

**UTILITIES SERVICE BOARD MEETING**  
**6/17/2024**

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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:** Megan Parmenter, Kirk White, Seth Debro, Jeff Ehman, Molly Stewart, Matt Flaherty, David Hittle

**Board members absent:** Amanda Burnham, Jim Sherman

**Staff present:** Matt Havey, Kat Zaiger, James Hall, Mark Menefee, Nolan Hendon, Chris Wheeler, Dan Hudson, Hector Ortiz Sanchez, Phil Peden, Kriste Linberg, Daniel Frank

**Guests present:** Sean Bright, Brandy Haney, Chris Ciolli

**PETITIONS AND COMMUNICATIONS:** Ciolli - Weddle Bros. explained their role as the construction manager for the proposed new service center and maintenance building at the CBU Winston Thomas property. Ciolli noted that work on the design started in January, working with Champlin as the architect to re-evaluate the original master plan due to changing needs and community growth. Champlin engaged with various stakeholders to determine current and future needs, focusing on environmental efficiency and community cost. A preliminary budget was presented in November, which has since changed due to rising costs. Ciolli advised that the presentation is an informational session to update on progress, with no decisions required. The goal was to reach 50% completion of drawings and budget, after which the USB will decide on the next steps, including potential funding requests., Inc. Bright - Champlin Architecture described the extensive, collaborative process over the past six months to plan the new CBU service and maintenance buildings on the Winston Thomas property. The project involved meetings with various department users for refined feedback. Key points included:

1. Facility Components: Three major components include the service building, maintenance building, fleet and storage yard, and parking. The site has grown significantly to accommodate future growth, doubling the original parking space.
2. Building Design: The service building is about 1000 sq. ft. larger, and the maintenance building saw the most growth. Solar exposure influenced the design, with solar panels planned on various surfaces.
3. Sustainability: Significant commitment to green infrastructure with linked bioswales, water capture for truck washing, and overall water quality treatment before release into Clear Creek. The site's topography and water flow were carefully considered.
4. Operational Efficiency: Focused on safe and efficient circulation of vehicles and materials. The design includes accommodations for future growth, energy efficiency, and sustainable practices.

5. Public and Staff Amenities: The design integrates daylighting, public and staff entrances, and covered bicycle parking. There are provisions for public transportation access and safe circulation.
6. Future Considerations: Includes an optional lab as an alternate feature, and the design allows for possible future expansion.

Bright emphasized the collaborative nature of the process, the integration of sustainable practices, and the adaptation of the design to meet evolving community needs. Champlin Architecture - Interior Designer - Haney covered the overall design intent of the proposed new service center, focusing on creating a welcoming, sustainable, and efficient environment using natural materials and maximizing daylight. Key points included:

1. Design Intent:
  - Renderings aim to convey the design's vibe and story, not exact finishes or construction methods.
  - Emphasis on natural materials, greenery, wood elements, and natural colors.
2. Main Entrance:
  - Features the City of Bloomington logo.
  - Natural daylight and materials create a welcoming first impression.
  - Immediate access to customer service, with windows and a conference room.
3. Public Corridor:
  - Primary travel path with areas for collaboration and impromptu meetings.
  - Entrances to training and board rooms, continuing the use of natural materials.
4. Boardroom:
  - Designed to capture natural daylight with balanced acoustics.
  - Flexible space with operable partitions to connect with the training room, accommodating up to 130 people.
5. Sustainability Wall:
  - Main corridor features a large (20-foot high) wall to tell a story about sustainability.
  - Potential for a living wall to enhance the workspace's quality.
6. Interior Workspaces:
  - Combination of private offices and workstations, with open spaces and exterior views.
  - Open environment without hard ceilings to enhance the workplace quality.
7. Interior Cafe:
  - Spacious design with a visually appealing backsplash celebrating water.
  - Clean, vibrant space with minimal upper cabinets to avoid clutter.
  - Exterior views and connectivity to an outdoor terrace.

