT WITH MITCHELL & STARK CONSTRUCTION COMPANY, INC. FOR DEWATERING PROJECT AT MONROE WATER TREATMENT PLANT**

CBU Capital Project Manager - Hudson presented the change order. Hudson advised that the change order does not increase the cost of the project, it simply extends the contract completion date to February 29, 2024. Burnham questioned why the project was not completed in October as previously planned. Hudson advised the delay was the result of supply chain issues for materials needed to complete the project, and also noted that another change order will occur for this project, but the cost has not been determined.

***Parmenter moved, and Debro seconded the motion to approve Change Order No.3 with Mitchell & Stark Construction Company, Inc. Motion carried, six ayes.***

#### **REQUEST APPROVAL OF AMENDMENT NO.2 WITH DONOHUE AND ASSOCIATES, INC FOR MONROE WATER TREATMENT PLANT CHEMICAL FEED LINE REPLACEMENT PROJECT**

Hudson presented the amendment and advised that it includes the installation of an overhead bridge option that was added to the project. The original design called for it to be installed underground, but the decision was made to put it above ground because of the chemicals involved. The amendment also includes some of the construction management cost, but not all.

***Parmenter moved, and Debro seconded the motion to approve Amendment No.2 with Donohue and Associates, Inc. Motion carried, six ayes.***

#### **REQUEST APPROVAL OF AMENDMENT NO.2 TO AGREEMENT WITH SSW ENTERPRISES, LLC FOR OFFICE CLEANING SERVICES**

CBU Finance Manager - Waldon presented the amendment and advised that this will extend the service agreement with SSW Enterprises, LLC for an additional year. White questioned if these types of contracts get bid out, or if there is some type of benefit to multi-year agreements. Waldon advised that most agreements of this kind include language that allows for the extension of the agreement if CBU is satisfied with the service that has been provided, and CBU

has opted to extend the contract in this case. Wheeler noted that the original contract was supposed to expire in February 2024, this amendment will extend it to February 2025, and at that point it will be put out for bid again.

**REQUEST APPROVAL OF 2022 INTERDEPARTMENTAL AGREEMENT BETWEEN THE CITY OF BLOOMINGTON CIVIL CITY AND THE CITY OF BLOOMINGTON UTILITIES DEPARTMENT**

Waldon presented the 2022 Interdepartmental Agreement. Parmenter noted that CBU Director - Kelson and CBU Assistant Director - Finance Havey had mentioned during the prior meeting that there were some questions regarding the 2022 numbers that they need to get answers on, and questioned if Waldon had been provided with that information. Waldon advised that the numbers that were in question had been figured off of budgeted numbers, and at the end of the year, those numbers will be adjusted to the actual cost associated with services provided to CBU by the City. Burnham questioned the charges for Engineering that are present on the 2022 agreement, but not on any of the prior agreements. Hall noted that Engineering was previously housed under Planning but is now its own department. Burnham noted that the chart provided by CBU still lacks the 'in lieu of taxes' line item so the totals on the spreadsheet and on the agreement do not match. Hall noted that neither he nor Waldon had the answers to the Board's questions. Burnham suggested tabling the issue to the following meeting.

***Parmenter motioned to table the 2022 Interdepartmental Agreement until the following meeting, and Burnham seconded. Motion carried, six ayes.***

**REQUEST APPROVAL OF AMENDMENT NO.1 TO AGREEMENT WITH ETICA GROUP, INC. FOR DRAINAGE IMPROVEMENTS: DUNN ST TO INDIANA AVE.**

CBU Utilities Engineer - Fleig presented the amendment. Fleig advised that Etica Group, Inc. is being asked to get an individual permit from both IDEM and the Army Corps of Engineers, rather than a general permit that has been enough for all the previous work done on the culvert project. Fleig explained this has to do with the enclosure of the system and potential historic factors. This amendment will provide funds for a consultant with knowledge in acquiring the necessary permitting from IDEM and the Corps of Engineers.

***Parmenter moved, and Debro seconded the motion to approve Amendment No.1 with Etica Group, Inc. Motion carried, six ayes.***

Fleig noted that the amendment documents should have included an extension to the contract expiration date. Wheeler requested the Board condition approval based on approval of the adjusted agreement by the Controller and Mayor's Office. Burnham reopened the discussion of the Approval of Amendment No.1 with Etica Group, Inc. and requested to amend the motion to approve to include the extension of the contract date to 12/31/2024.

***Parmenter moved, and Debro seconded the motion to approve Amendment No.1 with Etica Group, Inc. pending corrections to the contract expiration date to 12/31/2024 and approval from the Controller and Mayor. Motion carried, six ayes.***

**REQUEST APPROVAL OF AMENDMENT WITH MILESTONE CONTRACTORS, LP FOR THE CLEAR CREEK CULVERT RECONSTRUCTION, DUNN ST TO INDIANA AVE.**

CBU Utilities Engineer - Fleig presented the agreement and noted that she requested O'Heran and Hanson address the Board with their concerns and questions earlier in the meeting because there is not a time for public comment after each item, so they wouldn't have been able to make comments until after the Board had voted on the issue. Fleig advised that she has discussed the project with the property manager a number of times over a span of about two years. The culvert wall is 28" off the back of the building and the only way to increase space behind the building is to move further into the IU parking lot that is north of the Von Lee building and IU does not wish to allow that. The conduit for IU electrical services have already been installed and are in use so that the old infrastructure can be removed. Fleig advised that O'Heran had sent an email November 10th, but Fleig was out of the state dealing with family issues and was unable to respond as quickly as she would have liked. Fleig will meet with O'Heran and IU to help discuss potential solutions for the concerns raised earlier in the meeting. Fleig suggested that the only solution to ADA compliance with people working in the upper floors of the Von Lee would be to implement 'work from home'. Fleig advised that CBU had not spoken with the restaurant owners, as that is not CBU's purview. Fleig has also reached out to the building owner and has not yet received a response. Fleig has spoken with IU regarding the trash pickup concerns and rather than moving the trash to Kirkwood, they are exploring the option of moving it to the parking lot east of the Von Lee Building. Fleig noted that the contractor does have insurance, though she is uncertain of the amount. Regarding seismic concerns, Fleig noted that Milestone deployed sensors during the previous stage of the project near the Trinity Church because of similar concerns and throughout the project there were never any issues. CBU is also planning to leave the existing south wall of the box culvert in place throughout the project to help prevent possible disturbance of the Von Lee foundation. White questioned if CBU was anticipating any blasting with this project, or if the work would consist of only jack hammering. Fleig advised that only jack hammering is planned at this time. White questioned if CBU had done assessment of the stone in the work area. Fleig advised that borings have been completed adjacent to the culvert and they have shown rock, but none of the 'blue rock' that tends to be hard and problematic to remove. White questioned if phasing of the project had been considered where only half of the work area was disturbed at any given time to allow access to the rear of the building in some fashion throughout the project. Fleig advised that the project is phased, and the section that includes the Von Lee Building also includes the Bike Garage and that section is long and straight, and should only take a few months. Once that section is completed the area behind both buildings will be reopened and work will continue to the east. White noted that the use of the second and third floor by IU has changed since the start of planning for this project, so the use might have lessened for those floors. White emphasized the minimizing the disruptions and the expectation of additional cost related to the project down the road, but also noted the importance of keeping to the timeline for completion of the project. Fleig noted that she is trying to set up a meeting with the property manager, Director



Kelson, Brock Ridgeway, and City Legal, but the timing is making that difficult. Sherman questioned how Milestone would enter into the communication, and if they would be involved in the discussions. Fleig advised that they are up to speed on communications so far and were good at keeping communication open during the last section of the project. Parmenter requested that the contractor be sure to include the property owner in open lines of communication throughout the project. Burnham noted that this project will likely receive a lot of negative criticism, but emphasized the importance of its completion. Burnham noted that CBU should include all parties that need to be involved, include all expert's in the area, and keep communication open. White noted that the alternative is to not do the project and for Bloomington to continue to have flooding issues in the downtown area, which is not an option.

***Parmenter moved, and Debroy seconded the motion to approve the Agreement with Milestone Construction, LP. Motion carried, six ayes.***

#### **REQUEST APPROVAL OF AGREEMENT WITH 2ND NATURE SOFTWARE, INC. FOR STREET SWEEPING RESEARCH AND DEVELOPMENT PLAN**

CBU Assistant Director - Environmental - Zaiger presented the agreement. Zaiger advised that this plan will provide turn-by-turn routing for the CBU street sweeping program, along with further processes for how to improve the route as the program continues. White noted that this is a shifting of expenses from Public Works to CBU and this is the start of expenses, and questioned where the revenue is to offset the cost. White questioned if this was budgeted for in the previous year. Zaiger advised that \$250,000.00 was budgeted for the planning phase of the street sweeping program. White questioned if CBU had budgeted for the whole street sweeping operation. Zaiger noted that in addition to the \$250,000.00 for planning, funds were allocated for the purchase of a street sweeper and labor to operate it. Zaiger advised there will be a large expense up front to get the program going, and diminishing cost as the program moves forward. White questioned if CBU had considered a Stormwater Rate increase to cover the expenses of the program, because if that has not been considered, how will CBU be able to pay for the other improvements to stormwater infrastructure. White also noted that this was formerly a Civil City service that was paid for out of the General Fund, but is now being shifted to CBU ratepayers. Sherman noted that taxpayers will not see a decrease in property taxes, and will also experience a rate increase from CBU. White noted that street sweeping is important for the maintenance of storm drains, but this is a policy shift that CBU needs to be mindful of and ensure this program doesn't compromise the ability to make other MS4 improvements when needed. Zaiger noted that she was uncertain about each year's line item in the budget, but during the previous rate case, this program was accounted for. Zaiger also noted that the reduction of particulates that enter storm drains has a major impact on helping to reduce flooding. Sherman noted that the City had been providing this service, and questioned why CBU should pay for routing information that could be provided by the City. Zaiger advised that the routing provided by this agreement is focused specifically on improving stormwater quality, where the City's past use was focused on cleaning up after car crashes, construction work, and events. Zaiger added that this agreement will also provide for logistical planning that considers not interfering with Sanitation, minimizing left turns, and not interfering with buses. It will also analyze land use and help determine what areas need to be swept the most to have a positive

impact on the MS4. White questioned if this will provide a software program that CBU will have continued use of once the agreement is complete. Zaiger advised that CBU currently has software that will be able to integrate and analyze the data with existing software. White noted that this will allow CBU to update the program using the data gained overtime. Zaiger confirmed and noted that this will help CBU collect data and update the routes as needed. Sherman requested that the USB receive a report once the study is completed. Zaiger confirmed. Parmenter noted that the contract expires in 2025, and questioned if after the completion of the agreement, CBU will still have access to the software in case route tweaking is required. Zaiger confirmed. Parmenter questioned how the company managing logistics for this agreement will know what the existing Sanitation routes are. Zaiger advised that it will be the contractor's responsibility to collect that data. Sherman noted that in other cities that perform street sweeping, they place signage that informs citizens that they'll need to leave certain areas clear at certain times, and questioned if that will be a part of this program. Zaiger noted that part of the study will be to determine if there are areas that would benefit from those kinds of restrictions. Parmenter questioned how the company will be able to determine what areas need the most attention if they are completing the survey in the spring after the fall leaves have already gone away. Zaiger advised that they will analyze mapping data with specific layers that will look at canopy data throughout the city. Burnham questioned what CBU is currently doing regarding street sweeping. Zaiger advised that CBU will begin sweeping in March of 2024. Burnham questioned if CBU is taking over all street sweeping or a portion. Zaiger advised that Public Works will continue cleaning of asphalt milling, accident cleanup and event cleanup. Burnham questioned if the portion that CBU is taking over is purely a preventative role. Zaiger confirmed and stated that 2ndNature will provide target zones at the beginning of this process for CBU to focus on and over time, as data is collected, will create specific routes to ensure that CBU targets the most problematic areas. Burnham questioned if CBU really needs this service. Zaiger noted that the the service provided with this agreement will help reduce particulate that enters the MS4 and help prevent BMPs, detention ponds, and retention ponds from sedimenting in which reduces capacity and increases the chance of flooding. Burnham questioned if CBU needs this service now, given that it is only just beginning to provide this service, or would it make more sense for CBU to try this on its own and see what data can be collected and learned from internally, and if this service is still under the purview of CBU in several years, then consider something like this to improve and grow on the lessons that have been learned. Zaiger noted that the benefit to doing this now would be that CBU will establish this program in a purposeful and thoughtful way. Also, CBU doesn't have the time or capacity for the type of data collected by this agreement. If CBU is going to take on this service for the goal of improving stormwater quality, then it is important to have this program from the beginning to prevent wasted effort and resources. Hall noted that T&D will be operating the street sweeper and having the route dictated to them will prevent the operator from falling into a routine that may not be as impactful as possible. It will also mitigate the squeaky wheel syndrome, where customers repeatedly complain and the sweeper is only getting sent to the same area, while other areas with sediment issues are not getting the attention they need.

***Parmenter moved, and Debro seconded the motion to approve the agreement with 2nd Nature Software, Inc. Motion carried, six ayes.***

## **REQUEST FOR APPROVAL OF AMENDMENT NO.1 WITH SNEDEGAR CONSTRUCTION**

Hall presented the amendment with Snedegar Construction to an on-call contract. Hall advised that the contracted rates for boring through rock are double the rates for boring through soil, so CBU exceeded the on-call budget.

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

### **OLD BUSINESS:**

CBU MS4 Coordinator - Carter provided a Title 13 follow-up. Carter noted that CBU has been working with Clark Dietz, Inc. for consulting work on the design manual, and advised that a rough draft should be available for review in several weeks. CBU requested that Clark Dietz, Inc. research green infrastructure percentages. Part of Title 13 requires a certain percentage of post-construction BMPs to be green infrastructure, and CBU received questions regarding this requirement. Clark Dietz, Inc. recommended that 50% of water quality volume be treated using green infrastructure. Clark Dietz, Inc. also analyzed the percentage of developments in Bloomington that would be required to pay the proposed "in lieu fee" if they could not meet this proposed requirement and determined that only developments with 93% impervious surface would be required to pay the fee. Carter noted that based on her experience with City of Bloomington Planning, that would apply to only some developments downtown. No other developments would meet that criteria because no other zoning district allows that much impervious surface. The developments that did meet the 93% level would still have the option to install a green roof to help meet the requirement. Clark Dietz, Inc. also provided a financial impact statement comparing the maintenance cost of gray versus green stormwater infrastructure and determined that green infrastructure maintenance costs are 20%-50% lower than their gray counterparts and that green infrastructure can have a positive impact on existing gray infrastructure by providing filtration of sediment. As CBU continues to work with other departments, the recommended 50% of water quality volume number has been shared to allow Engineering to see how this requirement will affect future civil projects.

**NEW BUSINESS:** None

### **SUBCOMMITTEE REPORTS:**

Burnham noted that there will be an Administrative Subcommittee added to December 4th at 4:15pm. This is in addition to the Property & Planning Subcommittee that is already scheduled for 4:30pm. Burnham also noted that the last two meetings of the year will be Monday, December 4th and Thursday, December 14th for the Claims Only meeting.

**STAFF REPORTS:** None

**PETITIONS AND COMMUNICATIONS:** None

**ADJOURNMENT:** Burnham adjourned the meeting at 6:32 pm

---

Amanda Burnham, President

---

Date

City of Bloomington Utilities  
Accounts Payable by G/L Distribution Report  
Paydate: 12/08/23

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Water Construction	Water Sinking	Wastewater O&M	Wastewater Sinking	Stormwater O&M
A&M Graphics (Baugh Fine Print and Mailing)	41620M	Printing & mailing of October 2023 water / wastewater bills-ACCT	14,066.61	5,626.64			8,439.97		
Advanced Gasket & Supply, INC	117898	TD23-730 - 2 gaskets for south tank - Utilities - west tank	1,592.29	1,592.29					
Alexander's LLC	3022424	TD23-705 - Front & rear floormats for truck #612	245.00	98.00			147.00		
Amazon.com Sales, INC (Amazon.com Services LLC)	11YG-NK9J-16QH	ENV23-201 - Veeder root TLS350 paper - 50/case	97.95				97.95		
Amazon.com Sales, INC (Amazon.com Services LLC)	1FRV-QDWW-D6PT	MN23-203 - Cyclonic Inverter Countertop Microwave	292.02	292.02					
Amazon.com Sales, INC (Amazon.com Services LLC)	1HKX-KPFJ-6W3M	TD23-740 - Otterbox iPhone Xs commuter case - Tony Eads	21.43	8.57			12.86		
Amazon.com Sales, INC (Amazon.com Services LLC)	1MFW-CQ3M-HCMQ	TD23-661 - Toolbox liner for truck #612 - hoses east/south tank	68.62	27.45			41.17		
Amazon.com Sales, INC (Amazon.com Services LLC)	1MQ6-4DXH-MDJP	ADMIN23-113 - Casting mold baling supplies for promo products	104.48	41.79			62.69		
Amazon.com Sales, INC (Amazon.com Services LLC)	1RKX-KXFH-7HHP	BP23-256 - Pipe cleaning snake machine	1,348.99				1,348.99		
Aquatic Informatics INC.	106625	ENV23-218 - WIMS software renewal 23' - 24'	6,668.75	2,667.50			4,001.25		
Aramark Uniform & Career Apparel Group, INC	10/31/23 Supply	Weekly mats & supply - 10/01-10/31/23 - MN, BP, DR, PUR	1,495.63	611.85			883.78		
B&H Electric and Supply, INC	401113	MM23-575 - Motor bushing for Flocculator	135.80	135.80					
B&H Electric and Supply, INC	401292	MM23-583 - Solenoid valve for TP air comp/ O/L heater for flocc	200.00	200.00					
Bank Of New York	252-2590958	Admin fees for SEW REV BONDS 2019 BLOOMSEWRR19 - ACCT23-166	825.00					825.00	
Barry Company, INC	082317	Ball valve for Alum Bulk Tank repair (2) - DM23-185	259.15				259.15		
BEC Enterprises LLC (Brown Equipment Company)	INV22019	ENV23-142 - Nozzle kit out of water fund water	3,896.00						3,896.00
Biochem, INC	24556	Praestol K 110 LTR Polymer for new press - MM23-561	5,496.00	5,496.00					
Biochem, INC	24624	Defoamer Burst 1400 delivered 11/02/23 - DS23-021	8,735.00				8,735.00		
Biochem, INC	24653	Sodium Hydroxide - 1,400 @ .53 delivered 10/27/23 - BP23-303	947.00				947.00		

