

**AGENDA
UTILITIES SERVICE BOARD MEETING**

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

Megan Parmenter, President
Seth Debro, Vice President
Jeff Ehman
Amanda Burnham
Jim Sherman
Kirk White
Molly Stewart
Jacqueline Scanlan, ex officio
TBD, ex officio

This meeting may be attended electronically via Zoom by using the following link:
<https://bloomington.zoom.us/j/86057342820?pwd=bHj4uKCrajrapzpZcJjgBbbIzVNz78.1>

Meeting ID: 860 5734 2820
Passcode: 960601

Tuesday, January 16, 2024

5:00 p.m. Regular Meeting

- I. Call to Order
- II. Petitions and Communications*
 - a.) Lake Lemon Conservancy Presentation - Adam Casey
 - b.) 2024-2026 CBU Strategic Plan Presentation - Holly McLaughlin
- III. Approval of the Minutes of the Previous Meetings (January 2, 2024)
- IV. Approval of the Claims
 - a.) Payable Invoices
 - b.) Standard Invoices
 - c.) Utility Bills
 - d.) Wire Transfers
 - e.) Customer Refunds
- V. Approval of Consent Agenda: \$8,182.10
 - a.) Heflin Industries, Inc., \$3,620.00, Lift actuator installation and clean-up
 - b.) SET Environmental, Inc, \$4,562.10, Neutralize any residual potassium permanganate chemical mixer was located
- VI. Request Approval to Write-Off Unclaimed Credit Balances - Matt Havey
- VII. Request Approval of Consulting Services with Commonwealth Engineers for the Dillman WWTP Relief Sewer Design - Phil Peden
- VIII. Request Approval of Professional Service Contract with Greeley and Hanson, LLC for NPDES Permit Renewal - Kat Zaiger
- IX. Request Approval of Chemical Supply Contract with Brenntag Mid-South, Inc. for 2024 Supply of Robin 120 Polymer at Monroe Water Plant - Hector Ortiz Sanchez for all chemical contracts

- X. Request Approval of Chemical Supply Contract with Brenntag Mid-South, Inc. for 2024 Supply of Sodium Bisulfite at Dillman Waste Plant
- XI. Request Approval of Chemical Supply Contract with Brenntag Mid-South, Inc. for 2024 Supply of Sodium Hydroxide at Monroe Water Plant
- XII. Request Approval of Chemical Supply Contract with Brenntag Mid-South, Inc. for 2024 Supply of Sodium Hydroxide at Blucher Waste Plant
- XIII. Request Approval of Chemical Supply Contract with ChemTrade US, LLC for 2024 Supply of Aluminum Sulfate at Monroe Water Plant
- XIV. Request Approval of Chemical Supply Contract with Jacobi Carbons, Inc. for 2024 Supply of Carbon at Monroe Water Plant
- XV. Request Approval of Chemical Supply Contract with JCI Jones Chemicals, Inc. for 2024 Supply of Sodium Hypochlorite at Dillman Wastewater Plant
- XVI. Request Approval of Chemical Supply Contract with Univar Solutions USA, LLC. for 2024 Supply of Hydrofluorosilicic Acid at the Monroe Water Plant
- XVII. Request Approval of Chemical Supply Contract with JCI Jones Chemicals, Inc. for 2024 Supply of Sodium Hypochlorite at Monroe Water Plant
- XVIII. Request Approval of Chemical Supply Contract with Chemical Resources, Inc. for 2024 Supply of Sodium Aluminate at Dillman Wastewater Plant
- XIX. Request Approval of Chemical Supply Contract with BioChem, Inc. for 2024 Supply of Polymer - Praestol K275 at Dillman Wastewater Plant
- XX. Request Approval of Chemical Supply Contract with BioChem, Inc. for 2024 Supply of Polymer - Praestol K110 at Monroe Water Plant
- XXI. Request Approval of Chemical Supply Contract with BioChem, Inc. for 2024 Supply of Hyper Ion 1997 at Blucher Poole Waste Plant
- XXII. Request Approval of Chemical Supply Contract with BioChem, Inc. for 2024 Supply of Polymer - Praestol K144 at Blucher Poole Waste Plant
- XXIII. Request Approval of Chemical Supply Contract with Water Solutions Unlimited, Inc. for 2024 Supply of Sodium Thiosulfate at Monroe Water Plant
- XXIV. Request Approval of Chemical Supply Contract with Water Solutions Unlimited, Inc. for 2024 Supply of Sodium Permanganate at Monroe Water Plant
- XXV. Request Approval of Chemical Supply Contract with Water Solutions Unlimited, Inc. for 2024 Supply of Sodium Bicarbonate at Dillman Water Plant
- XXVI. Request Approval of Chemical Supply Contract with Atlanco of SC for 2024 Supply of Defoamer at Dillman Water Plant
- XXVII. Request Approval of Chemical Supply Contract with Water Solutions Unlimited, Inc. for 2024 Supply of Copper Sulfate at Monroe Water Plant

XXVIII. Request Approval of Change Order No.4 for Solids Dewatering Improvements
Project at Monroe Water Treatment Plant with Mitch and Stark Construction, Inc.

- Dan Hudson

XXIX. Old Business

XXX. New Business

XXXI. Subcommittee Reports

XXXII. Staff Reports

XXXIII. Petitions and Communications*

XXXIV. Adjournment

*Public Comment will be limited to 5 minutes per person



CITY OF BLOOMINGTON UTILITIES

STRATEGIC PLAN &
IMPLEMENTATION GUIDE



2024
2026

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PURPOSE

In the years 2017-23, City of Bloomington Utilities (CBU) worked towards becoming a leading water, wastewater, and stormwater utility in Indiana. With support from the citizen-run Utilities Service Board (USB) and the Common Council, CBU staff and contractors have:

- Built an Innovative Team and Recognized their Efforts through Local and State Awards
- Reorganized the Utility to include Operations and Environmental Divisions
- Improved Safety and Training, including Certifications for Plant Operators and Crew Leaders
- Implemented Transformative Technology, including
 - ArcGIS
 - Laboratory Information Management System
 - Improved SCADA
 - Advanced Metering Infrastructure
 - Cityworks Asset Management
- Designed and Completed Major Projects such as the Hidden River Culvert and the Dillman Road Wastewater Plant Capacity Expansion
- Scheduled Regular Rate Reviews, including Cost of Service Studies
- Led the State in Programs such as Lead Service Line Inventory and Green Infrastructure
- Developed Continual Process Improvement Programs in partnership with Indiana University
- Made Significant Improvements in Energy Usage and Treatment Efficiency

As these major projects came to fruition, CBU staff chose to set goals to guide the Utility as it moves forward. CBU has developed this Strategic Plan in order to clarify our needs, focus our efforts, and move concepts and ideas to successful action.

BACKGROUND

The Strategic Plan 2024-26 was developed through meetings, workshops, and surveys in the summer and fall of 2023. This process was led by the Director and Assistant Directors for each of CBU's divisions and included CBU staff at all levels and USB members. This process was well received and 115 stakeholders participated in the creation of this document.

The **CBU Strategic Plan 2024-26** establishes CBU's vision, mission, and statement of core principles. This plan also identifies five strategic goals with accompanying objectives to carry out the mission, vision, and principles. Each staff member creates and executes SMART actions that support the objectives.

The CBU Strategic Plan 2024-26 was created within the Effective Utilities Management framework established by the US Environmental Protection Agency, American Water Works Association, Water Environment Federation, and other leaders in the industry. More information about this framework and how it shapes CBU can be found at

bloomington.in.gov/utilities/plan

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.



IMPLEMENTATION GUIDE

Going from Strategic Planning to *Strategic DOING*

At the core of the Implementation Guide are four defined steps for CBU staff to achieve over 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

Schedule and do the work that is outlined in the Strategic Goals, Objectives, and Actions developed in the working sessions in 2023.

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 needs to be involved in the process?
- 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 Action Items and the work that lies ahead.
- Establish a schedule/work plan for each Action Item 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

- 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 on a regular basis.

Step 2 – Measure and Report Progress

Track, measure, quantify, and report 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 to build and use measures to track and report the progress CBU is making on achieving the Strategic Goals. Measures were drafted during the working sessions in 2023 but can be refined over time by the direct users.

(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 CBU's success?

Three Keys to Success:

1) Building each measure – and build them

- Identify an Action Leader and Measure Reporter. 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 8)

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.



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 post for the internal digiboards, social media, and/or the CBU website
 - Submit a press release to CBU's Communications Manager
 - 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

Communicate more regularly and effectively through a Progress Reporting Strategy.

It Starts With:

Focus on intentional communication about your progress towards achieving the Strategic Goals. This is done principally by doing what you are already doing AND augmenting those efforts by implementing the Progress Reporting Strategy.

(See Appendix 7)

Things to Consider:

- Has this plan been shared with the entire CBU staff and the USB?
- Have all the Assistant Directors embraced ownership of a Strategic Goal?
- Do all the Action Leaders and Measure Reporters have a copy of the Progress Reporting Strategy and know their role?

Three Keys to Success:

- 1) Follow the script in Appendix 7 or create your own measuring and reporting strategy. Put it in writing and put it to use!
- 2) Check in with the Action Leaders and Measure Reporters on a regularly established basis to see how things are going, especially in the beginning of implementation. Don't wait until it is due!
- 3) Continue to work the process as designed but 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

Evaluate progress on implementation on a regular basis; NOT LESS THAN quarterly throughout the duration of this plan (2024, 2025, and 2026). Make adjustments to Objectives and Actions, particularly when drafting the annual budget. Revise and reset the plan for 2027-29.

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 are CBU managers in the concept of Deming's Continual Improvement Cycle: Plan, Do, Check, and Act?
- How willing are you to commit and recommit each year to revisit, review, and revise the Strategic Plan and its components?
- Is the USB on the same page regarding the frequency of revising?

Three Keys to Success:

1) Use the established budget development and approval cycle

- Some of the Action Items in the Strategic Plan 2024-26 were posed without a direct link to the 2024 budget, per se – but funding was closely considered.
- As implementation starts in 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 which leads to an assessment of what has been done and what is left to do for the 2025 budget development process. This repeats annually.

2) Work the plan to get established, gain momentum, and achieve some success

- Action items are designated for completion ranging from the first quarter of 2024 to the end of 2026.
- The 2024 budget is already established, 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 or revise the five Strategic Goals.
- The Mission and Principles are unlikely to change, but if the Vision has been accomplished, it may be time for a new direction.
- Reset the plan for 2027-29 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 designed to add to your current duties. In some cases, you are being asked to do more but ultimately, the intention is to streamline best practices into the things you are currently doing and for you to stop doing tasks that don't support the Strategic Plan. This is 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 measure and record a data point because that's what the Standard Operating Procedure dictates. It is important that you understand how your duties are tied to the achievement of a CBU Strategic Goal and that you embrace doing things in a new way based on "best practice". Pay attention to what you are doing, understand the 'why' behind the activity, and learn from every step in the process. Document your journey - success, stumbles, and even failures - and learn along the way. Celebrate your teams' achievements!

3) Share what you are learning: Share information broadly with all stakeholders. Make an internal post, share on the CBU website, or write an article for an industry publication. CBU staff is highly encouraged not just to attend conferences, but to submit abstracts and present your findings and achievements at annual conferences at the regional, state, and even national level. The Utility Management Conference co-sponsored by AWWA and WEF is in the first quarter of each year.

4) Don't do it alone: Each member of the CBU team is responsible for implementing this Strategic Plan. Even seemingly mundane tasks support the Strategic Goals. Lean on your team and support your co-workers. Network with other water, wastewater, and stormwater professionals. Hire consultants and contractors 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; not just the technical aspects, but also in personnel development, financial management, and even in working with the public.

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, 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.				
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	Q1 – 2024 Q4 - 2024	

		Employee Development Specialist		
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	
Objective 1D – Foster and commit to a workplace culture founded in true inclusivity, mutual respect, work-life balance, engagement, and fun!				
Action No.	Action Description	Owner/Team	Start Date/End Date	

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	
Objective 1E -- Enhance efforts to recognize employees for ideas, contributions, and outstanding work.				
Action No.	Action Description	Owner/Team	Start Date/End Date	
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	
Objective 1F -- Identify opportunities to enhance internal communication and transparency to break down siloed decision-making and encourage proactive planning.				
Action No.	Action Description	Owner/Team	Start Date/End Date	
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	
Objective 1G – Prioritize employees’ health and safety on the job.				
Action No.	Action Description	Owner/Team	Start Date/End Date	
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	
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.				
Action No.	Action Description	Owner/Team	Start Date/End Date	
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	
Objective 2B – Create a group to plan public events				
Action No.	Action Description	Owner/Team	Start Date/End Date	
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	
Objective 2C – Identify what information customers and stakeholders want to know about CBU and its services.				
Action No.	Action Description	Owner/Team	Start Date/End Date	
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	
Objective 2D -- Identify opportunities to enhance the customer-CBU interaction through improved information/outreach tools and materials.				

Action No.	Action Description	Owner/Team	Start Date/End Date	
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	
Objective 2E -- Make sure all available assistance programs are known to people that need them.				
Action No.	Action Description	Owner/Team	Start Date/End Date	
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	
Objective 2F -- Balance the needs of customers and stakeholders with reasonably available resources.				
Action No.	Action Description	Owner/Team	Start Date/End Date	
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	
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.				
Action No.	Action Description	Owner/Team	Start Date/End Date	
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	
Objective 3B – Build and maintain the necessary redundancy to be prepared for all emergencies, and increase preventative and predictive maintenance.				
Action No.	Action Description	Owner/Team	Start Date/End Date	
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	
Objective 3C -- Optimize electrical usage, chemical resources, and staff time in all of our treatment plant operations.				
Action No.	Action Description	Owner/Team	Start Date/End Date	
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	
Objective 3D -- Update our infrastructure to ensure network integrity, treatment plant efficiency, and collections/distribution longevity.				
Action No.	Action Description	Owner/Team	Start Date/End Date	
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	
Objective 3E -- Increase public education and awareness on how everyday actions at home, school, and the workplace can affect utility systems.				

