

UTILITIES SERVICE BOARD MEETING

January 8, 2018

Utilities Service Board meetings are recorded electronically and are available during regular business hours in the office of the Director of Utilities.

Board President Frank called the regular meeting of the Utilities Service Board to order at 5:00 p.m. The meeting was held in the Utilities Service Board room at the City of Bloomington Utilities Service Center 600 East Miller Drive, Bloomington, Indiana.

Board members present: Sam Frank, Jim Sherman, Jason Banach, Amanda Burnham, Jean Capler, Julie Roberts (missed 1st 3 votes), and Jim Sims, ex-officio.

Staff members present: Michael Hicks, Phil Peden, Jon Callahan, Tom Axsom, Brad Schroeder, John Langley, Michelle Waldon, Cindy Shaw, Laura Pettit, and Holly McLauchlin.

MINUTES

Board vice president Sherman moved and board member Capler seconded the motion to approve the minutes of the December 22nd meeting. Motion carried, 5 ayes (2 members absent: Ehman and Roberts).

CLAIMS

Sherman moved and Capler seconded the motion to approve the standard claims as follows:

Vendor invoices submitted included \$44,848.98 from the Water Utility, \$104,717.40 from the Wastewater Utility, and \$468.25 from the Stormwater Utility. Total Claims approved: \$150,034.63.

Motion carried, 5 ayes (2 members absent: Ehman and Roberts).

Sherman moved and Capler seconded the motion to approve the special check run as follows:

Interdepartmental Agreement Invoices for the 2017 3rd and 4th quarter submitted included \$389,950.34 from the Water Utility, \$538,130.00 from the Wastewater Utility, and \$0.00 from the Stormwater Utility. Total Claims approved: \$928,080.34.

Motion carried, 5 ayes (2 members absent: Ehman and Roberts).

Sherman moved and Capler seconded the motion to approve the utility claims as follows:

Utility invoices submitted included \$101,166.01 from the Water Utility, \$67,003.36 from the Wastewater Utility, and \$0.00 from the Stormwater Utility. Total Claims approved: \$168,169.37.

Motion carried, 6 ayes (1 member absent: Ehman).

Sherman moved and Capler seconded the motion to approve the wire transfers and fees in the amount of \$735,608.40.

Motion carried, 6 ayes (1 member absent: Ehman).

Sherman moved and Capler seconded the motion to approve the customer refunds as follows:

Customer refunds submitted included \$3.94 from the Water Utility, \$1,855.39 from the Wastewater Utility, and \$0.00 from the Stormwater Utility. Total Claims approved: \$1,859.33.

Motion carried, 6 ayes (1 member absent: Ehman).

REQUEST APPROVAL OF CHANGE ORDER NO. 1 WOODYARD RD 12" WATER LINE

Sherman moved and Capler seconded the motion to approve change order; motion carried, 6 ayes (1 member absent: Ehman).

CBU Engineer Hicks presented a change to the contract between Utilities and Bloomington Seal Coating & Paving for repairs to Woodyard Road after installation of a 12" water lone. The change order expands the scope of work to include an additional top coat of asphalt to level the grade of the road to meet Monroe County Highway Department's road repairs specifications. The additional top coating increased the cost of the overall project by \$2,800.00 which brings the total amount of the project to \$22,350.00.

REQUEST APPROVAL OTTENWELLER BLUCHER WWTP SCREENING REPLACEMENT

Sherman moved and Capler seconded the motion to approve agreement; motion carried, 6 ayes (1 member absent: Ehman).

Hicks presented a contract with Ottenweller LLC for removal and replacement of existing mechanical screening equipment and appurtenances with one new mechanically cleaned screen and one new screenings washer/compactor at Blucher Poole WWTP. This contract encompasses all work necessary to complete the per plan specs submitted during the bid process which have been reviewed and determined by CBU engineering to meet the job's specifications as established by CBU. This contract follows a determination that this contractor was the most responsive and responsible bidder for this project. The agreement is for \$199,000.00.

REQUEST APPROVAL OF HVAC CASSETTE CLEANING AT SERVICE CENTER

Sherman moved and Capler seconded the motion to approve agreement; motion carried, 6 ayes (1 member absent: Ehman).