City of Bloomington Utilities  
Accounts Payable by G/L Distribution Report  
Paydate: 12/08/23

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Water Construction	Water Sinking	Wastewater O&M	Wastewater Sinking	Stormwater O&M
Biochem, INC	24692	Sodium Hydroxide - 3,510 @ .60 delivered 11/02/23 - BP23-300	2,504.00				2,504.00		
Black Lumber Co. INC	557759	Poly tubing kit 25' for water cart repair - ENV23-231	17.99	17.99					
Black Lumber Co. INC	557850	Five gallon buckets for water cart hoses - ENV23-233	23.88	23.88					
Black Lumber Co. INC	558063	Sanded pine plywood, stud grade lumber (4) for Storm - TD23-735	65.05						65.05
Black Lumber Co. INC	558067	Credit for returned plywood & yellow pine - TD23-735	(18.00)						(18.00)
Black Lumber Co. INC	558093	PVC 10', command hooks, heat tape, ties, tape - BP23-292	381.81				381.81		
Black Lumber Co. INC	558253	Ratchet strap, snow brush, highlighters, tap , outlet - BP23-297	437.67				437.67		
Black Lumber Co. INC	558296	Treated lumber, master lock keypad padlock - DM23-192	100.97				100.97		
Black Lumber Co. INC	558447	Hardware for truck #636 (stock) - TD23-754	4.98						4.98
Bloomington Seal Coating & Paving, INC	2861	PUR23-281 - Clean debris, fill cracks, apply 2 coats sealer	10,650.00	4,260.00			6,390.00		
BOKF, NA	ACCT23-167	Admin fees Sew Rev Bonds 2020 to 01/01/25 - ACCT23-167	350.00					350.00	
BOKF, NA	ACCT23-168	Admin fees for Sew Rev Bonds 2021 to 12/31/23 - ACCT23-168	350.00					350.00	
BOKF, NA	ACCT23-172	CBU Portion of Trust Fee for Solar Panel Bond - ACCT23-172	111.22					111.22	
BOKF, NA	ACCT23-172	CBU Portion of Trust Fee for Solar Panel Bond - ACCT23-172	74.14			74.14			
BOKF, NA	BTONGENREV21 24	CBU Portion of 01/01/2024 payment of Solar Panel Bond-ACCT23-173	224,841.68	39,841.50			185,000.18		
Brenntag Mid-South, INC	BMS547495	Robin 120 Polymer - 4,600 @ 1.4550 delivered 11/17/23 - MN23-211	6,693.00	6,693.00					
BSA Environmental Services, INC	COB 23-17	Phytoplankton (4) analyses with biovolume, cyanotoxin-ENV23-236	3,682.00	3,682.00					
BSA Environmental Services, INC	COB 23-18	Phytoplankton (4) analyses with biovolume - ENV23-237	566.00	566.00					
Chemical Resources, INC	1166668	Sodium Aluminate - 44,900 @ .3882 delivered 11/03/23 - DR	17,430.18				17,430.18		
Chemtrade Chemicals Corporation	93626277	Alum Sulfate - 11.996 @ 620.00 delivered 11/10/23 - MN	7,437.52	7,437.52					
City Of Bloomington	10/31/23 Fuel	Fuel charges for all utilities vehicles - October 2023 - ACCT	21,091.12	7,723.43			13,367.69		
City Of Bloomington	11/30/23Set Rate	Set rate for all vehicle parts & repairs - 11/30/23 - ACCT	50,062.83	15,219.11			34,843.72		
City Of Bloomington	2023 Benefits	CBU Health Insurance/Flex/Basic Life for 2023 - ACCT23-171	2,563,860.00	887,905.20			1,473,544.80		202,410.00

City of Bloomington Utilities  
Accounts Payable by G/L Distribution Report  
Paydate: 12/08/23

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Water Construction	Water Sinking	Wastewater O&M	Wastewater Sinking	Stormwater O&M
City Of Bloomington	ACCT23-174	2020 Interdepartmental Agreement - ACCT23-174	2,287,706.00	931,134.80			1,356,571.20		
City Of Bloomington	ACCT23-175	2021 Interdepartmental Agreement - ACCT23-175	2,440,156.00	986,986.00			1,453,170.00		
Commercial Service Of Bloomington, INC	S253673	MM23-579 - Labor - fix mini split units - not working at drive 4	198.00	198.00					
Core & Main, LP	T804205	PUR23-285 - 12" X 2" SERVICE SADDLE DUCTILE	132.78	132.78					
Core & Main, LP	T856500	PUR23-275 - HYDRANTS,COVERS,MEGALUGS,RISERS,TAPS	10,841.72	10,841.72					
Core & Main, LP	T856559	PUR23-275 - HYDRANTS,COVERS,MEGALUGS,RISERS,TAPS	20,627.62	20,627.62					
Core & Main, LP	T873353	PUR23-275 - Valve Box w/Lid "Water VB562SHD IMP	1,380.00	1,380.00					
Core & Main, LP	T878449	PUR23-275 - Dual cut-in sleeve, Anch Cplg, Adapter Rings	4,721.36	4,721.36					
Core & Main, LP	T944978	PUR23-275 - 6X30 REP CLP 304FSS B&N (3)	898.86	898.86					
Crowe LLP	706-2703835	Sewage Works & Stormwater Rate Analysis-8/1-10/4/23 - ACCT23-155	2,493.75				2,493.75		
Cummins INC dba Cummins Sales and Service	N8-87401	Generator Maintenance @ Southeast Booster - 11/09/23 - TD	1,739.92	1,739.92					
Cummins INC dba Cummins Sales and Service	N8-87429	Generator Maintenance @ Blucher Poole - 11/09/23 - BP	1,135.12				1,135.12		
Electric Plus, INC	41041	MM23-562 - Replace wall pack light - 3 400 watt equivalent LED	1,180.00	1,180.00					
Eurofins Eaton Analytical, INC	5000126297	PFAS testing on biosolids @ Monore, Dillman & Blucher -ENV23-238	1,675.50	1,675.50					
Eurofins Eaton Analytical, INC	8100072107	Testing - Trihalomethanes, Haloacetic acids - 10/19/23-DL23-094	1,719.00	1,719.00					
Eurofins Eaton Analytical, INC	8100072109	Testing for annual drinking water - DL23-095	492.00	492.00					
Fastenal Company	INBLM233569	Bolts, nuts, lock washers for chain buckets on elevator-DM23-155	334.02				334.02		
Ferguson Enterprises, INC	0348111	PUR23-307 - 3/4" YOKE BARS	577.50	577.50					
First Financial Bank, N.A.	W23-4706 #4	W23-4706 - Retainage - Fullerton Pike Phase III WMR - ENG	89.25		89.25				
Fisher Scientific Company, LLC	7429415	pH 4 buffer solution 20L - MN23-200	226.76	226.76					
Fisher Scientific Company, LLC	7467743	pH buffer solution 1000ml (2) - MN23-200	126.70	126.70					
Fisher Scientific Company, LLC	7505066	SPADNS 1L (2) - MN23-200	161.52	161.52					

City of Bloomington Utilities  
Accounts Payable by G/L Distribution Report  
Paydate: 12/08/23

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Water Construction	Water Sinking	Wastewater O&M	Wastewater Sinking	Stormwater O&M
Fisher Scientific Company, LLC	7614701	pH 7 buffer solution 20L - MN23-200	319.30	319.30					
Greeley And Hansen, LLC	INV-0000865825	S22-6608 - Dillman CIP/Phase II to 11/03/23 - ENG	3,349.12				3,349.12		
Greeley And Hansen, LLC	INV-0000865826	S22-6611 - Electrical feed upgrade & Bar Screen @ Dillman - ENG	6,299.74				6,299.74		
Gripp, INC	5915	S21-6504 Flow monitoring Oct & Monthly Reports - ENG	9,045.46				9,045.46		
GRW Engineers, INC	0061940	S23-6704 - SE Sewer Basin Improvements to 10/28/23 - ENG	1,540.00				1,540.00		
HD Supply Facilities Maintenance, LTD (USABlueBook)	INV00179953	DL23-098 - TNT - 829 - 832 - 844 - 843 - Nutrient buffer pillows	1,779.57				1,779.57		
HD Supply Facilities Maintenance, LTD (USABlueBook)	INV00180171	DL23-098 - HACH TNT830 ammonia testing (25/pk)	666.80				666.80		
HD Supply Facilities Maintenance, LTD (USABlueBook)	INV00192763	DR23-108 - DM WWTP -Disposable gloves Oper/Entrance mat	696.23				696.23		
Hector J Ortiz-Sanchez	ADMIN23-116	Travel reimb-WEFTEC in Chicago - 10/01-10/04 - ADMIN23-116	280.00	112.00			168.00		
Hector J Ortiz-Sanchez	ADMIN23-121	Travel reimb - Alliance of Ind Rural Water Conf - ADMIN23-121	160.00	160.00					
Hector J Ortiz-Sanchez	ADMIN23-122	Travel reimb - Bloomington Sister Cities Trip - ADMIN23-122	2,165.78	866.31			1,299.47		
Heritage-Crystal Clean, INC	18182711	Used oil pick up at Monroe WTP on 08/15/23 - ENV23-146	35.00	35.00					
Heritage-Crystal Clean, INC	18182712	Used oil pick up at Dillman WWTP on 08/15/23 - ENV23-153	35.00				35.00		
HNTB Corporation	4-84587-DS-001	S23-6701 -Catalent Sewer Infrastructure to 09/29/23 - ENG	58,923.00				58,923.00		
Indiana Precast, INC	2037915	PUR23-288 - 48" BARREL MANHOLE SECTIONS, 48" GASKET, FREIGHT	1,109.00	1,109.00					
Industrial Air Centers, INC	SVC00083994	MN23-042 - Replacement air compressor - main plant compressor	375.00	375.00					
Industrial Air Centers, INC	SVC00084060	MN23-042 - Installatio #230516-0045	3,600.00	3,600.00					
Industrial Service & Supply, INC	79249	General purpose hose, SS screw clamp for basin valves - DM23-180	492.80				492.80		
Industrial Service & Supply, INC	79316	Hose for Alum pump while tank piping is repaired - DM23-186	32.50				32.50		
Industrial Service & Supply, INC	79413	Hoses & parts for #624 compactor - TD23-728	506.54	506.54					
Industrial Service & Supply, INC	79414	PVC suction hose, cam-locks, s/s clamp - BP23-291	767.13				767.13		



City of Bloomington Utilities  
Accounts Payable by G/L Distribution Report  
Paydate: 12/08/23

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Water Construction	Water Sinking	Wastewater O&M	Wastewater Sinking	Stormwater O&M
Irving Materials, INC	11355610	Concrete - Water @ 4291 E Cricket Knoll - 11/01/23- w/o 12395-TD	967.50	967.50					
Irving Materials, INC	11360784	Concrete - Water @ 721 E Pepperridge Dr - w/o 12721-11/13/23-TD	648.00	648.00					
Irving Materials, INC	11360785	Concrete - Water @ 2730 N Blue Ridge Ct - w/o 11740-11/13/23-TD	648.00	648.00					
Irving Materials, INC	11361390	Concrete - Water @ 3309 S Glen Arbor Ct - w/o 12379-11/14/23-TD	616.00	616.00					
Irving Materials, INC	11361391	Concrete - Storm @ S Grant St - w/o 1504 - 11/14/23 - SW, TD	1,361.00						1,361.00
IU Health OCC Health Services	00150970-00	DS Breath alcohol test for 1 MN employee - 10/11/23 - MN23-207	50.00	50.00					
IU Health OCC Health Services	00151411-00	Audio hearing test for 1 Blucher employee 10/05/22 - BP23-290	37.00				37.00		
IU Health OCC Health Services	00151413-00	Audio hearing tests for 3 Dillman employees- 10/05/23-DR23-106	111.00				111.00		
IU Health OCC Health Services	00151523-00	Audio hearing test for 2 T&D Employees 10/24/23 - TD23-745	74.00				74.00		
IU Health OCC Health Services	00151619-00	Audio hearing test for 1 Dillman employee 10/26/23 - DR23-115	37.00				37.00		
IU Health OCC Health Services	00151871-00	Audio hearing test for 1 Blucher employee 11/02/23 - BP23-306	37.00				37.00		
J&S Locksmith Shop, INC	252112	Lock out padlocks (10), Ka #3 locks (6) - DM23-187	343.70				343.70		
Jack Doheny Companies, INC	71884A	PUR22-385 - Ford E-450 IBAK Camera Truck	423,795.64						423,795.64
Jackson-Hirsh, INC	1079879	PUR23-305 - 10 MIL Letter size laminating pouches 50pk	70.96	28.38			42.58		
JCI Jones Chemicals, INC	927810	Sodium Hypochlorite - 4,545 @ 2.13 delivered 11/14/23 - MN	9,680.85	9,680.85					
John Deere Financial f.s.b. (Rural King)	74554	Solar motion light - BP23-307	24.99				24.99		
John Deere Financial f.s.b. (Rural King)	74560	Street saw, fuel, sprayer, tarp for truck #627 - TD23-743	80.84				80.84		
John Deere Financial f.s.b. (Rural King)	74714	Tough box 27 gallon (12) - PUR23-312	119.88	47.95			71.93		
John Deere Financial f.s.b. (Rural King)	74715	Blue shop towels 6 pk (8 pks) - PUR23-313	95.92	38.37			57.55		
John Deere Financial f.s.b. (Rural King)	197832	Diesel external fuel tank for vehicle #765 - PUR23-294	399.99				399.99		
John Deere Financial f.s.b. (Rural King)	199694	Storage hooks & arms for maint - MN23-202	79.44	79.44					
John Deere Financial f.s.b. (Rural King)	199878	Gray metal cabinets (2), shelving (5) - BP23-298	907.95				907.95		
John Deere Financial f.s.b. (Rural King)	202425	Bags of grass seed for stock (2) - TD23-741	169.98	67.99			93.49		8.50

City of Bloomington Utilities  
Accounts Payable by G/L Distribution Report  
Paydate: 12/08/23

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Water Construction	Water Sinking	Wastewater O&M	Wastewater Sinking	Stormwater O&M
John Deere Financial f.s.b. (Rural King)	202842	Boots for David Pitman - TD23-756	87.99						87.99
Kenneth D Johnson	TD23-750	Travel Reimb - Xylem Reach 2023-11/04-11/09-Orland - TD23-750	2,532.45	1,012.98			1,519.47		
Kirby Risk Corp	S210007544.001	Relay & relay base for 17th St Lift Station - TD23-747	57.93				57.93		
Kirby Risk Corp	S210058965.001	Circuit breaker for AC unit - BP23-275	974.45				974.45		
Kirby Risk Corp	S210081264.001	PVC Conduit, Tee Conduit Body, PVC glue - DM23-189	67.45				67.45		
Mark Osborne (Control Freaks Consulting)	418Inv-MN23-199	MN23-199 - Ammonia pump problem and PLC battery replacement	1,000.00	1,000.00					
Mark Osborne (Control Freaks Consulting)	Inv410-232645	ITS232645 - Labor for work done @ Dillman	750.00				750.00		
Midwest Color Printing, INC	INV-19655	Business cards for Zach Burnworth @ Blucher - BP23-287	69.58				69.58		
Milestone Contractors, LP	163952	Asphalt - 4291 Cricket Knoll - 11/02/23 - TD	198.86	198.86					
Monroe County Government	20231103-COBU	Misc copies made by Engineering Dept - 10/16-11/02/23 - ENG	40.00	16.00			24.00		
NCL of Wisconsin, INC (North Central Labs)	495204	DR23-095 - Dillman WWTP - Pipettors for Pipet Tips PB-704	122.95				122.95		
Nugent, INC (Utility Supply Company)	1461502	TD23-696 - W - Stock for trucks #542 and 544	2,242.00	2,242.00					
Nugent, INC (Utility Supply Company)	1462396	PUR23-298 - EJ RISERS	2,903.04	2,903.04					
Nugent, INC (Utility Supply Company)	1462397	PUR23-265 - EJIW 7520 GRATE	174.07	174.07					
Nugent, INC (Utility Supply Company)	1462398	PUR23-115 - 8X2 SERVICE SADDLES	1,053.12	1,053.12					
Nugent, INC (Utility Supply Company)	1463742	PUR23-115 - 1" CORP STOPS	4,020.00	4,020.00					
Nugent, INC (Utility Supply Company)	1463744	PUR23-301 - 5/8 X 3/4 YOKE BARS	767.10	767.10					
Nugent, INC (Utility Supply Company)	1463746	TD23-726 - Gasket - check valve - flange ace pack - EPDM	434.54	173.82			260.72		
Nugent, INC (Utility Supply Company)	1463748	PUR23-309 - 6" HYMAX COUPLING	2,768.35	2,768.35					
Office Depot, INC	33683880001	Deodorizer, ink refill - ACCT23-158	44.98	18.00			26.98		
Office Depot, INC	336838804001	Renuzit odor killer (6), Chair mats (10) - ACCT23-158	793.84	317.54			476.30		
Office Depot, INC	338771724001	Monthly planner - ENV23-213	32.49	32.49					
Office Depot, INC	339431406001	Credit memo for invoice 336838800001 - ACCT23-158	(12.06)	(4.82)			(7.24)		
Office Depot, INC	339433317001	Credit memo for invoice 336838800001 - ACCT23-158	(.90)	(.36)			(.54)		
Office Depot, INC	339475696001	Tape dispenser - ADMIN23-112	16.99	6.80			10.19		

