

UTILITIES SERVICE BOARD MEETING
9/9/2024

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CALL TO ORDER

Board President Parmenter called the regular meeting of the Utilities Service Board to order at 5:07 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, Amanda Burnham, Jim Sherman, Seth Debro, Molly Stewart, Jeff Ehman

Board members absent: Matt Flaherty, David Hittle

Staff present: Matt Havey, Kat Zaiger, Jose Fuentes, Steven Stanford, Mark Menefee, James Hall, Chris Wheeler, Dan Hudson, Phil Peden, Hector Ortiz Sanchez, Kevin White, Daniel Frank, Isabel Quiroz

Guests present: None

PETITIONS AND COMMUNICATIONS: None

MINUTES

Board member Sherman moved, and Board Vice President Debro seconded the motion to approve the minutes of the 8/26/2024. Motion carried, seven ayes

CLAIMS

Standard Invoice Questions

Board President Parmenter noted the recurring charges to the City of Bloomington Fleet maintenance for set rate vehicle parts and repairs and questioned if CBU is on average spending that much, and if this is an accurate estimate of actual cost for vehicle maintenance, repair, and fuel costs. Havey advised the fuel charges are based on CBU usage, noting that everyone has a badge or pin that tracks usage. Havey added that the maintenance rate is based on a percentage of Fleet's budget that is allocated for each department's needs and the charges noted are the flat fee that CBU pays each month. Parmenter questioned if those charges are in line with actual expenditures. Havey advised that whether CBU gets \$50,000.00 in value each month has been a topic of discussion related to the Interdepartmental agreement. Parmenter noted charges for spill kit replacements and questioned if each facility had AEDs. Havey confirmed AEDs at the service center and Dillman Plant, but could not confirm for other facilities. CBU Hazardous Material Coordinator - Quiroz advised that CBU tracks all spill kits and their contents in the inventory sheet and a map for each kit. Parmenter questioned if that included AEDs. CBU Purchasing Manager - Fuentes advised that CBU is in the process

of taking over responsibility of first aid from Cintas and each facility has an AED, but CBU needs to purchase storage boxes for the devices at each plant and replace the batteries. Ehman questioned why CBU was no longer using Cintas for first aid. Fuentes advised that it is a cost saving measure. Debro questioned if this would end all business with Cintas, or solely first aid. Fuentes advised that currently CBU only uses Cintas for first aid, but will soon use Cintas to replace Aramark as the vendor who maintains mats, rugs, and towels in the Service Center. Parmenter questioned the timeline for new batteries in the AEDs. Fuentes advised in two weeks. Parmenter questioned if the charges to SET Environmental are related to the August cleanup at the Monroe Plant. Zaiger confirmed.

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

Vendor invoices included \$458,675.21 from the Water Fund, \$229.48 from the Water Construction Fund, \$525,122.54 from the Wastewater Fund, \$825.00 from the Wastewater Sinking Fund, \$846,366.52 from the Stormwater Fund.

Motion carried, seven ayes. Total claims approved: \$1,831,218.75.

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

Invoices included \$92,094.83 from the Water Fund and \$23,721.34 from the Wastewater Fund.

Motion carried, seven ayes. Total claims approved: \$115,816.17.

Sherman moved, and Debro seconded the motion to approve the Wire Transfers, Fees, and Payroll for \$576,499.31. Motion carried, seven ayes.

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

Refunds: Customer Refunds included \$1,085.76 from the Water Fund, \$5,771.96 from the Wastewater Fund, and \$7.93 from the Stormwater Fund

Motion carried, seven ayes. Total refunds approved: \$6,865.65.

CONSENT AGENDA

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

- a. Jacobi Carbons, Inc., \$1.49 per pound, Carbon Aquasorb for Monroe Water Treatment Plant
- b. Todd Septic Tank Service, \$10,000.00, On-call services for liquid waste management/septic services and repair

Consent agenda was approved as presented. Total approved pending Controller approval: \$10,000.00

REQUEST APPROVAL OF AMENDMENT NO.1 WITH WESSLER ENGINEERING, INC.

CBU Utility Engineer - Menefee presented the Amendment noting that it is related to the SCADA updates currently underway at the Blucher Poole Wastewater Plant. Menefee advised that during the design workshops it became apparent that certain sensors and VFDs needed to be added. The added cost for the amendment is \$58,000.00.

Sherman moved, and Debro seconded the motion to approve Amendment No.1 with Wessler Engineering, Inc. Motion carried, seven ayes.