Action No.	Action Description	Owner/Team	Start Date/End Date	
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	
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.				
Action No.	Action Description	Owner/Team	Start Date/End Date	
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	
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.				
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	
Objective 4C – Develop/implement an infrastructure renewal and replacement program with input on new builds to ask, “can our infrastructure handle this?”				
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	
Objective 4D – Focus on accessibility of water mains, i.e., those in back yards and consider proactively relocating them before problems arise.				

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	
Objective 4E -- Develop an overall maintenance and asset management plan.				
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	
Objective 4F -- Evaluate the development of additional sources to ensure a safe, reliable, and sustainable source of water.				
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	
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.				
Action No.	Action Description	Owner/Team	Start Date/End Date	
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, alternating between water/misc. and wastewater/storm.	Matt H. Leadership Team	Q1 - 2026 Q4 - 2026	
Action 5-A-4	Conduct additional water cost-of-service assessment in 2024 per agreement with OUCC.	Matt H. Leadership Team	Q1 - 2024 Q4 - 2024	
Objective 5B – Develop a group representing multiple divisions to effectively coordinate budgets and planning for both operations and capital program (CIP).				
Action No.	Action Description	Owner/Team	Start Date/End Date	

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	
Objective 5C – Ensure that the utility can afford more debt without stressing finances or creating huge rate hikes				
Action No.	Action Description	Owner/Team	Start Date/End Date	
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	
Objective 5D -- Create an open line of communication with internal and external stakeholders to increase understanding of processes in both areas.				
Action No.	Action Description	Owner/Team	Start Date/End Date	
Action 5-D-1	Increase communication both internally and externally through updated reporting format/process, and better content.	Matt H.	Q1 – 2024 Monthly/ongoing	
Objective 5E – Evaluate the best place for metering services to exist in the organization chart.				

Action No.	Action Description	Owner/Team	Start Date/End Date	
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 surveys 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
Totals ☒	14	36	19	4	73

Appendix 4 - Action Item Assignments by Goal

People or Groups Names in Action Item Charts on Sept. 26-27	Number of Actions Assigned byGoal					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
COLUMN TOTALS	39	18	23	33	13	

Appendix 5 - Summary Chart of Draft Measures

GOAL	NAME OF MEASURE	WHAT IT MEASURES
Goal 2 – Focus on Customers	Customer Participation in Monthly Events	Used as a simple measure of how many customers participate in our scheduled monthly events.
Goal 2 – Focus on Customers	Effectiveness of Monthly Meetings	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.
Goal 3 – Operate with Excellence	Optimization of Electric Power Usage	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.
Goal 3 – Operate with Excellence	Optimization of Chemical Usage at Treatment Plants	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.
Goal 3 – Operate with Excellence	Regulatory Compliance Rate for NPDES Permit	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.
Goal 4 – Provide Sustainable Infrastructure	Percent of Assets with Completed Condition and Criticality Assessment	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.
Goal 5 – Optimize Financial Resources	Effectiveness of Project Spending	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.
Goal 5 – Optimize Financial Resources	Budget Management	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

Measure Name / Title	Customer Participation in Monthly Events
Goal	Goal 2 – Focus on Customers
Measure Definition <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.
Measure Calculation <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).
Collection Method and Frequency (How and How often?)	To account for total participation , someone from the CBU team will take and record a simple “head count” of attendees at each event. To confirm number of customers attending , 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).
Data Source (s) <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).
Data Owner(s) <i>Principal collector and keeper of data for the measure</i>	Action 2-E-1 leader/team
Measure Reporter <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>Measure Name / Title</p>	<p>Optimization of Electric Power Usage</p>
<p>Goal</p>	<p>Goal 3 – Operate with Excellence</p>
<p>Measure Definition</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>Measure Calculation</p> <p><i>Formula or equation and the units that will be used</i></p>	<p>Cost per Kilowatt Hour = <u>Total Cost (\$)</u> of Electric Power Total Kilowatt Hours (kWh) per Month</p> <p>Usage to Production Ratio = <u>Dollars per Kilowatt Hour</u> Number of Gallons Water Produced</p> <p>Usage to Treatment Ratio = <u>Dollars per Kilowatt Hour</u> Number of Gallons Wastewater Treated</p>
<p>Collection Method and Frequency (How and How often?)</p>	<ul style="list-style-type: none"> ● Gather monthly cost and monthly consumption/usage of electric power from the monthly power bill. ● Gather monthly totals for gallons of drinking water produced and gallons of wastewater treated. ● Plug numbers into equations.
<p>Data Source (s)</p> <p><i>e.g., CMMS, CIS, HR, field log book, Excel spreadsheet</i></p>	<ul style="list-style-type: none"> ● Monthly electric power bill; ● Treatment plant production and treatment data (including effluent totalizer); ● Data analysts (e.g., Nolan)
<p>Data Owner(s)</p> <p><i>Principal collector and keeper of data for the measure</i></p>	<ul style="list-style-type: none"> ● Plant superintendent(s)
<p>Measure Reporter</p> <p><i>Person is responsible for reporting progress to the Leadership Team and/or Board</i></p>	<ul style="list-style-type: none"> ● Assistant Director of Operations

Appendix 6-3

Performance Measure Template – DRAFT – September 2023

Measure Name / Title	Effectiveness of Monthly Meetings
Goal	Goal 2 – Focus on Customers
Measure Definition <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.
Measure Calculation <i>Formula or equation and the units that will be used</i>	<p>Gather, tally, and compute answers to the following questions:</p> <p>Q1 – How would you rate the quality of the information that was presented at today's meeting:</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>Q2 – Based on today's event, how likely are you to attend another?</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>Q3 – Based on today's event, how likely are you to encourage other people you know to attend a future event?</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>
Collection Method and Frequency (How and How often?)	<ul style="list-style-type: none"> • On site, offer a chance to complete the survey on paper OR to scan a QR code and complete a survey electronically. • (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.
Data Source (s) <i>e.g., CMMS, CIS, HR, field log book, Excel spreadsheet</i>	Field log book, Google sheet
Data Owner(s) <i>Principal collector and keeper of data for the measure</i>	2-E-1 Leader/team
Measure Reporter <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

Measure Name / Title	Optimization of Chemical Usage at Treatment Plants
Goal	Goal 3 – Operate with Excellence
Measure Definition <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.
Measure Calculation <i>Formula or equation and the units that will be used</i>	Parameters to consider for the matrix: (MATRIX TO BE CREATED) Baseline: Temperature, precipitation, prescribed/SOP amounts of chemicals under “normal” conditions (by unit process?). Response to operational challenges: by type of adverse condition, including weather/precipitation, extreme temperatures, flow rates, chemical discharges or upsets,
Collection Method and Frequency (How and How often?)	<ul style="list-style-type: none"> • Gather and record chemical usage data daily under both “normal”/baseline conditions and during spectrum of conditions that necessitate a different dosage/usage. • Evaluate usage on a regular basis (weekly) and compare to weather and other specific events/conditions in the same period. • Report monthly.
Data Source (s) <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.
Data Owner(s) <i>Principal collector and keeper of data for the measure</i>	Treatment plant superintendent(s)
Measure Reporter <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

Measure Name / Title	Regulatory Compliance Rate for NPDES Permit
Goal	Goal 3 – Operate with Excellence
Measure Definition <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.
Measure Calculation <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 = <u>Number days with exceedance in year</u> 365 days in the year 2) Weekly percent = <u>Number of weeks with exceedance</u> 52 weeks in the year 3) Monthly percent = <u>Number of months with exceedance</u> 12 months in the year
Collection Method and Frequency (How and How often?)	<ul style="list-style-type: none"> Compliance samples are taken daily and are reported both weekly and monthly.
Data Source (s) <i>e.g., CMMS, CIS, HR, field log book, Excel spreadsheet</i>	<ul style="list-style-type: none"> Monthly operational report (MOR) Discharge monitoring report (DMR)
Data Owner(s) <i>Principal collector and keeper of data for the measure</i>	<ul style="list-style-type: none"> Plant superintendents
Measure Reporter <i>Person is responsible for reporting progress to the Leadership Team and/or Board</i>	<ul style="list-style-type: none"> Assistant Director of Operations

Appendix 6-6

Performance Measure Template -- DRAFT – September 2023

Measure Name / Title	Percent of Assets with Completed Condition and Criticality Assessment
Goal	Goal 4 – Provide Sustainable Infrastructure
Measure Definition <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.
Measure Calculation <i>Formula or equation and the units that will be used</i>	Percent assets assessed and given an C and C score = <u>Total number of assets that have received a C and C score</u> x 100 Total number of assets in database that should have a score
Collection Method and Frequency (How and How often?)	<ul style="list-style-type: none"> • Quarterly check in using a simple database query.
Data Source (s) <i>e.g., CMMS, CIS, HR, field log book, Excel spreadsheet</i>	<ul style="list-style-type: none"> • CityWorks, Finance Asset (fixed asset list)
Data Owner(s) <i>Principal collector and keeper of data for the measure</i>	<ul style="list-style-type: none"> • Vic, Nolan
Measure Reporter <i>Person is responsible for reporting progress to the Leadership Team and/or Board</i>	<ul style="list-style-type: none"> • Assistant Director of Engineering • Can be placed on ADMIN dashboard

Appendix 6-7

Performance Measure Template – DRAFT – September 2023

Measure Name / Title	Effectiveness of Project Spending
Goal	Goal 5 – Optimize Financial Resources
Measure Definition <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.
Measure Calculation <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.
Collection Method and Frequency (How and How often?)	All the data will be collected and reviewed on a monthly basis using the New World report, tracked by project number.
Data Source (s) <i>e.g., CMMS, CIS, HR, field log book, Excel spreadsheet</i>	New World
Data Owner(s) <i>Principal collector and keeper of data for the measure</i>	FIN, Project Manager/ENG
Measure Reporter <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

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

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 ourselves because making progress as a team starts with communicating better with each other about how we are doing. By using the framework of weekly, monthly, and quarterly meetings described above, we will make great strides in sharing progress and getting things done more effectively.

- **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 Pan, 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).

**UTILITIES SERVICE BOARD MEETING
1/2/2024**

Utilities Service Board meetings are available at CATSTV.net.

CALL TO ORDER

Board President Parmenter 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, Seth Debro, Jeff Ehman, Molly Stewart

Board members absent: None

Staff present: John Langley, Matt Havey, Kat Zaiger, Jill Minor, Phil Peden, James Hall, Nolan Hendon, Daniel Frank

Guests present: None

PETITIONS AND COMMUNICATIONS: None

MINUTES

Board Vice President Debro moved, and Board member Sherman seconded the motion to approve the minutes of the 12/14/2023 meeting. Motion received a roll-call vote: Sherman-Yes, White-Yes, Ehman-Yes, Parmenter-Yes, Burnham-Yes, Stewart-Yes, Debro-Yes. Motion passed.

REQUEST APPROVAL OF RESOLUTION 2024-01 FOR APPROVAL OF APPOINTMENT OF INTERIM UTILITIES DIRECTOR

Debro moved, and Sherman seconded the motion to approve the minutes of the 12/14/2023 meeting. Motion received a roll-call vote: Parmenter-Yes, Ehman-Yes, Debro-Yes, Burnham-Yes, White-Yes, Stewart-Yes, Sherman-Yes. Motion passed.

CLAIMS

Payable Invoices question:

Board member Sherman questioned the purchase of several new vehicles and if this was just part of ordinary turnover. CBU Assistant Director - Finance - Havey advised that yes, the vehicles were the first to be purchased in three years and were part of the normal replacement cycle. Board member Ehman noted that the vehicles included in the purchases are plug-in hybrids and questioned how they are being used, and if it had been considered what positions could maximize the benefit of this type of vehicle. Havey advised that one of the vehicles will be used by the lab at Dillman and a mileage analysis was complete to ensure that the vehicles would be able to accomplish the normal job task without issue. Ehman questioned if the other two would be similarly used. Havey advised yes, they planned for the vehicles to average around 50 miles of use per day. Ehman questioned a charge to Jeffery D Todd for "pump water

and sewage overflow” being charged to both the Water Fund and Wastewater Fund. CBU Assistant Director - T&D - Hall advised that the charge was related to a force main that was struck by a boring contractor in the Gentry Estates neighborhood and the sewage went into the pond. Hall advised that CBU will be billing the contractor who struck the sewer main to recoup the expenses and that he was uncertain why the initial cost was broken up between Water and Wastewater Funds. Ehman requested that CBU staff checked to make sure that it was not more appropriate to charge this solely to the Wastewater Fund. Havey advised that once the payment is received from the boring contractor it will essentially zero out the cost. Ehman noted that is fine so long as the Water Utility is not being billed for a Wastewater issue.

Debro moved, and Sherman seconded the motion to approve the Payable Invoices:

Vendor invoices included \$1,210,663.85 from the Water Fund, \$7,351.64 from the Water Construction Fund, \$1,795,199.94 from the Wastewater Fund, \$31,923.23 from the Stormwater Fund.

Motion received a roll-call vote: Burnham-Yes, Sherman-Yes, Debro-Yes, Ehman-Yes, White-Yes, Stewart-Yes, Parmenter-Yes. Motion carried. Total claims approved: \$3,045,138.66.

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

Invoices included \$20,637.92 from the Water Fund and \$92,940.63 from the Wastewater Fund.

Motion received a roll-call vote: White-Yes, Ehman-Yes, Sherman-Yes, Burnham-Yes, Debro-Yes, Parmenter-Yes, Stewart-Yes. Motion carried. Total claims approved: \$113,578.55.

Debro moved, and Sherman seconded the motion to approve the Wire Transfers, Fees, and Payroll for \$421,185.96. Motion received a roll-call vote: Stewart-Yes, Parmenter-Yes, Ehman-Yes, Debro-Yes, White-Yes, Burnham-Yes, Sherman-Yes. Motion carried.

Debro moved, and Sherman seconded the motion to approve the Customer

Refunds: Customer Refunds included \$3,366.66 from the Water Fund and \$7,070.15 from the Wastewater Fund.