City of Bloomington Utilities  
Accounts Payable by G/L Distribution Report  
Paydate: 12/08/23

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Water Construction	Water Sinking	Wastewater O&M	Wastewater Sinking	Stormwater O&M
Office Depot, INC	340908895001	Swiffer refill, swiffer, pens, tape, sharpies - ENG23-079	39.96	15.98			23.98		
Office Depot, INC	340908896001	Gel pens (2 dz) - ENG23-079	2.94	1.18			1.76		
Office Depot, INC	341042385001	Self inking stamp - ACCT23-164	89.25	35.70			53.55		
Office Depot, INC	341042386001	Roll paper, uni-ball pens, desk file (3), file box - ACCT23-164	147.44	58.98			88.46		
Office Depot, INC	341042386002	Correction tape (1 pk) - ACCT23-164	8.26	3.30			4.96		
Office Depot, INC	341042387001	Rubberbands (3 pks) - ACCT23-164	34.29	13.72			20.57		
Office Depot, INC	341042388001	Ball pt pens (1 dz) - ACCT23-164	14.99	6.00			8.99		
Office Depot, INC	341042389001	Black & Decker personal heater - ACCT23-164	69.98	27.99			41.99		
Pace Analytical Services, INC	2350226978	Catalent Outfall 001 Sampling Event 10/13/23 - ENV23-150	4,205.30				4,205.30		
Pace Analytical Services, INC	2350227548	Foundry Annual Pretreatment Sampling-10/25/23-ENV23-219	791.60				791.60		
Pace Analytical Services, INC	2350227626	Catalent Outfall 001 Sampling Event 10/13/23 - ENV23-150	100.00				100.00		
Pace Analytical Services, INC	2350227951	Testing for Dillman & Blucher NPDES Permits - DL23-096	168.00				168.00		
Paragon Micro, INC	S5133188	Dell OptiPlex Tower, Dell P2222H 22" monitor - T Sturey-#232914A	1,377.98				1,377.98		
Paragon Micro, INC	S5133206	Dell OptiPlex Tower for Blucher Poole - #232914B	1,139.99				1,139.99		
Paragon Micro, INC	S5133209	Dell OptiPlex Tower, Dell P2222H 22" monitor - T Sturey-#232914	1,377.98				1,377.98		
Paragon Micro, INC	S5137701	Thunderbolt Laptop, dock,keyboard, briefcase-K. Bollinger-234265	2,399.96				2,399.96		
Patriot Engineering And Enviromental, INC	135946	Geotechnical Engineering Investigation@300 W Gordon Pk-ENG23-057	4,999.00	1,999.60			2,749.45		249.95
Quality Supply & Tool Co INC	308389-00	TD23-742/PUR23-209 - Green and Blue marking paint	386.69	154.68			212.68		19.33
Quality Supply & Tool Co INC	308389-01	TD23-742/PUR23-209 - Blue marking paint	26.80	10.72			14.74		1.34
Quality Supply & Tool Co INC	309053-00	TD23-742/PUR23-209 - Green and Blue marking paint	454.37	181.75			249.90		22.72
Quality Supply & Tool Co INC	309701-01	PUR23-291 - Hard hat - hat light - gloves large - x large - med	2,070.72	828.29			1,138.90		103.53
Quality Supply & Tool Co INC	309701-02	PUR23-291 - Hard hat - hat light - gloves large - x large - med	419.04	167.62			251.42		
Quality Supply & Tool Co INC	309702-02	PUR23-292 - Tire changer Soap Mop Swab Brush	21.00	8.40			11.55		1.05
Quality Supply & Tool Co INC	309702-03	PUR23-292 - Teflon Tape	29.00	11.60			15.95		1.45
Quality Supply & Tool Co INC	309702-04	PUR23-292 - IVY X Pre-contact - IVY X Post contract 25/bx	55.00	33.00			22.00		
Quality Supply & Tool Co INC	309877-01	PUR23-297 - Sting relief wipes 10/box - antiseptic wipes	8.40	3.36			4.62		.42

City of Bloomington Utilities  
Accounts Payable by G/L Distribution Report  
Paydate: 12/08/23

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Water Construction	Water Sinking	Wastewater O&M	Wastewater Sinking	Stormwater O&M
Quality Supply & Tool Co INC	309877-02	PUR23-297 -Winter gloves - large - med - small	5,608.08	2,243.23			3,084.44		280.41
Quality Supply & Tool Co INC	309877-03	PUR23-297 - Small leather glove unlined (old # 1JL4067)	442.08	176.83			243.14		22.11
Quality Supply & Tool Co INC	309877-04	PUR23-297 - Large Cut A4 Dipped Winter Gloves Nitrile Coated(48)	370.08	148.03			222.05		
Quality Supply & Tool Co INC	310154-00	TD23-758/pur23-209 - Marking paint blue/black	292.29	116.92			160.76		14.61
Quality Supply & Tool Co INC	310187-00	TD23-738 - WW -Stock for truck # 630	739.91				739.91		
Reed And Sons Construction, INC	W23-4706 #4	W23-4706 - Fullerton Pike Phase III Water Main Replacement - ENG	1,695.75		1,695.75				
Richard's Small Engine, INC	526120	Belts (2) for concrete saw on truck #639 - TD23-725	109.98	109.98					
Ricoh USA, INC	1098872731	233485 -Ricoh IM C4510 Copier	5,374.00	2,149.60			3,224.40		
Ricoh USA, INC	1098872733	233485 -Ricoh IM C4510 Copier - Training onsite	600.00	240.00			360.00		
Robert O Snedegar	TD23-751	Travel Reimb - Xylem Reach 2023-11/04-11/09-Orland - TD23-751	1,950.86	780.34			1,170.52		
Rogers Group, INC	0071198689	Stone #11 - Water @ 17th & Walnut - 10/25/23 - w/o 12287 - TD	140.64	140.64					
Rogers Group, INC	0071198690	Stone #11 - Storm - w/o #12089 - 10/23/23 - TD	155.07						155.07
Rogers Group, INC	0071198829	Stone #11 & #53 - Stock - 11/01/23 - TD	289.90	115.96			159.44		14.50
Safeguard Business Systems, INC	9003012364	CS23-024 - DTR2N 2PT DEP TCKT - FFB 5698 - BOOK OF 400	100.66	40.26			60.40		
SGS North America INC	52258325	MN23-188 - Gary Connor ordered these to test the air vapors	248.00	248.00					
Snedegar Construction, INC	79395	TD23-732 - Vactor services on 10th st (WO#11955) - bill to RH M	464.00				464.00		
Snedegar Construction, INC	79396	TD23-731 - Vactor services on Doyle (WO #12198)	928.00				928.00		
Southeastern Equipment Co. INC	S58497	TD23-440 - Remote for the vacall combination truck	3,810.47	1,524.19			2,095.76		190.52
Southeastern Equipment Co. INC	S61892	TD23-477 - Antenna repair for 2021 vacall combination truck	1,746.66	698.66			960.67		87.33
State Of Indiana	A. Bennington	DSL application for Austin Bennington - TD23-651	30.00	30.00					
State Of Indiana	Kenneth Larmon	DSL application for Kenneth Larmon - TD23-650	30.00	30.00					
Terminix International	439591692	Pest control @ Dillman WWTP - 10/26/23 - DR	513.00				513.00		
The Etica Group, INC	0230275.00 - 21	D21-120 - Drainage Improvements-Dunn/Kirkwood to Indiana/6th-ENG	42,175.90						42,175.90
The Henry P Thompson Company	26961B16670	MM23-568 - New gauges for sodium hydroxide	377.15	377.15					
The Home City Ice Company	6720231164	Ice delivered on 11/09/23 - TD23-736	115.74	46.30			63.66		5.78

City of Bloomington Utilities  
Accounts Payable by G/L Distribution Report  
Paydate: 12/08/23

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Water Construction	Water Sinking	Wastewater O&M	Wastewater Sinking	Stormwater O&M
Tyler Technologies, INC	045-444784 CBU	New World ERP Core System/Module Renewal to 12/31/24-ACCT23-176	35,401.88	14,160.75			21,241.13		
ULINE, INC	170552238	PUR23-306 - Industrial Steel Shelf	155.53	62.21			93.32		
United Parcel Service, INC	0000430948443B	Weekly service charge - 11/04/23 - PUR	30.00	12.00			18.00		
United Parcel Service, INC	0000430948453B	Weekly service charge - 11/11/23 - PUR	30.00	12.00			18.00		
Utility Pipe Sales of Indiana, INC	IY039770	PUR23-282 - ANCHOR COUPLING,BENDS,HYDRANT,VALVES,SADDLE,TEES	29,318.00	29,318.00					
Utility Pipe Sales of Indiana, INC	IY039856	PUR23-286 - 33X49" 12GA CMP PIPE, BANDS, FREIGHT	8,494.00	8,494.00					
Utility Pipe Sales of Indiana, INC	IY039944	PUR23-282 - 6" C900 DR14 PIPE	2,593.80	2,593.80					
Virtuoso Sourcing Group, LLC	31120	Collection Agency Fee - 11/01-11/15/23 - AR	196.41	78.56			117.85		
Virtuoso Sourcing Group, LLC	31121	Collection Agency Fee - 11/02-11/13/23 - AR	527.73	211.09			316.64		
W.W. Grainger, INC	9889377082	BP23-280 - Flammable safety cabinet	760.70				760.70		
W.W. Grainger, INC	9889892239	BP23-280 - Big/Tall office chair	449.84				449.84		
Water Solutions Unlimited, INC	115566	Rebuild kits for Permanganate & copper sulfite pumps-MN23-170	873.62	873.62					
Water Solutions Unlimited, INC	115567	Labor to repair Sodium Permanganate issues - 07/24/23 - MN23-169	597.50	597.50					
Water Solutions Unlimited, INC	118611	Sodium Permanganate - 264 @ 17.00 delivered 10/27/2023 - MN	4,488.00	4,488.00					
Water Solutions Unlimited, INC	118856	Copper sulfate-MS635-T300 600 @ 17.0 delivered 11/07/23-MN23-206	7,650.00	7,650.00					
Water Solutions Unlimited, INC	118857	Sodium Permanganate - 264 @ 17.00 delivered 11/07/2023 - MN	4,488.00	4,488.00					
Wessler Engineering, INC	42919	W22-4606 - Monroe WTP Residual Dewatering Improvement - ENG	13,363.98		13,363.98				
Wessler Engineering, INC	42921	W22-4602 - Monroe Intake Bar Screen to 11/09/23 - ENG	1,575.00	1,575.00					
Young Trucking, INC	124910	Hauling sludge from Monroe WTP - 10/24/23 - MN	3,963.04	3,963.04					
Young Trucking, INC	125019	Hauling sludge from Blucher WWTP - 11/02/23 - BP	764.75				764.75		
Young Trucking, INC	125123	Hauling sludge from Blucher WWTP - 11/09/23 - BP	1,280.50				1,280.50		
Zachary M Burnworth	BP23-285	Travel Reimb - WEFTEC in Chicago - 09/30-10/04/23 BP23-285	300.00				300.00		

Grand total:

8,495,549.41   3,082,997.73   15,148.98   74.14   4,720,735.16   1,636.22   674,957.18

City of Bloomington Utilities  
Accounts Payable by G/L Distribution Report  
Paydate: 11/29/23

Utility Bills

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	WasteWater O&M
AT&T	8123347689 11/23	812-334-7689 Service - Utilities 10/080-11/7/23	1,270.49	508.20	762.29
AT&T	812R959257-11/23	White pages listing for Dillman, Blucher & Monroe 10/11-11/10/23	18.00	6.00	12.00
City Of Bloomington Utilities	201411-001 11/23	Service - 201411-001 Hydrant Meter 73497245 10/1-10/31/23	165.33	165.33	
City Of Bloomington Utilities	201428-001 11/23	Service - 201428-001 Hydrant Meter 61221925 10/1-10/31/23	74.17	74.17	
City Of Bloomington Utilities	201435-001 11/23	Service - 201435-001 - Hydrant Meter 10/1-10/31/23	47.58	47.58	
City Of Bloomington Utilities	201481-001 11/23	Service - 201481-001 - Hydrant Meter - 10/1-10/31/23	16.95	16.95	
City Of Bloomington Utilities	36777-001 11/23	36777-001 Tamarron LS Water/Wastewater charges 10/1-10/31/23	27.68		27.68
City Of Bloomington Utilities	39355-001 11/23	39355-001 Dillman WWTP Water/Wastewater charges 10/1-10/31/23	1,816.18		1,816.18
City Of Bloomington Utilities	40754-001 11/23	40754-001 Blucher Poole Water/Wastewater charges 10/1-10/31/23	1,558.72		1,558.72
City Of Bloomington Utilities	50913-001 11/23	50913-001 Service Center Water/Wastewater charges	1,169.31	467.72	701.59
Comcast Cable Communications, INC	0490580 11/23	8529201190490580 Service @ Service Center 11/15-12/14/23	41.71	16.68	25.03
Duke Energy	2057-5794 - 11	Service - Truck Charging Station @ Service Center 10/10-11/8/23	13.47	5.39	8.08
Duke Energy	2132-9100 - 11	Service - Service Center Building @600 E Miller Dr 10/10-11/8/23	1,127.66	451.06	676.60
Duke Energy	2132-9192 - 11	Service - Gentry E Lift Station 10/4-11/2/23	75.61		75.61
Duke Energy	2132-9241 - 11	Service - Winston Thomas Lift Station - Lighting 10/10-11/08/23	135.20		135.20
Duke Energy	2132-9275 - 11	Service - Hyde Park / Olcott Lift Station 10/11-11/9/23	66.11		66.11
Duke Energy	2132-9308 - 11	Service - Jeffrey Lift Station 10/6-11/6/23	23.09		23.09
Duke Energy	2132-9324 - 11	Service - Barge Lane SW Tank 10/11-11/9/23	175.97	175.97	
Duke Energy	2132-9340 - 11	Service - Knightridge Lift Station 10/13-11/13/23	62.68		62.68
Duke Energy	2132-9374 - 11	Service - Dogwood Booster Station 10/7-11/7/23	345.36	345.36	
Duke Energy	2132-9663 - 11	Service - Bulk Water Station @ 3230 S Walnut St 10/11-11/9/23	51.95	51.95	
Duke Energy	2132-9697 - 11	Service - Park 37 Lift Station 10/11-11/09/23	36.25		36.25
Duke Energy	2132-9712 - 11	Service - Morningside Drive Lift Station 10/13-11/13/23	133.92		133.92
Duke Energy	2132-9746 - 11	Service - Hearthstone Lift Station 10/4-11/02/23	82.15		82.15
Duke Energy	2132-9887 - 11	Service - Monroe Hospital Lift Station 10/6-11/6/23	79.97		79.97
Duke Energy	2132-9936 - 11	Service - Cromwell Lift Station 10/4-11/02/23	26.60		26.60
Duke Energy	2132-9994 - 11	Service - South Tank @ E Miller Drive 10/10-11/8/23	132.82	132.82	
Duke Energy	2139-0022 - 11	Service - Prow Road Lift Station 10/12-11/10/23	62.08		62.08
Duke Energy	2139-0197 - 11	Service - Westwood/Glen Oaks Drive Lift Station 10/7-11/7/23	504.44		504.44
Duke Energy	2139-0220 - 11	Service - Basswood Circle Lift Station 10/13-11/13/23	312.71		312.71
Duke Energy	2139-0303 - 11	Service - Park Ridge Lift Station 10/14-11/14/23	11.57		11.57
Duke Energy	2139-0428 - 11	Service - Cory Lane Lift Station 10/13-11/13/23	34.01		34.01
Duke Energy	2139-0452 - 11	Service - Karst Park Lift Station/Fairgrounds 10/11-11/09/23	245.35		245.35
Duke Energy	2139-0543 - 11	Service - Hyde Park Edward Lift Station 10/11-11/9/23	56.88		56.88
Duke Energy	2139-0577 - 11	Service - Adams Street Lift Station 10/11-11/9/23	149.84		149.84
Duke Energy	2139-0600 - 11	Service - Red Bud Tower Tank 10/11 - 11/9/23	154.19	154.19	
Duke Energy	2139-0634 - 11	Service - S Washington St Storage 10/4-11/2/23	86.58	34.63	51.95
Duke Energy	2139-0650 - 11	Service - Winston Thomas Lagoon (lighting) 10/11-11/9/23	20.76		20.76
Indiana Gas Co. INC (CenterPoint Energy) (Vectren)	N0814658 - 11	Service - 5352776 South Central Booster Station 10/6-11/3/23	17.98	17.98	

City of Bloomington Utilities  
Accounts Payable by G/L Distribution Report  
Paydate: 11/29/23

Utility Bills

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	WasteWater O&M
Indiana Gas Co. INC (CenterPoint Energy) (Vectren)	N1035813 - 11	Service - 5187802-2 Monroe WTP 10/3-11/2/23	205.61	205.61	
Indiana Gas Co. INC (CenterPoint Energy) (Vectren)	N1059811 - 11	Service - 5520392-0 Dillman WWTP 10/3-11/2/23	295.26		295.26
Indiana Gas Co. INC (CenterPoint Energy) (Vectren)	N1078457 - 11	Service - 5463700-0 Service Center 10/6-11/3/23	236.41	94.56	141.85
Indiana Gas Co. INC (CenterPoint Energy) (Vectren)	N1236302 11/23	Service - 5187659-6 Tamarron LS 10/2-11/1/23	20.19		20.19
Indiana Gas Co. INC (CenterPoint Energy) (Vectren)	N1244359 - 11	Service - 5463945-5 S Washington St Storage 10/6-11/3/23	23.18	9.27	13.91
Smithville Telephone Co Inc	8128241616 11/23	Service - 812-824-1616 SE Pumping Station - BS 10/20-11/19/23	97.16	97.16	
Utilities District of Western Indiana REMC	52184-001 11/23	Service - 52184-001 - Fieldstone LS 10/1-11/1/23	919.00		919.00
Utilities District of Western Indiana REMC	75843-001 11/23	Service - 75843-001 - Stone Chase LS 10/1-11/1/23	432.00		432.00
Total:			12,660.13	3,078.58	9,581.55

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

INDIANA DEPARTMENT OF REVENUE	\$82,348.66
Sales Tax	
NPC	\$54,000.84
Credit Card Fees	
FIRST FINANCIAL	\$0.00
Bank Fees	
GROSS PAYROLL	\$421,275.36
FICA TAX	\$25,020.15
<b>TOTAL</b>	<b>\$582,645.01</b>



City of Bloomington Utilities  
 Accounts Payable by Fund Distribution Report  
 Paydate:12/08/23

**CUSTOMER REFUNDS**

Vendor	Invoice No.	Invoice Description	Invoice Amount	Check No.	Reason for refund	Water Funds	Wastewater Funds	Stormwater Funds	Sanitation
Malalai Yawar	7106-013	Customer refund	\$47.37	29332	Refund credit balance after final bill processed. (hydrant deposit)		\$ 47.37		
Total			<u>\$47.37</u>			Total	<u>\$ 47.37</u>		



**CONTRACT COVER MEMORANDUM**

**TO:** Controller and USB  
**FROM:** Bryan Blake  
**DATE:** 2/28/2023  
**RE:** Appraisal services for four parcels related to the Clear Creek Reconstruction project.