REQUEST APPROVAL OF AMENDMENT NO.1 WITH BRIGHTVIEW LANDSCAPES, LLC

Fuentes presented the amendment noting that it adds \$5,300.00 to the total contract cost to include several locations that were missed when making the original property list

Sherman moved, and Debro seconded the motion to approve Amendment No.1 with Brightview Landscapes, LLC. Motion carried, seven ayes.

REQUEST APPROVAL OF AMENDMENT NO.1 with SET ENVIRONMENTAL, INC.

Quiroz presented the amendment noting that it is in response to the aqua ammonia spill event that occurred at the Monroe Water Treatment Plant in early August.

Sherman moved, and Debro seconded the motion to approve Amendment No.1 with SET Environmental. Motion carried, seven ayes.

OLD BUSINESS: Havey noted that CBU has everything in place to begin having customers pay for credit card transaction fees beginning January 1st, 2025. Parmenter questioned how customers will be informed. Havey advised that notifications will be added to customer's water bills, bill inserts, updates on the utilities webpage, and via social media channels. Stewart questioned if it would be possible to add notifications as part of the email that is delivered with e-billing. Havey confirmed. Parmenter questioned what the change will look like for customers. Havey explained that if a customer's bill is \$100.00, the 2.5% charge will be added when they pay their bill using a credit card for a total of \$102.50. The \$100.00 will go to CBU and the \$2.50 will go directly to the payment collector. Debro questioned if more customer service will be expected to help with customers who no longer wish to pay using a credit card. Havey advised no, noting all available payment options that include, payment by phone using credit card, Aqua-pay, bill drop-off at CBU, and online payments. Debro questioned if cash was accepted for drop-off payments. Havey confirmed, but noted that CBU cannot make change for cash payments, but will apply the remaining balance to the next month's bill.

NEW BUSINESS: None

SUBCOMMITTEE REPORTS:

White presented the Property & Planning Subcommittee report, noting that the meeting focused primarily on contingency procedures for power outages. White advised that CBU Capital Projects Manager - Hudson provided a report on the current generator capacity at various

plants, highlighting weaknesses and plans for future upgrades. The group also discussed coordination with Duke Energy to ensure accurate priority rosters for power restoration, noting that the water plant holds the same priority as a hospital. White noted that with the increased frequency of severe storms due to climate change, the need for a thorough hazard analysis was emphasized. A forthcoming report on the Everbridge text notification system will be presented in a few weeks to enhance communication during service disruptions. Additionally, it was noted that 12 of the lift stations have backup power, while plans are underway to add transfer boxes to others. White also noted that CBU is considering purchasing mobile generators for deployment during outages. Further discussions are planned regarding the use of the Winston Thomas property by City Public Works and the long-term plans for Lake Lemon and Lake Griffy, given their insufficient capacity for the city's future needs. The meeting concluded with plans for follow-up subcommittee meetings. Parmenter questioned if the data necessary to sign new customers up for Everbridge notifications was already being collected. Zaiger confirmed.

STAFF REPORTS:

Zaiger presented the following staff notes:

- The City's new Legislative Affairs Specialist - Taylor Brown has been in contact with CBU. Brown will facilitate further communication between the USB and the Mayor's office concerning sewer connections outside of City Limits they should be reaching out

CBU welcomed the following new employees:

- Ray Brozell - Web/Information Manager (really Accounts Receivable Clerk?)
- Tanner Carter - Utilities Specialist I
- Cory Love - Heavy Equip. Operator II
- Eveline Sloan Gordon - IU O'Neill School of Public Environmental Affairs Fellow -Clear Creek Sample Project

Congratulations go to these employees:

- Brent Solbrig and Sam Arthur (ENV) - For earning the National Green Infrastructure Certification (NGICP)

Ehman questioned the role of the Legislative Affairs Specialist and its role regarding the USB. Zaiger advised that part of the position's role is to facilitate communications between the USB and the Office of the Mayor (OOTM) and keep it a priority for the OOTM. Sherman questioned if Brown will be attending USB meetings. Zaiger confirmed, but noted it will likely be sporadic. White questioned if it is a position that will help liaise between the OOTM and City Council. Zaiger noted that she was uncertain. Ehman noted that when the Mayor visited earlier in the year the USB requested direction regarding how the issue of sewer connections outside city limits should be addressed while annexation litigation is still ongoing, and noted that it's unclear if the addition of this position will further delay a response. Ehman asked that Zaiger explore options to expedite this conversation with or without Brown and present those ideas to the USB during Staff Reports at the next USB meeting.

PETITIONS AND COMMUNICATIONS: None

ADJOURNMENT: Parmenter adjourned the meeting at 5:31 pm

Megan Parmenter
Megan Parmenter, President

9/23/24
Date