

**UTILITIES SERVICE BOARD MEETING**  
**2/24/2025**

*Utilities Service Board meetings are available at CATSTV.net.*

**CALL TO ORDER**

Board President Debro 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:** Molly Stewart, Megan Parmenter, Kirk White, Jim Sherman, Seth Debro, Amanda Burnham, David Hittle

**Board members absent:** Matt Flaherty, Jeff Ehman

**Staff present:** Katherine Zaiger, James Hall, Phil Peden, Dan Hudson, Chris Wheeler, Kelsey Thetonia, Elizabeth Carter, Mark Menefee, Hector Ortiz Sanchez, Daniel Frank

**Guests present:** None

**PETITIONS AND COMMUNICATIONS FOR ITEMS OR TOPICS NOT FOUND ON THE AGENDA:** None

**MINUTES**

*Board member Parmenter moved, and Board Vice President White seconded the motion to approve the minutes of the 2/10/2025 Bid Opening meeting. Motion carried, six ayes.*

*White moved, and Board member Sherman seconded the motion to approve the minutes of the 2/10/2025 regular meeting. Motion carried, six ayes.*

**CLAIMS**

*White moved, and Sherman seconded the motion to approve the Standard Claims:*

Invoices included \$146,370.09 from the Water Fund and \$14,620.00 from the Water Construction Fund, \$178,629.71 from the Wastewater Fund, \$261,393.22 from the Wastewater Construction Fund, and \$13,450.60 from the Stormwater Fund.

*Motion carried - six ayes. Total claims approved: \$614,463.62.*

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

Invoices included \$96,484.43 from the Water Fund, and \$104,747.26 from the Wastewater Fund.

*Motion carried - six ayes. Total claims approved: \$201,231.69.*

*White moved, and Sherman seconded the motion to approve the Wire Transfers, Fees, and Payroll for \$515,390.70. Motion carried - six ayes.*

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

**Refunds:** Customer Refunds included \$87.45 from the Water Fund and \$5,033.17 from the Wastewater Fund.

**Motion carried - seven ayes. Total refunds approved: \$5,120.62**

## **CONSENT AGENDA**

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

- a. AVI Systems, Inc., \$5,000.00, On call services for AV technical support services
- b. Precision Plus Tree Service, LLC, \$24,500.00, Tree removal and cleanup
- c. Routesmart, \$5,640.00, Software installation and training
- d. Heflin Industries, Inc., \$4,208.00, Replace kitchen sink piping
- e. M.E. Simpson Company, Inc., \$1,750.00, Swordfish training. The Swordfish is a hand held tool that can detect lead lines

**Consent Agenda approved pending controller approval. Total approved: \$41,098.00**

## **REQUEST APPROVAL OF AGREEMENT FOR PROFESSIONAL SERVICES WITH CROWE, LLP FOR DESIGN OF SURCHARGE FOR THE GEOGRAPHICAL LOCATION OF THE CITY OF BLOOMINGTON TECH PARK**

Zaiger presented the professional agreement, noting that Crowe will design a surcharge to help fund long-term maintenance of the stormwater infrastructure for the City of Bloomington Tech Park. Board member Stewart questioned who would be charged the surcharge. Zaiger advised that anyone who develops in the trades district will see this surcharge added to the Stormwater portion of their bill. Parmenter questioned if the amount of revenue that this surcharge will generate will be greater than the cost of the contract. Zaiger confirmed. Burnham questioned if this surcharge could be developed in-house. Zaiger advised that Crowe helped initially in the development of the stormwater rate and is better positioned to accurately account for and estimate potential cost for the stormwater infrastructure in the district. Assistant City Attorney - Wheeler advised that this study will provide CBU with a rate that will be brought to the USB for approval before being taken to City Council for approval and will be a part of the CBU's ordinance for rates. Any time there is a rate change, CBU wants to have a professional firm that can perform a rate design to help justify the need for the rate's existence and to ensure that CBU is compliant statutorily. White questioned if this was a rate study or a design study. Wheeler clarified that it is a rate design. This study will assess the stormwater infrastructure in the tech park and generate a surcharge that property owners in the park will pay in order to fund long-term maintenance of the stormwater infrastructure that was installed by private developers. White questioned if CBU had input in the design of the stormwater infrastructure that was installed. Wheeler noted that CBU had some issues with the infrastructure that was installed and that is why CBU will not be taking over the expense of maintenance. White questioned who will perform the maintenance when it is necessary. Wheeler clarified that CBU will perform the work, but it will be funded solely from the proceeds of the surcharge and not the usual stormwater fund. Wheeler advised that the Redevelopment Commission will maintain the property until it is developed and the new property owners with the surcharge in place. White questioned if this study will include the downstream stormwater needs. Wheeler advised no. Zaiger clarified that the study will provide a financial analysis of maintenance and replacement cost of the infrastructure in the tech park. White questioned if this fee will take into account the added capacity downstream for this development. Zaiger advised that the development will also pay the standard stormwater rate, which accounts for those expenses. Parmenter questioned if

the rate that is chosen does not capture all the expenses in the future, will it be possible to increase the rate. Wheeler confirmed.