<b>Contract Recipient/Vendor Name:</b>	Beam, Longest, and Neff, LLC
<b>Department Head Initials of Approval:</b>	/VK/
<b>Responsible Department Staff:</b> <i>(Return signed copy to responsible staff)</i>	Bryan Blake
<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>	1/31/2034
<b>Legal Department Internal Tracking #:</b> <i>(Legal to fill in)</i>	23-732
<b>Due Date For Signature:</b>	Monday, December 4, 2023
<b>Expiration Date of Contract:</b>	1/31/2024
<b>Renewal Date for Contract:</b>	N/A
<b>Total Dollar Amount of Contract:</b>	Original NTE of \$3,400
<b>Funding Source:</b>	011-U13124
<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: Appraisals for four parcels related to the Clear Creek Reconstruction project.**



**CONTRACT COVER MEMORANDUM**

**TO:** Controller, Mayor, USB  
**FROM:** Braden Bonczek  
**DATE:** November 30, 2023  
**RE:** REQUEST APPROVAL FOR AGREEMENT FOR SERVICES  
WITH ELECTRIC PLUS, INC.

<b>Contract Recipient/Vendor Name:</b>	Electric Plus, Inc.
<b>Department Head Initials of Approval:</b>	/VK/
<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>	3/31/2035
<b>Legal Department Internal Tracking #:</b> <i>(Legal to fill in)</i>	23-733
<b>Due Date For Signature:</b>	December 4, 2023
<b>Expiration Date of Contract:</b>	3/31/2024
<b>Renewal Date for Contract:</b>	none
<b>Total Dollar Amount of Contract:</b>	\$9800.00
<b>Funding Source:</b>	010-64-950006-U62024
<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>	N/A
<b>Procurement Summary Complete:</b> <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
<b>Living Wage (if applicable)</b>	N/A

**Summary of Contract:** Wire electricity to garage, install insulation, and install heater



**CONTRACT COVER MEMORANDUM**

**TO: Controller & USB**  
**FROM: Braden Bonczek**  
**DATE: December 1, 2023**  
**RE: REQUEST APPROVAL FOR AGREEMENT FOR SERVICES  
WITH ALLIANCE OF INDIANA RURAL WATER, INC.**

<b>Contract Recipient/Vendor Name:</b>	Alliance of Indiana Rural Water, Inc.
<b>Department Head Initials of Approval:</b>	/VK/
<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>	3/31/2034
<b>Legal Department Internal Tracking #:</b> <i>(Legal to fill in)</i>	23-735
<b>Due Date For Signature:</b>	Dec. 4, 2023
<b>Expiration Date of Contract:</b>	3/31/2024
<b>Renewal Date for Contract:</b>	none
<b>Total Dollar Amount of Contract:</b>	\$2,099.25
<b>Funding Source:</b>	010-51-950008-U62001
<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>	N/A
<b>Procurement Summary Complete:</b> <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
<b>Living Wage Ordinance (if applicable):</b> <i>(Staff Member of Responsible Dept. to fill in)</i>	N/A

**Summary of Contract:** Training on waste water lab procedures

**2022 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 2021 and payable in 2022, 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 2021 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 2021 and payable in 2022. 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 2022 is \$2,563,860. 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 \$600,754 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 \$138,133 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 \$225,358 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 \$91,915. 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 \$148,572. 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

General Services	Allocation to CBU	2018 Charges	2019 Charges	2020 Charges	2021 Charges	2022 Charges
Clerk	1.00%	2,718	2,509	2,541	2,817	3,464
Common Council	7.27%	43,461	45,167	48,930	46,983	45,834
Controller	10.54%	170,373	151,582	248,392	179,690	151,921
ESD	0.50%	4,158	3,338	4,110	3,760	7,927
Engineering	3.00%	NA	NA	NA	NA	61,852
Fire	0.15%	18,607	18,919	16,675	16,698	17,186
Human Resources	30.00%	289,545	198,674	233,956	192,621	239,771
ITS	30.00%	623,540	614,462	696,520	802,262	930,943
Legal	12.75%	130,036	127,624	146,595	177,545	168,075
Mayor's Office	3.00%	26,678	28,264	29,265	28,560	31,178
Planning & Transportation & Engin	3.00%	82,593	81,345	85,314	91,187	39,335
Police	0.15%	25,040	24,273	19,836	19,354	18,669
Public Works	6.25%	89,106	118,454	102,446	184,498	146,351
Risk Management (Less Work Cor	24.00%	81,184	84,288	83,101	74,146	70,284
Risk Management Work Comp Per	100.00%	80,395	90,535	55,690	67,849	67,849
Control 24/7 By CBU	-100.00%	-138,472	-124,139	-114,805	-128,738	-148,572
Sanitation Billing by CBU	-100.00%	-126,638	-68,838	-92,885	-92,342	-91,915
In lieu of taxes				722,024	773,266	773,266
Total		1,402,324	1,396,457	2,287,705	2,440,156	2,533,418
General Services			2019 Change	2020 Change	2021 Change	2022 Change
Clerk			-209	32	276	647
Common Council			1,706	3,763	-1,947	-1,149
Controller			-18,791	96,810	-68,702	-27,769
ESD			-820	772	-350	4,167
Engineering			NA	NA	NA	NA
Fire			312	-2,244	23	488
Human Resources			-90,871	35,282	-41,335	47,150
ITS			-9,078	82,058	105,742	128,681
Legal			-2,412	18,971	30,950	-9,470
Mayor's Office			1,586	1,001	-705	2,618
Planning & Transportation & Engineering			-1,248	3,969	5,873	-51,852
Police			-767	-4,437	-482	-685
Public Works			29,348	-16,008	82,052	-38,147
Risk Management (Less Work Comp)			3,104	-1,187	-8,955	-3,862
Risk Management Work Comp Performance (3 roll avg)2021			10,140	-34,845	12,159	0
Control 24/7 By CBU			14,333	9,334	-13,933	-19,834
Sanitation Billing by CBU			57,800	-24,047	543	427
Total			-5,867	891,248	152,451	93,262





**CONTRACT COVER MEMORANDUM**

**TO:** Controller, Mayor and USB  
**FROM:** Kevin White  
**DATE:** 11/8/23  
**RE:** Request Approval of Professional Services Agreement with Weddle Bros. Building Group, LLC

<b>Contract Recipient/Vendor Name:</b>	Weddle Bros. Building Group, LLC
<b>Department Head Initials of Approval:</b>	/VK/
<b>Responsible Department Staff:</b> <i>(Return signed copy to responsible staff)</i>	Kevin White
<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>	12/31/2036
<b>Legal Department Internal Tracking #:</b> <i>(Legal to fill in)</i>	23-628
<b>Due Date For Signature:</b>	November 22, 2023
<b>Expiration Date of Contract:</b>	December 31, 2026
<b>Renewal Date for Contract:</b>	N/A
<b>Total Dollar Amount of Contract:</b>	Original NTE of \$2,266,625.00
<b>Funding Source:</b>	009-U13121 40% 010-U13121 55% 011-U13124 5%
<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 Ordinance (if applicable):</b> <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes

**Summary of Contract:**

The City requires the services of a professional Construction Management Agent to provide preliminary project planning, initial budgeting and developing a preliminary schedule for the design process and preconstruction milestone dates. Will also provide coordination during demolition phase and work closely with selected architect to meet budget and schedule.



## CONTRACT COVER MEMORANDUM

**TO:** Controller, Mayor & USB  
**FROM:** Kevin White  
**DATE:** 12/1/23  
**RE:** Request Approval of Professional Service Contract

<b>Contract Recipient/Vendor Name:</b>	Champlin-Haupt Architects, Inc. dba Champlin Architecture
<b>Department Head Initials of Approval:</b>	/VK/
<b>Responsible Department Staff:</b> <i>(Return signed copy to responsible staff)</i>	Kevin White
<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>	3/31/2036
<b>Legal Department Internal Tracking #:</b> <i>(Legal to fill in)</i>	23-738
<b>Due Date For Signature:</b>	December 6, 2023
<b>Expiration Date of Contract:</b>	March 31, 2026
<b>Renewal Date for Contract:</b>	N/A
<b>Total Dollar Amount of Contract:</b>	Original NTE of \$2,428,575.00
<b>Funding Source:</b>	101-U10500 009-U10500 011-U10500
<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 Ordinance:</b> <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes

**Summary of Contract:** This contract will include the Design and Engineering services for the proposed CBU Service Center and Maintenance Building to include, but not limited to, Programming (operational efficiency and safety), Structural, Civil/Site/Landscaping, Environmental and Green Initiatives, Mechanical/Electrical/Plumbing/Technology, and FF&E (furniture, fixtures and equipment).



**CONTRACT COVER MEMORANDUM**

**TO:** Controller, Mayor & USB  
**FROM:** Daniel Hudson  
**DATE:** 11/28/2023  
**RE:** Dillman WWTP Safety and Capacity Improvements – Greeley & Hansen, LLC. Consultant Design

<b>Contract Recipient/Vendor Name:</b>	Greeley & Hansen, LLC.
<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>	12/31/2036
<b>Legal Department Internal Tracking #:</b> <i>(Legal to fill in)</i>	23-729
<b>Due Date For Signature:</b>	December 4, 2023
<b>Expiration Date of Contract:</b>	December 31, 2026
<b>Renewal Date for Contract:</b>	N/A
<b>Total Dollar Amount of Contract:</b>	NTE \$815,000.00
<b>Funding Source:</b>	010-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:** IDEM has provided written acceptance for the Dillman Road WWTP annual average capacity to be increased from 15 million gallons per day (mgd) to 19 mgd with the addition of a fifth centrifugal blower to aeration system. The City of Bloomington Utilities (CBU) has requested that Greeley and Hansen provide design and bid assistance services for the process expansion, site safety, and miscellaneous improvements at the Dillman Road Wastewater Treatment Plant (WWTP). The project is needed to improve workplace safety and to assure continued long-term operation and compliance with NPDES permit.



## CONTRACT COVER MEMORANDUM

**TO:**

**FROM:** Daniel Hudson

**DATE:** December 4, 2023

**RE:** Kokosing Industrial, Inc. Guarantee Saving Contract for the Sanitary Lift Station Improvement project

<b>Contract Recipient/Vendor Name:</b>	Kokosing Industrial, Inc.
<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>	12/24/2035
<b>Legal Department Internal Tracking #:</b> <i>(Legal to fill in)</i>	23-524
<b>Due Date For Signature:</b>	December 4, 2023
<b>Expiration Date of Contract:</b>	December 24, 2025
<b>Renewal Date for Contract:</b>	N/A
<b>Total Dollar Amount of Contract:</b>	NTE \$6,507,237
<b>Funding Source:</b>	010-U10500
<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>	N/A
<b>Living Wage (if applicable):</b> <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes

### **Summary of Contract:**

The Lift Station Improvements Project consists of work as shown in the drawings and specifications by Commonwealth Engineers dated May 26, 2023. The project includes replacement or rehabilitations of the following lift stations:

1. Basswood Lift Station.
2. Morningside Lift Station.
3. Park Ridge Road Lift Station.

4. Weymouth Lane Lift Station.
5. Hyde Park Edward Lift Station.
6. Hyde Park Olcott Lift Station.
7. 3<sup>rd</sup> Street Underpass Storm Lift Station.
8. Cedarview-Sims Lift Station.
9. Cory Lane Lift Station.
10. Park 37 Lift Station.
11. Hearthstone Lift Station.
12. Stonelake Lift Station.
13. Woodhaven Drive Lift Station.



## STAFF REPORT

**TO: Utilities Service Board**  
**FROM: Liz Carter**  
**DATE: December 4, 2023**  
**RE: Approval of Residential Stormwater Grant Recipients**

The deadline for Residential Stormwater Grant application submission was September 1, 2023. A total of 10 applications were received. The Residential Stormwater Grants Review Committee met on September 22, 2023 to review applications. Five (5) projects were selected to be funded, pending approval by the Utilities Service Board. The 5 projects that the Review Committee recommends for funding are:

1. 1417 – 1251 W. Petal Ct.	\$14,500.00	Bioswale Rebuild
2. 3421 S. Cedarwood Cir & 2521 S. Sandberg Ct.	\$4,700.00	Bioswale
3. 613 W. 12 <sup>th</sup> St.	\$6,800.00	Bioretention
4. 1213 W. Woodhill Dr. 1217 W. Woodhill Dr. 1208 W. East Branch Rd. 1211 W. Woodhill Dr.	\$10,000.00	Swale Widening
5. 808 & 816 W. Kirkwood Ave.	\$9,876.00	Rain Garden etc.

**Staff Recommendation:** Approve the Review Committee’s recommendation to fund these 5 projects as submitted.



## CONTRACT COVER MEMORANDUM

**TO:** Controller, Mayor, USB  
**FROM:** Braden Bonczek  
**DATE:** November 15, 2023  
**RE:** REQUEST APPROVAL FOR AGREEMENT FOR SERVICES  
WITH EVERETT J PRESCOTT

<b>Contract Recipient/Vendor Name:</b>	Everett J Prescott
<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>	6/30/2024
<b>Renewal Date for Contract:</b>	
<b>Total Dollar Amount of Contract:</b>	NTE \$598,645.00
<b>Funding Source:</b>	009-75-900007-U62022 - 40% 010-75-950007-U62022 - 60%
<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:** Installation of Six Base Stations

## MEMORANDUM

---

**TO: Utilities Service Board**  
**FROM: Chris Wheeler, City Legal**  
**RE: Request Approval of MOU with Trinitas**  
**Date: December 1, 2023**

---

CBU requests approval of this MOU in order to resolve issues regarding sediment stabilization and erosion control at the Atlas on 17<sup>th</sup> street project. This project is a large new residential development situated off of Arlington Road on the newly named Telluride Street just north of W. 17<sup>th</sup> Street. The property is owned by IN-IUB 17 Holdings, LLC.

Trinitas, the company in charge of construction for IN-IUB 17 Holdings, LLC is a subsidiary or affiliated company to Trinitas. Trinitas has had issues with sediment stabilization and erosion control during the project which led to issuance of fines. CBU and Trinitas reached an agreement on the fine amount, which is to be paid at the time the MOU gets signed.

Trinitas has agreed to turn over the Construction Site General Permit (CSGP) to CBU. CBU will perform all remaining work to bring the project site into full compliance with the CSGP. Trinitas will pay for the costs associated with this work.

Another component to this project is the building of affordable housing units. The units are going to be built by Summit Hill Development Corporation. Summit cannot begin building until the portion of the project site, known as Area A, is transferred by deed from IN-IUB to Summit. That transfer cannot happen until all issues with Area A are resolved. The majority, if not all, of the stabilization and erosion issues are located in Area A. When CBU takes over the Permit, it will pave the way for the transfer of Area A to occur and Summit will be able to commence its construction of the affordable housing units.

---

Staff Recommendation:	Staff recommends approval of this MOU
Board Action:	USB to discuss and vote on the MOU on 12/04/2023
Remaining Action:	Secure the signatures from Trinitas and IN-IUB (if not signed before the meeting)



**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF BLOOMINGTON AND TRINITAS DEVELOPMENT LLC**

**THIS MEMORANDUM OF UNDERSTANDING (“MOU”)** is entered into by and between the City of Bloomington by its Utilities Department (“CBU”) by and through its Utilities Service Board (“USB”), and the Department of Housing and Neighborhood Development (“HAND”) (collectively the “City”) and Trinitas Development LLC, a domestic limited liability company duly incorporated in the State of Indiana with its principal office address of 201 Main St., Suite 1000, Lafayette, IN 47901 (“Trinitas”) and IN-IUB Holdings LLC, a foreign limited liability company duly incorporated in the State of Delaware with offices located at 201 Main St., 1000, Lafayette, IN 47901 (“IUB”).

