

**UTILITIES SERVICE BOARD MEETING
4/09/2024**

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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, Jeff Ehman, Seth Debro

Board members absent: Molly Stewart, Matt Flaherty

Staff present: John Langley, Matt Havey, Kevin White, Hector Ortiz Sanchez, Dan Hudson, Matt Dabertin, Caden Swanson, Jane Fleig, Paul Edwards, Mark Manafee, Jill Minor

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 3/25/2024 meeting. Motion carried, six ayes

CLAIMS

Standard Invoice Questions

Board member White recused himself from the invoice items listed for IU charges on page three. Board member Ehman noted a charge for Noah Campbell street sweeper training that was applied to both Water and Stormwater accounts when it should be charged solely to Stormwater. Havey advised that this will be adjusted. Ehman noted trash pickup for Service Center and Dillman Plant charges from Republic Services and questioned if the proportion applied to Water and Wastewater accounts was correct. Havey advised that he'll have to look into the charges to get clarification. Ehman noted the third to last charge for Roger Group: Stone 11-53 was charged to Wastewater and questioned if it had been charged to the appropriate account as well. Havey advised that he'll verify.

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

Vendor invoices included \$239,769.99 from the Water Fund, \$131,601.70 from the Water Construction Fund, \$389,641.88 from the Wastewater Fund, \$27,677.42 from the Stormwater Fund.

Motion carried, six ayes. Total claims approved: \$788,692.99.

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

Invoices included \$7,559.34 from the Water Fund and \$7,942.84 from the Wastewater Fund.

Motion carried, six ayes. Total claims approved: \$15,502.19.

Debro moved, and Sherman seconded the motion to approve the Wire Transfers, Fees, and Payroll for \$541,943.80. Motion carried, six ayes.

Customer Refund Question

Parmenter questioned if CBU incurs any charges for returned payments in the case of duplicate payments. Havey advised yes, but they are minimal, namely the expense of cutting and mailing a check to the customer.

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

Refunds: Customer Refunds included \$64.08 from the Water Fund, and \$15,426.43 from the Wastewater Fund.

Motion carried, six ayes. Total refunds approved: \$15,490.51.

CONSENT AGENDA

CBU Assistant Director - Finance - Havey presented the following items recommended by staff for approval:

- a. American Structurepoint, Inc., \$9,800.00, Evaluate existing sanitary sewer flow data in the Dunn Meadow area and recommend optimized flow split at Indiana Ave.
- b. Bruce Home Improvement, Inc., \$3,400.00, Garage door repair at Dillman Plant
- c. Koorsen Fire & Security, Inc., \$3,081.50, Fire equipment maintenance

Consent agenda was approved as presented pending Controller and Mayoral approvals. Total approved: \$16,281.50

REQUEST APPROVAL FOR CONSULTING/STUDY CONTRACT ON BLUCHER POOLE WASTEWATER TREATMENT PLANT IMPROVEMENTS WITH BLACK AND VEATCH CORPORATION

CBU Capital Project Manager - Hudson presented the contract with Black and Veatch Corporation that would include the following:

- Evaluation of upgrades to the sludge dewatering system
- Evaluation of drainage upgrades to the existing clarifiers
- Evaluation of improvements to the aeration system, including the converting aeration basin number 1 to an aerobic digester.
- Evaluations of the whole plants hydraulic capacity
- Updating the plants Capital Improvement Plan

Total cost for the project would be \$210,490.00. Parmenter noted that she would anticipate the Capital Improvement Plan that would come from this project. Hudson noted that it will help with the next IURC evaluation and provide good cost estimates for the next five years. Hudson also added that CBU is exploring different technologies for sludge dewatering outside of the two belt presses that are currently in use. CBU is expecting significant growth on the North side of

Bloomington and this project will help plan for additional capacity at the plant for the next 20 years.

Debro moved, and Sherman seconded the motion to approve the contract with Black and Veatch Corporation pending Controller and Mayoral Approvals. Motion carried, six ayes.

REQUEST APPROVAL FOR AGREEMENT WITH BLACK AND VEATCH CORPORATION FOR VISUAL INSPECTION OF REDBUD TANK, SOUTHEAST TANK, AND SOUTHWEST TANK

CBU Capital Project Coordinator - White presented the agreement. White advised that this will provide inspections of three more storage tanks. Three inspections were performed last year, and CBU plans to inspect another 3 tanks in 2025. Once all of those inspections have been completed, CBU will be caught up on best management practices of having tank inspections completed every 3-5 years. From there CBU will work towards completing rehab projects on the tanks that need them. White added that these inspections will be a visual check of the interior and exterior of each tank. Board member White questioned if the tanks would have to be emptied for the inspections. CBU White advised yes. Board member White questioned if this would be completed during the summer when demand was lower while students are away. CBU White advised yes, and specifically Redbud Tank which provides pressure throughout IU campus, will begin the day after students leave. Board member White questioned whether CBU's other tanks will be held at a higher than usual capacity while this work is completed. CBU White confirmed.

