

UTILITIES SERVICE BOARD MEETING

January 22, 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, Amanda Burnham, Jean Capler, Julie Roberts, Jeff Ehman, and Jim Sims, ex-officio

Staff members present Tamara Roberts, Phil Peden, Jon Callahan, Tom Axsom, Kevin White, Brad Schroeder, John Langlely, Michelle Waldon, Chris Wheeler, Laura Pettit, and Vic Kelson

Frank acknowledged the work of CBU Assistant Director for T&D Axsom and T&D crew for working in zero degrees and snow to answer over 500 service calls for frozen meters and 10 broken water mains

ELECTION OF OFFICERS

Board member Burnham moved and board member Ehman seconded the motion to elect Roberts as President and Sherman as Vice President Motion carried, 6 ayes (1 member absent Banach)

Roberts took seat as president and led the remainder of the meeting Roberts thanked Frank for his leadership

MINUTES

Board Vice President Sherman moved and Burnham seconded the motion to approve the minutes of the January 8th meeting Motion carried, 6 ayes (1 member absent Banach)

CLAIMS

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

Vendor invoices submitted included \$95,145 80 from the Water Utility, \$66,299 17 from the Wastewater Utility, and \$166 92 from the Stormwater Utility Total Claims approved \$161,611 89

Motion carried, 6 ayes (1 member absent Banach)

Sherman moved and Burnham seconded the motion to approve second set of standard claims as follows

Vendor invoices submitted included \$8,993 84 from the Water Utility, \$9,862 42 from the Wastewater Utility, and \$23 83 from the Stormwater Utility Total Claims approved \$18,880 09

Motion carried, 6 ayes (1 member absent Banach)

Sherman moved and Burnham seconded the motion to approve the ACH claims as follows

Utility invoices submitted included \$200,395 09 from the Water Utility, \$0 00 from the Wastewater Utility, and \$0 00 from the Stormwater Utility Total Claims approved, \$200,395 09

Motion carried, 6 ayes (1 member absent Banach)

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

Utility invoices submitted included \$4,882 81 from the Water Utility, \$44,369 55 from the Wastewater Utility, and \$0 00 from the Stormwater Utility Total Claims approved \$49,252 36

Motion carried, 6 ayes (1 member absent Banach)

Sherman moved and Burnham seconded the motion to approve the wire transfers and fees in the amount of \$499,060 12

Motion carried, 6 ayes (1 member absent Banach)

REQUEST APPROVAL OF PRETREATMENT PERMIT FOR ORGANIZED LIVING

Sherman moved and Burnham seconded the motion to approve permit, motion carried, 6 ayes (1 member absent Banach)

CBU Pretreatment Coordinator Roberts presented a renewal of the permit for Organized Living, a manufacturer of closet organizing systems made of wood and metal. Roberts reports that there are no changes to the permit and there have been no compliance issues with this company. Board asked why the permit was not included in the packet, it was an oversight and not intentional. Roberts offered to table permit until next meeting so Board could read permit but Board said that was not necessary.

REQUEST APPROVAL FOR AMENDMENT TO THE S C INTERCEPTOR SEWER DESIGN AGREEMENT

Sherman moved and Burnham seconded the motion to approve amendment, motion carried, 6 ayes (1 member absent Banach)

CBU Engineer Peden presented a change to the design agreement with Greeley and Hansen for the South Central Sewer Interceptor. The original design did not factor in a new bridge that is being built across Gordon Pike that is five times as large as the current bridge. The change will cost an additional \$25,000. Peden also gave an update on the SCI project which is complete in the Switchyard park area and Infrastructure Systems is currently working up from Gordon Pike to Country Club Rd.

REQUEST APPROVAL OF INDOT PRELIMINARY ENGINEERING AGREEMENT

Sherman moved and Burnham seconded the motion to approve agreement, motion carried, 6 ayes (1 member absent Banach)

Wheeler from City Legal presented a contract with INDOT which allows CBU to employ an engineer to review a proposal by INDOT for relocation of infrastructure. GRW Incorporated is the "approved engineering firm" that CBU selected because they have reviewed the previous plans related to I69. This review will help CBU formulate an enlightened response to INDOT's proposal and resolve issues related to relocation plans, including feasibility and cost. This contract does not waive any of CBU's negotiating rights, this is a step moving towards CBU's ability to properly negotiate. The amount is \$20,000 00.