**WHEREAS**, Trinitas is the developer of real property located on West 17<sup>th</sup> Street which is commonly referred to as Atlas on 17<sup>th</sup> (“Project Site”) which is broken up into four “areas” known as Area A, Area B, Area C, and Area D and owned by IN-IUB 17 Holdings, LLC; and

**WHEREAS**, Ordinance 20-04, passed and adopted by the Common Council of the City of Bloomington on March 4, 2020, rezoned 40.75 acres from Business Park (BP) and Residential Single Family Housing (RS) to Planned Unit Development (PUD). Area A of the PUD is established and purposefully designed for owner-occupied homes where IUB will convey 45 finished buildable lots to Summit (as defined below) so Summit can deliver homes that address Bloomington's workforce housing needs; and

**WHEREAS**, Trinitas (or its affiliate, Trinitas Ventures LLC (“TV”)) owns a Construction Site General Permit (“CSGP”) issued by the Indiana Department of Environmental Management (“IDEM”) which regulates stormwater management, erosion and sediment control for the entire Project Site; and

**WHEREAS**, IUB wishes to transfer ownership of Area A of the Project Site to Summit Hill Community Development Corporation (“Summit”) but cannot do so until it brings items on the CSGP listed on Exhibit “A” attached hereto into compliance in Area A of the Project Site; and

**WHEREAS**, CBU is willing to take over the CSGP from Trinitas and/or TV, as applicable, as to the entire Project Site, including Area A, in order to facilitate transfer of Area A from IUB to Summit, and Trinitas is willing to transfer (or, if applicable, cause TV to transfer) the CSGP to CBU.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the parties do hereby agree to be bound by the terms and conditions enumerated in this Memorandum of Understanding as follows:

1. **Effective Date**: This MOU shall become effective on the date last entered in the signature blocks below.
2. **Area A Deed**: IUB shall deliver a signed, notarized and duly recorded deed for Area A of the Project Site to Summit on or before the January 31, 2024.
3. **CSGP**: Trinitas shall cause the Project Site CSGP to be transferred from Trinitas and/or TV, as applicable, to CBU. CBU will bring the Project Site into compliance with the CSGP. The CSGP shall not be transferred until and unless the fines under paragraph 7 are paid in full by Trinitas to CBU.
4. **Stabilization Plan**: CBU prepared an itemization of the remaining work to be performed on the Project Site which is attached hereto, marked as Exhibit “A” and by this reference incorporated herein. Exhibit “A” identifies what CBU believes to be the remaining work at the Project Site that still needs to be performed in order to bring the Project Site into compliance with the CSGP and provides estimated maximum costs to complete the work. The items contained in Exhibit “A” and the associated costs reflect the maximum costs that Trinitas shall be obligated to reimburse CBU pursuant to Section 5 below (the “Reimbursement

Cap”) ~~are estimates to provide an idea of what the total costs may be and do not form an agreement between the parties regarding remaining work to be done or what the actual costs associated with that remaining work shall be.~~ The reimbursement cap and scope of work outlined in Exhibit “A” may be amended in the event any unknown or unforeseen circumstances are learned by CBU after the effective date of this MOU that would cause additional work and cost to be incurred by CBU. CBU and Trinitas acknowledge Trinitas continues to prepare alternative stabilization strategies to bring the Project Site into compliance with the CSGP which CBU will review and consider prior to commencement of any further stabilization work. Trinitas shall provide any alternative stabilization strategies to CBU no later than January 15, 2024.

5. **Costs:** Trinitas shall reimburse CBU for 100% of all costs, up to the Reimbursement Cap, associated with CBU bringing the entire Project Site into Compliance with the CSGP which may include, but is not limited to the items identified in Exhibit “A”. Trinitas shall pay all invoice amounts submitted by CBU to Trinitas for the cost of the work performed by CBU within 45 days of said invoices being delivered to Trinitas. CBU shall deliver all invoices by email to: [pinamdar@trinitas.ventures](mailto:pinamdar@trinitas.ventures), [atracey@trinitas.ventures](mailto:atracey@trinitas.ventures), and [dhuesman@trinitas.ventures](mailto:dhuesman@trinitas.ventures). Trinitas shall deliver all payments by US mail to City of Bloomington Utilities Department, 600 E. Miller Drive, Bloomington, IN 47401, ATTN: Matt Havey - Assistant Director, Accounting.
6. **Environmental Assessment:** The United States Department of Housing and Urban Development (“HUD”) is conducting an environmental assessment of Area A of the Project Site. No parties will undergo any activities in Area A of the Project Site that will negatively impact and/or violate the HUD environmental assessment. HAND shall provide a copy of Exhibit “A” to HUD to ensure seamless timing between the environmental review and any stabilization efforts in Area A. HAND will, upon receipt, promptly provide a copy to all parties of the HUD environmental assessment report.
7. **Fines:** Trinitas shall pay fines in the amount of Thirty Five Thousand (\$35,000.00) for violating the CSGP. These fines shall be paid to CBU in full as a condition precedent to the CBU taking over the CSGP for the project.

IN WITNESS WHEREOF, the parties hereto have executed this *Memorandum of Understanding* which shall become effective as of the date last entered below.

**CITY OF BLOOMINGTON:**

**TRINITAS DEVELOPMENT LLC:**

**UTILITIES SERVICE BOARD**

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

\_\_\_\_\_  
Brad Bennett,    Dated  
Authorized representative

**ATTEST:**

**IN-IUB 17 HOLDINGS LLC**

\_\_\_\_\_  
Vic Kelson, Director                                  Dated  
City of Bloomington Utilities Department

\_\_\_\_\_  
Pranav Inamdar,    Dated  
Authorized representative

**HOUSING AND NEIGHBORHOOD  
DEVELOPMENT**



**City of Bloomington Utilities**  
**Strategic Plan & Implementation Guide**  
**2024-2026**

***Final Draft December 4, 2023***

***Please have your questions, concerns, and ideas to  
Holly by 12/18/2023*** (comments & suggestions in Google Doc preferred)

***[mclauchh@bloomington.in.gov](mailto:mclauchh@bloomington.in.gov)***

# CBU Strategic Plan & Implementation Guide

2024-2026

## Table of Contents

<b>PURPOSE.....</b>	<b>3</b>
<b>BACKGROUND.....</b>	<b>3</b>
<b>MISSION.....</b>	<b>3</b>
<b>VISION.....</b>	<b>4</b>
<b>CORE PRINCIPLES.....</b>	<b>4</b>
<b>STRATEGIC GOALS.....</b>	<b>4</b>
<b>IMPLEMENTATION GUIDE COMPONENTS.....</b>	<b>5</b>
• Step 1.....	5
• Step 2.....	5
• Step 3.....	5
• Step 4.....	5
<b>RECOMMENDATIONS FOR NEXT STEPS.....</b>	<b>13</b>
<b>APPENDICES.....</b>	<b>14</b>
<b>Appendix 1.....</b>	<b>14</b>
Appendix 2.....	19
Appendix 3.....	28
Appendix 4.....	34
Appendix 5.....	36
Appendix 6.....	38
Appendix 6-1.....	39
Appendix 6-2.....	40
Appendix 6-3.....	42
Appendix 6-4.....	43
Appendix 6-5.....	44
Appendix 6-6.....	46
Appendix 6-7.....	47
Appendix 6-8.....	50
Appendix 7.....	52

## PURPOSE

In the years 2017-2023, City of Bloomington Utilities (CBU) has worked hard to catch up to other Indiana water, wastewater, and stormwater companies. With support from the citizen-run Utilities Service Board and the Common Council, CBU staff and contractors have

- Substantially completed Clear Creek Culvert project
- AMI
- Paperless
- Dillman Upgrades
- Regular Rate Review
- WMRP

As those big items were finishing, it became less obvious in which direction to move forward. CBU needed a strategic plan. This is that plan for the years 2024-2026, along with an implementation guide to move good ideas into successful action.

## BACKGROUND

The Strategic Plan 2024-2026 was developed over the course of several meetings, workshops, and surveys in the summer and fall of 2023. This process was led by the Assistant Directors for each of CBU's 6 divisions and included CBU staff at all levels. Including Board members, XX% of current staff participated in the creation of this document.

The **CBU Strategic Plan 2024-2026** establishes CBU's vision, mission, and statement of everyday principles and identifies 5 strategic goals with accompanying objectives to carry out the mission, vision, and principals. Each staff member creates and executes SMART actions that support the objectives.

The work done to create the CBU Strategic Plan 2024-2026 was carried out within the Effective Utilities Management framework created by the US Environmental Protection Agency, American Waterworks Association, Water Environment Federation, and other leaders in the industry. More information about this framework and how it shapes CBU can be found here:

## MISSION

CBU's mission is to enhance the quality of life in our community by providing safe, sustainable, and high-quality drinking water, wastewater, and stormwater services in a cost-effective manner, promoting public health, economic vitality, and environmental stewardship.

## **VISION**

To be the leading municipal water utility organization in Indiana.

## **CORE PRINCIPLES**

Collaborative, Customer-focused, High-quality, Reliable, Professional

## **STRATEGIC GOALS**

### **Goal 1 – Build a Great Team**

We strive to build a diverse, professional workforce that commits to continual learning and growth, supports organization-wide equity and inclusion, and fosters a culture of excellence.

### **Goal 2 – Focus on Customers**

We focus on the needs and priorities of our customers and stakeholders, bolstered by high quality information, interactive dialogue, and creative, engaging outreach.

### **Goal 3 – Operate with Excellence**

We deliver water, sewer, and stormwater services that meet and exceed the demanding standards expected by our regulators and our community, deploying industry best practices to optimize and innovate in all operational areas.

### **Goal 4 – Provide Sustainable Infrastructure**

We develop and maintain our infrastructure in a manner that meets and exceeds both current and future needs of the community and the environment, proactively seeking cost effective solutions that ensure the reliability of our services in a changing climate.

### **Goal 5 – Optimize Financial Resources**

We responsibly administer financial resources entrusted to our organization with prudent planning and spending, and strategic investments in processes and infrastructure.

[\(See Appendix 1\)](#)

## IMPLEMENTATION GUIDE

Going from Strategic Planning to *Strategic DOING*

At the core of the Implementation Guide are four defined steps for CBU staff to take over the course of the next 48 months, beginning in the first quarter of 2024 and continuing into 2027. The Implementation Guide concludes with a short list of recommended actions and next steps.

### Step 1 – Get Started on the Action Items

Begin to schedule and do the work that is outlined in the Strategic Goals, Objectives, and Actions that were developed in the working sessions in August and September.

#### It Starts With:

The designated lead for each action takes ownership for scheduling, delegating, and/or doing the work as identified.

[\(See Appendix 2\)](#)

#### Things to Consider:

- Are any of the Action Items currently being done (at least in some way)?
- Do we have the budget/resources to do this work?
- Do we need to ask for/acquire needed resources?
- Who else do I need to help me get this done?
- Do we need to reallocate duties to ensure no one is overbooked?

[\(See Appendix 3 and Appendix 4\)](#)

#### Three Keys to Success:

##### 1) Plan the Work

- Assemble your team to discuss and plan the work that needs to be done.
- Establish a schedule/work plan for each action and document the tasks, the expected outcomes or outputs, the due dates, and the responsible person(s).

##### 2) Work the Plan

- Work toward completion of tasks as assigned.
- 

##### 3) Report Your Progress

- Report progress on a regular basis.



- If work/project is tied to one of the priority Performance Measures (see Step 2 below), then report using that designated mechanism.
- Document progress and struggles alike.

## **Step 2 – Measure and Report Progress**

Begin the process of tracking, measuring, quantifying, and reporting the progress that CBU is making on achieving the Strategic Goals through the use of Performance Measures.

### **It Starts With:**

The person responsible for each of the Performance Measures takes ownership of building and using the measures to track and report the progress CBU is making on achieving the Strategic Goals. These measures were identified during the working sessions in September 2023.

[\(See Appendix 5\)](#)

### **Things to Consider:**

- Do I have all the people I need to help me build this measure?
- Do we have the resources we need and/or do we need to ask?
- Do we know why the measure we are working on is important to SACWSD’s success?

### **Three Keys to Success:**

#### **1) Building each measure – and build them**

- Get the team together and review the Measure Template for the measure you are building.
- Identify what information/data will be collected and how it will be collected, stored, documented, and reported.
- Build a work plan with well-defined roles and responsibilities, tasks and deliverables, and due dates.
- Build the necessary databases, spreadsheets, logs, etc. to document and store information as it is gathered, and from which reports will be generated.
- Work smarter, not harder. What data are you already collecting for City, State, or Federal reporting? What measures are already asked for in the AWWA Benchmarking survey? What are employees using to measure their individual SMART actions? What can be tracked via New World, Onbase, Sensus, Cityworks, SCADA, the City’s Data Warehouse, ArcGIS, Socrata/BClear, WIMS, Second Nature, Bluebeam, etc?

[\(See Appendix 6\)](#)

## 2) Start measuring and reporting

- Feed the measures! For each measure, begin its respective data/information gathering process.
- Report the measure according to its particular details and according to the overall Progress Reporting Strategy.

(See Appendix 7)

## 3) Recognize achievement and celebrate success

- When you complete a task or achieve a milestone, always celebrate within your team.
- Some accomplishments should be recognized by the Assistant Directors or Director in some simple, meaningful, and appropriate way.
- Other ideas:
  - Include a mention during the staff report in the next scheduled USB meeting
  - Make a facebook and digiboard post
  - Submit a Press Release
  - Apply for awards, such as
    - <https://www.awwa.org/Membership-Volunteering/Awards>
    - <https://bloomington.in.gov/success>
    - <https://www.wef.org/membership--community/awards-recognition/>

## Step 3 – Implement Progress Reporting Strategy

Begin to communicate more regularly and effectively by implementing a Progress Reporting Strategy.

### It Starts With:

Beginning the process of intentionally and deliberately communicating about the progress you are making with the achievement of the Strategic Goals in the plan. This is done principally by doing what you are already doing AND augmenting these efforts by implementing the Progress Reporting Strategy.

### Things to Consider:

- Do all the Action Item Leaders and Measure Owners have a copy of the Progress Reporting Strategy?
- Has this plan been shared with the entire CBU staff and the USB?

- Has a “Progress Reporting Champ” been designated?

### **Three Keys to Success:**

- 1) Follow the script in Appendix 7 or create your own strategy – but put it in writing and put it to use!
- 2) Check in with the Measure Owners and Action Item leaders on a regularly established basis to see how things are going, especially before the first couple “reporting days.
- 3) Continue to work the process as designed and discussed and take time periodically to ask the questions, “Is this working like we planned?” or “Is there a better way?”

### **Step 4 – Revisit and Revise the Strategic Plan**

Ensure that the Strategic Plan is reflected in the regular CBU annual budget process. Evaluate progress on implementation on a regular basis and NOT LESS THAN quarterly throughout the duration or “lifespan” of the plan (2024, 2025, and 2026), and make adjustments to the plan – especially those impacting the budget – on an annual basis. Revisit and revise the overall plan in time for the development of the 2027 budget and reset the plan for 2027-2029.

#### **It Starts With:**

Recognizing and making good on your commitment to continuous improvement, which is both one of the keys to success in the EUM (Effective Utility Management) process and a hallmark of any successful business endeavor.

#### **Things to Consider:**

- How well versed is your Management Team in the concept of Deming’s Continual Improvement Cycle: Plan, Do, Check, and Act?
- How willing are you to commit, and re-commit, and re-commit again each year to revisit and review and revise the Strategic Plan and its components?
- Is the Board on the same page regarding the frequency of revisiting and revising?

### **Three Keys to Success:**

#### **1) Use the established budget development and approval cycle**

- Some of the Action Items in the Strategic Plan 2024-2026 were posed without a direct link to the 2024 budget, per se – but funding was closely considered.
- As the implementation falls into place and starts happening in early 2024, track how things are going and pay attention to time, resources, equipment, etc. related to effective completion of the actions.

- Throughout 2024, you will continue to sync the process of monitoring and reporting progress/success and do an assessment of what has been done and what is left to do – and roll that into the 2025 budget development process.

**2) Work the plan for a couple cycles to get established, gain momentum, and achieve some success**

- Action items are designated for completion ranging from the first quarter of 2024 to end of 2026.
- The budget for 2024 is in the books; but the development and approval cycles for 2025 through 2027 coincide with this schedule.

**3) Revisit and revise the overall plan in the middle of 2026 to reset the plan for 2027-2029**

- Start at Objectives and Action Items and quantify completion and success.
- Continue, modify, and even reload as necessary.
- Reaffirm that the five Strategic Goals are still intact – and modify as needed.
- Reset the plan for 2027-2029 and keep working it!

**RECOMMENDATIONS FOR NEXT STEPS**

- 1) Make this a priority** -- Take this seriously and make it a key part of your everyday job. Doing the work in this Strategic Plan is not intended nor designed to be purely in addition to your current role(s) and duties. In some cases, you are being asked to do more – but in most cases the work of the plan is intended to be “instead of” some of the things you are currently doing. This is supposed to be a *better* way to do things and all part of the “continual improvement mindset” that comes with effective strategic planning and effective utility management and operations.
- 2) Do things with purpose:** Don’t just line up and do what it says for the sake of doing it; don’t just measure and record a data point because that’s what the SOP says. Understand and embrace that doing things in a new and different way is based on both “best practice” AND is tied to the achievement of a Strategic Goal of CBU. Pay attention to what you are doing, understand the ‘why’ behind the activity, and learn from every step in the process. Document your journey – both success and stumbles and even failures – and learn from them. Celebrate your achievements in an appropriate way.
- 3) Share what you are learning:** Share this information broadly. Write articles for the publications and/or websites of the professional organizations in which you participate (like the Indiana Section AWWA and the Indiana or Central States WEA). Submit abstracts to present your findings and achievements at these same organizations’ annual conference and

even at the national level Utility Management Conference (co-sponsored by AWWA and WEF in the first quarter of each year).

- 4) **Don't do it alone: Evaluate the need for additional staff to help implement this Strategic Plan** – or at the least, develop a strategy (and the funding) by which you can bring on more staff over time. Continue to hire consultants and advisors to help you get started, to help you bridge the gap, and to help you stay on top of the best practices in the water sector – and not just the technical aspects, but also in human resources and personnel development, in financial management, and even in working with the public and stakeholders. Collaborate with other agencies and get engaged in the community (as you planned in the Plan!!!) These relationships will bear good fruit – the sowing and reaping principle applies in the water sector too!
- 5) **You've planned the work – now work the plan!**

## **APPENDICES**

### **Appendix 1 - Mission, Vision, Principles, Goals**

This is a 1-page sheet which answers the question, “Who is CBU?”