Motion received a roll-call vote: White-Yes, Parmenter-Yes, Stewart-Yes, Burnham-Yes, Ehman-Yes, Sherman-Yes, Debro-Yes. Motion carried. Total refunds approved: \$10,436.81.

Debro moved, and Sherman seconded the motion to approve the Bond Payments:

Bond payments included \$3,022,724.54 from the Water Sinking Fund and \$4,222,159.40 from the Wastewater Sinking Fund.

Motion received a roll-call vote: Stewart-Yes, White-Yes, Ehman-Yes, Sherman-Yes, Burnham-Yes, Debro-Yes, Parmenter-Yes. Motion carried. Total claims approved: \$7,244,883.94.

CONSENT AGENDA

Havey presented the following items recommended by staff for approval:

- a. PEI Maintenance, \$4,985.00, Annual inspection and maintenance for four above ground storage tanks

Consent Agenda approved as presented. Total approved: \$4,985.00

REQUEST APPROVAL OF MOU WITH CITY OF BLOOMINGTON PARKS FOR DREDGING OF MILLER SHOWERS

CBU Assistant Director - Environmental - Zaiger presented the MOU outlining plans for Parks to complete restoration work of the park once the dredging project is completed, and CBU will pay the final cost. Burnham questioned if CBU has input on what is being replaced after the dredging project is completed. Zaiger advised that the MOU provides that the property will be returned to the same or similar condition as was found prior to the start of work. Ehman questioned if the restoration is isolated to the area CBU impacts, specifically the areas adjacent to the ponds, and if CBU has already decided on the ingress and egress for the project. Zaiger advised CBU has limitations outlined for contractors in the bid proposal. Board member White questioned how often the maintenance has happened in the past and how often it should happen for a structure like this. Zaiger advised that this is the first time that dredging has been completed on Miller Showers since it was built in 2003. Zaiger noted that dredging should probably be completed every 10 years. Ehman noted that the structure is accomplishing the goal of trapping sediment from stormwater, though it sounds like CBU has waited too long for dredging the basins and monitoring of the sediment traps, but he understands that the plan going forward involves a regular monitoring schedule of both. Zaiger advised yes, CBU is working to catch up and once that has happened a normal maintenance schedule will be put in place.

Debro moved, and Sherman seconded the motion to approve the MOU with the City of Bloomington Parks for Dredging of Miller Showers. Motion received a roll-call vote: Sherman-Yes, Burnham-Yes, White-Yes, Debro-Yes, Ehman-Yes, Parmenter-Yes, Stewart-Yes. Motion passed.

REQUEST APPROVAL OF AGREEMENT FOR SERVICES WITH SET ENVIRONMENTAL, INC

Zaiger presented the agreement and advised that this contract pertains to the regularly scheduled removal of hazardous waste from CBU facilities.

Debro moved, and Sherman seconded the motion to approve the agreement with SET Environmental, Inc. Motion received a roll-call vote: Debro-Yes, Sherman-Yes, Ehman-Yes, Burnham-Yes, Stewart-Yes, Parmenter-Yes, White-Yes. Motion passed.

REQUEST APPROVAL OF SECOND AMENDMENT TO ON-CALL AGREEMENT FOR SERVICES WITH WESSLER ENGINEERING, INC

CBU Minor - Data Analyst - Minor presented the agreement. Minor advised that Wessler Engineering, Inc. is the contractor chosen to replace Mark Osborne for operations system repairs and they provide on-call service to the plants. Ehman questioned the difference in abilities between Osborne and Wessler. Minor advised that CBU wanted to ensure that a more permanent contracting group was up to speed with plant systems so there wasn't a knowledge void left with Osborne eventually retiring. Wessler has reached that level of competency that they can now troubleshoot issues at the same level as Osborne. Ehman noted that it sounds as though Osborne has more expertise and experience with CBU systems. Minor confirmed, but noted that there is greater flexibility with Wessler, and the quality of work is not in question. Parmenter questioned if the contract started in 2020. Minor advised yes, and noted that this is the first year in which CBU has exceeded the initial contract amount.

Debro moved, and Sherman seconded the motion to approve the agreement with SET Environmental, Inc. Motion received a roll-call vote: Ehman-Yes, Sherman-Yes, White-Yes, Parmenter-Yes, Burnham-Yes, Debro-Yes, Stewart-Yes. Motion passed.

OLD BUSINESS: None

NEW BUSINESS:

Burnham questioned if CBU had received work on who would be replacing Jim Sims and Scott Robinson on the Board. Havey and Frank both advised that no word had been passed along. Ehman noted that Jackie Scanlan had been named Interim Director for Planning. Frank advised that no communication has been received regarding her participation, but he will reach out to her the following day.

SUBCOMMITTEE REPORTS: Burnham questioned if a subcommittee meeting schedule had been generated yet. Frank questioned if the Board was interested in starting the rotation with an Administrative Subcommittee meeting and then moving through the subcommittees. Debro advised that the schedule should be dictated by staff. Burnham noted that there was a Property and Planning meeting canceled prior to the end of the year related to the Proposed Waste to Energy project at the Dillman Road Wastewater Treatment plant. Havey advised that he is aware of the project but uncertain who was taking over as lead. He will follow-up on that along with the report that was to be presented at that subcommittee meeting.

STAFF REPORTS: None

PETITIONS AND COMMUNICATIONS: None

ADJOURNMENT: Burnham adjourned the meeting at 5:27 pm

Megan Parmenter, President

Date

City of Bloomington Utilities
Accounts Payable by G/L Distribution Report
Paydate: 01/19/24

Payables G/L Date: 12/26/23

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Wastewater O&M	Stormwater O&M
A&M Graphics (Baugh Fine Print and Mailing)	41873	Window envelopes for water bills - ACCT23-202	7,036.58	2,814.63	4,221.95	
Airgas Specialty Products, INC	9145077607	Aqua Ammonia 20,500 @ .2048 delivered 12/14/23 - MN	4,353.82	4,353.82		
Air-Master Heating & Air Conditioning	23000259	DM23-202 - repair heating AMU - East tunnel parts	1,180.00		1,180.00	
All Seasons Heating & Air Conditioning Company INC	22416081	BP23-359 - HVAC diagnostic evaluation	559.10		559.10	
Amazon.com Sales, INC (Amazon.com Services LLC)	1963-4NTD-4KL1	PUR23-335 - Boot tray-keys-heat gun-utitliy knife-blades	778.49	261.25	361.21	156.03
Amazon.com Sales, INC (Amazon.com Services LLC)	1D1L-JGPV-DFJV	PUR23-344 - Boot tray-heat gun-utility knife blades	264.03	105.61	153.97	4.45
Amazon.com Sales, INC (Amazon.com Services LLC)	1G61-C1FF-NNNP	PUR23-332 - PROSPO Tactical Sling bag for I-PAD (Credit)	(15.29)	(6.12)	(9.17)	
Amazon.com Sales, INC (Amazon.com Services LLC)	1G61-C1FF-NNNP.	PUR23-332 - Paint brush- delta faucet- sling bag	145.56	114.02	31.54	
Amazon.com Sales, INC (Amazon.com Services LLC)	1HGF-GMLN-MMMH	PUR23-340 - NSi clamp- NOCO boost- ground electrodes	1,284.33	859.78	389.17	35.38
Amazon.com Sales, INC (Amazon.com Services LLC)	1LPM-7NPL-1H6Y	PUR23-339 - 5 1/4 X10 Plastic envelopes 12 pk	71.28	28.51	42.77	
Amazon.com Sales, INC (Amazon.com Services LLC)	1Q19-3CQK-3L41	TD23-873 - 4" Vise	46.12			46.12
Amazon.com Sales, INC (Amazon.com Services LLC)	1QKT-V9P7-4F3H	ITS234507 - IT-Vizio 40-Inch D-Series Full HD 1080P	336.00		336.00	
B&H Electric and Supply, INC	402457	MM23-603 - Spare electric motor sludge collector drags on Basins	1,471.02	1,471.02		
B&H Electric and Supply, INC	402721	MM23-612 - Sprinkler Pump	1,347.50	1,347.50		
BEC Enterprises LLC (Brown Equipment Company)	INV23904	ENV23-263 - Hydro-vac service	1,259.73	1,259.73		
Biochem, INC	24549	Sodium Hydroxide - 3,510 @ .60 delivered 10/06/23 - BP23-357	2,645.00		2,645.00	
Biochem, INC	24843	Sodium Hydroxide & Bicarbonate delivered 12/14/23 - BP23-358	3,895.30		3,895.30	
Brehob Corporation	223357	MM23-566 - Repair on quincy air compressor & air dryer	3,399.45	3,399.45		
Central Supply Company, INC	S100992155.001	DM23-212 - 1X1/2 PVC	35.24		35.24	
Central Supply Company, INC	S100992177.001	DM23-214 - Aluminate piping replacement project	1,997.82		1,997.82	
Chemical Resources, INC	1168229	Sodium Aluminate - 45,140 @ 1 delivered 12/15/23 - DR	17,523.35		17,523.35	
Chemtrade Chemicals Corporation	93644306	Alum Sulfate - 11.687 @ 620.00 delivered 12/30/23 - MN	7,245.94	7,245.94		
Cintas Corporation (Cintas #529 EFT Vendor)	1904514374	ACCT23-127 - DILLMAN - Fall Uniforms 2023 - Josh Fox	10.40		10.40	
Cintas Corporation (Cintas #529 EFT Vendor)	1904523514	ACCT23-127 - DILLMAN - Fall Uniforms 2023 - Cathy Moore	14.39		14.39	
Cintas Corporation (Cintas #529 EFT Vendor)	1904524390	ACCT23-127 - DILLMAN - Fall Uniforms 2023 - Jason Padgett	10.79		10.79	

City of Bloomington Utilities
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Payables G/L Date: 12/26/23

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Wastewater O&M	Stormwater O&M
Clark Dietz INC	439432	D22-130 - Stormwater Review Assistance to 11/24/23 - ENG	23,334.89			23,334.89
Commercial Service Of Bloomington, INC	S253556	DM23-219 - Phase monitor	414.84		414.84	
Commonwealth Engineers, INC	58081	S23-6703-SWMM Modeling @ Blucher North Basin to 11/30/23 - ENG	28,244.00		28,244.00	
Coppertree Homeowners Association	ACCT24-001	Damaged irrigation line & components done by CBU - ACCT24-001	444.25	444.25		
Cummins INC dba Cummins Sales and Service	N8-89880	Repair Southeast Booster Station Generator - TD23-872	1,467.62	1,467.62		
Curry Auto Center, INC	240112	TD23-828 - 2024 Chevrolet Silverado 1500 - 1GCRDAEK7RZ102545	38,815.00	15,526.00	23,289.00	
Curry Auto Center, INC	240228	TD23-828 - 2024 GMC Sierra 2500HD- 1GD39LE74RF194094	56,444.00	22,577.60	33,866.40	
Ditch Witch of Illinois	93361318	TD23-723 - HX50A (800 gal debris tank/400 gal water tank	132,736.07	53,094.43	79,641.64	
Electric Plus, INC	41046	MM23-553- 4 hours labor	420.00	420.00		
Eurofins Eaton Analytical, INC	8100076090	UCMR5 testing for EPA unregulated contaminants @ MN - ENV23-254	600.00	600.00		
Everett J Prescott, INC	6272077	TD22-289 - 4" F2 Register	1,737.24	1,737.24		
Flosource, INC	239220-00	MM23-537 - PMV D3 digital positioner	1,918.00	1,918.00		
Gatehouse Media Indiana Holdings	0006094926	Bid invitation for Miller Showers Dredging Project - ENV23-259	184.26			184.26
HD Supply Facilities Maintenance, LTD (USABlueBook	INV00200469	DL23-103 - Filters-TNT843-TNT844-TNT829-TNT832-mesh	2,435.13		2,435.13	
HD Supply Facilities Maintenance, LTD (USABlueBook	INV00220237	DL23-105 - TNT+Ammonia tests	406.75		406.75	
HD Supply Facilities Maintenance, LTD (USABlueBook	INV00221562	DL23-105 - Bags-mercury free COD-ammonia tests-reagent-polyseed	1,964.31		1,964.31	
HD Supply Facilities Maintenance, LTD (USABlueBook	INV00221676	BP23-350 - 4GPD Peristaltic pump-vacuum/pressure pump	1,262.62		1,262.62	
HD Supply Facilities Maintenance, LTD (USABlueBook	INV00221908	BP23-250 - 10" X 36" Vinyl windsock and frame kit	82.49		82.49	
HD Supply Facilities Maintenance, LTD (USABlueBook	INV00227742	BP23-102 - Disposable Pipets; Glass; 5mL 100 PK	235.35		235.35	
HD Supply Facilities Maintenance, LTD (USABlueBook	INV00227746	BP23-129 - Disposable pipets; glass; 100 pk	235.35		235.35	
HD Supply Facilities Maintenance, LTD (USABlueBook	INV0022817	DL23-105 - Ricca phosphate std, 50 ppm 500 ml-5830-16	73.55		73.55	
HD Supply Facilities Maintenance, LTD (USABlueBook	INV00228887	BP23-345 - 2" 90 Degree street elbow galvanized	43.25		43.25	
HD Supply Facilities Maintenance, LTD (USABlueBook	INV00228985	BP23-355 - Buffer pillows-Ampules	840.15		840.15	
HD Supply Facilities Maintenance, LTD (USABlueBook	INV00229402	DR23-126 - Earthway salt spreader 50 lb capacity	572.60		572.60	

City of Bloomington Utilities
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Paydate: 01/19/24

