

## UTILITIES SERVICE BOARD MEETING

June 25, 2018

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

Board Vice President Sherman 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: Jim Sherman, Jason Banach, Amanda Burnham, Jean Capler, Jeff Ehman, and Sam Frank.

Staff members present: John Langley, James Hall, Nolan Hendon, Michelle Waldon, Brandon Prince, Tom Axsom, Mike Hicks, Chris Wheeler, Holly McLauchlin, Laura Pettit, and Vic Kelson.

### MINUTES

**Board member Burnham moved and Board member Frank seconded the motion to approve the minutes of the June 11<sup>th</sup> meeting. Motion carried, 6 ayes (1 member absent: Roberts).**

### CLAIMS

**Burnham moved and Frank seconded the motion to approve standard claims as follows:**

Vendor invoices submitted included \$566,271.75 from the Water Utility, \$1,301,824.73 from the Wastewater Utility, and \$67,892.92 from the Stormwater Utility. Total Claims approved: \$1,935,989.40.

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

Board member Ehman asked about 2 separate invoices: one for staff was partially paid by stormwater, and one for vehicles which wasn't. Purchasing Manager Shaw clarified that in this case, none of the vehicles purchased were used by stormwater employees, so none of that invoice was paid from stormwater funds. There are some vehicles which are partially or fully paid with stormwater funds. Board member Banach asked if the County government had a stormwater vehicle. Director Kelson answered that the County did have a stormwater program and it wouldn't surprise him if they had purchased vehicles for that program.

**Burnham moved and Frank seconded the motion to approve the ACH claims as follows:**

Vendor 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: Roberts).**

**Burnham moved and Frank seconded the motion to approve the utility claims as follows:**

Utility invoices submitted included \$730.79 from the Water Utility, \$1,606.30 from the Wastewater Utility, and \$0.00 from the Stormwater Utility. Total Claims approved: \$2,337.09.

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

**Burnham moved and Frank seconded the motion to approve the wire transfers and fees in the amount of \$400,804.52. Motion carried, 6 ayes (1 member absent: Roberts).**

**Burnham moved and Frank seconded the motion to approve customer refunds as follows:**

Vendor invoices submitted included \$0.00 from the Water Utility, \$0.00 from the Wastewater Utility, \$0.00 from the Stormwater Utility, and \$10.00 from Sanitation. Total Claims approved: \$10.00.

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

**Burnham moved and Frank seconded the motion to approve a special check run for the bond and SRF payments as follows:**

Vendor invoices submitted included \$1,599,246.16 from the Water Utility, \$574,074.03 from the Wastewater Utility, and \$0.00 from the Stormwater Utility. Total Claims approved: \$2,173,320.19.

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

Sherman asked staff to explain a "special check run". Assistant Director for Finance Pettit said that if a due date requires a check to be printed off cycle it is called a special check run. This particular check is the mid-year payment on principal and interest for bonds and SRF loans.

## **APPROVAL OF CONSENT AGENDA**

***Burnham moved and Frank seconded the motion to approve consent agenda. Motion carried, 6 ayes (1 member absent: Roberts).***

Items b and c were removed from the agenda because they were not yet ready for approval. Three agreements remain on consent agenda: Commercial Service for \$6,000.00 for on-call services, Ingersoll Rand for \$1,096.40 for repairing air compressor #2 at MWTP, and Young Plumbing for \$6,450.00 for service lines installation.

Kelson noted that this on-call agreement was the first of 35 or so of this type of contract. It allows CBU to have a company come to a facility for a minor repair without an emergency purchase form or a small contract for each repair. Board member Capler noted that the "Scope of Services" was left blank to which Kelson replied that the exact services are not known until a repair is needed. Future on-call contracts have a list of the types of service a company may do for CBU.