The mission defines CBU’s purpose.

The vision says where CBU is headed.

The 5 principles are how CBU wants to be known by customers and other stakeholders.

The 5 goals show what is most important to CBU.

**Mission:**

CBU's mission is to enhance the quality of life in our community by providing safe, sustainable, and high-quality drinking water, wastewater, and stormwater services in a cost-effective manner, promoting public health, economic vitality, and environmental stewardship.

**Vision:**

To be the leading municipal water utility organization in Indiana.

**Core Principles:**

Professional, Customer-focused, Quality, Reliable, Teamwork

**Strategic Goals:****Build a Great Team**

We strive to build a diverse, professional workforce that commits to continual learning and growth, supports organization-wide equity and inclusion, and fosters a culture of excellence.

**Focus on Customers**

We focus on the needs and priorities of our customers and stakeholders, bolstered by high quality information, interactive dialogue, and creative, engaging outreach.

**Operate with Excellence**

We deliver water, sewer, and stormwater services that meet and exceed the demanding standards expected by our regulators and our community, deploying industry best practices to optimize and innovate in all operational areas.

**Provide Sustainable Infrastructure**

We develop and maintain our infrastructure in a manner that meets and exceeds both current and future needs of the community and the environment, proactively seeking cost effective solutions that ensure the reliability of our services in a changing climate.

**Optimize Financial Resources**

We responsibly administer financial resources entrusted to our organization with prudent planning and spending, and strategic investments in processes and infrastructure.

## **Goal 1 -- Build a Great Team**

**We strive to build a diverse, professional workforce that commits to continual learning and growth, supports organization-wide equity and inclusion, and fosters a culture of excellence.**

- Objective 1A -- Improve employee retention through opportunities for professional growth, advancement, and increased compensation.
- Objective 1B -- Attract high-quality professionals best-suited for every area of our organization.
- Objective 1C -- Ensure that all levels of staff receive the training that is necessary for them to do their current jobs (including CEUs for certification), as well as acquire new knowledge, skills, and abilities to assist with future opportunities.
- Objective 1D -- Foster and commit to a workplace culture founded in true inclusivity, mutual respect, work-life balance, engagement, and fun!
- Objective 1E -- Enhance efforts to recognize employees for ideas, contributions, and outstanding work.
- Objective 1F -- Identify opportunities to enhance internal communication and transparency to break down siloed decision-making and encourage proactive planning.
- Objective 1G -- Prioritize employees' health and safety on the job

## **Goal 2 -- Focus on Customers**

**We focus on the needs and priorities of our customers and stakeholders, bolstered by high quality information, interactive dialogue, and creative, engaging outreach.**

- Objective 2A -- Increase the amount and variety of opportunities for direct interaction with customers and stakeholders.
- Objective 2B -- Create a group to plan public events.
- Objective 2C -- Identify what information customers and stakeholders want to know about CBU and its services.
- Objective 2D -- Identify opportunities to enhance the customer-CBU interaction through improved information/outreach tools and materials.
- Objective 2E -- Make sure all available assistance programs are known to people that need them.
- Objective 2F -- Balance the needs of customers and stakeholders with reasonably available resources.

## **Goal 3 -- Operate with Excellence**

**We deliver water, sewer, and stormwater services that meet and exceed the demanding standards expected by our regulators and our community, deploying industry best practices to optimize and innovate in all operational areas.**

- Objective 3A -- Meet or surpass standards and regulations in all areas of operation.
- Objective 3B -- Build and maintain the necessary redundancy to be prepared for all emergencies, and increase preventative and predictive maintenance.
- Objective 3C -- Optimize electrical usage, chemical resources, and staff time in all of our treatment plant operations.



- Objective 3D – Update our infrastructure to ensure network integrity, treatment plant efficiency, and collections/distribution longevity.
- Objective 3E – Increase public education and awareness on how everyday actions at home, school, and the workplace can affect utility systems.

#### **Goal 4 -- Provide Sustainable Infrastructure**

**We develop and maintain our infrastructure in a manner that meets and exceeds both current and future needs of the community and the environment, proactively seeking cost effective solutions that ensure the reliability of our services in a changing climate.**

- Objective 4A – Maintain a comprehensive asset inventory including both a condition and criticality assessment, coordinated with appropriate financial, engineering, and operational resources.
- Objective 4B – Educate customers and stakeholders on CBU’s infrastructure needs and challenges and engage in meaningful dialogue that can support development of levels of service and build support for financing ongoing efforts.
- Objective 4C – Develop and implement an infrastructure renewal and replacement program with input on new builds to ask, “can our infrastructure handle this?”
- Objective 4D – Focus on accessibility of water mains, i.e., those in back yards and consider proactively relocating them before problems arise.
- Objective 4E – Develop an overall maintenance and asset management plan.
- Objective 4F – Evaluate the development of additional sources to ensure a safe, reliable, and sustainable source of water.

#### **Goal 5 -- Optimize Financial Resources**

**We responsibly administer financial resources entrusted to our organization with prudent planning and spending, and strategic investments in processes and infrastructure.**

- Objective 5A – Ensure that our rates, charges, and fees cover the costs of everyday operations as well as necessary improvements and growth, while still being fair to customers.
- Objective 5B – Develop a group representing multiple divisions to effectively coordinate budgets and planning for both operations and capital program (CIP).
- Objective 5C – Ensure that the utility can afford more debt without stressing finances or creating huge rate hikes
- Objective 5D – Create an open line of communication with internal and external stakeholders to increase understanding of processes in both areas.
- Objective 5E – Evaluate the best place for metering services to exist in the organization chart.

## Appendix 2 - Goals, Objectives, Actions

This action list is not comprehensive. Each CBU employee has their own SMART actions that are reviewed with their supervisor each quarter during a “Goals & Growth Conversation”.

Goal 1 – Build a Great Team --_We strive to build a diverse, professional workforce that commits to continual learning and growth, upports organization-wide equity and inclusion, and fosters a culture of excellence.				
Objective 1A – Improve employee retention through opportunities for professional growth, advancement, and increased compensation.				
SMART Action	Description	Lead	Start Date	End Date
Action 1-A-1	Develop incentives (financial) for training and certifications for non-union employees, mirroring union handbook.	Current Union President Leadership Team	Q1 – 2024 Q4 - 2024	
Action 1-A-2	Perform internal wage assessment based on cost of living and similar positions in the region.	Chandra Crow (HR) Asst. Directors	Q1 – 2025 Q4 - 2025	
Action 1-A-3	Evaluate/consider positions not currently union that could potentially be eligible and changed to union.	Current Union President AD's from T&D, OPS, ENV	Q3 – 2025 Jan.1, 2026	
Objective 1B – Attract high-quality professionals best-suited for every area of our organization.				
Action No.	Action Description	Owner/Team	Start Date/End Date	
Action 1-B-1	Expand internship opportunities through research and partnerships with local universities (IU, Purdue, Ivy Tech)	Chandra/HR Employee Development Specialist	Q1 – 2024 Q4 - 2024	
Action 1-B-2	Increase our reach and exposure to candidates through increased involvement in professional organizations.	AD's and supervisors	Q2 – 2024 Q1 – 2025	
Action 1-B-3	Conduct review of all current job descriptions to ensure accuracy and clarity, and make amendments/revisions as necessary.	AD's and supervisors	Q4 - 2024 Q1 - 2025	
Objective 1C – Ensure that all levels of staff receive the training that is necessary for them to do their current jobs (including CEUs for certification), as well as acquire new knowledge, skills, and abilities to assist with future opportunities.				
Action No.	Action Description	Owner/Team	Start Date/End Date	

Action 1-C-1	Revise employee orientation/onboarding to a division-based structure/emphasis, focusing on “everyday tasks” of the job.	Employee Development Services, AD’s	Q2 - 2024 Q3 – 2024	
Action 1-C-2	Establish and conduct 30, 60, and 90 “check ins” for new employees.	AD’s and managers	Q1 - 2024 Q2 - 2024	
Action 1-C-3	Evaluate existing internal tracking process for requests and attendance at conferences and training events that offer CEUs, and establish process/procedure for completing a formal follow-up for CEU reporting to ADMIN after training or conference is completed.	Employee Development Services	Q1 – 2024 Q2 - 2024	
<b>Objective 1D – Foster and commit to a workplace culture founded in true inclusivity, mutual respect, work-life balance, engagement, and fun!</b>				
<b>Action No.</b>	<b>Action Description</b>	<b>Owner/Team</b>	<b>Start Date/End Date</b>	
Action 1-D-1	Explore alternative work schedules, including consideration of merits of creating staggered work shifts (especially in T&D and OPS/plants) to afford flexibility and reduce overtime pay.	AD’s and HR(Chandra)	Q1 – 2025 Jan. 1, 2026	
Action 1-D-2	Include share spaced/workspaces in (word) service center (e.g., alternative workspaces	ENG	Q1 – 2024 Q1 - 2025	
Action 1-D-3	Encourage involvement in corporate sport league(s) such as bowling, softball, etc.)	EAC	Start? Q2 - 2024	
<b>Objective 1E -- Enhance efforts to recognize employees for ideas, contributions, and outstanding work.</b>				
<b>Action No.</b>	<b>Action Description</b>	<b>Owner/Team</b>	<b>Start Date/End Date</b>	
Action 1-E-1	Allow staff the opportunity to present ideas and projects to USB/boards, committees, and professional organizations.	Director AD’s	Q1 – 2024 Ongoing	
Action 1-E-2	Develop and distribute monthly newsletter with spotlights/features on different groups within CBU, rotating between Divisions.	Comm. Manager AD’s	Q3 – 2024 Ongoing	
Action 1-E-3	Standardize clothing stipends for employees based on activity/job requirements, and ensure that everyone gets a stipend.	FIN/AD’s	Q1 – 2024 Q2 - 2024	
<b>Objective 1F -- Identify opportunities to enhance internal communication and transparency to break down siloed decision-making and encourage proactive planning.</b>				
<b>Action No.</b>	<b>Action Description</b>	<b>Owner/Team</b>	<b>Start Date/End Date</b>	
Action 1-F-1	Create an organizational job/duty/responsibility flow chart that is accessible to all staff.	Employee Dev. Services/AD’s	Q1 – 2025 Q4 – 2025	
Action 1-F-2	Include resources for accessing people in the organization as part of the new employee orientation and onboarding process.	Employee Development Services	Q1 - 2024 Q1 – 2024	
Action 1-F-3	Create and display name placards on staff desks/office doors.	AD’s	Q1 - 2024	

			Q1 – 2024	
Action 1-F-4	Develop and conduct a training program on Diversity, Equity, and Inclusions (DEI) for all staff.	Chandra/HR, City HR	Q1 – 2024 Q3 - 2024	
<b>Objective 1G – Prioritize employees’ health and safety on the job.</b>				
<b>Action No.</b>	<b>Action Description</b>	<b>Owner/Team</b>	<b>Start Date/End Date</b>	
Action 1-G-1	Ensure that at least one person per workgroup is CPR certified.	Risk/Employee Development Services	Q1 – 2024 Q1 - 2024	
Action 1-G-2	Identify and confirm all required health and safety training, and provide the opportunity for employees to complete this training.	FIN, Risk	Q1 – 2024 Q3 - 2024	
<b>Goal 2 – Focus on Customers -- We focus on the needs and priorities of our customers and stakeholders, bolstered by high quality information, interactive dialogue, and creative, engaging outreach.</b>				
<b>Objective 2A – Increase the amount and variety of opportunities for direct interaction with customers and stakeholders.</b>				
<b>Action No.</b>	<b>Action Description</b>	<b>Owner/Team</b>	<b>Start Date/End Date</b>	
Action 2-A-1	Unlock the front door and provide an opportunity for the public to speak to staff in a safe and respectful environment.	Director	Q1 – 2024 Check Q3 - 2024	
Action 2-A-2	Attend neighborhood/homeowner’s association meetings prior to starting projects	Communications Manager	Q2 – 2024 Ongoing	
<b>Objective 2B – Create a group to plan public events</b>				
<b>Action No.</b>	<b>Action Description</b>	<b>Owner/Team</b>	<b>Start Date/End Date</b>	
Action 2-B-1	Identify staff from each CBU Division to compose a public events group and conduct the first meeting to determine scope/mission and draft of activities/events list.	Admin Asst to the Director	Q1 – 2024 Q1 – 2024	
Action 2-B-2	Establish and conduct monthly meetings for the public events group to highlight upcoming projects/public events and develop ideas/content for material to share publicly.	Events Group Leader	Q2 – 2024 Ongoing	
Action 2-B-3	Communicate internally and externally about the slate of events for the calendar year and provide assistance with event logistics to CBU staff.	Events Group Members	Q3 – 2024 Ongoing	
<b>Objective 2C – Identify what information customers and stakeholders want to know about CBU and its services.</b>				
<b>Action No.</b>	<b>Action Description</b>	<b>Owner/Team</b>	<b>Start Date/End Date</b>	

Action 2-C-1	Create survey that collects quantitative data from ratepayers, contractors, and designers on their interests and service needs, as well as the quality/caliber of service received from CBU.	ADMIN Leadership Team	Q2 – 2024 Q3 - 2024	
Action 2-C-2	Distribute surveys at public meeting(s) to seek and obtain instant feedback.	Events Group	Q3 – 2024 Q4 - 2024	
Action 2-C-3	Identify customer confusion and/or frustrations and plan how to address these in future communication to customers.	Leadership Team	Q1 – 2025 Ongoing	
<b>Objective 2D -- Identify opportunities to enhance the customer-CBU interaction through improved information/outreach tools and materials.</b>				
<b>Action No.</b>	<b>Action Description</b>	<b>Owner/Team</b>	<b>Start Date/End Date</b>	
Action 2-D-1	Develop a monthly outreach “lunch and learn” program delivered both live and virtually, featuring a variety of topics identified in surveys above.	Leadership Team	Develop Q2 – 2024 Launch Q3 – 2024 Ongoing	
<b>Objective 2E -- Make sure all available assistance programs are known to people that need them.</b>				
<b>Action No.</b>	<b>Action Description</b>	<b>Owner/Team</b>	<b>Start Date/End Date</b>	
Action 2-E-1	Conduct a meeting with HAND leadership (Director, Asst. Director, Neighborhood Compliance Program Manager) to discuss the benefits of developing neighborhood partnerships.	ADMIN, FIN	Q1 – 2024 Q1 - 2024	
Action 2-E-2	Organize quarterly meetings between HAND and CBU to discuss progress of the neighborhood partnerships and the collaborative efforts and activities to be undertaken in the coming 3 months.	Leadership Team HAND/CBU	Q1 – 2024 Ongoing	
Action 2-E-3	Create a GIS “heat map” showing areas that pay utilities bills late to better understand where to focus outreach.	GIS coordinator HAND/CBU	Q2 – 2024 Q3 – 2024/ongoing	
<b>Objective 2F -- Balance the needs of customers and stakeholders with reasonably available resources.</b>				
<b>Action No.</b>	<b>Action Description</b>	<b>Owner/Team</b>	<b>Start Date/End Date</b>	
Action 2-F-1	Develop internal survey to assess the time commitment (and value) of Objectives 2A to 2E as perceived by CBU staff.	Director/ADMIN	Launch Q1 – 2025 Check annually	
<b>Goal 3 – Operate with Excellence -- We deliver water, sewer, and stormwater services that meet and exceed the demanding standards expected by our regulators and our community, deploying industry best practices to optimize and innovate in all operational areas.</b>				

<b>Objective 3A – Meet or surpass standards and regulations in all areas of operation.</b>				
<b>Action No.</b>	<b>Action Description</b>	<b>Owner/Team</b>	<b>Start Date/End Date</b>	
Action 3-A-1	Develop and conduct an introductory workshop to water and wastewater treatment plant staff on the basics and importance of regulatory compliance.	Superintendents ENV	Q1 – 2024 Q-3 - 2024	
Action 3-A-2	Create a compliance matrix sheet for water and wastewater treatment facilities.	Superintendents Isabel/ENV	Q4 – 2024 Q1 - 2025	
Action 3-A-3	Create and deploy standard operating procedures (SOPs) for all operations to enhance consistency of operating practices and techniques.	Superintendents, Asst. Superintendents, Interns, Temps/Part-Timers	Q1 – 2024 Q4 – 2024 Update annually	
<b>Objective 3B – Build and maintain the necessary redundancy to be prepared for all emergencies, and increase preventative and predictive maintenance.</b>				
<b>Action No.</b>	<b>Action Description</b>	<b>Owner/Team</b>	<b>Start Date/End Date</b>	
Action 3-B-1	Increase parts inventory for high maintenance equipment and machinery.	Maintenance coordinator	Q3 - 2024 Q1 - 2025	
Action 3-B-2	Strengthen education on emergency procedures (including drills/exercises).	Assistant Superintendent(s)	Q2 – 2024 Q4 - 2024	
Action 3-B-3	Create detailed plant diagrams listing all equipment, year of installation, and accompanying maintenance schedule (using CityWorks)	Superintendent, Assistant Superintendent(s)	Q1 – 2024 Q4 – 2024 Update annually	
<b>Objective 3C -- Optimize electrical usage, chemical resources, and staff time in all of our treatment plant operations.</b>				
<b>Action No.</b>	<b>Action Description</b>	<b>Owner/Team</b>	<b>Start Date/End Date</b>	
Action 3-C-1	Create and deploy SOPs for process control tests for all water and wastewater treatment plants.	Assistant Superintendent	Q1 – 2024 Q3 - 2024	
Action 3-C-2	Conduct regularly scheduled evaluation to ensure equipment and machinery are always in optimal conditions.	Maintenance Coordinator	Q1 – 2025 Ongoing	
<b>Objective 3D -- Update our infrastructure to ensure network integrity, treatment plant efficiency, and collections/distribution longevity.</b>				
<b>Action No.</b>	<b>Action Description</b>	<b>Owner/Team</b>	<b>Start Date/End Date</b>	
Action 3-D-1	Conduct quarterly meetings with ENG to exchange updates/status on operating conditions and situations, as well as progress on condition assessments and plans for maintenance, renewal/replacement, etc.	OPS, Superintendents, ENG	Q1 – 2024 Ongoing quarterly	