Payables G/L Date: 12/26/23

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Wastewater O&M	Stormwater O&M
HD Supply Facilities Maintenance, LTD (USABlueBook	INV00232523	DR23-127 - Disposal gloves for operations	517.33		517.33	
Heflin Industries, INC	126732	MM23-547 - Leaking water heater repair	1,931.56	1,931.56		
Heflin Industries, INC	126856	BP23-352 - Installation of rating plug for 480 electrical rec.	2,610.00		2,610.00	
Indiana Oxygen Company, INC	10300914	Propane for forklifts - 12/27/23 - PUR23-343	168.30	67.32	100.98	
Indiana Oxygen Company, INC	10300915	Propane for forklifts - PUR23-345	1,084.68		1,084.68	
Irving Materials, INC	11372464	Concrete - Water @ 2205 S Fairmount Ct - w/o 13874 - 12/18/23-TD	845.00	845.00		
Irving Materials, INC	11373227	Concrete - Water @ 3751 N Kinser Pike - w/o 14087 - 12/20/23 -TD	680.00	680.00		
Irving Materials, INC	11373753	Concrete - Wastewater @ Jackson St - w/o 14141 - 12/21/23 - TD	1,511.50		1,511.50	
IU Health OCC Health Services	00153549-00	Audio hearing test for 1 T&D Employees 12/21/23 - TD23-881	37.00	37.00		
J&S Locksmith Shop, INC	252940	Stihl blower - PUR23-252	199.99	80.00	119.99	
JCI Jones Chemicals, INC	930251	Sodium Hydroxide - 47,380 @ .295 delivered 12/20/2023 - MN	13,977.10	13,977.10		
JCI Jones Chemicals, INC	930522	Sodium Hypochlorite - 4,543 @ 2.13 delivered 12/26/23 - MN	9,676.59	9,676.59		
John Deere Financial f.s.b. (Rural King)	205608	Cat litter (6 50lb bags) used to obsorb chemicals - MM23-596	89.94	89.94		
John Deere Financial f.s.b. (Rural King)	209507	Rubber waders size 7, 10 & 12 for stream sampling-ENV23-257	231.98			231.98
John Deere Financial f.s.b. (Rural King)	212841	Three pair muck boots for water maint crew - TD23-879	329.97	329.97		
Kent Crozier (Analytical Environmental Laboratory)	102981	Testing - Odor & taste contaminants (2) - 11/15/23 - ENV23-256	385.00	385.00		
Kent Crozier (Analytical Environmental Laboratory)	102982	Testing - Odor & taste contaminants (8) - 11/22/23 - ENV23-255	1,195.00	1,195.00		
Kent Crozier (Analytical Environmental Laboratory)	103057	Testing - Odor & taste contaminants (8) - 12/01/23 - ENV23-265	1,195.00	1,195.00		
Kent Crozier (Analytical Environmental Laboratory)	103058	Testing - Odor & taste contaminants (2) - 12/21/23 - ENV23-264	385.00	385.00		
Kirby Risk Corp	S210135814.001	Contact cleaner for Fullertson Pike LS - TD23-878	18.21		18.21	
Kirby Risk Corp	S210135814.002	Coils for starter contactor at Fullertson Pike LS - TD23-878	392.50		392.50	
Komline Sanderson Engineering Corporator	42058700	BP23-343 - Upper/Lower Belt	4,024.37		4,024.37	
Koorsen Fire & Security, INC	INV00553363	Sprinkler test & inspection @ Service Cntr - PUR22-049	166.50	66.60	99.90	
Midwest Color Printing, INC	INV-19855	Business cards for Don Gramlich - MN23-238	67.08	67.08		
Northern Safety Co., INC	905940850	DR23-128 - NSI Green cuff poly blend knit gloves 12/pk	14.55		14.55	
Office Depot, INC	345502501001	At-A-Glance daily loose leaf desk calendar refill - ADMIN23-129	16.99	6.80	10.19	

City of Bloomington Utilities
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Paydate: 01/19/24

Payables G/L Date: 12/26/23

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Wastewater O&M	Stormwater O&M
Office Depot, INC	346363670001	Cleaner, planner, plates, cutlery, towels, tissue - DR23-123	219.00		219.00	
Pitney Bowes, INC	20822235 12/23	Reserve account postage - Acct #20822235 - ACCT24-002	3,047.00	1,218.64	1,828.36	
Quality Supply & Tool Co INC	310812-00	PUR23-341 - Broom-handle-hardhat-first aide kit-2-cycle oil	1,013.65	506.82	506.83	
Quality Supply & Tool Co INC	310812-01	PUR23-341 - 10 Man first aid kit plastic case	124.39	62.19	62.20	
Quality Supply & Tool Co INC	310920-00	TD23-863 - Screwdriver set	24.86			24.86
Quality Supply & Tool Co INC	310970-00	TD23-870 - 4X20" Rebar GR60 150pcs/bundle	44.85			44.85
Quality Supply & Tool Co INC	311097-00	TD23-882 - M18-fuel 1/2" high torque impact wrench	499.00		499.00	
Quality Supply & Tool Repair, INC	310198-00	TD23-853 - Cultivator-Impact wrench-M12-M18 battery-knife	709.71	283.88	425.83	
Republic Services, INC	0694-003253752	Trash removal @ Monroe WTP - 12/01-12/31/23 - MN	216.25	216.25		
Republic Services, INC	0694-003253753	Trash removal @ Blucher WWTP - 12/01-12/31/23 - BP	211.33		211.33	
Rogers Group, INC	0071199460	Stone #53 - Water - w/o 13707 - 12/11/23 - TD	110.09	110.09		
Rogers Group, INC	0071199461	Stone #53 - Water - w/o 13874 - 12/13/23 - TD	68.53	68.53		
Rogers Group, INC	0071199462	Stone #11 & #53, sand-Stock & water-12/11-12/13/23 - w/o 13256-TD	949.48	829.43	110.05	10.00
Southern Indiana Parts, INC (Napa Auto Parts)	551187	Anitfreeze (12), Ice Scrapers w/brush (10) - PUR23-338	131.06	52.42	78.64	
Springfield Electric Supply CO (Valley Electric)	S010648574.001	DM23-211 - TPI 56825003 blower motor	388.31		388.31	
SSW Enterprises, LLC (Office Pride)	Inv-181179	Monthly cleaning servce @ Blucher Poole - Dec 2023 - BP	1,234.35		1,234.35	
SSW Enterprises, LLC (Office Pride)	Inv-181181	Monthly cleaning service - Dillman WWTP - Dec 2023 - DR, PUR	1,254.63		1,254.63	
SSW Enterprises, LLC (Office Pride)	Inv-181183	Monthly cleaning service @ Monroe WTP - Dec 2023 - MN	1,221.48	1,221.48		
SSW Enterprises, LLC (Office Pride)	Inv-181186	Monthly cleaning service @ Service Center - Dec 2023 - PUR	3,209.04	1,283.62	1,925.42	
SSW Enterprises, LLC (Office Pride)	Inv-181187	Weekly electrostatic cleaning at plants - 12/01-12/31/23 - PUR	1,550.00	516.67	1,033.33	
Staples Contract & Commercial, INC	3553638014	At-A-Glance calendars (6), Wall calendar - ACCT23-180	102.57	41.03	61.54	
Staples Contract & Commercial, INC	3553854153	Weekly/monthly planner - ACCT23-180	19.29	7.72	11.57	
Staples Contract & Commercial, INC	3554121413	Mini calendar 7"x7" - ACCT23-180	12.69	5.08	7.61	
Staples Contract & Commercial, INC	3554121414	Wall calendar 12"x12" - ACCT23-180	15.99	6.40	9.59	
Staples Contract & Commercial, INC	3554660882	Planners (2), 3 wall calendars - ENG23-087	83.59	33.44	50.15	
Staples Contract & Commercial, INC	3554660883	Facial tissue, lysol, wall calendar, document stand - ACCT23-201	285.99	114.39	171.60	
Staples Contract & Commercial, INC	3554729827	Sharpies, 3 wall calendars, appointment book - ENG23-088	82.39	32.96	49.43	
State Of Indiana	53-02 4th QTR 23	Solid waste disposal fee @ Dillman - 4th QTR - DR	15.10		15.10	
Tri-State Bearing Co, INC	1389504-00	Belt lacing for rotary screen (5) - DM23-204	1,603.03		1,603.03	

City of Bloomington Utilities
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Payables G/L Date: 12/26/23

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Wastewater O&M	Stormwater O&M
ULINE, INC	172201969	BP23-354 - Metal picnic table	1,354.99		1,354.99	
United Parcel Service, INC	0000430948503	Weekly service charge - 12/16/23 - PUR	30.00	12.00	18.00	
VanHorn Tint & Accessories, INC	204323	TD23-843 - Wraps & decals trucks 551 & 549	2,599.75		1,299.87	1,299.88
W.W. Grainger, INC	3343885783	DM23-216 - Automatic drain, w/mounting nut	41.09		41.09	
W.W. Grainger, INC	9940490981	PUR23-336 - Key tag: split ring 1 1/8 x 2 1/4 (20-pk)	45.66	18.26	27.40	
W.W. Grainger, INC	9944356600	DM23-215 - Self priming pump	734.67		734.67	
Young Trucking, INC	125554	Hauling sludge from Blucher WWTP - 12/14/23 - BP	310.49		310.49	
Young Trucking, INC	125555	Hauling sludge from Dillman WWTP - 12/12-12/13/23 - DR	4,491.63		4,491.63	
Grand total:			<u>421,614.74</u>	<u>158,696.54</u>	<u>237,545.50</u>	<u>25,372.70</u>

City of Bloomington Utilities
Accounts Payable by G/L Distribution Report
Paydate: 01/19/24

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Wastewater O&M	Stormwater O&M
Amazon.com Sales, INC (Amazon.com Services LLC)	1MPT-QRFG-YTQT	PUR23-348 - Haomuk tactical sling bag for C. Eberle	27.99	11.20	16.79	
Frame Station, INC (Framemakers)	111207, 111208	ENV23-261 - Proposed storm improvements to Fess Ave & Smith	482.97			482.97
Gripp, INC	6164	S21-6504 - Data Hosting Services (One Year) 24/7 - ENG	12,540.00		12,540.00	
Koorsen Fire & Security, INC	IN00560336	Quarterly fire alarm monitoring @ Serv Cntr 01/01-03/31/24 -PUR	103.86	41.54	62.32	
Logical Concepts, INC (Omnisite)	91544	Monthly cellular fee for XR-50 Omni-Site - 01/01-01/31/23 - ENG	1,215.00		1,215.00	
Quality Supply & Tool Co INC	311121-00	TD24-004 - Rebar cap with steel plate-stock for truck #629	21.60	8.64	12.96	
Republic Services, INC	0694-003251480	Trash removal @ Dillman & Service Center 01/01-01/31/24 - PUR	592.64	40.45	552.19	
Grand total:			<u>14,984.06</u>	<u>101.83</u>	<u>14,399.26</u>	<u>482.97</u>

City of Bloomington Utilities
Accounts Payable by G/L Distribution Report
Paydate: 01/11/24

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Wastewater O&M
AT&T	324531245 01/24	Internet Service @ Washington St for 812-331-1353-SC 11/22-12/21	\$139.44	\$55.78	\$83.66
AT&T	8123315400 01/24	812-331-5400 - Service - Centrex main line 11/23-12/23	\$3,463.60	\$1,385.44	\$2,078.16
AT&T Mobility II, LLC	287302159878 1	AT&T - 287302159878 -Engineering 11/12-12/11/23	\$42.44	\$16.98	\$25.46
Duke Energy	0002-6485 01/24	Service - 0002-6485 11/14-12/15/23 BS,TD,LS	\$3,147.03	\$2,836.37	\$310.66
Duke Energy	2057-6357 01/24	Service - IU Hospital Lift Station - 11/18-12/18/23	\$401.37		\$401.37
Duke Energy	2132-9168 01/24	Service - Azelea Lane Lift Station (Walnut Creek) 11/16-12/14/23	\$79.93		\$79.93
Duke Energy	2132-9457 01/24	Service - Profile Pkwy Lift Station 11/28-12/22/23	\$26.46		\$26.46
Duke Energy	2132-9481 01/24	Service - Vernal Pike Lift Station 11/28-12/22/23	\$97.24		\$97.24
Duke Energy	2132-9639 01/24	Service - Westwood Lift Station(outdoor lighting) 11/28-12/22/23	\$9.25		\$9.25
Duke Energy	2132-9762 01/24	Service - Rusgan Drive Lift Station 11/16-12/14/23	\$66.38		\$66.38
Duke Energy	2132-9829 01/24	Service - Curry Pike Davis Lift Station 11/28-12/22/23	\$73.99		\$73.99
Duke Energy	2132-9853 01/24	Service - Arlington Park Lift Station 11/21-12/19/23	\$351.07		\$351.07
Duke Energy	2132-9902 01/24	Service - East Booster (Outdoor Lighting) 11/29-12/27/23	\$6.33	\$6.33	
Duke Energy	2132-9960 01/24	Service - Southwest Booster Station 11/28-12/22/23	\$1,496.13	\$1,496.13	
Duke Energy	2139-0113 01/24	Service - Oolitic Lift Station 11/21-12/19/23	\$132.00		\$132.00
Duke Energy	2139-0288 01/24	Service - Kensington Park Lift Station 11/23-12/21/23	\$90.05		\$90.05
Duke Energy	2139-0361 01/24	Service - Stonelake Drive Lift Station 11/18-12/18/23	\$42.47		\$42.47
Duke Energy	2139-0395 01/24	Service - Curry Industrial Park Lift Station 11/28-12/22/23	\$27.49		\$27.49
Duke Energy	2139-0486 01/24	Service - W 17th Street Lift Station 11/18-12/18/23	\$273.97		\$273.97
Duke Energy	2139-0717 01/24	Service - Fullerton Pike Lift Station 11/22-12/20/23	\$54.53		\$54.53
Duke Energy	2139-0741 01/24	Service - West Tank Outdoor Lighting @Waynes Lane 11/28-12/22/23	\$9.12	\$9.12	
Smithville Telephone Co Inc	824-1616 01/24	Service - 812-824-1616 SE Pumping Station - BS 11/20-12/19/23	\$97.16	\$97.16	
South Central Indiana Remc	2093400200	Service - Blucher Poole - #2093400200 - 11/17-12/19/23	\$15,582.61		\$15,582.61
Total:			\$ 25,710.06	\$ 5,903.31	\$ 19,806.75

WIRE TRANSFERS, FEES & PAYROLL FOR THE MONTH OF JANUARY, 2024

INDIANA DEPARTMENT OF REVENUE	\$78,613.64
Sales Tax	
NPC	\$57,402.01
Credit Card Fees	
FIRST FINANCIAL	
Bank Fees	
GROSS PAYROLL	\$441,070.23
FICA TAX	\$26,222.49
TOTAL	\$603,308.37