## **REQUEST APPROVAL OF SERVICES AGREEMENT WITH SSI SERVICES INC**

***Burnham moved and Frank seconded the motion to approve agreement; motion carried, 6 ayes (1 member absent: Roberts).***

CBU Engineer Hicks presented an agreement with SSI Services INC for asbestos abatement related to the Griffy plant demolition project. The floor tile material and insulation containing asbestos will be removed and disposed of prior to the larger contract to demo the building. Bids were opened on April 20<sup>th</sup>; one bid was received. The contractor over the demolition, VET Engineering, reviewed the bid, checked references, and recommends approval of the agreement. Banach asked if CBU was confident that this agreement included all the asbestos and included removal. Hicks answered in the affirmative and said that the ceiling was removed to get a good idea of the amount of insulation material. Burnham noted the expiration date of the contract (August 31) and asked if that would be enough time to complete the work. Hicks said yes; this was a 3 day job for SSI Services. The amount of contract is \$29,296.00.

## **REQUEST APPROVAL FOR 2018 HYDRANT MAINTENANCE & CAPACITY TESTING AGREEMENT**

***Burnham moved and Frank seconded the motion to approve agreement; motion carried, 6 ayes (1 member absent: Roberts).***

Hicks presented an agreement with KMP for maintenance on all the fire hydrants in the system. The agreement includes capacity testing for ¼ of the system. CBU solicited quotes from 5 vendors. ME Simpson has been the contractor in the past but CBU saves \$14,000 by selecting the lowest responsive bidder for a total agreement of \$113,040.00. KMP is a group of firefighters that has contracted with other municipalities, has good references, and works for the local school system (MCCSC). Ehman asked if the data is used for parametrization or validation. Kelson responded not at this time. Hicks added that the recent water model built by Arcadis used hydrant data and the new data will be used to refine the model and see the effect of changes to the system.

## **REQUEST APPROVAL FOR AGREEMENT WITH FRONTIER GEOSPATIAL**

This agreement was pulled from the agenda because it is not yet ready for consideration.

## **REQUEST APPROVAL FOR AGREEMENT WITH LAYNE FOR MWTP HSP#2**

***Burnham moved and Frank seconded the motion to approve agreement; motion carried, 6 ayes (1 member absent: Roberts).***

Wheeler with City Legal presented an agreement with Layne to replace the motor for High Service Pump #2 at the Monroe Water Treatment Plant for \$58,400.00.

**REQUEST APPROVAL FOR KOORSEN 2018 SERVICE CONTRACT**

This agreement was pulled from the agenda because it is not yet ready for consideration.

**REQUEST APPROVAL OF SURPLUS ITEMS FOR AUCTION**

*Burnham moved and Frank seconded the motion to approve list; motion carried, 6 ayes (1 member absent: Roberts).*

Wheeler presented a list of items which have been identified by CBU staff as surplus. With USB approval these items will be sold at the City auction on July 14<sup>th</sup>.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**SUBCOMMITTEE REPORTS:** None.

**STAFF REPORTS:** Kelson reported promotions and new hires: Prince as Assistant Director for T&D, Hall as Assistant Director for Environmental Programs, and Michael Chase as Water Quality Coordinator.

Kelson gave updates on projects in progress. The sewer work on Walnut near the Grimes intersection has hit more rock than anticipated and is working longer hours in order to stay on schedule. The eastbound lane of W Kirkwood is closed due to a culvert collapse and the T&D crew is working to get that fixed and the road open as soon as possible. There was also a culvert collapse in a car lot near the Wylie and Walnut intersection. Engineering is drafting a fix and will be presenting a contract to the Board possibly at the next meeting.

The next Watercooler Conversations staff meeting will be Wednesday with Langley presenting a PCB history.

Frank asked for a DBP update. Kelson said there have been higher numbers than usual due to the lake having high amount of organics from the long, cool, wet spring. The annual average is still well under the limit. Kelson will bring details to the next meeting.

**PETITIONS AND COMMUNICATIONS:** None

**ADJOURNMENT:** The meeting was adjourned at 5:23 p.m.

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Julie Roberts, President