Action 3-D-2	Identify risks of failure for high-consequence assets and develop an action plan for repair and/or replacement	OPS, ENG, FIN	Q2 – 2024 Ongoing with each new asset	
<b>Objective 3E -- Increase public education and awareness on how everyday actions at home, school, and the workplace can affect utility systems.</b>				
<b>Action No.</b>	<b>Action Description</b>	<b>Owner/Team</b>	<b>Start Date/End Date</b>	
Action 3-E-1	Increase outreach to schools and educational organizations	Events Team	Q2 – 2024 One event per quarter	
Action 3-E-2	Schedule more public tours of CBU's treatment plants and facilities (including intake at Lake Monroe)	Superintendents	Q1 – 2024 Ongoing/reset schedule annually	
Action 3-E-3	Distribute FOG flyers to local businesses and other key targets in the community.	ENV	Q1 – 2024 Ongoing/reset schedule annually	
<b>Goal 4 – Provide Sustainable Infrastructure -- We develop and maintain our infrastructure in a manner that meets and exceeds both current and future needs of the community and the environment, proactively seeking cost effective solutions that ensure the reliability of our services in a changing climate.</b>				
<b>Objective 4A – Maintain a comprehensive asset inventory including both a condition and criticality assessment, coordinated with appropriate financial, engineering, and operational resources.</b>				
<b>Action No.</b>	<b>Action Description</b>	<b>Owner/Team</b>	<b>Start Date/End Date</b>	
Action 4-A-1	Develop an SOP for input of data into asset management software in a consistent manner, including regular maintenance schedule and lifespan replacement cycle.	CityWorks Team Nolan, Chuck	Q2 – 2024 Q4 - 2024	
Action 4-A-2	Use CityWorks, GIS, WaterCAD, and other data sources to develop a spreadsheet to analyze data for condition and criticality assessment.	ADMIN/ENG	Q2 – 2024 Q1 - 2025	
Action 4-A-3	Create cost estimates and incorporate the prioritized projects into the five-year capital improvement plan (CIP).	ENG/Plants/FIN	Q3 – 2024 Update annually	
<b>Objective 4B – Educate customers and stakeholders on CBU's infrastructure needs and challenges and engage in meaningful dialogue that can support development of levels of service and build support for financing ongoing efforts.</b>				

Action No.	Action Description	Owner/Team	Start Date/End Date	
Action 4-B-1	Provide opportunities for the public to access the Water Portal, and create a training video using the portal to monitor for leaks.	ADMIN	Q2 - 2024 Q4 - 2024	
Action 4-B-2	Develop an overall infrastructure status report that is reviewed annually and used to forecast CIP needs.	ENG	Q2-2024 Q2 - 2025	
<b>Objective 4C – Develop/implement an infrastructure renewal and replacement program with input on new builds to ask, “can our infrastructure handle this?”</b>				
Action No.	Action Description	Owner/Team	Start Date/End Date	
Action 4-C-1	Implement the use of sewer and water models to determine capacity needs by inputting proposed demands and new stresses on the system.	ENG	Q2 - 2024 Q2 -2025	
Action 4-C-2	Develop an SOP to put the onus on the developer to assess capacity needs and improvements.	ENG/ADMIN/Legal	Q2 2025 Q4 – 2025	
Action 4-C-3	Meet with treatment plant staff to update CIP list and prioritization.	ENG/Plants	Q2- 2025, Ongoing/Semi-annually	
<b>Objective 4D – Focus on accessibility of water mains, i.e., those in back yards and consider proactively relocating them before problems arise.</b>				
Action No.	Action Description	Owner/Team	Start Date/End Date	
Action 4-D-1	Add “accessibility” to the water main matrix and reassess all mains with this new criterion.	GIS/ENG	Q2 - 2024 Q3 -2024	
<b>Objective 4E -- Develop an overall maintenance and asset management plan.</b>				
Action No.	Action Description	Owner/Team	Start Date/End Date	
Action 4-E-1	Hire maintenance superintendent.	ADMIN/OPs/T&D	Q1 -2024 Q2 - 2024	
Action 4-E-2	Restructure organization chart to move all maintenance employees under new Superintendent.	ADMIN/OPs/T&D	Q2 -2024 Q3 - 2024	
Action 4-E-3	Crosstrain staff to other maintenance duties.	ADMIN/OPs	Q3 - 2024 Q1 - 2025	
Action 4-E-3	Have maintenance staff use Cityworks to determine schedule for routine maintenance.	ADMIN/OPs	Q1 - 2025 Q2 -2025	
<b>Objective 4F -- Evaluate the development of additional sources to ensure a safe, reliable, and sustainable source of water.</b>				
Action No.	Action Description	Owner/Team	Start Date/End Date	



Action 4-F-1	Develop a memo that explains why it is necessary to explore additional sources and provide alternatives for public review and comment.	ENG/ADMIN	Q1 - 2025 Q3 --2025	
Action 4-F-2	Research and discover funding opportunities based on alternatives and project components, such as federal loans and grants, economic development funds, etc.	ENG/FIN	Q2 - 2024 Q4 -- 2024	
Action 4-F-3	Participate in Lake Monroe Day and Lake Monroe Clean up Week to Increase public education about our water source, including what it provides, how it is limited, and how it is threatened.	ADMIN	Q3 -- 2024 Ongoing annually	
<b>Goal 5 – Optimize Financial Resources -- We responsibly administer financial resources entrusted to our organization with prudent planning and spending, and strategic investments in processes and infrastructure.</b>				
<b>Objective 5A – Ensure that our rates, charges, and fees cover the costs of everyday operations as well as necessary improvements and growth, while still being fair to customers.</b>				
<b>Action No.</b>	<b>Action Description</b>	<b>Owner/Team</b>	<b>Start Date/End Date</b>	
Action 5-A-1	Conduct rate case every 4 years for water.	Matt H. Leadership Team	Q1 - 2024 Q4 - 2024	
Action 5-A-2	Conduct rate case every 4 years for wastewater and stormwater.	Matt H. Leadership Team	Q1 - 2026 Q4 - 2026	
Action 5-A-3	Conduct cost-of-service assessment every 6 years.	Matt H. Leadership Team	Q1 - 2026 Q4 - 2026	
<b>Objective 5B – Develop a group representing multiple divisions to effectively coordinate budgets and planning for both operations and capital program (CIP).</b>				
<b>Action No.</b>	<b>Action Description</b>	<b>Owner/Team</b>	<b>Start Date/End Date</b>	
Action 5-B-1	Conduct cross-functional budget meetings and address topics such as actuals, one-offs, head count, upcoming projects, allowance/spending, reporting to USB	Matt H.	Q3 – 2024 Annually/ongoing	
Action 5-B-2	Develop and implement a better monthly report (both format and content) for explanation of costs and budget information.	Matt H.	Q1 – 2024 Monthly/ongoing	
<b>Objective 5C – Ensure that the utility can afford more debt without stressing finances or creating huge rate hikes</b>				
<b>Action No.</b>	<b>Action Description</b>	<b>Owner/Team</b>	<b>Start Date/End Date</b>	
Action 5-C-1	Apply information from rate cases to regular dialogue and reporting.	Senior Leadership Team	Q1 – 2025 Monthly/ongoing	

Action 5-C-2	Develop and implement better reporting (on a monthly basis) regarding clarity of spending and better forward projections on projects.	Matt H.	Q1 – 2024 Monthly/ongoing	
<b>Objective 5D -- Create an open line of communication with internal and external stakeholders to increase understanding of processes in both areas.</b>				
<b>Action No.</b>	<b>Action Description</b>	<b>Owner/Team</b>	<b>Start Date/End Date</b>	
Action 5-D-1	Increase communication both internally and externally through updated reporting format/process, and better content.	Matt H.	Q1 – 2024 Monthly/ongoing	
<b>Objective 5E – Evaluate the best place for metering services to exist in the organization chart.</b>				
<b>Action No.</b>	<b>Action Description</b>	<b>Owner/Team</b>	<b>Start Date/End Date</b>	
Action 5-E-1	Set up and conduct meeting with T&D leadership, managers, supervisors to discuss.	Matt H.	Q1 – 2024 Q1 – 2024	
Action 5-E-2	Set up meeting with the entire Senior Leadership Team to discuss results of 5-E-1 and explore options/opportunities for reorganization.	Leadership Team	Q1 – 2024 Q1 – 2024	

## Appendix 3 - Preliminary Chart of Priority Actions and Action Items Summary

Following are two charts of “priority actions” for implementation. Group A are all the Actions identified for completion by the end of Q1 2024 (March 31). Group B are all the Actions identified for completion at some other time in the calendar/fiscal year of 2024.

### Group A – Completion by End of Q1 2024

Goal	Action	Action Description	Start	End
1 Build a Great Team	1-E-1	Allow staff opportunity to present ideas to the USB	Q1 2024	Ongoing
	1-F-2	Better information for onboarding	Q1 2024	Q1 2024
	1-F-3	Create/display name placards	Q1 2024	Q1 2024
	1-G-1	One person per group is CPR certified	Q1 2024	Q1 2024
2 Focus on Customers	2-B-1	Develop cross-Division public events group	Q1 2024	Q1 2024
	2-E-1	Conduct meeting with HAND leadership re partnerships	Q1 2024	Q1 2024
	2-E-2	Quarterly meetings between HAND and CBU to discuss progress with neighborhood partnerships	Q1 2024	Ongoing
3 Operate with Excellence	3-D-1	Operations and Engineering meet quarterly to exchange updates, including progress of condition asst.	Q1 2024	Ongoing quarterly
	3-E-2	Schedule more tours of CBU treatment plants	Q1 2024	Ongoing annually
	3-E-3	Distribute FOG flyers to local businesses	Q1 2024	Ongoing Reset annually
4 Provide Sustainable Infrastructure	4-E-3	Hire maintenance superintendent and train staff on the use of CityWorks.	Q1 2024	Q1 2024
5 Optimize Financial Resource	5-B-2	Development and implement better monthly report for explanation of costs	Q1 2024	Q1 2024 Ongoing
	5-C-2	Development and implement better monthly report for spending and better forward/future projections	Q1 2024	Q1 2024
	5-D-1	Increase communication both internally and externally through updated reporting format and process	Q1 2024	Q1 2024
	5-E-1	Set up meeting with T&D to discuss best place for Meter Services	Q1 2024	Q1 2024
	5-E-2	Set up meeting with Senior Leadership to discuss results of 5-E-1	Q1 2024	Q1 2024

**Group B – Completion by End of Q4 2024**

Goal	Action	Action Description	Start	End
1  Build a Great Team	1-A-1	Incentives for training/certification for non-union staff	Q1 2024	Q4 2024
	1-B-1	Expand internship opportunities with local universities	?	Q4 2024
	1-C-1	Revise new employee orientation/onboarding	?	Q3 2024
	1-C-2	Establish and conduct 30, 60, 90-day check ins	?	Q2 2024
	1-C-3	Evaluate internal tracking process for requests to attend conferences and training that offers CEUs	Q1 2024	Q4 2024
	1-D-3	Encourage involvement in corporate/adult league sports	?	Q2 2024
	1-E-2	Develop/distribute monthly newsletter with features on different groups within CBU	Q3 2024	Ongoing
	1-E-3	Standardize clothing stipends	Q1 2024	Q2 2024
	1-F-4	Develop/conduct DEI training for all staff	Q1 2024	Q3 2024
	1-G-2	Identify/provide all necessary and required health and safety training	Q1 2024	Q3 2024
2  Focus on Customers	2-A-1	Unlock the front door and afford public a safe place to speak with staff	Q1 2024	Check Q3 2024
	2-B-2	Establish/conduct monthly meeting for public events group	Q2 2024	Ongoing
	2-B-3	Communicate internally/externally about slate of events for calendar year	Q3 2024	Ongoing
	2-C-1	Create survey that collects data for customer interests and shows CBU service delivery	Q2 2024	Q3 2024
	2-C-2	Distribute survey at public meetings to get instant feedback.	Q3 2024	Q4 2024
	2-D-1	Develop monthly outreach “lunch and learn” program – live and virtual – featuring	Develop Q2 2024	Launch Q3 2024 Ongoing
	2-E-3	Create GIS heat map for chronically late payers	Q2 2024	Q3 2024 Ongoing
3  Operate with Excellence	3-A-1	Intro class for treatment plant staff on regulations	Q1 2024	Q3 2024
	3-A-3	Create/deploy SOPs for all operations to enhance consistency	Q1 2024	Q4 2024 Update annually
	3-B-2	Strengthen education on emergency procedures	Q2 2024	Q4 2024
	3-B-3	Create detailed plant diagrams with CityWorks	Q1 2024	Q4 2024 Update annually
	3-C-1	Create/deploy SOPs for process control tests	Q1 2024	Q3 2024
	3-D-2	Identify risk of failure for high-consequence assets	Q1 2024	Q4 2024 Ongoing
	3-E-1	Increase outreach to schools/educational orgs.	Q2 2024	Ongoing

				One event quarterly
4 Provide Sustainable Infrastructure	4-A-1	Develop SOP for input of data into asset management software on regular basis	Q2 2024	Q4 2024
	4-A-2	Use CityWorks, GIS, WaterCAD and other data sources to develop spreadsheet for regular analysis/decisions	Q2 2024	Q2 2024
	4-A-3	Create cost estimates and incorporate prioritized projects into 5-year CIP	Q3 2024	Update annually
	4-B-1	Provide public access to the Water Portal	Q2 2024	Q4 2024
	4-B-2	Develop overall infrastructure status report	Q2 2024	Q2 2025
	4-D-1	Add accessibility to water main matrix and reassess all mains with this new criterion.	Q2 2024	Q3 2024
	4-E-1	Hire maintenance superintendent	Q1 2024	Q2 2024
	4-E-2	Restructure org. chart to move all maintenance staff under new superintendent	Q2 2024	Q3 2024
	4-F-2	Research/discover funding opportunities	Q2 2024	Q4 2024
	4-F-3	Participate in Lake Monroe Day and Lake Monroe Clean Up Week to increase public education about our water source	Q3 2024	Ongoing annually
5 Optimize Financial Resources	5-A-1	Conduct rate case every 4 years for water.	Q1 2024	Q4 2024
	5-B-1	Conduct cross-functional budget meetings.	Q3 2024 Annually	Q4 2024 Annually

### Summary Chart of Priorities – By Goal and Group

Goals	A Q1 2024	B Rest of 2024	C Q1 2025 to Q4 2025	D Q1 2026 to Q4 2026	Totals
1	4	10	5	2	21
2	3	8	2	0	13
3	3	7	3	0	13
4	0	8	8	0	16
5	4	3	1	2	10
<b>Totals</b> ☒	<b>14</b>	<b>36</b>	<b>19</b>	<b>4</b>	<b>73</b>

## Appendix 4 - Action Item Assignments by Goal

People or Groups Names in Action Item Charts on Sept. 26-27	Number of Actions Assigned by Goal					ROW
	1	2	3	4	5	TOTALS
Union President	2					2
Senior Leadership Team	1	4			5	10
Chandra Crow (HR)	4					4
Asst. Directors (ADs)	11					11
AD – T&D	1					1
AD -- OPS	1					1
AD – ENV	1					1
Employee Dev. Spec.	1					1
Supervisors	2					2
Managers	1					1
Emp. Dev. Services	5					5
EAC	1					1
Director of CBU	1	2				3
Comm. Mgr./Holly M	1	1				2
City HR	1					1
Risk	2					2
Adm. Asst. to Director		1				1
Events Group Leader		1				1
Events Group – ALL		2	1			3
ADMIN		3		9		12
GIS/Coordinator		1		1		2
HAND/CBU Team		2				2
Superintendents			6			6
ENV			3			3
Isabel			1			1
Asst. Superintendents			4			4
Intern/Temp/Part Time			1			1
Maintenance Coord.			2			2
OPS			2	4		6
ENG	1		2	9		12
FIN	2	1	1	2		6
T&D				2		2
CityWorks Team				1		1

Nolan				1		1
Chuck				1		1
Plants				2		2
Legal				1		1
Matt H.					8	8
<b>COLUMN TOTALS</b>	39	18	23	33	13	

## Appendix 5 - Summary Chart of Draft Measures

GOAL	NAME OF MEASURE	WHAT IT MEASURES
<b>Goal 2 – Focus on Customers</b>	<b>Customer Participation in Monthly Events</b>	Used as a simple measure of how many customers participate in our scheduled monthly events.
<b>Goal 2 – Focus on Customers</b>	<b>Effectiveness of Monthly Meetings</b>	We are measuring the effectiveness of our monthly meetings/events with customers through the conduct of a simple survey – both in written and electronic formats. The survey will contain three questions around the quality of the information presented, the likelihood of the survey participant to attend future events, and the likelihood of the survey participant to encourage others to attend a future event.
<b>Goal 3 – Operate with Excellence</b>	<b>Optimization of Electric Power Usage</b>	We are measuring how efficiently and effectively we use electric power at each of the treatment plants, tying electric power usage to both cost (of the power) and amount of water produced or treated. Our goal is to be producing the most amount of water and treating the most of amount of wastewater at the lowest cost of kilowatt hours per gallon.
<b>Goal 3 – Operate with Excellence</b>	<b>Optimization of Chemical Usage at Treatment Plants</b>	We are measuring the amount of chemicals that we use on a regular basis to evaluate and optimize our usage. Importantly, we are using a simple matrix to identify the typical types of events and/or conditions that result in our usage of a certain type and amount of chemical to respond to the event or condition. Our goal is to use this assessment to teach ourselves how to best respond to the variety of “other than normal” events and conditions we encounter, as well as validate and fine-tune our operational decisions under normal conditions.
<b>Goal 3 – Operate with Excellence</b>	<b>Regulatory Compliance Rate for NPDES Permit</b>	We are measuring our daily efforts to operate all of our wastewater treatment plants in compliance with the requirements of our NPDES permit. Our goal is to have no violations or exceedances for the entire calendar year.
<b>Goal 4 – Provide Sustainable Infrastructure</b>	<b>Percent of Assets with Completed Condition and Criticality Assessment</b>	After determining which assets should be included in CityWorks AND after the development of the Condition and Criticality Assessment Template, then we will begin the process of conducting the assessment on each of the designated assets. Our goal is to complete the assessment on as many assets as possible.
<b>Goal 5 – Optimize Financial Resources</b>	<b>Effectiveness of Project Spending</b>	In order to evaluate the effectiveness of our spending, we are going to track all actual spending and compare those amounts to what has been budgeted for that area for the year. Our goal is to get a clear picture of the ongoing comparison between project budget and project spending, and to use this information to manage our financial resources as prudently as possible.
<b>Goal 5 – Optimize Financial Resources</b>	<b>Budget Management</b>	Compare actual spend to budgeted spend, at a utility and Division level.