Haney emphasized that the renderings represent the design intent and overall vibe rather than final details. The design aims to create a sustainable, efficient, and aesthetically pleasing environment that reflects the city's values and commitment to sustainability. Bright discussed the overall building orientation and departmental layout, focusing on Customer Service, Finance, Environmental, Engineering, Administration, and T&D. Key points included:

1. Departmental Layout:
  - Departments are organized in "neighborhoods" for better interaction and growth flexibility.
  - A 35% growth margin is built into the service center for future expansion.
2. Flexible Space Utilization:
  - Dark gray areas indicate flexible spaces beyond immediate needs, allowing for departmental expansion without major reconfiguration.
  - Public and private spaces are clearly differentiated, especially for customer service.
3. Circulation and Cleaning:
  - The floor design includes polished concrete for easy cleaning and acoustical treatments for noise reduction.
  - Primary circulation paths for staff are optimized.
4. Service Center Features:
  - Customer service has a forward-facing component for easy public interaction.
  - Boardroom and training rooms offer flexible use and space.
5. Maintenance Facility:
  - The warehouse is 40-50% larger than the current one, with expanded meter services and maintenance shops.
  - Includes a mezzanine for additional storage and future needs.
  - Efficient circulation plan for large vehicles, with specific parking and washing areas.
6. Security and Communication:
  - The communications area is relocated to a more secure, interior section.
  - Supply area now has direct access to a covered loading dock and receiving area, enhancing security and efficiency.

Bright summarized by noting that reaching 50% Design Development (DD) is an optimal point for review and potential revisions, as it allows flexibility without excessive commitment. Bright noted that three DD drawing packages were delivered: a comprehensive site development package and individual packages for each building. A LEED summary was also submitted, showing a high probability of achieving high silver or low gold certification, indicating strong sustainability efforts. A life cycle cost analysis for the service building was conducted, comparing two systems with and without geothermal options, highlighting the long-term payback benefits. Additionally, a complete furniture package proposal, including floor plans and cost assessments, was also provided. Ciolli noted that during the November meeting, the USB discussed various scenarios for project timelines spanning 2023 to 2025, including variables and cost escalators. Currently, the site budget is approximately \$12.5 million, the maintenance building around \$19 million, and the service building about \$13 million, totaling \$45 million. This figure includes a 10% contingency, equating to \$4.5 million of unassigned funds to account for uncertainties. Ciolli advised that he can provide a detailed budget review later if needed. Additionally, there are alternates that could reduce the costs if necessary. The current budget includes all requested features, such as geothermal systems, the Water Testing Lab, and expanded site development. Construction costs, excluding furniture and other soft costs, are outlined, with the caveat that

costs will rise annually by approximately 6%. Therefore, it will be more economical to proceed sooner rather than later. Ex Officio Flaherty questioned if natural gas as an energy source had been completely removed from the design. Bright confirmed that the building will be all electric. Stewart questioned if heat during the summer would be an issue given the amount of natural lighting that would enter certain areas of the building and if considerations had been made regarding window shading. Bright confirmed that yes, this was considered and included in the design, noting that it will be around 4:00 in the afternoon in the summer before direct light will be seen through the windows. Stewart noted the need for a gender neutral locker room area for T&D personnel. Bright noted that the gender neutral bathrooms are positioned near the cafe but not by the locker room area so there is a need to work that into the existing shower area. Ehman noted the interactions with the AD's and lower level staff in CBU determining the needs and requirements for each division, and questioned if the information gained was tracked in a report that could be shared with the USB. Bright advised that he could supplement it and include it with the rest of the deliverables that CBU will receive and share with the USB. Ehman questioned if it was created in collaboration with CBU staff. Bright confirmed and noted that it has evolved throughout the process after each of the listening sessions that took place with members of staff. Ehman questioned if staff had received the same presentation. Bright confirm. Bright also noted that the Customer Service area went through numerous revisions based on their specific needs in both working with the public and Finance. Debro questioned the absence of Enviro storage in the maintenance building. Bright noted that there is treatment and green infrastructure storage built into the design, along with some of the racking. Debro questioned the interior workspaces and sound traveling given the open floor plan. Bright noted that there will be carpeting and other sound treatments to help control or mitigate that issue. Zaiger noted that a large amount of time during this process was spent considering how sound could potentially affect works in shared workspaces. White questioned the floodplain considerations that were taken in the design. Bright noted that the site was ten feet above floodplain, and noted that the topography is noted on one of the design plans and depicts the floodplain that was provided by the FEMA map and a more topography based line. Bright advised that he will revisit this and get back with the USB and make sure what parameters were used to determine that this was the necessary elevation needed to avoid flooding. Ciolli advised that raising the overall building site would be a somewhat simple alteration to the plan if it is determined to be cutting it too close. White noted that increasing storm drainage has been an issue in the community and needs to be a consideration in the design of this building to ensure its longevity. White questioned how in-person customer service will be handled at the new building. Bright noted that a rotating staff member would work as a receptionist to greet the public, along with a walk-up window for customers, and if needed, customers will also be able to walk back into private conference rooms to discuss matters with staff. Ex Officio Hittle questioned if a bus shelter will be a part of the design. Ciolli noted that it was not currently included in the plans, but all projects will have to adhere to City Planning requirements, and including covered bike parking and bus shelters may be a part of that, and having those discussions would be a part of the next phase. Hittle questioned if Planning had been contacted. Bright confirmed that Champlin had a meeting with Planning in March of 2024 and they provided feedback. Bright noted that one recommendation was to improve the aesthetics of the west facade of the building. Champlin has not addressed the suggestion at this time and noted there are other factors to consider before changes would