***White moved, Sherman seconded to approve the agreement with Crowe, LLP pending Controller approval. Motion carried - six ayes.***

#### **REQUEST APPROVAL OF AGREEMENT FOR PROFESSIONAL SERVICES WITH CROWE, LLP TO CONDUCT THE 2025-2026 LANDFILL FINANCIAL ASSURANCE REVIEW AND REPORT FOR THE DILLMAN LANDFILL**

CBU Finance Manager - Waldon presented the agreement, noting that each year CBU provides financial information to IDEM regarding CBU's capacity to maintain and eventually decommission the landfill when necessary. It is required that an independent CPA review the report that CBU generates. Crowe will review the report and file a report to IDEM to verify the report.

***White moved, Sherman seconded to approve the agreement with Crowe, LLP pending Controller approval. Motion carried - six ayes.***

#### **REQUEST APPROVAL FOR AGREEMENT FOR SERVICES WITH REEDY FINANCIAL GROUP, P.C.**

Zaiger presented the agreement to provide financial consulting pertaining to monthly forecasting. Currently CBU closes the books at the end of the year, and at that point has the clearest understanding of the organization's financial situation. This agreement aims to allow CBU to develop procedures that will provide the same level of financial clarity on a monthly basis.

***White moved, Sherman seconded to approve the agreement with Reedy Financial Group P.C. pending Controller approval. Motion carried - six ayes.***

#### **REQUEST APPROVAL OF PROPOSED UPDATE TO CBU PURCHASING PROCEDURES**

Wheeler provided an overview of proposed updates to CBU's purchasing procedures, which were last revised in 2000 to align with the then-controller's policies. Wheeler advised that an increase in the discretionary purchasing limit, allows purchases up to \$25,000 without additional approvals. This marks a significant jump from the previous \$5,000 limit. For purchases between \$25,000 and \$150,000, CBU must seek quotes from at least three qualified vendors, though receiving responses from all is not required. Once purchases reach \$150,000 or more, they must follow formal competitive bidding procedures in accordance with statutory regulations. Wheeler explained that while state law allows open-market purchases up to nearly \$150,000, the controller has set a more conservative internal limit of \$25,000 before additional procedures apply. The updates also refine the approval process required before initiating expenditures, ensuring greater efficiency. Wheeler emphasized that the proposed changes align with the controller's guidelines but require her final approval. Sherman questioned if the policy was the same throughout the City. Wheeler confirmed. Parmenter questioned if it would change anything that the USB might see on the consent agenda. Wheeler advised that agreements for services will require a contract, so it will still need USB approval, the only difference will be the efficiency of deciding on vendors. White mentioned the Indiana Quantitative Purchasing Agreement and recommended purchasing supplies through that resource when possible to secure lower prices on some items that are offered. Zaiger confirmed that the CBU Purchasing team is aware of the resource and utilizes the service whenever possible.

***White moved, Sherman seconded to approve the updated CBU Purchasing Procedures, pending Controller approval. Motion carried - six ayes.***

**OLD BUSINESS:** Burnham questioned if the vehicle repair analysis had been completed. Zaiger advised that she'll check the status and plan to present it at the following meeting.

**NEW BUSINESS:** Sherman expressed concerns about the Indiana Utility Regulatory Commission's (IURC) decision-making process, particularly regarding Duke Energy, stating that the board granted Duke everything it requested despite significant public opposition. Sherman noted that Duke Energy continues to use coal and has failed to uphold previous commitments, further diminishing trust in the regulatory board. Sherman referenced past discussions about how some cities operate without IURC oversight and suggested that CBU do the same.