City of Bloomington Utilities
Accounts Payable by Fund Distribution Report
Paydate:01/19/24

CUSTOMER REFUNDS

Vendor	Invoice No.	Invoice Description	Invoice Amount	Check No.	Reason for refund	Water Funds	Wastewater Funds	Stormwater Funds	Sanitation
1 Manshow LLC	41220-004	Customer refund	\$ 1,900.00	29407	Refund credit balance on active account. Customer made large payment in error.		\$ 1,900.00		
Tamera Cartwright	41428-001	Customer refund	\$ 245.03	29408	Refund credit balance, customer overpaid		\$ 245.03		
Complete Masonry Supplies Inc	3924-002	Customer refund	\$ 1,339.42	29409	Refund credit balance on active account. (Adjustment due to leak)		\$ 1,339.42		
Julie Frye	7807-002	Customer refund	\$ 5.47	29410	Refund credit balance after final bill processed		\$ 5.47		
Horn Properties	6930-003	Customer refund	\$ 34.96	29411	Refund credit balance on inactive account. Duplicate payment		\$ 34.96		
Landmark Urban Construction IN LLC	200197-009	Customer refund	\$ 524.19	29412	Refund credit balance after final bill processed		\$ 524.19		
Valentyn Lugovskyy	18715-012	Customer refund	\$ 179.00	29413	Refund credit balance on inactive account after crossed meter adjustment.		\$ 179.00		
Estate of Loretta Mobley	12234-001	Customer refund	\$ 2.67	29414	Refund credit balance after final bill processed		\$ 2.67		
Mother Nature Landscaping	201523-001	Customer refund	\$ 1,499.43	29415	Refund credit balance after final bill processed (hydrant meter)		\$ 1,499.43		
Nina Nelsen	7462-008	Customer refund	\$ 63.02	29416	Refund credit balance on inactive account. Duplicate payment		\$ 63.02		
S and S Fiber Optics	201547-001	Customer refund	\$ 2,065.66	29417	Refund credit balance after final bill processed (hydrant meter)		\$ 2,065.66		
Shaw Rentals	20576-006	Customer refund	\$ 66.80	29418	Refund credit balance after final bill processed		\$ 66.80		
Total:			<u>\$ 7,925.65</u>				Total: <u>\$7,925.65</u>		



CONTRACT COVER MEMORANDUM

TO: Controller & USB
FROM: Braden Bonczek
DATE: January 11, 2024
RE: REQUEST APPROVAL FOR AGREEMENT FOR SERVICES
WITH HEFLIN INDUSTRIES, INC.

Contract Recipient/Vendor Name:	Heflin Industries, Inc.
Department Head Initials of Approval:	/JL/
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Braden Bonczek
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Christopher J. Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	6/30/2034
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	24-013
Due Date For Signature:	1/16/2024
Expiration Date of Contract:	6/30/2024
Renewal Date for Contract:	NONE
Total Dollar Amount of Contract:	\$3620.00
Funding Source:	009-61-900004-U62024
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	N/A
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Living Wage (if applicable)	N/A

Summary of Contract: Re-install the lift actuator into the valve going into the front of the filtration building at MWTP



CONTRACT COVER MEMORANDUM

TO: Controller, Mayor, USB
FROM: Braden Bonczek
DATE: December 26, 2023
RE: REQUEST APPROVAL FOR AGREEMENT FOR SERVICES
WITH SET ENVIRONMENTAL, INCORPORATED

Contract Recipient/Vendor Name:	SET Environmental, Incorporated
Department Head Initials of Approval:	
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Braden Bonczek
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Christopher J. Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	
Due Date For Signature:	
Expiration Date of Contract:	May 31,2024
Renewal Date for Contract:	
Total Dollar Amount of Contract:	\$4,562.10
Funding Source:	009-57-900008-U67501
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	N/A
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Living Wage (if applicable)	N/A

Summary of Contract: Neutralize any residue potassium permanganate where the old chemical mixer used to sit and dispose of resulting waste

MEMORANDUM

TO: Utilities Service Board
FROM: Accounting Department
DATE: 1/2/2024
RE: Unclaimed Credit Balances

In accordance with the Indiana Code section 36-9-23-28.5, the Utilities staff would like to receipt/claim unclaimed credit balances over 7 years old. . This section of the Indiana Code allows for overpayment of sewer fees that remains unclaimed by a payor for more than 7 years after the termination of the service for which the overpayment was made to become the property of the Municipality.

Pursuant to the resolution (2017-4) by the Utilities Service Board on September 5, 2017, the Utilities staff would like to receipt/claim unclaimed credit balances over 7 years old. The dollar value to be claimed is \$10,082.85. This Policy, adopted by the Utility Service Board allows for any overpayment of water fees that remains unclaimed by a payor for more than 7 years after the termination of the service for which the overpayment was made becomes the property of the Water Utility.

The Utility staff has made every attempt to locate customers and return overpayments to them.

Account Number	Customer Name	Address	Water	Wastewater	Storm	Total Credit
10136-026	Maxwell Silcox	515 E Smith Ave	\$0.00	(\$48.81)	\$0.00	(\$48.81)
10424-001	Wanda Galyan	4035 W State Road 45	(\$8.17)	\$0.00	\$0.00	(\$8.17)
10489-001	Robert Dye	2201 S Fernwood Dr	\$0.00	(\$18.00)	\$0.00	(\$18.00)
10718-007	John Byers	4060 W 3rd St	\$0.00	(\$8.36)	\$0.00	(\$8.36)
10964-017	A-1 Town Homes	432 S Village Ct	\$0.00	(\$23.01)	\$0.00	(\$23.01)
11018-012	Cathy Boner	823 S Park Square Dr	\$0.00	(\$18.84)	\$0.00	(\$18.84)
11385-007	Eagle Valley Inc	2017 S Yost Ave	\$0.00	(\$93.95)	\$0.00	(\$93.95)
11415-008	Shawn Robertson	4032 W Beasley Dr	\$0.00	(\$218.17)	\$0.00	(\$218.17)
12161-001	Naomi White	3910 W Tapp Rd	(\$11.50)	\$0.00	\$0.00	(\$11.50)
12173-006	Kaila Austin	3831 W Tapp Rd	\$0.00	(\$63.36)	\$0.00	(\$63.36)
12449-004	Justin Hoene	3131 S Yonkers St	\$0.00	(\$97.46)	\$0.00	(\$97.46)
13725-009	Rex Cochran	2020 S Rogers St	\$0.00	(\$64.65)	\$0.00	(\$64.65)
13912-018	Robert Boyles	104 E Grimes Ln	\$0.00	(\$0.80)	\$0.00	(\$0.80)
13913-018	D Scott Owens	208 E Grimes Ln	\$0.00	(\$18.84)	\$0.00	(\$18.84)
14115-001	Shirley May	825 W 1st St	\$0.00	(\$76.33)	\$0.00	(\$76.33)
14115-002	Dale Webb	825 W 1st St	\$0.00	(\$16.21)	\$0.00	(\$16.21)
14123-002	Caitilin Kelly	1004 W 1st St	\$0.00	(\$12.24)	\$0.00	(\$12.24)
14635-003	Jonathan Greene	409 W 3rd St	\$0.00	(\$86.91)	\$0.00	(\$86.91)
14735-002	Fred Ponton	1047 W 12th St	\$0.00	(\$35.59)	\$0.00	(\$35.59)
14736-004	Fred Ponton	1035 W 12th St	\$0.00	(\$74.34)	\$0.00	(\$74.34)
14737-007	Michelle Kleindorfer	1029 W 12th St	\$0.00	(\$16.21)	\$0.00	(\$16.21)
14846-006	Emily Elam	810 N Blair Ave	\$0.00	(\$0.04)	\$0.00	(\$0.04)
15231-022	Jack Beeker	326 W 17th St	\$0.00	(\$95.62)	\$0.00	(\$95.62)
15432-003	Georgia Spilly	851 E Waterloo Ct	\$0.00	(\$16.21)	\$0.00	(\$16.21)
15649-016	Lola Management	2451 S Burberry Ln	\$0.00	(\$18.84)	\$0.00	(\$18.84)
15668-012	Christian Dart	2339 S Worthington Ln	\$0.00	(\$54.96)	\$0.00	(\$54.96)
15677-016	David Rose	2384 S Burberry Ln	\$0.00	(\$54.96)	\$0.00	(\$54.96)
15819-024	Kate Stephens	105 E Wilson St	\$0.00	(\$34.84)	\$0.00	(\$34.84)
16122-001	Robert Vaught	436 E Southern Dr	\$0.00	(\$43.29)	\$0.00	(\$43.29)
16139-011	Tyler Bennett	405 E Southern Dr	\$0.00	(\$25.65)	\$0.00	(\$25.65)
16202-017	Elen Luik	1403 S Grant St	(\$0.43)	\$0.00	\$0.00	(\$0.43)
16254-012	Eric Seitz	1309 S Palmer Ave	\$0.00	(\$8.62)	\$0.00	(\$8.62)
16266-006	Seth Sanders	1415 S Palmer Ave	\$0.00	(\$40.00)	\$0.00	(\$40.00)
16281-005	Douglas Chambers	1316 S Henderson St	\$0.00	(\$18.84)	\$0.00	(\$18.84)
16303-004	Jordan Garrett	1622 S Greystone Ct	\$0.00	(\$28.53)	\$0.00	(\$28.53)
1641-004	Jenner Properties LLC	3614 E Longview Ave	\$0.00	(\$18.84)	\$0.00	(\$18.84)
16437-004	Cindy Burris	1204 S Stull Ave	\$0.00	(\$30.58)	\$0.00	(\$30.58)
16465-011	Megan Garrett	1300 S Woodlawn Ave	\$0.00	(\$6.72)	\$0.00	(\$6.72)
16567-008	Isabel Piedmont Smith	819 S Washington St	\$0.00	(\$8.00)	\$0.00	(\$8.00)
16569-026	Zachary Fortier	809 S Washington St	\$0.00	(\$143.17)	\$0.00	(\$143.17)
16676-021	Evan Vandevender	211 E 2nd St	(\$47.90)	\$0.00	\$0.00	(\$47.90)
16711-019	Dale Hales	448 E 2nd St	\$0.00	(\$5.03)	\$0.00	(\$5.03)
16782-006	Cristobal Garza-Gonzalez	712 S Henderson St	\$0.00	(\$30.22)	\$0.00	(\$30.22)
16906-014	Nick Pejeau	929 S Ballantine Rd	\$0.00	(\$40.87)	\$0.00	(\$40.87)
16932-002	Carolyn Geduld	1120 E 1st St	\$0.00	(\$1.19)	\$0.00	(\$1.19)
17078-014	Scott Duzan	523 E University St	\$0.00	(\$8.43)	\$0.00	(\$8.43)

17100-012	Kristine West	515 S Fess Ave	\$0.00	(\$26.94)	\$0.00	(\$26.94)
17834-011	KNN Properties LLC	1250 S College Mall Rd	\$0.00	(\$2.51)	\$0.00	(\$2.51)
18024-023	Evan Yszenga	1739 N Lincoln St	\$0.00	(\$165.56)	\$0.00	(\$165.56)
18039-016	Thomas Black	1720 N Lincoln St	\$0.00	(\$184.63)	\$0.00	(\$184.63)
18171-002	Yevonne Jones	2701 S Pine Meadows Dr	\$0.00	(\$0.22)	\$0.00	(\$0.22)
18234-002	La Donna Hacker	18234-002	\$0.00	(\$28.53)	\$0.00	(\$28.53)
18368-005	Alan Barker	400 W Somersbe Pl	\$0.00	(\$3.22)	\$0.00	(\$3.22)
18575-012	Dewynn Loyd	1026 E Azalea Ln	\$0.00	(\$61.23)	\$0.00	(\$61.23)
1877-005	Nicholas Moran	3213 E Covenante rDr	\$0.00	(\$0.58)	\$0.00	(\$0.58)
19028-001	M Ehsan Noorzad	802 S Maria Ct	\$0.00	(\$36.54)	\$0.00	(\$36.54)
19386-008	Felicia Kennedy	656 E Sherwood Hills Dr	\$0.00	(\$0.09)	\$0.00	(\$0.09)
19447-019	Jacob Miller	3211 E 10th St Apt M	\$0.00	(\$19.38)	\$0.00	(\$19.38)
1981-001	Joan Prentice	3710 E South Ct	\$0.00	(\$42.39)	\$0.00	(\$42.39)
19811-021	CFC Inc	636 W 17th St	\$0.00	(\$17.65)	\$0.00	(\$17.65)
19827-022	David Steele	215 S Roosevelt St	\$0.00	(\$1.89)	\$0.00	(\$1.89)
2000247-003	Lineal Contracting	71889438 Hydrant Meter	(\$2.37)	\$0.00	\$0.00	(\$2.37)
2000252-001	City of Bloomington Parks	Hydrant Meter	(\$399.59)	\$0.00	\$0.00	(\$399.59)
200072-008	Alt & Witzig Eng	72877131 Hydrant Meter	(\$32.64)	\$0.00	\$0.00	(\$32.64)
200152-002	Michelle Long	112 E 3rd St Ste 101	\$0.00	(\$233.40)	\$0.00	(\$233.40)
200183-002	Rock Solid Masonry	67090078 Hydrant Meter	(\$13.79)	\$0.00	\$0.00	(\$13.79)
200336-002	Michael Cox	2620 S Rogers St	\$0.00	(\$102.50)	\$0.00	(\$102.50)
200372-005	Eagle Valley Inc	255501 Hydrant Meter	(\$76.65)	\$0.00	\$0.00	(\$76.65)
200374-005	Milestone Contractors	255499 Hydrant Meter	(\$2.10)	\$0.00	\$0.00	(\$2.10)
200424-003	Arexco Inc	68198660 Hydrant Meter	(\$101.35)	\$0.00	\$0.00	(\$101.35)
200434-002	Isabel Hale	708 S Henderson St	\$0.00	(\$18.84)	\$0.00	(\$18.84)
200462-004	Horn Properties	5302014 Hydrant Meter	(\$13.79)	\$0.00	\$0.00	(\$13.79)
200595-002	Force Construction	68198659 Hydrant Meter	(\$84.47)	\$0.00	\$0.00	(\$84.47)
200629-001	Joe Kemp Construction	2583 S Flat Rock Rd	\$0.00	(\$38.87)	\$0.00	(\$38.87)
200643-004	Patriot Engineering	255709 Hydrant Meter	(\$28.36)	\$0.00	\$0.00	(\$28.36)
200669-001	Indiana University	71098747 Hydrant Meter	(\$20.91)	\$0.00	\$0.00	(\$20.91)
200741-001	Stonelake Homes LLC	2516 N Stonelake Dr	\$0.00	(\$6.80)	\$0.00	(\$6.80)
200771-001	Amber Ridge Development	1572 W Dove Dr	\$0.00	(\$27.62)	\$0.00	(\$27.62)
20200-021	Brenton Carter	1431 W Allen St	\$0.00	(\$47.76)	\$0.00	(\$47.76)
20269-028	Cody Vandevender	461 W Hooiser Court Ave	\$0.00	(\$47.90)	\$0.00	(\$47.90)
20277-019	Stanley Cheng	443 W Hoosier Court Ave	\$0.00	(\$1.08)	\$0.00	(\$1.08)
20387-023	BH Walnut Springs LLC	3204 S Walnut Springs Dr	\$0.00	(\$9.36)	\$0.00	(\$9.36)
20400-027	BH Walnut Springs LLC	3209 S Walnut Springs Dr	\$0.00	(\$18.84)	\$0.00	(\$18.84)
204-001	Carol Bodnar	1007 S Gentry Ct	\$0.00	(\$70.07)	\$0.00	(\$70.07)
20401-020	BH Walnut Springs LLC	3211 S Walnut Springs Dr	\$0.00	(\$0.09)	\$0.00	(\$0.09)
20525-002	Criss Beyers	3132 E Kensington Park Dr	\$0.00	(\$2.69)	\$0.00	(\$2.69)
20548-001	Bruce Hronek	3013 E Daniel St	\$0.00	(\$96.34)	\$0.00	(\$96.34)
20904-021	BH Walnut Springs LLC	3286 S Walnut Springs Dr	\$0.00	(\$27.79)	\$0.00	(\$27.79)
21154-016	Joshua Moore	1008 W 11th St	\$0.00	(\$121.26)	\$0.00	(\$121.26)
21206-011	Virginia Stiffler	2965 S Pinewood Ln	(\$9.98)	(\$19.08)	\$0.00	(\$29.06)
21246-016	Linda Braunlin	212 E Vermilya Ave	\$0.00	(\$57.87)	\$0.00	(\$57.87)
21247-021	Linda Braunlin	210 E Vermilya Ave	\$0.00	(\$3.15)	\$0.00	(\$3.15)
21511-016	James Lagenour	2309 S Burberry Ln	\$0.00	(\$61.56)	\$0.00	(\$61.56)