be made. Bright also noted a conversation pertaining to Road versus Drive, and noted that the route moving through the proposed campus is entirely on CBU property and is considered a Drive. Ehman questioned why anyone would care about the aesthetics of the west side of the building given that it is not visible to anyone. Bright noted that it was decided to take the comment under advisement and have a conversation later if necessary. Ehman noted that it would increase the overall cost of the project and would not be visible to anyone. Parmenter expressed gratitude for all the work and the presentation. Parmenter noted that the primary building material being discussed was concrete and questioned if that was more cost effective than limestone. Bright confirmed. Parmenter questioned how far the building was away from Gordon Pike. Bright advised that it is 40'-50' away from the roadside and should contribute to any issues from a drainage standpoint. Parmenter questioned if Champlin had toured other newly constructed utility buildings and possibly interviewed staff to determine if they had any things they wished they would have thought of. Bright advised that they did not tour other water utilities, but have been involved on several other energy service providers building projects. Parmenter noted several thoughts that she recommended including: a covered walkway between the maintenance and service building, a water fountain in the boardroom, and some connectivity between the rest of the maintenance building and the lab. Parmenter questioned how long the estimated cost is 'good for'. Ciolli advised that the number represents today's cost for material and labor, and every year after that, the cost may increase 6%. Workers wages increase every year, along with the cost of building materials that continue to increase. Ciolli noted that many builders are ordering long-lead time items ahead of time to save on cost and ensure the availability of necessary items when they are needed for the project. Parmenter questioned what the timeline would be if the project was approved. Bright advised that at 50% DD, Champlin would have another 3 to 4 months to reach complete design phase and once those plans are available it would be broken up and put out for bid. Ciolli advised that once the project is put out to bid, the price is locked in. Ciolli recommended that CBU carry some type of contingency in the project, so any time the contractor wants to use part of the contingency allowance they approach it with a change order. Bright also brought up the matter of permitting, which will likely add a 2-½ - 3 month process that parallels the completion of CD's and final pricing. Parmenter clarified likely 4-5 months total lead time before the project would break ground once approved. Ciolli noted that the information provided to the USB should provide everything needed to determine if the cost of the building should be included in the upcoming Water Rate Case.

## **MINUTES**

***Board Vice President Debroy moved, and Board member Stewart seconded the motion to approve the minutes of the 6/3/2024. Motion carried, five ayes***

## **CLAIMS**

### ***Standard Invoice Questions***

Havey advised that the Standard Invoices revision included a charge from M.E. Simpson for the purchase of a Swordfish. The charge was previously approved by the Board, but later removed because the device had not yet been received and CBU is required to have the product on-hand prior to payment. Ehman questioned a charge from BBC Pump & Equipment for 'Russell Rd Lift

Station' that was billed solely to Water. Havey advised that was assigned in error and will be corrected. Ehman noted that he still didn't have a firm grasp on why some charges are split 60/40 between Water/Wastewater, while other charges are sometimes split between Water/Wastewater/Stormwater. Havey noted that items charged to Finance are split 60/40, but they commonly do work for Stormwater. Situations like this are why the process is currently being reviewed. The original reason for the 60/40 split was based on revenues, but the revenues are now closer to 35% Water, 60% Wastewater, and 5% Stormwater. Ehman noted that in the future the claims will likely move towards that type of split. Havey confirmed.