CBU Purchasing manager Shaw presented a routine maintenance contract with HFI on the ductless split indoor cassette and fan coil in the CBU Boardroom. Board asked why this \$344.00 contract was being brought to the board as well as the other contracts under the \$50,000 threshold as passed by the USB as CBU purchasing policy last year. CBU Assistant Director of Finance Pettit replied that CBU was promoting transparency. Board said transparency is already achieved through sharing the itemized claims. CBU Assistant McLauchlin reminded Board that the purchasing policy gives the CBU Director discretion to bring any contracts to the board, even those under \$50,000. Frank said that a concern had been raised about contracts and that for the moment, all contracts had to be approved but that CBU was going to iron out details and get back to a policy that makes sense. Shaw also reminded board that when a contractor comes onto premises for service it requires a contract as opposed to solely a purchase requisition. Board asked if this work had already been done because of the dates on the memo; Shaw said CBU was hoping to have work done by those dates but the contract had to wait for approval so the dates would be amended.

REQUEST APPROVAL OF EXTERIOR LIGHTS AT SERVICE CENTER

Sherman moved and Capler seconded the motion to approve agreement; motion carried, 6 ayes (1 member absent: Ehman).

Shaw presented an agreement with Alexander Electric for \$2,325.00 to rewire and replace outdoor burnt out halide lights with LED lights at the Service Center. Board asked if this would qualify for the Energy Savings contract. CBU Finance manager Waldon said this was a safety issue and could not wait for consideration by the Energy Savings group.

REQUEST APPROVAL OF HEATER INSTALL AT MONROE WTP

Sherman moved and Capler seconded the motion to approve agreement; motion carried, 6 ayes (1 member absent: Ehman).

Shaw presented an agreement with Commercial Service for \$13,334.92 to replace two heaters in the high service pump room at Monroe Water Treatment Plant. This room has several pumps and piping so the units are marine heaters to withstand the higher humidity.

REQUEST APPROVAL AMENDMENT TO NASHVILLE WHOLESALE WATER CONTRACT

Sherman moved and Capler seconded the motion to approve amendment; motion carried, 6 ayes (1 member absent: Ehman).

Pettit presented an amendment to a 1994 contract with the Town of Nashville for the wholesale of water. Nashville asked to extend the contract 12 years so it will extend to 12/12/57 as part of an application for an SRF bond. The maximum of 30 million gallons per month and minimum of 50 thousand per month will remain the same.

REQUEST APPROVAL OF GREELEY & HANSEN CONSULTING AGREEMENT

Sherman moved and Capler seconded the motion to approve agreement; motion carried, 6 ayes (1 member absent: Ehman).

CBU Assistant Director for Engineering Schroeder presented an agreement with Greeley & Hansen for \$189,000.00 to create a 20 year facility plan. This project started when CBU received a letter from IDEM that Dillman was over 90% capacity. Phase 1 was to work with Greeley to create a capacity growth plan and present to IDEM. This agreement is the 2nd phase which is a full facilities plan to get Dillman to a capacity of 20mgd capacity and work with IDEM for approval. The last 20 year plan was completed in 1999. The agreement is for 1 year; estimating 6 months to create a plan and then meeting with IDEM and revising the plan as necessary.

REQUEST APPROVAL OF GIS NEEDS ASSESSMENT WITH SWOVATECH

Tabled to due to changes requested by contractor that still need to be reviewed. Schroeder said it will be presented at next USB meeting.

REQUEST APPROVAL FOR WEIMER DAM REMOVAL ASSOCIATES FOUR SERVICES

Sherman moved and Capler seconded the motion to approve agreement; motion carried, 6 ayes (1 member absent: Ehman).

CBU Engineer Peden presented an agreement with Associates Four for \$564,576.00 to remove Weimer Dam. Peden said he opened bids at the USB meeting 1 month ago and Associates Four was the lowest responsive and responsible bidder (also the lowest bid). The agreement is for 1 year. The park may have to close for up to 6 months while heavy equipment moves out 10,000cubic yards of dirt. There will be tree removal and Board asked Peden to work with Lee Huss City Urban Forester to utilize wood that can be repurposed. Peden said he had been out to the property with Huss; most of the trees to be removed are dead ash but there are red oaks near the entrance the contractor is trying to avoid damaging.

OLD BUSINESS: None.

NEW BUSINESS: None.

SUBCOMMITTEE REPORTS: None.

STAFF REPORTS: Pettit reported that CBU has had over 500 calls for water service and many main breaks during the last week of severe cold temperatures. She thanked the crews who have been working around the clock outdoors to restore service.

PETITIONS AND COMMUNICATIONS: None.

ADJOURNMENT: The meeting was adjourned at 5:22 p.m.

Samuel K. Frank, President