21517-013	Samantha West	2354 S Burberry Ln	\$0.00	(\$40.36)	\$0.00	(\$40.36)
21638-022	Richard Wells	727 E Hunter Ave	\$0.00	(\$6.83)	\$0.00	(\$6.83)
21759-001	Carl Horne	315 S Eastside Dr	\$0.00	(\$80.51)	\$0.00	(\$80.51)
21886-002	Timothy Dowling	814 S Meadowbrook Dr	\$0.00	(\$35.59)	\$0.00	(\$35.59)
22207-003	Maxine Ray	2005 S Rogers St Lot 54	\$0.00	(\$18.84)	\$0.00	(\$18.84)
22207-004	Nancy Shaw	2005 S Rogers St Lot 54	\$0.00	(\$20.03)	\$0.00	(\$20.03)
22414-027	Pine Bluff Apts	825 W 17th St	\$0.00	(\$18.84)	\$0.00	(\$18.84)
22417-023	Pine Bluff Apts	831 W 17th St	\$0.00	(\$18.84)	\$0.00	(\$18.84)
22420-019	Pine Bluff Apts	837 W 17th St	\$0.00	(\$28.53)	\$0.00	(\$28.53)
22496-022	Mitchell Gilles	520 S Fess Ave	\$0.00	(\$50.14)	\$0.00	(\$50.14)
22496-023	Sacreb LLC	520 S Fess Ave	\$0.00	(\$2.17)	\$0.00	(\$2.17)
22540-024	Cindy Happel	1334 N Washington St	\$0.00	(\$18.89)	\$0.00	(\$18.89)
22647-004	Elke Pessl	2310 S Rogers St	\$0.00	(\$57.59)	\$0.00	(\$57.59)
23535-009	Melissa Dickinson	611 E Miller Dr Apt B	\$0.00	(\$38.14)	\$0.00	(\$38.14)
24078-001	Kathleen Birth	3950 S Kennedy Dr	\$0.00	(\$57.52)	\$0.00	(\$57.52)
24146-001	Mary Amandola	1007 E Sherbrooke Dr	\$0.00	(\$0.26)	\$0.00	(\$0.26)
2415-013	Arbors Indy LLC	1513 S Arbors Ln	\$0.00	(\$18.84)	\$0.00	(\$18.84)
2417-011	Arbors Indy LLC	1507 S Arbors Ln	\$0.00	(\$18.84)	\$0.00	(\$18.84)
24370-026	Alex Smith	300 E State Road 45 46 bypass Uni	\$0.00	(\$57.99)	\$0.00	(\$57.99)
24402-016	Kameron Bowling	300 E State Road 45 46 bypass Uni	\$0.00	(\$37.49)	\$0.00	(\$37.49)
2480-002	Margaret McDay	2418 S Rocky Cliff Ct	\$0.00	(\$2.26)	\$0.00	(\$2.26)
25167-013	Nancy Smith	321 E 2nd St Apt 1	\$0.00	(\$17.33)	\$0.00	(\$17.33)
25192-006	Islamic Center of Bloomington Inc	412 E 2nd St	\$0.00	(\$16.21)	\$0.00	(\$16.21)
2588-010	Kathy Nesbitt	2364 E Winding Brook Cir	\$0.00	(\$138.28)	\$0.00	(\$138.28)
2588-011	Valarie Kopacz	2364 E Winding Brook Cir	\$0.00	(\$66.35)	\$0.00	(\$66.35)
2602-001	Jennifer Kander	2341 E Winding Brook Cir	\$0.00	(\$1.19)	\$0.00	(\$1.19)
26115-027	Vision Holdings LLC	319 N Lincoln St	\$0.00	(\$18.84)	\$0.00	(\$18.84)
26670-016	Alison Pitt	901 S Washington St Apt 2	\$0.00	(\$19.85)	\$0.00	(\$19.85)
2912-009	Shannon Ramey	3451 N Kingsley Dr	\$0.00	(\$30.45)	\$0.00	(\$30.45)
3006-019	James Brown	3331 N Valleyview Dr	\$0.00	(\$15.32)	\$0.00	(\$15.32)
30493-001	Raymond Murphy	3916 S Allen Ct	\$0.00	(\$33.00)	\$0.00	(\$33.00)
3079-004	Eric Holk	1161 W Meadow Ct	\$0.00	(\$16.21)	\$0.00	(\$16.21)
31173-017	Robin Kirby	719 W 15th St	\$0.00	(\$162.07)	\$0.00	(\$162.07)
32802-002	Nancy Omara	2909 S Somerset Pl	\$0.00	(\$129.29)	\$0.00	(\$129.29)
32827-001	Fred Ponton	912 W Winding Way	\$0.00	(\$18.84)	\$0.00	(\$18.84)
33047-021	Hrisomalos Rentals	2401 E 3rd St	(\$1.89)	\$0.00	\$0.00	(\$1.89)
33093-002	Suzanne Brown	1800 E Thornton Dr	\$0.00	(\$18.84)	\$0.00	(\$18.84)
33235-026	Victoria Kingdom	484 E Varsity Ln	\$0.00	(\$16.59)	\$0.00	(\$16.59)
33322-006	Pegausus Properties	13 N Knapp Rd	(\$32.41)	(\$4.90)	\$0.00	(\$37.31)
33387-010	Public Investment Corp	4031 W Beasley Dr	\$0.00	(\$10.15)	\$0.00	(\$10.15)
33720-002	Joan Soller	1203 S Henderson St	\$0.00	(\$20.03)	\$0.00	(\$20.03)
33762-021	Amy Krach	523 S Park Ave	\$0.00	(\$57.59)	\$0.00	(\$57.59)
33902-023	Choice Realty & Management	1725 N Lincoln St	\$0.00	(\$61.76)	\$0.00	(\$61.76)
34443-022	Peggy Watson	522 S Park Ave	\$0.00	(\$2.71)	\$0.00	(\$2.71)
34614-013	CPW Properties	503 S Park Square Dr	\$0.00	(\$0.09)	\$0.00	(\$0.09)
34765-013	Public Investment Corp	4002 W Beasley Dr	\$0.00	(\$18.02)	\$0.00	(\$18.02)
34771-009	Kita Jones-Farmer	500 W Hays Ct	\$0.00	(\$0.42)	\$0.00	(\$0.42)

34816-005	Michelle Kleindorfer	1041 W 12th St	\$0.00	(\$16.21)	\$0.00	(\$16.21)
35069-014	Campus Cribs	1443 W Allen St	\$0.00	(\$67.28)	\$0.00	(\$67.28)
35236-029	Sophia Holt	3245 S Walnut Springs Dr	\$0.00	(\$85.83)	\$0.00	(\$85.83)
35303-001	Wilma Carpenter	4120 W Red Rock Rd	\$0.00	(\$8.24)	\$0.00	(\$8.24)
35760-013	Alexander Mathew	1356 S College Mall Rd	\$0.00	(\$5.48)	\$0.00	(\$5.48)
35798-014	G&S Homes	3427 S Weeping Willow Way	(\$155.22)	\$0.00	\$0.00	(\$155.22)
37252-011	Thomas Hogan	2303 N Headley Rd	\$0.00	(\$12.32)	\$0.00	(\$12.32)
3799-015	Patrick McAleer	719 S Anna Lee Ln	(\$11.41)	\$0.00	\$0.00	(\$11.41)
3803-003	Ronald Brinegar	716 S Anna Lee Ln	(\$38.92)	\$0.00	\$0.00	(\$38.92)
38124-014	Justin Kirby	1350 S Smith Rd	\$0.00	(\$479.58)	\$0.00	(\$479.58)
3819-015	Kevin Miescke	1804 W Wylie St	(\$0.60)	\$0.00	\$0.00	(\$0.60)
38487-014	Aaron Barker	4412 E Elouise Ave	(\$22.29)	\$0.00	\$0.00	(\$22.29)
39192-003	Monroe Medical Arts LLC	3209 W Fullerton Pike	\$0.00	(\$187.15)	\$0.00	(\$187.15)
39482-004	Jennifer Keifer	1448 W 6th St	\$0.00	(\$18.84)	\$0.00	(\$18.84)
39956-002	J William Sibbitt Jr	2921 S Soutar Dr	\$0.00	(\$0.60)	\$0.00	(\$0.60)
4020-012	Millennium Property	1400 S Lakecrest Dr	\$0.00	(\$37.31)	\$0.00	(\$37.31)
40408-006	Deloris Brinegar	627 S Anna Lee Ln	\$0.00	(\$10.70)	\$0.00	(\$10.70)
40445-006	Public Investment Corp	3905 W Farmer Ave	\$0.00	(\$17.93)	\$0.00	(\$17.93)
40812-013	Public Investment Corp	1840 S Curry Pike	\$0.00	(\$17.93)	\$0.00	(\$17.93)
40858-021	Moses Washington	4325 W Gifford Rd	\$0.00	(\$13.98)	\$0.00	(\$13.98)
4104-010	Edie Morrison	903 W Kirkwood Ave	\$0.00	(\$18.84)	\$0.00	(\$18.84)
41129-014	Public Investment Corp	4107 W Sierra Dr	\$0.00	(\$23.29)	\$0.00	(\$23.29)
41322-003	Monroe Medical Arts LLC	3201 W Fullerton Pike	\$0.00	(\$19.59)	\$0.00	(\$19.59)
41341-023	Alec Udell	314 N Washington St Apt A	\$0.00	(\$86.43)	\$0.00	(\$86.43)
41342-020	Daniel Katz	314 N Washington St Apt B	\$0.00	(\$25.83)	\$0.00	(\$25.83)
41439-003	Williamsburg LLC	223 S Pete Ellis Dr Ste 4	\$0.00	(\$46.36)	\$0.00	(\$46.36)
41634-005	KNN Properties LLC	3720 S Wickens St	\$0.00	(\$17.93)	\$0.00	(\$17.93)
42303-019	Rose Roberts	1405 W Rockcrest Dr	\$0.00	(\$63.45)	\$0.00	(\$63.45)
43162-016	Kelsie Shields	2871 S Walnut Street Pike	\$0.00	(\$0.55)	\$0.00	(\$0.55)
4368-002	Sheree Demming	308 E 7th St	\$0.00	(\$29.80)	\$0.00	(\$29.80)
4370-026	Demming Properties	316 E 7th St	\$0.00	(\$52.55)	\$0.00	(\$52.55)
44363-013	Dorothy Apartments	2309 S Rockport Rd Apt C	\$0.00	(\$38.22)	\$0.00	(\$38.22)
44379-013	Dorothy Apartments	2317 S Rockport Rd Apt C	\$0.00	(\$50.09)	\$0.00	(\$50.09)
44438-002	Julie Chapman	2617 S Wexley Rd	\$0.00	(\$57.59)	\$0.00	(\$57.59)
44614-003	Angela Burr	1163 W Twin Oaks Rdg	\$0.00	(\$51.28)	\$0.00	(\$51.28)
44663-004	Julie Chapman	2013 E Cheyenne Ln	\$0.00	(\$61.70)	\$0.00	(\$61.70)
4696-016	Matthew Eckstein	317 E 15th St	\$0.00	(\$22.68)	\$0.00	(\$22.68)
4707-025	Leo Hagist	403 E 16th St	\$0.00	(\$116.25)	\$0.00	(\$116.25)
4732-004	Julia Jerles	213 E 15th St	\$0.00	(\$47.57)	\$0.00	(\$47.57)
4741-016	Rachel Johansen	202 E 15th St	\$0.00	(\$25.90)	\$0.00	(\$25.90)
4741-018	Devin Warner	202 E 15th St	\$0.00	(\$17.81)	\$0.00	(\$17.81)
4759-025	Evan Guedel	307 E 16th St	\$0.00	(\$0.03)	\$0.00	(\$0.03)
48142-007	Milka Zayas	1654 W Hennessey St	\$0.00	(\$35.93)	\$0.00	(\$35.93)
4840-005	Daniel Settles	1017 N Jackson St	\$0.00	(\$21.28)	\$0.00	(\$21.28)
4859-002	John Weakley	328 W 15th St	\$0.00	(\$73.75)	\$0.00	(\$73.75)
48814-006	Pegasus Properties	2050 S Ramsey Dr	\$0.00	(\$1.19)	\$0.00	(\$1.19)
4883-027	Shelby Martin	315 W 16th St	\$0.00	(\$55.71)	\$0.00	(\$55.71)