***Debro moved, and White seconded the motion to approve the Standard Invoices:*** Vendor invoices included \$200,576.04 from the Water Fund, \$19,899.87 from the Water Construction Fund, \$670,822.96 from the Wastewater Fund, \$37,416.50 from the Wastewater Sinking Fund, \$8,643.99 from the Stormwater Fund.

***Motion carried, five ayes. Total claims approved: \$937,359.36.***

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

Invoices included \$115,596.08 from the Water Fund and \$91,273.39 from the Wastewater Fund.

***Motion carried, five ayes. Total claims approved: \$206,869.47.***

***Debro moved, and White seconded the motion to approve the Wire Transfers, Fees, and Payroll for \$578,578.50. Motion carried, five ayes.***

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

***Refunds:*** Customer Refunds included \$33.95 from the Water Fund, \$4,410.49 from the Wastewater Fund

***Motion carried, six ayes. Total refunds approved: \$4,444.44.***

## **CONSENT AGENDA**

CBU Interim Director - Zaiger presented the following items recommended by staff for approval:

- a. Commercial Service of Bloomington, Inc., \$6,970.00, HVAC repairs for the Service Center
- b. Commercial Service of Bloomington, Inc., \$3,000.00, Repair leak in a compressor coil and add new refrigerant to rooftop unit at Service Center

**Consent agenda was approved as presented. Total approved: \$9,970.00**

## **REQUEST APPROVAL OF CONTRACT FOR SERVICES WITH HEPACO, LLC**

Zaiger presented the agreement for cleanup of the Aqua ammonia tank at Monroe. Zaiger noted that the ammonia in the tank is crystallizing and needs to be cleaned, which is causing some issues with the pump that was recently rented from Wessler Engineering. To ensure that neither the new pumps or the rental pumps are damaged, this contract will allow CBU to clean out the tank and flush the lines. Ehman questioned if the tank that is being cleaned out is on the upstream side of the plant and if the ammonia travels through the recently replaced lines. CBU

Hazardous Material Coordinator - Michel advised that the lines that were previously replaced carried only chlorine or caustic soda.

***Debro moved, and White seconded the motion to approve the agreement with Hepaco, LLC pending Controller approval. Motion carried, five ayes.***

#### **REQUEST APPROVAL OF RESOLUTION 2024-14 TO DESIGNATE SURPLUS PROPERTY FOR AUCTION.**

Havey presented the resolution, noting that the only item of note was a tiller that is old and does not fit the tractor that was recently purchased. Ehman noted recent charges for vegetable plants and questioned if the tiller was related to those. Havey advised that the tiller is used solely in the drying beds at the wastewater plants. Parmenter noted previous resolutions of this kind and questioned if CBU has received any money from previously auctioned items. Havey advised that around \$1000.00 has been received from previous auctions. Parenter questioned if this process is required for CBU to get rid of old items. Havey confirmed.

***Debro moved, and White seconded the motion to approve Resolution 2024-14. Motion carried, five ayes.***

#### **OLD BUSINESS:**

Ehman questioned how the USB and the staff are planning to move forward by determining the next steps in the plans for the proposed service center and maintenance building. Ehman noted the need to understand the financial aspects and the logistics of how the board will approach the planning process. Ehman also questioned what information staff will provide to support the board's decision-making. Zaiger noted that the next thing staff will need to see is what capital improvement projects at the Monroe plant definitely need to be included in the water rate case. Having that number will better inform CBU's decision on whether to include the numbers for the proposed new service center. At that point, CBU will bring the information to the USB in the form of a proposed water rate increase that includes the numbers with and without the new service center. Ehman noted that there will also be information from the City related to their intentions for the building that CBU currently occupies, and questioned if there had been any movement on that issue. Zaiger advised that there has been discussion among the Office of the Mayor and other City Departments like Public Works, Bloomington Transit, BPD, and BFD. The goal is to adopt a holistic approach to address these needs collectively, rather than individually by each department, to better accommodate everyone. Ehman noted the City's proposal to purchase the current building, giving CBU a reimbursable amount to move forward with. Zaiger noted that it would factor into the process of finding the right space for each of the Departments, and would include what the city would pay for the current building. Parmenter noted that she understands that other departments within the City are in need of space, but CBU ratepayers fund the cost of the facility, so she doesn't necessarily see how other departments are CBU's concern. Zaiger clarified how she envisions CBU and the City working together, noting a hypothetical that if both the City and CBU are paying consultants to do the same work, there are opportunities for everyone to benefit by communicating what information they've already gain and figuring out ways to share those resources in a way that helps everyone. White noted that the City's Administration has identified space needs and while the facility in question was initially