REQUEST APPROVAL FOR AGREEMENT WITH ARCADIS FOR FILTER AND MWTP

Sherman moved and Burnham seconded the motion to approve agreement, motion carried, 6 ayes (1 member absent Banach)

CBU Assistant Director for Engineering Schroeder presented a contract for engineering services with Arcadis. CBU Water Quality Coordinator Rachel Atz drafted the scope of work which aims to improve water quality at Monroe Water Treatment Plant. Process changes at the plant have resulted in increased algae growth. Arcadis will conduct process tests and make recommendations to reduce stress on filters and maybe coagulation changes to reduce algae in the first place. Work will occur now and also in summer when algae is being produced. This contract was not in the packet that was given to Board members prior to meeting. The not-to-exceed amount is \$67,800 00.

REQUEST APPROVAL FOR AGREEMENT WITH SWOVATECH FOR GIS CONSULTING

Sherman moved and Burnham seconded the motion to approve agreement, motion carried, 6 ayes (1 member absent Banach)

Schroeder presented agreement with Swovatech which will help CBU convert from Gennamap to ArcGIS Work has been done in-house, but CBU needs support to reach the goal of complete conversion by the end of the year CBU spoke to many firms and received proposals from two firms, Swovatech was both the lowest bid as well as the most comprehensive This software is what is used for all mapping functions and ArcGIS is the "Microsoft" of GIS i.e. widely used Not only does all the data need to move, CBU employees will need to be trained to utilize all the functions, such as web-based access in the field and asset management This initial phase is due April 15th and is a plan to complete conversion by the end of the year and is not to exceed \$15,940 00 The City is also moving to ArcGIS, but this contract is for CBU specifically Board President Roberts mentioned that GIS was used to rescue an IU student from Jordan culvert in 1994

REQUEST APPROVAL TO EXPENSE NON-COLLECTABLE ACCOUNTS RECEIVABLE

Sherman moved and Burnham seconded the motion to approve, motion carried, 6 ayes (1 member absent Banach)

CBU Assistant Director Finance Pettit presented 536 uncollectable wastewater accounts each under \$40 so they can't go to collections Total is 8,923 82 Roberts asked if the State wants us to write them off, Pettit said yes

REQUEST APPROVAL FOR CONTRACT WITH D&M FOR MWTP BRACING

Sherman moved and Burnham seconded the motion to approve permit, motion carried, 6 ayes (1 member absent Banach)

Pettit presented an agreement with service performed this past September by D&M A pump that was added in the 2010-12 plant expansion at MWTP did not have adequate bracing and vibrated This pump was activated after another pump was taken out of service for repairs D&M repaired the bracing on an emergency basis for \$17,500 Board asked where this is reflected in the budget CBU Director Kelson says this was part of the Water Quality CIP

DISCUSSION OF CUSTOMER COMPLAINT Customer did not come to meeting so this item was not discussed

OLD BUSINESS None

NEW BUSINESS None

SUBCOMMITTEE REPORTS None

STAFF REPORTS Kelson thanked Frank and welcomed Kevin White, new CBU Pretreatment Inspector DBP numbers for December were good, the annual average is around 50% of the maximum contaminant level Kelson presented data requested by Board, the median usage for a residential household is 3.38 per billing period and mean is 3.95 across all 19,401 accounts The totes used for a display at the City's 200th Anniversary New Year's Eve party are now on display at the Monroe County Courthouse Kelson thanked Axsom and CBU employee Ed Sherfield for putting the display together Board agreed that it looked good and was a nice reuse of materials

PETITIONS AND COMMUNICATIONS None

ADJOURNMENT The meeting was adjourned at 5:35 p.m.

Julie Roberts, President