48907-002	Marietta Ocampo	5620 W Elkhorn Ct	\$0.00	(\$0.04)	\$0.00	(\$0.04)
4892-014	Sarah Marino	1205 N Madison St	\$0.00	(\$31.06)	\$0.00	(\$31.06)
49038-006	Joe Kemp Construction	1796 W Sunstone Dr	(\$20.03)	\$0.00	\$0.00	(\$20.03)
4956-017	Kyle Hummel	312 W 14th St	\$0.00	(\$9.43)	\$0.00	(\$9.43)
49970-002	Kathryn Hartman	5758 W Monarch Ct	\$0.00	(\$39.74)	\$0.00	(\$39.74)
5057-027	Ken Titus	425 N Lincoln St	\$0.00	(\$0.14)	\$0.00	(\$0.14)
5059-025	Oliver Sutter	511 N Lincoln St	\$0.00	(\$36.00)	\$0.00	(\$36.00)
5059-026	Demming Properties	511 N Lincoln St	\$0.00	(\$54.96)	\$0.00	(\$54.96)
5119-033	Omega Properties	703 N Washington St	\$0.00	(\$18.84)	\$0.00	(\$18.84)
5160-015	Tariq Kahn	301 E 10th St	\$0.00	(\$18.84)	\$0.00	(\$18.84)
5168-020	Katherine Scales	300 E 11th St	\$0.00	(\$18.84)	\$0.00	(\$18.84)
5169-018	Donovan Rowsey	310 E 11th St	\$0.00	(\$63.86)	\$0.00	(\$63.86)
5217-016	Ondria Vandivier	206 E Brownstone Dr	\$0.00	(\$1.49)	\$0.00	(\$1.49)
5217-018	Steven Curry	206 E Brownstone Dr	\$0.00	(\$28.53)	\$0.00	(\$28.53)
5257-026	Aaron Simpson	432 E Brownstone Dr	\$0.00	(\$9.10)	\$0.00	(\$9.10)
5474-001	Lucinda Skoog	2933 N Ramble Rd E	\$0.00	(\$165.03)	\$0.00	(\$165.03)
5594-004	J Sky Adams	4390 N Old State Road 37	(\$28.51)	\$0.00	\$0.00	(\$28.51)
56124-004	Lillian Morris	1330 N Crescent Rd	\$0.00	(\$2.79)	\$0.00	(\$2.79)
56492-003	Yawei Zhang	1595 S Ira St	\$0.00	(\$94.78)	\$0.00	(\$94.78)
56714-002	Maria Cortes	1016 W 12th St	\$0.00	(\$0.09)	\$0.00	(\$0.09)
5721-011	Rachel Ryan	1319 W Hickory Ln	(\$11.63)	\$0.00	\$0.00	(\$11.63)
59473-006	Wesley Wilson	911 N Maple St	\$0.00	(\$43.96)	\$0.00	(\$43.96)
60254-003	Joseph Pacelli	1559 S Ira St	\$0.00	(\$255.27)	\$0.00	(\$255.27)
6181-012	Block Investment Group	4040 S Old State Road 37	(\$20.22)	\$0.00	\$0.00	(\$20.22)
6330-012	Alissa Wyle	2404 E 5th St	\$0.00	(\$9.68)	\$0.00	(\$9.68)
6365-013	Joshua Mollman	308 N Overhill Dr	\$0.00	(\$40.36)	\$0.00	(\$40.36)
6393-009	CJ Satellite LLC	110 S Clark St	\$0.00	(\$3.79)	\$0.00	(\$3.79)
6466-011	Donald Horton	2026 E 3rd St	\$0.00	(\$2.30)	\$0.00	(\$2.30)
6502-016	J and B Leasing	125 S Union St	\$0.00	(\$77.65)	\$0.00	(\$77.65)
6510-023	Amy Simpson	223 S Bryan Ave	\$0.00	(\$34.20)	\$0.00	(\$34.20)
6566-018	Nathan Krohne	120 N Bryan Ave	(\$0.20)	\$0.00	\$0.00	(\$0.20)
6568-021	Alexander Van Halen	124 N Bryan Ave	(\$1.33)	\$0.00	\$0.00	(\$1.33)
6684-003	Nail Studio	911 S College Mall Rd	\$0.00	(\$65.68)	\$0.00	(\$65.68)
7035-003	Leah Bunger	1625 E Thornton Dr	\$0.00	(\$0.38)	\$0.00	(\$0.38)
7109-002	Nathan Podsakoff	1501 S Clifton Ave	\$0.00	(\$28.53)	\$0.00	(\$28.53)
7307-017	Adam Meyers	1514 E Maxwell Ln	\$0.00	(\$72.36)	\$0.00	(\$72.36)
7375-012	Mackenzie Harris	1919 E Hunter Ave	\$0.00	(\$42.70)	\$0.00	(\$42.70)
7404-006	Walter Holdeman	308 S High St	\$0.00	(\$17.33)	\$0.00	(\$17.33)
7416-002	Lesley Duffield	307 S Eastside Dr	\$0.00	(\$1.04)	\$0.00	(\$1.04)
7442-012	Joseph Schultz	1624 E 3rd St	\$0.00	(\$60.39)	\$0.00	(\$60.39)
7475-009	Christopher Pelton	1600 E 2nd St	\$0.00	(\$47.90)	\$0.00	(\$47.90)
7795-002	Sheila Butler	1920 E Wexley Rd	\$0.00	(\$10.07)	\$0.00	(\$10.07)
8307-006	S Frederic Johanson	3614 S Sowder Sq	\$0.00	(\$25.90)	\$0.00	(\$25.90)
8490-001	Harriette Thompson	103 W Pinewood Dr	\$0.00	(\$0.87)	\$0.00	(\$0.87)
8499-025	Robert Plummer	2955 S Pinewood Dr	\$0.00	(\$16.21)	\$0.00	(\$16.21)
8731-001	Jack Benson	5575 S Fairfax Rd	(\$36.30)	\$0.00	\$0.00	(\$36.30)
8747-004	Marsha Grubb	5425 S Fairfax Rd	\$0.00	(\$8.69)	\$0.00	(\$8.69)

8970-018	Marc Ranucci	1314 N Lincoln St	\$0.00	(\$62.96)	\$0.00	(\$62.96)
8991-019	Nicholas Gulas	207 E 19th St	\$0.00	(\$0.01)	\$0.00	(\$0.01)
9043-016	Yiyuan Jiang	440 W Northlane Dr	\$0.00	(\$36.00)	\$0.00	(\$36.00)
9187-020	College Properties	380 E Varsity Ln	\$0.00	(\$21.27)	\$0.00	(\$21.27)
9214-016	Adam Beaver	430 E Varsity Ln	\$0.00	(\$8.17)	\$0.00	(\$8.17)
9219-023	College Properties	452 E Varsity Ln	\$0.00	(\$139.92)	\$0.00	(\$139.92)
9226-017	Arisa Ruano	470 E Varsity Ln	\$0.00	(\$59.29)	\$0.00	(\$59.29)
9227-021	John Grider	472 E Varsity Ln	\$0.00	(\$0.86)	\$0.00	(\$0.86)
9230-021	Charles Hankins	478 E Varsity Ln	\$0.00	(\$78.65)	\$0.00	(\$78.65)
9247-027	Nicholas Smith	377 E Varsity Ln	\$0.00	(\$0.02)	\$0.00	(\$0.02)
9435-001	Raymond Stoddard	2008 S Berkley South Ct	\$0.00	(\$64.25)	\$0.00	(\$64.25)
951-007	Abdullah Altwwajri	803 N Plymouth Rd	\$0.00	(\$24.10)	\$0.00	(\$24.10)
			(\$1,234.96)	(\$8,847.89)	\$0.00	(\$10,082.85)



CONTRACT COVER MEMORANDUM

TO: Controller, Mayor and USB
FROM: Kevin White
DATE: 1/16/24
RE: Request Approval of Consulting Services with Commonwealth Engineers for the Dillman WWTP Relief Sewer design

Contract Recipient/Vendor Name:	Commonwealth Engineers, Inc.
Department Head Initials of Approval:	
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Kevin White
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Christopher Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	
Due Date For Signature:	January 18, 2024
Expiration Date of Contract:	December 31, 2028
Renewal Date for Contract:	N/A
Total Dollar Amount of Contract:	Original NTE of \$1,663,956.00
Funding Source:	101-U10500
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Living Wage (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes

Summary of Contract:

The City wishes to prepare construction documents for a relief sewer to the Dillman WWTP and replacement of gravity sewer along the West Interceptor or otherwise described in Exhibit "A" of the proposed contract. The proposed project is to alleviate sanitary sewer overflows and is sized for future growth, specifically the Summit Development along the West Interceptor.



CONTRACT COVER MEMORANDUM

TO: Controller, Mayor & USB
FROM: Braden Bonczek/Chris Wheeler
DATE: January 9, 2024
RE: REQUEST CONTRACT APPROVAL

Contract Recipient/Vendor Name:	Greeley and Hansen, LLC
Department Head Initials of Approval:	/JL/
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Braden Bonczek
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Christopher J. Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	10/31/2034
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	24-001
Due Date For Signature:	For USB Meeting on Tuesday, January 16, 2024
Expiration Date of Contract:	10/31/2024
Renewal Date for Contract:	none
Total Dollar Amount of Contract:	\$31,000.00
Funding Source:	010-65-950008-U67510
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Living Wage Ordinance (if applicable)	Yes

Summary of Contract: Professional Service Contract for NPDES Permit Renewal for the City of Bloomington Wastewater Utility



CONTRACT COVER MEMORANDUM

TO: Controller, Mayor, USB
FROM: Braden Bonczek
DATE: January 11, 2024
RE: REQUEST APPROVAL FOR AGREEMENT FOR SERVICES
WITH Brenntag Mid-South, Inc.

Contract Recipient/Vendor Name:	Brenntag Mid-South, Inc.
Department Head Initials of Approval:	/JL/
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Braden Bonczek
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Christopher J. Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	12/31/2034
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	24-007
Due Date For Signature:	1/16/2024 USB meeting
Expiration Date of Contract:	12/31/2024
Renewal Date for Contract:	none
Total Dollar Amount of Contract:	\$1.455 per pound
Funding Source:	009-61-900003-U61817
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	N/A
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Living Wage (if applicable)	Yes

Summary of Contract: 2024 Supply of Robin 120 Polymer at Monroe Water Plant



CONTRACT COVER MEMORANDUM

TO: Controller, Mayor, USB
FROM: Braden Bonczek
DATE: January 11, 2024
RE: REQUEST APPROVAL FOR CHEMICAL SUPPLY CONTRACT

Contract Recipient/Vendor Name:	Brenntag Mid-South, Inc.
Department Head Initials of Approval:	/JL/
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Braden Bonczek
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Christopher J. Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	12/31/2034
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	24-008
Due Date For Signature:	1/16/2024
Expiration Date of Contract:	12/31/2024
Renewal Date for Contract:	NONE
Total Dollar Amount of Contract:	\$0.21 per pound
Funding Source:	010-65-950005-U61820
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	N/A
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Living Wage (if applicable)	Yes

Summary of Contract: 2024 Supply of Sodium Bisulfite at Dillman Waste Plant



CONTRACT COVER MEMORANDUM

TO: Controller, Mayor, USB
FROM: Braden Bonczek
DATE: January 11, 2024
RE: REQUEST APPROVAL OF CHEMICAL SUPPLY CONTRACT

Contract Recipient/Vendor Name:	Brenntag Mid-South, Inc.
Department Head Initials of Approval:	/JL/
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Braden Bonczek
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Christopher J. Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	12/31/2034
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	24-009
Due Date For Signature:	1/16/2024
Expiration Date of Contract:	12/31/2024
Renewal Date for Contract:	none
Total Dollar Amount of Contract:	\$0.19 per pound
Funding Source:	009-61-900003-U61824
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	N/A
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Living Wage (if applicable)	Yes

Summary of Contract: 2024 Supply of Sodium Hydroxide at Monroe Water Plant



CONTRACT COVER MEMORANDUM

TO: Controller, Mayor, USB
FROM: Braden Bonczek
DATE: January 11, 2024
RE: REQUEST APPROVAL OF CHEMICAL SUPPLY CONTRACT

Contract Recipient/Vendor Name:	Brenntag Mid-South, Inc.
Department Head Initials of Approval:	/JL/
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Braden Bonczek
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Christopher J. Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	12/31/2034
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	24-011
Due Date For Signature:	1/16/2024
Expiration Date of Contract:	12/31/2024
Renewal Date for Contract:	none
Total Dollar Amount of Contract:	\$0.19 per pound
Funding Source:	010-64-950005-U61814
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	N/A
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Living Wage (if applicable)	Yes

Summary of Contract: 2024 Supply of Sodium Hydroxide at Blucher Waste Plant



CONTRACT COVER MEMORANDUM

TO: Controller, Mayor, USB
FROM: Braden Bonczek
DATE: January 11, 2024
RE: REQUEST APPROVAL CHEMICAL SUPPLY CONTRACT

Contract Recipient/Vendor Name:	ChemTrade Chemicals US, LLC
Department Head Initials of Approval:	/JL/
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Braden Bonczek
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Christopher J. Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	12/31/2034
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	24-015
Due Date For Signature:	1/16/2024
Expiration Date of Contract:	12/31/2024
Renewal Date for Contract:	NONE
Total Dollar Amount of Contract:	\$635.00 per dry ton
Funding Source:	009-61-900003-U61815
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	N/A
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Living Wage (if applicable)	Yes

Summary of Contract: 2024 Supply of Aluminum Sulfate at Monroe Water Plant



CONTRACT COVER MEMORANDUM

TO: Controller, Mayor, USB
FROM: Braden Bonczek
DATE: January 11, 2024
RE: REQUEST APPROVAL OF CHEMICAL SUPPLY CONTRACT

Contract Recipient/Vendor Name:	Jacobi Carbons, Inc.
Department Head Initials of Approval:	/JL/
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Braden Bonczek
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Christopher J. Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	12/31/2034
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	24-012
Due Date For Signature:	1/16/2024
Expiration Date of Contract:	12/31/2024
Renewal Date for Contract:	none
Total Dollar Amount of Contract:	\$1.039 per pound
Funding Source:	009-61-900005-U61812
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	N/A
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Living Wage (if applicable)	Yes

Summary of Contract: 2024 Supply of Carbon at Monroe Water Plant



CONTRACT COVER MEMORANDUM

TO: Controller, Mayor, USB
FROM: Braden Bonczek
DATE: January 11, 2024
RE: REQUEST APPROVAL of chemical supply contract WITH JCI Jones Chemicals, Inc.