considered suitable for Public Works, a holistic approach may mean repurposing or dividing the property differently. White also noted that the goal is to ensure CBU functions effectively for the next 30-40 years, despite the rapid growth and early outgrowing of current facilities. Parmenter questioned the timeline for the Water Rate Case. Havey advised that CBU is awaiting the CIP report from Wessler Engineering. That report will be provided to Crowe who will determine what revenues are needed. The final CIP should be ready the week of July 4th. Parmenter questioned if once received, CBU will present two proposals, one with the cost of the new service center included and one without. Havey confirmed. Parmenter noted at that time the USB will be able to make a decision on how to proceed and possibly have more input from the Mayor. Zaiger requested that the USB reach out to staff with questions or requests of what you'd like to see and how you'd like to see it presented. Ehman noted that the stepwise flow chart was very helpful and requested it be implemented and possibly expanded if necessary. White noted that the renderings of the building design would provide opportunities to incorporate limestone into the facade as a nod to the community. White questioned if the building plans included back-up generators. Zaiger offered to double check and determine if they were included in the plans. Stewart and Ehman questioned if battery storage for the solar panels would be possible in lieu of a generator. Zaiger was uncertain and offered to look into that as well. Ehman requested feedback from the staff regarding the design process with Champlin Architecture and if staff had any reservations at this point. Zaiger noted that she was particular about several things and Champlin actively worked to resolve the issues and paid attention to small details. Ehman asked White his impression of the presentation and the materials provided. White noted that it looks good and advised in his experience the tendency is to not think big enough. Sticker shock leads to cuts that are later regretted, and the CBU would be shortsighted if they started making cuts. Stewart noted that there are also cost savings built into the project through the use of green infrastructure. White noted that Debro recently brought a building online at Indiana University and the experience will likely be helpful when thinking about the little things that go wrong with any building project. Zaiger noted a good attention to detail moment that occurred during the design process in which someone brought up that they often come back to the building with muddy boots, and Champlin changed the design to provide a boot cleaning area to accommodate those who work in the field. Stewart questioned if the office spaces would be concrete or carpeted. Zaiger was uncertain. Ehman questioned if there was a non-enclosed truck washing station. Zaiger was uncertain and would check with Champlin. White noted that during periods of freezing temperatures, an enclosed wash bay would likely be needed.

**NEW BUSINESS:** None

**SUBCOMMITTEE REPORTS:** None

**STAFF REPORTS:** Zaiger noted the following staff notes:

Congratulations go to these employees:

- Chelsea Roundtree, (Intern) Algae Specialist will become our Chemical Specialist.
- Kenneth Larmon celebrating 1 year with CBU.
- Joseph Gibson & Brandon Bray (T&D) earned their CDL-B licenses.
- Adam Bennington earned his DSL Water Operator License



- Danny Wall earned his Wastewater Collections Systems II License

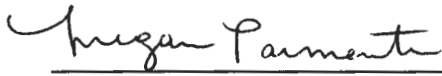
Completed Certifications & Licensure:

- Nick Polak completed the Hazard Communication in General Industry (US) Certificate
- 18 T&D Crew Members completed the *OSHA Northeast Trench & Excavation Safety Stand Down webinar*, a program designed to inform and enhance awareness of working safely in and around trenches and excavations.

Zaiger also noted that given the extreme heat in the forecast for the coming week, CBU will be stationing a water cart at the corner of Kirkwood Ave. and Walnut St.

**PETITIONS AND COMMUNICATIONS:** None

**ADJOURNMENT:** Parmenter adjourned the meeting at 6:54 pm

  
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Megan Parmenter, President

7/1/2024  
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Date