Debro moved, and Sherman seconded the motion to approve the contract with Black and Veatch Corporation pending Controller and Mayoral Approvals. Motion carried, six ayes.

REQUEST APPROVAL FOR AGREEMENT FOR ON-CALL SERVICES WITH WESSLER ENGINEERING, INC.

CBU Data Analyst - Minor presented the agreement for On-call services with Wessler Engineering, Inc. for the next year. Minor advised that CBU may not require their services, but should the need arise, having an on-call contract in place is best practice.

Debro moved, and Sherman seconded the motion to approve the agreement with Wessler Engineering, Inc. Motion carried, six ayes.

OLD BUSINESS: None

NEW BUSINESS: Parmenter noted that the Utilities Service Board had received a letter from a customer requesting that CBU change its billing practices to something more similar to gas and electrical utilities using a numeric reading. Parmenter noted that CBU bills specifically per 1000/gallons used, which is standard practice among the majority of water utilities. Parmenter thanked the customer for the correspondence and welcomed customers to contact the USB with

questions or concerns that they may have, either by email, letter, or attending a USB meeting and speaking with the Board during the Petitions and Communications portion of the meeting. Parmenter thanked CBU staff for all the preparation for the solar eclipse, and noted that while Bloomington did not see the expected numbers of people in the city, these preparations provide valuable practice for unexpected incidents that may occur in the future. Parmenter also thanked the CBU essential staff that altered their normal shift times to help ensure CBU would have proper emergency coverage if needed throughout the event. Parmenter also questioned the status of the mowing contract that was on the agenda for the last meeting and also questioned how mowing was being handled in the interim. Havey advised he was uncertain how that was being handled at this time, but staff will follow-up on that. Debro questioned the status of the remote controlled zero-turn mower that has been purchased recently. Havey advised that the zero-turn mower is specifically used for the Griffy Lake Dam given the difficult terrain. Parmenter questioned at what price point does it make more sense to handle mowing internally - or possibly through an agreement with Parks - rather than contract out to a private company. Havey advised that until the previous years contract, this had been handled in-house, but an analysis was done that looked at the work involved in owning/operating/storing the lawn mowers and hiring and training part-time seasonal employees versus contracting the work out, and it made more sense for CBU to outsource. Havey also noted that there was also an incident in which CBU staff accidentally drove a lawnmower into the lake that factored into this decision. Parmenter noted that given the significant jump in bids from the previous year's contract, she wanted to see if the decision to outsource might be reassessed once the next round of bids has been received. Havey confirmed. Ehman questioned if he had heard correctly that a lawnmower had accidentally been driven into a lake. Havey confirmed. Burnham noted that many property owners are dealing with this price issue with mowing contracts, and the market is challenging in Bloomington. If the contract cost for this service increases substantially, it may just be a sign of the times, and it is something that is being felt city-wide.

SUBCOMMITTEE REPORTS: Debro advised that CBU Engineering staff has completed analysis on the impacts of cure in place pipe (CIPP) lining on the inflow and infiltration of the City's sanitary system. During the subcommittee meeting, staff presented on quantitative impacts of these lining projects over the last 20 years, as well as past data collection concerns and improvements resulting from this study. Staff utilized a fixed effects regression model in place of traditional analysis. The study suggests that lining does have a reduction in infiltration, but due to data collection issues, the magnitude of this reduction is inconclusive. Debro also noted that Sewer System Overflows have dropped significantly over the course of this project. Burnham confirmed that the next Environmental Subcommittee meeting is scheduled for April 22, 2024.

STAFF REPORTS:

CBU Utilities Engineer - Fleig introduced the new CBU Engineer - Mark Menefee.
CBU Interim Director - Langley - wished to thank CBU staff for all the preparation that went into Eclipse Day and essential workers at all the plants, and the crew that addressed a main break that occurred that day as well.

Havey presented the following staff changes:

New Hires:

- James Sissman as Meter Serviceperson,
- Pat Sanchez Penabad to our Customer Relations team,
- Brandon Bray and Joseph Gibson as Utilities Specialists in T&D,
- Breanna Hume as Water Quality Specialist,

Internal promotions:


- Cason Page is our first MS4 Inspector.
- Emily Tate moved into the Operations Coordinator position for T&D.
- Cassie Allen moved from Operator to Assistant Superintendent at Monroe Water Treatment Plant.
- And Paul Edwards is our newest Assistant Superintendent in T&D.

Other employee notes:

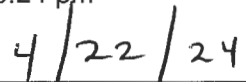
- Jason Wenning taught a class at the state-wide training for the Indiana Pretreatment Committee.
- Jason Lasher got his Wastewater Class 2 certification.
- Cassie Allen got her Water Treatment 5 certification.
- And Matt Dabertin is now a certified Backflow Prevention Tester.

PETITIONS AND COMMUNICATIONS: None

ADJOURNMENT: Parmenter adjourned the meeting at 5:24 pm



Megan Parmenter, President



Date