Contract Recipient/Vendor Name:	JCI Jones Chemicals, Inc.
Department Head Initials of Approval:	/JL/
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Braden Bonczek
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Christopher J. Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	12/31/2034
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	24-016
Due Date For Signature:	1/16/2024
Expiration Date of Contract:	12/31/2024
Renewal Date for Contract:	none
Total Dollar Amount of Contract:	\$1.695 per pound
Funding Source:	010-65-950005-U61823
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	N/A
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Living Wage (if applicable)	Yes

Summary of Contract: 2024 Supply of Sodium Hypochlorite at Dillman Waste Plant



CONTRACT COVER MEMORANDUM

TO: Controller, Mayor, USB
FROM: Braden Bonczek
DATE: January 11, 2024
RE: REQUEST APPROVAL of chemical supply contract WITH JCI Jones Chemicals, Inc.

Contract Recipient/Vendor Name:	JCI Jones Chemicals, Inc.
Department Head Initials of Approval:	/JL/
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Braden Bonczek
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Christopher J. Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	12/31/2034
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	24-016
Due Date For Signature:	1/16/2024
Expiration Date of Contract:	12/31/2024
Renewal Date for Contract:	none
Total Dollar Amount of Contract:	\$1.695 per pound
Funding Source:	010-65-950005-U61823
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	N/A
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Living Wage (if applicable)	Yes

Summary of Contract: 2024 Supply of Sodium Hypochlorite at Dillman Waste Plant



CONTRACT COVER MEMORANDUM

TO: Controller, Mayor, USB
FROM: Braden Bonczek
DATE: January 11, 2024
RE: REQUEST APPROVAL of chemical supply contract WITH Univar Solutions USA, LLC

Contract Recipient/Vendor Name:	Univar Solutions USA, LLC
Department Head Initials of Approval:	
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Braden Bonczek
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Christopher J. Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	
Due Date For Signature:	
Expiration Date of Contract:	12/31/2024
Renewal Date for Contract:	
Total Dollar Amount of Contract:	\$0.2544 per pound
Funding Source:	009-61-900003-U61816
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	N/A
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Living Wage (if applicable)	Yes

Summary of Contract: 2024 Supply of Hydrofluorosilicic Acid (HFS Acid) at Monroe Water Plant



CONTRACT COVER MEMORANDUM

TO: Controller, Mayor, USB
FROM: Braden Bonczek
DATE: January 11, 2024
RE: REQUEST APPROVAL of chemical supply contract WITH JCI Jones Chemicals, Inc.

Contract Recipient/Vendor Name:	JCI Jones Chemicals, Inc.
Department Head Initials of Approval:	
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Braden Bonczek
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Christopher J. Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	
Due Date For Signature:	
Expiration Date of Contract:	12/31/2024
Renewal Date for Contract:	
Total Dollar Amount of Contract:	\$1.695 per pound
Funding Source:	009-61-900003-U61823
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	N/A
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Living Wage (if applicable)	Yes

Summary of Contract: 2024 Supply of Sodium Hypochlorite at Monroe Water Plant



CONTRACT COVER MEMORANDUM

TO: Controller, Mayor, USB
FROM: Braden Bonczek
DATE: January 11, 2024
RE: REQUEST APPROVAL of chemical supply contract WITH Chemical Resources, Inc.

Contract Recipient/Vendor Name:	Chemical Resources, Inc.
Department Head Initials of Approval:	
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Braden Bonczek
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Christopher J. Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	
Due Date For Signature:	
Expiration Date of Contract:	12/31/2024
Renewal Date for Contract:	
Total Dollar Amount of Contract:	\$0.318 per pound
Funding Source:	010-65-950005-U61830
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	N/A
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Living Wage (if applicable)	Yes

Summary of Contract: 2024 Supply of Sodium Aluminate at Dillman Waste Plant



CONTRACT COVER MEMORANDUM

TO: Controller, Mayor, USB
FROM: Braden Bonczek
DATE: January 11, 2024
RE: REQUEST APPROVAL of chemical supply contract WITH BioChem, Inc.

Contract Recipient/Vendor Name:	BioChem, Inc.
Department Head Initials of Approval:	
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Braden Bonczek
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Christopher J. Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	
Due Date For Signature:	
Expiration Date of Contract:	12/31/2024
Renewal Date for Contract:	
Total Dollar Amount of Contract:	\$2.40 per pound
Funding Source:	010-65-950005-U61817
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	N/A
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Living Wage (if applicable)	Yes

Summary of Contract: 2024 Supply of Polymer – Praestol K275 at Dillman Waste Plant



CONTRACT COVER MEMORANDUM

TO: Controller, Mayor, USB
FROM: Braden Bonczek
DATE: January 11, 2024
RE: REQUEST APPROVAL of chemical supply contract WITH BioChem, Inc.

Contract Recipient/Vendor Name:	BioChem, Inc.
Department Head Initials of Approval:	
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Braden Bonczek
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Christopher J. Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	
Due Date For Signature:	
Expiration Date of Contract:	12/31/2024
Renewal Date for Contract:	
Total Dollar Amount of Contract:	\$2.40 per pound
Funding Source:	009-61-900003-U61817
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	N/A
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Living Wage (if applicable)	Yes

Summary of Contract: 2024 Supply of Polymer – Praestol K110 at Monroe Water Plant



CONTRACT COVER MEMORANDUM

TO: Controller, Mayor, USB
FROM: Braden Bonczek
DATE: January 11, 2024
RE: REQUEST APPROVAL of chemical supply contract WITH BioChem, Inc.

Contract Recipient/Vendor Name:	BioChem, Inc.
Department Head Initials of Approval:	
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Braden Bonczek
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Christopher J. Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	
Due Date For Signature:	
Expiration Date of Contract:	12/31/2024
Renewal Date for Contract:	
Total Dollar Amount of Contract:	\$2.40 per pound
Funding Source:	009-61-900003-U61817
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	N/A
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Living Wage (if applicable)	Yes

Summary of Contract: 2024 Supply of Polymer – Praestol K110 at Monroe Water Plant



CONTRACT COVER MEMORANDUM

TO: Controller, Mayor, USB
FROM: Braden Bonczek
DATE: January 11, 2024
RE: REQUEST APPROVAL of chemical supply contract WITH BioChem, Inc.

Contract Recipient/Vendor Name:	BioChem, Inc.
Department Head Initials of Approval:	
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Braden Bonczek
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Christopher J. Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	
Due Date For Signature:	
Expiration Date of Contract:	12/31/2024
Renewal Date for Contract:	
Total Dollar Amount of Contract:	\$2.40 per pound
Funding Source:	009-61-900003-U61817
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	N/A
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Living Wage (if applicable)	Yes

Summary of Contract: 2024 Supply of Polymer – Praestol K110 at Monroe Water Plant



CONTRACT COVER MEMORANDUM

TO: Controller, Mayor, USB
FROM: Braden Bonczek
DATE: January 11, 2024
RE: REQUEST APPROVAL of chemical supply contract WITH BioChem, Inc.

Contract Recipient/Vendor Name:	BioChem, Inc.
Department Head Initials of Approval:	
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Braden Bonczek
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Christopher J. Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	
Due Date For Signature:	
Expiration Date of Contract:	12/31/2024
Renewal Date for Contract:	
Total Dollar Amount of Contract:	\$2.30 per pound
Funding Source:	010-64-950005-U61817
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	N/A
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Living Wage (if applicable)	Yes

Summary of Contract: 2024 Supply of Polymer – Praestol K144 at Blucher Waste Plant



CONTRACT COVER MEMORANDUM

TO: Controller, Mayor, USB
FROM: Braden Bonczek
DATE: January 11, 2024
RE: REQUEST APPROVAL of chemical supply contract WITH Water Solutions Unlimited, Inc.

Contract Recipient/Vendor Name:	Water Solutions Unlimited, Inc.
Department Head Initials of Approval:	
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Braden Bonczek
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Christopher J. Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	
Due Date For Signature:	
Expiration Date of Contract:	12/31/2024
Renewal Date for Contract:	
Total Dollar Amount of Contract:	\$8.00 per gallon
Funding Source:	009-61-900003-U61834
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	N/A
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Living Wage (if applicable)	Yes

Summary of Contract: 2024 Supply of Sodium Thiosulfite at Monroe Water Plant



CONTRACT COVER MEMORANDUM

TO: Controller, Mayor, USB
FROM: Braden Bonczek
DATE: January 11, 2024
RE: REQUEST APPROVAL of chemical supply contract WITH Water Solutions Unlimited, Inc.

Contract Recipient/Vendor Name:	Water Solutions Unlimited, Inc.
Department Head Initials of Approval:	
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Braden Bonczek
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Christopher J. Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	
Due Date For Signature:	
Expiration Date of Contract:	12/31/2024
Renewal Date for Contract:	
Total Dollar Amount of Contract:	\$14.25 per gallon
Funding Source:	009-61-900003-U61828
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	N/A
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Living Wage (if applicable)	Yes

Summary of Contract: 2024 Supply of Sodium Permanganate at Monroe Water Plant



CONTRACT COVER MEMORANDUM

TO: Controller, Mayor, USB
FROM: Braden Bonczek
DATE: January 11, 2024
RE: REQUEST APPROVAL of chemical supply contract WITH Water Solutions Unlimited, Inc.

Contract Recipient/Vendor Name:	Water Solutions Unlimited, Inc.
Department Head Initials of Approval:	
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Braden Bonczek
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Christopher J. Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	
Due Date For Signature:	
Expiration Date of Contract:	12/31/2024
Renewal Date for Contract:	
Total Dollar Amount of Contract:	\$1.00 per pound
Funding Source:	010-65-950005-U61814
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	N/A
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Living Wage (if applicable)	Yes

Summary of Contract: 2024 Supply of Sodium Bicarbonate at Dillman Waste Plant



CONTRACT COVER MEMORANDUM

TO: Controller, Mayor, USB
FROM: Braden Bonczek
DATE: January 11, 2024
RE: REQUEST APPROVAL of chemical supply contract WITH Water Solutions Unlimited, Inc.

Contract Recipient/Vendor Name:	Water Solutions Unlimited, Inc.
Department Head Initials of Approval:	
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Braden Bonczek
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Christopher J. Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	
Due Date For Signature:	
Expiration Date of Contract:	12/31/2024
Renewal Date for Contract:	
Total Dollar Amount of Contract:	\$1.00 per pound
Funding Source:	010-65-950005-U61814
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	N/A
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Living Wage (if applicable)	Yes

Summary of Contract: 2024 Supply of Sodium Bicarbonate at Dillman Waste Plant



CONTRACT COVER MEMORANDUM

TO: Controller, Mayor, USB
FROM: Braden Bonczek
DATE: January 11, 2024
RE: REQUEST APPROVAL FOR chemical supply contract WITH
Atlanco of SC

Contract Recipient/Vendor Name:	Atlanco of SC
Department Head Initials of Approval:	
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Braden Bonczek
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Christopher J. Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	
Due Date For Signature:	
Expiration Date of Contract:	12/31/2024
Renewal Date for Contract:	
Total Dollar Amount of Contract:	\$24.27 per gallon
Funding Source:	010-65-950005-U61833
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	N/A
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Living Wage (if applicable)	Yes

Summary of Contract: 2024 Supply of Defoamer at Dillman Waste Plant



CONTRACT COVER MEMORANDUM

TO: Controller, Mayor & USB
FROM: Daniel Hudson
DATE: 1/11/2024
RE: Request Approval of Change order No. 4 for the Solids Dewatering Improvement project at Monroe WTP with Mitchell & Stark Construction, Inc.

Contract Recipient/Vendor Name:	Mitchell & Stark Construction, Inc.
Department Head Initials of Approval:	/JL/
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Daniel Hudson
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Christopher J. Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	3/31/2024
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	24-006 (change order for 22-200)
Due Date For Signature:	For Tuesday, January 16, 2024 USB meeting
Expiration Date of Contract:	Original: August 22, 2023, Updated: Feb 24, 2024, New: March 31, 2024
Renewal Date for Contract:	No provision for renewal
Total Dollar Amount of Contract:	No Change: NTE is still \$2,200,000.00
Funding Source:	010-U13121
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes
Living Wage Order (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	Yes

Summary of Contract: This Change Order extends the life of the agreement as noted above. The extension accommodates a back order of aluminum material. This change order does not impact the NTE amount.