**SUBCOMMITTEE REPORT:** None

**STAFF REPORTS:**

CBU MS4 Program Coordinator - Carter provided an update on project closeouts for construction projects permitted under the old MS4 process, as no projects have yet been permitted under the new ordinance. The closeout process is tied to the planning department, which holds final occupancy approvals until MS4 ensures post-construction best management practices (BMPs) are in place and the site is stabilized. Challenges in the past have included lengthy delays in project closure, as developers often overlook stabilization requirements until their bonds are near expiration. The new ordinance aims to improve efficiency and reduce frustration. In 2024, several projects were successfully closed out, including Tri-North Middle School, Creeks Edge, A New Hope for Families, a dentist's office on North Walnut, The District at Latimer Square (formerly the East Side Kmart site), and The Standard (formerly Brownstone Terrace). Each project involved varying levels of land disturbance and stormwater management features such as detention ponds, underground detention systems, bioretention areas, and rain gardens. Carter acknowledged the planning department's role in ensuring compliance and expressed optimism that the new process would lead to more timely project closeouts in the future. White questioned what underground detention looks like. Carter advised rainwater drains to either a large underground pipe or vault that has a smaller orifice that slowly drains over time. White questioned why this type of storage was being put underground. Carter advised that developers often do not want to dedicate above ground area that they could potentially rent for commercial or residential space. White questioned how vaults under structures are maintained. Carter advised that maintenance instructions and maintenance schedules are provided to developers so they can properly maintain it, and acknowledge that it is the property owners responsibility to maintain or replace the infrastructure should it fail. Carter discussed improvements in post-construction enforcement and maintenance, which have contributed to a smoother closeout process this year. Previously, inspections could identify issues, but there was no authority to compel property owners to take corrective action. With updated codes, enforcement now includes requiring maintenance or, if necessary, conducting the work and billing the responsible party. Additionally, securing easements during project planning ensures access for inspections and maintenance enforcement. These measures provide stronger oversight and accountability. White expressed strong support for detention systems, emphasizing their role in managing local flooding and their various benefits. While acknowledging the high costs associated with such systems, White noted they are a necessary part of development. Parmenter questioned how many open projects CBU currently has. Carter advised around forty projects are currently open. Parmenter questioned if it would be possible for all of those projects to be closed out in 2025. Carter confirmed, adding that at the beginning of the year CBU partnered with Planning to determine what projects needed to be closed out,

and have targeted 15 projects that CBU hopes to close out in the spring. Parmenter questioned if developers interested in closing their projects are aware of the process. Carter confirmed, noting that the inspector position that was added this year has the ability to visit sites and review next steps with developers to ensure they understand the process. Parmenter noted that CBU has not issued any permits under the new Title 13 Ordinance and questioned if anyone had submitted for a permit under the new rules yet. Carter confirmed. Parmenter questioned if developers who have applied have common issues that are keeping them from receiving permit approval. Carter advised that it is normal for the permitting process to require some back and forth in order to get the plans ready for approval, and clarified that applications are never denied, they simply require adjustments before they can eventually be approved. Parmenter questioned if the application process is taking longer now that Title 13 has been implemented. Carter advised that there is not enough data at this point to determine if the process is taking any longer, but emphasized that CBU is encouraging developers to meet with CBU at the outset to make sure they are aware of the standards and to make the process as transparent as possible. Parmenter questioned if there are any developers who are being denied new permits because they have projects that currently need to be closed out. Carter advised that permits are dealt with as site specific and the problems of one project will not have an effect on another. Stewart questioned how CBU would be able to determine if underground detention was not working properly. CBU Assistant Director - Hall advised that typical signs of a failing underground detention system will be slow water flow into the inlets caused by reduced capacity or potential blockage of the outflow. Stewart questioned if there was an environmental trade off for above ground vs underground. Carter noted that underground detention is typically used in dense urban areas or smaller sites where space for above-ground detention is limited, adding that in downtown areas, where planning allows for 100% impervious surfaces, creative detention solutions are necessary. While underground detention is common in such environments, above-ground detention offers environmental benefits by supporting native plants and small ecosystems that contribute to habitat and pollination. Both types serve distinct purposes—underground for dense urban development and above-ground for eco-friendly solutions. Zaiger noted water quality considerations in detention systems, emphasizing that all developments must meet water quality standards. Underground detention is often paired with hydrodynamic separators to achieve pollutant removal, similar to how bioretention naturally filters water through soil. Carter noted that comparing the environmental impacts of underground and above-ground detention is complex, as factors like urban density and vehicle use play a role. However, developers have flexibility in their approach—as long as all requirements are met, they can choose their preferred method. For instance, a project could include a green roof to meet green infrastructure requirements while incorporating underground detention beneath a parking garage, though this would be costly.

Zaiger noted the following Staff updates:

We welcome the following new employees,

- Jordan Brown and Megan Tabor have joined the Customer Service Team as Customer Representatives.

Completed Certifications & Licensure:

- Melissa Ruszkowski - completed and earned certifications in NSC- Effective Safety & Management Practices I and OSHA Recordkeeping for Employees

**PETITIONS AND COMMUNICATIONS:** None

**ADJOURNMENT:** Debro adjourned the meeting at 6:00 pm

  
Seth Debro, President

3/10/2025  
Date

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