**Appendix 6 - PerformanceMeasure Templates**

Appendix 6-1

**Performance Measure Template – DRAFT – September 2023**

<b>Measure Name / Title</b>	<b>Customer Participation in Monthly Events</b>
<b>Goal</b>	<b>Goal 2 – Focus on Customers</b>
<b>Measure Definition</b> <i>Clearly written explanation of what you want to measure</i>	Used as a simple measure of how many customers participate in our scheduled monthly events.
<b>Measure Calculation</b> <i>Formula or equation and the units that will be used</i>	Direct tally of the number of people (total) and number of customers (bill paying) who attend/participate in each and every event (either live/in person or via Zoom).
<b>Collection Method and Frequency (How and How often?)</b>	To account for <b>total participation</b> , someone from the CBU team will take and record a simple “head count” of attendees at each event.  To confirm <b>number of customers attending</b> , the CBU event coordinator will prepare and use a simple attendance “sign in” sheet, asking each attendant/participant to provide name, confirm they are a customer or not, and provide a space for them to voluntarily give email address (for future education and outreach).
<b>Data Source (s)</b> <i>e.g., CMMS, CIS, HR, field log book, Excel spreadsheet</i>	Field log/attendance sheet from each event, Google Sheet (with topics and questions).
<b>Data Owner(s)</b> <i>Principal collector and keeper of data for the measure</i>	Action 2-E-1 leader/team
<b>Measure Reporter</b> <i>Person is responsible for reporting progress to the Leadership Team and/or Board</i>	Administrative Assistant to the Director

Appendix 6-2

Performance Measure Template – DRAFT – September 2023

<p><b>Measure Name / Title</b></p>	<p><b>Optimization of Electric Power Usage</b></p>
<p><b>Goal</b></p>	<p><b>Goal 3 – Operate with Excellence</b></p>
<p><b>Measure Definition</b></p> <p><i>Clearly written explanation of what you want to measure</i></p>	<p>We are measuring how efficiently and effectively we use electric power at each of the treatment plants, tying electric power usage to both cost (of the power) and amount of water produced or treated. Our goal is to be producing the most amount of water and treating the most amount of wastewater at the lowest cost of kilowatt hours per gallon.</p>
<p><b>Measure Calculation</b></p> <p><i>Formula or equation and the units that will be used</i></p>	<p>Cost per Kilowatt Hour = <math>\frac{\text{Total Cost (\\$) of Electric Power}}{\text{Total Kilowatt Hours (kWh) per Month}}</math></p> <p>Usage to Production Ratio = <math>\frac{\text{Dollars per Kilowatt Hour}}{\text{Number of Gallons Water Produced}}</math></p> <p>Usage to Treatment Ratio = <math>\frac{\text{Dollars per Kilowatt Hour}}{\text{Number of Gallons Wastewater Treated}}</math></p>
<p><b>Collection Method and Frequency (How and How often?)</b></p>	<ul style="list-style-type: none"> <li>● Gather monthly cost and monthly consumption/usage of electric power from the monthly power bill.</li> <li>● Gather monthly totals for gallons of drinking water produced and gallons of wastewater treated.</li> <li>● Plug numbers into equations.</li> </ul>
<p><b>Data Source (s)</b></p> <p><i>e.g., CMMS, CIS, HR, field log book, Excel spreadsheet</i></p>	<ul style="list-style-type: none"> <li>● Monthly electric power bill;</li> <li>● Treatment plant production and treatment data (including effluent totalizer);</li> <li>● Data analysts (e.g., Nolan)</li> </ul>
<p><b>Data Owner(s)</b></p> <p><i>Principal collector and keeper of data for the measure</i></p>	<ul style="list-style-type: none"> <li>● Plant superintendent(s)</li> </ul>
<p><b>Measure Reporter</b></p> <p><i>Person is responsible for reporting progress to the Leadership Team and/or Board</i></p>	<ul style="list-style-type: none"> <li>● Assistant Director of Operations</li> </ul>

## Appendix 6-3

### Performance Measure Template – DRAFT – September 2023

<b>Measure Name / Title</b>	<b>Effectiveness of Monthly Meetings</b>
<b>Goal</b>	<b>Goal 2 – Focus on Customers</b>
<b>Measure Definition</b> <i>Clearly written explanation of what you want to measure</i>	We are measuring the effectiveness of our monthly meetings/events with customers through the conduct of a simple survey – both in written and electronic formats. The survey will contain three questions around the quality of the information presented, the likelihood of the survey participant to attend future events, and the likelihood of the survey participant to encourage others to attend a future event.
<b>Measure Calculation</b> <i>Formula or equation and the units that will be used</i>	<p>Gather, tally, and compute answers to the following questions:</p> <p><b>Q1 – How would you rate the quality of the information that was presented at today's meeting:</b></p> <p>1 – The information was great and I learned a lot today!</p> <p>2 – The information was pretty good and I learned something new today.</p> <p>3 – The information was below average and I didn't learn much.</p> <p>4 – The information was lousy and I didn't learn a thing today!</p> <p><b>Q2 – Based on today's event, how likely are you to attend another?</b></p> <p>1 – Very likely – Absolutely loved it – can't wait for the next event!</p> <p>2 – Kinda/sorta likely -- Will probably try to make the next event, but no guarantees.</p> <p>3 – Not at all likely – not coming back to another event!</p> <p><b>Q3 – Based on today's event, how likely are you to encourage other people you know to attend a future event?</b></p> <p>1 – Absolutely loved it – can't wait for the next event!</p> <p>2 – Will probably try to make the next event, but no guarantees.</p> <p>3 – Forget about it – not coming back to another event!</p>
<b>Collection Method and Frequency (How and How often?)</b>	<ul style="list-style-type: none"> <li>• On site, offer a chance to complete the survey on paper OR to scan a QR code and complete a survey electronically.</li> <li>• (Consider) Send an email to all participants (who provided email in the event sign in sheet) to thank them for participating and ask for their input/feedback – and once again, providing the QR code and an option to submit answers directly with an email reply.</li> </ul>
<b>Data Source (s)</b> <i>e.g., CMMS, CIS, HR, field log book, Excel spreadsheet</i>	Field log book, Google sheet
<b>Data Owner(s)</b> <i>Principal collector and keeper of data for the measure</i>	2-E-1 Leader/team
<b>Measure Reporter</b> <i>Person is responsible for reporting progress to the Leadership Team and/or Board</i>	Administration Assistant to the Director

Appendix 6-4

Performance Measure Template – DRAFT – September 2023

<b>Measure Name / Title</b>	Optimization of Chemical Usage at Treatment Plants
<b>Goal</b>	Goal 3 – Operate with Excellence
<b>Measure Definition</b> <i>Clearly written explanation of what you want to measure</i>	We are measuring the amount of chemicals that we use on a regular basis to evaluate and optimize our usage. Importantly, we are using a simple matrix to identify the typical types of events and/or conditions that result in our usage of a certain type and amount of chemical to respond to the event or condition. Our goal is to use this assessment to teach ourselves how to best respond to the variety of “other than normal” events and conditions we encounter, as well as validate and fine-tune our operational decisions under normal conditions.
<b>Measure Calculation</b> <i>Formula or equation and the units that will be used</i>	Parameters to consider for the matrix: <b>(MATRIX TO BE CREATED)</b>  <b>Baseline:</b> Temperature, precipitation, prescribed/SOP amounts of chemicals under “normal” conditions (by unit process?).  <b>Response to operational challenges:</b> by type of adverse condition, including weather/precipitation, extreme temperatures, flow rates, chemical discharges or upsets,
<b>Collection Method and Frequency (How and How often?)</b>	<ul style="list-style-type: none"> <li>• Gather and record chemical usage data daily under both “normal”/baseline conditions and during spectrum of conditions that necessitate a different dosage/usage.</li> <li>• Evaluate usage on a regular basis (weekly) and compare to weather and other specific events/conditions in the same period.</li> <li>• Report monthly.</li> </ul>
<b>Data Source (s)</b> <i>e.g., CMMS, CIS, HR, field log book, Excel spreadsheet</i>	SCADA, treatment plant instrument panels, weather data collector at plants, weather data from regional and local websites.
<b>Data Owner(s)</b> <i>Principal collector and keeper of data for the measure</i>	Treatment plant superintendent(s)
<b>Measure Reporter</b> <i>Person is responsible for reporting progress to the Leadership Team and/or Board</i>	Assistant Director of Operations

Appendix 6-5

**Performance Measure Template – DRAFT – September 2023**

<b>Measure Name / Title</b>	<b>Regulatory Compliance Rate for NPDES Permit</b>
<b>Goal</b>	<b>Goal 3 – Operate with Excellence</b>
<b>Measure Definition</b>  <i>Clearly written explanation of what you want to measure</i>	We are measuring our daily efforts to operate all of our wastewater treatment plants in compliance with the requirements of our NPDES permit. Our goal is to have no violations or exceedances for the entire calendar year.
<b>Measure Calculation</b>  <i>Formula or equation and the units that will be used</i>	Three sub-measures will be used to help us track and report our efforts:  1) Daily percent = $\frac{\text{Number days with exceedance in year}}{365 \text{ days in the year}}$  2) Weekly percent = $\frac{\text{Number of weeks with exceedance}}{52 \text{ weeks in the year}}$  3) Monthly percent = $\frac{\text{Number of months with exceedance}}{12 \text{ months in the year}}$
<b>Collection Method and Frequency (How and How often?)</b>	<ul style="list-style-type: none"> <li>Compliance samples are taken daily and are reported both weekly and monthly.</li> </ul>
<b>Data Source (s)</b>  <i>e.g., CMMS, CIS, HR, field log book, Excel spreadsheet</i>	<ul style="list-style-type: none"> <li>Monthly operational report (MOR)</li> <li>Discharge monitoring report (DMR)</li> </ul>
<b>Data Owner(s)</b>  <i>Principal collector and keeper of data for the measure</i>	<ul style="list-style-type: none"> <li>Plant superintendents</li> </ul>
<b>Measure Reporter</b>  <i>Person is responsible for reporting progress to the Leadership Team and/or Board</i>	<ul style="list-style-type: none"> <li>Assistant Director of Operations</li> </ul>

Appendix 6-6

Performance Measure Template -- DRAFT – September 2023

<b>Measure Name / Title</b>	<b>Percent of Assets with Completed Condition and Criticality Assessment</b>
<b>Goal</b>	<b>Goal 4 – Provide Sustainable Infrastructure</b>
<b>Measure Definition</b> <i>Clearly written explanation of what you want to measure</i>	After determining which assets should be included in CityWorks AND after the development of the Condition and Criticality Assessment Template, then we will begin the process of conducting the assessment on each of the designated assets. Our goal is to complete the assessment on as many assets as possible.
<b>Measure Calculation</b> <i>Formula or equation and the units that will be used</i>	<b>Percent assets assessed and given an C and C score =</b>  $\frac{\text{Total number of assets that have received a C and C score}}{\text{Total number of assets in database that should have a score}} \times 100$
<b>Collection Method and Frequency (How and How often?)</b>	<ul style="list-style-type: none"> <li>• Quarterly check in using a simple database query.</li> </ul>
<b>Data Source (s)</b> <i>e.g., CMMS, CIS, HR, field log book, Excel spreadsheet</i>	<ul style="list-style-type: none"> <li>• CityWorks, Finance Asset (fixed asset list)</li> </ul>
<b>Data Owner(s)</b> <i>Principal collector and keeper of data for the measure</i>	<ul style="list-style-type: none"> <li>• Vic, Nolan</li> </ul>
<b>Measure Reporter</b> <i>Person is responsible for reporting progress to the Leadership Team and/or Board</i>	<ul style="list-style-type: none"> <li>• Assistant Director of Engineering</li> <li>• Can be placed on ADMIN dashboard</li> </ul>

Appendix 6-7

**Performance Measure Template – DRAFT – September 2023**

<b>Measure Name / Title</b>	<b>Effectiveness of Project Spending</b>
<b>Goal</b>	<b>Goal 5 – Optimize Financial Resources</b>
<b>Measure Definition</b> <i>Clearly written explanation of what you want to measure</i>	In order to evaluate the effectiveness of our spending, we are going to track all actual spending and compare those amounts to what has been budgeted for that area for the year. Our goal is to get a clear picture of the ongoing comparison between project budget and project spending, and to use this information to manage our financial resources as prudently as possible.
<b>Measure Calculation</b> <i>Formula or equation and the units that will be used</i>	Run a monthly New World report on each project number; check to see that spending is inline with projections as reported in the project timeline presented to the Board.
<b>Collection Method and Frequency (How and How often?)</b>	All the data will be collected and reviewed on a monthly basis using the New World report, tracked by project number.
<b>Data Source (s)</b> <i>e.g., CMMS, CIS, HR, field log book, Excel spreadsheet</i>	New World
<b>Data Owner(s)</b> <i>Principal collector and keeper of data for the measure</i>	FIN, Project Manager/ENG
<b>Measure Reporter</b> <i>Person is responsible for reporting progress to the Leadership Team and/or Board</i>	Assistant Director of Finance



Appendix 6-8

**Performance Measure Template – DRAFT – September 2023**

<b>Measure Name / Title</b>	<b>Budget Management</b>
<b>Goal</b>	<b>Goal 5 – Optimize Financial Resources</b>
<b>Measure Definition</b> <i>Clearly written explanation of what you want to measure</i>	Compare actual spend to budgeted spend, at a utility and Division level.
<b>Measure Calculation</b> <i>Formula or equation and the units that will be used</i>	Improved budget greater than equal to by end of year.
<b>Collection Method and Frequency (How and How often?)</b>	<ul style="list-style-type: none"> <li>• Monthly reports from the New World system.</li> </ul>
<b>Data Source (s)</b> <i>e.g., CMMS, CIS, HR, field log book, Excel spreadsheet</i>	<ul style="list-style-type: none"> <li>• New World</li> </ul>
<b>Data Owner(s)</b> <i>Principal collector and keeper of data for the measure</i>	<ul style="list-style-type: none"> <li>• FIN</li> </ul>
<b>Measure Reporter</b> <i>Person is responsible for reporting progress to the Leadership Team and/or Board</i>	<ul style="list-style-type: none"> <li>• Matt H./FIN</li> </ul>

## Appendix 7 - Progress Reporting Strategy

### Purpose

To document the strategy by which the CBU staff will report the progress it is making with the Implementation of the CBU Strategic Plan 2024-2026.

### What are we reporting?

- Generally – the ongoing/regular progress on implementation of the Strategic Plan.
- Specifically -- information on goals or elements, especially if one has been substantially achieved or completed.
- Specific actions that have taken place/are about to happen AND need attention, approval, etc.
- Specific results from Measures of Progress that were built to track and report progress.

### Information and data collection

- This will happen according to the established practices of CBU and will be enhanced by any new and specific information and data that needs to be collected as a result of the Strategic Plan development.

### Who will be gathering the data or “evidence” and then making the reports?

- The existing reporting responsibilities of the CBU staff stay intact – so if you make a regular report on Operations or Billing or Customer Service, e.g., that will still happen.
- In addition, for every Action Item there is a ‘champion’ and for every Performance Measure there is an ‘owner’ – so whomever has been designated for these new roles will become the messengers and will pass progress/updates to the Director.

### How will we be reporting?

- By using the existing meeting and reporting practices, with some modifications. Initially, it will be part of the Director’s report at a frequency to be determined. **Note:** A simple “progress report form” will be developed for everyone to use – it will be no more than one sheet of paper (or screen on a tablet or PC) and it will be a simple fill-in-the-blank process, including indicating how it is tied to the Strategic Plan and for which plan it is intended.

## **Who are Our Audiences for these Progress Reports?**

- **Internal:** The primary audience is yourselves – because making progress as a team starts with communicating better with each other about how you are doing. By using the framework of weekly, monthly, and quarterly meetings described above, you will make great strides in sharing progress – and you are going to be getting things done more effectively too!
  
- **External:** Following is a list of some of the most important “external” audiences, both on a regular basis and again when it comes to sharing progress on the implementation of the Strategic Plan:
  - Utility Services – we will reach them semi-annually and annually at a minimum. monthly and quarterly, as described.
  - Customers and Stakeholders – they will not get the same reports as the USB, but they will be updated through your website, Facebook, and other typical communication methods.
  - Regulatory agencies and other stakeholders – these audiences can be updated in a number of ways.

## **Documentation and Storage of Progress Reports**

- As part of the overall “implementation phase” of the Strategic Plan, a documentation and storage “procedure” or “protocol” will be developed for all of the relevant documents, including the core Strategic Plan, the Implementation Guide, and all of the related progress reports. Once developed, this strategy document will be modified to give a more complete explanation.

## **Scheduled Revision to the Overall Plan**

- As described above in Part 4 of the overall implementation approach, the CBU will be conducting a thorough review and update of the strategic plan and implementation plan and process. This will happen in mid-2026 and will be coordinated with the established annual budget cycle (for 2027).