

UTILITIES SERVICE BOARD MEETING

December 20, 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 Roberts called the regular meeting of the Utilities Service Board to order at 4:31 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: Julie Roberts, Jason Banach, Jeff Ehman, and Sam Frank.

Staff members present: Tom Axsom, Nolan Hendon, Brandon Prince, James Hall, Brad Schroeder, Cindy Shaw, Holly McLaughlin, Laura Pettit, and Vic Kelson.

MINUTES

Board member Frank moved and Board member Ehman seconded the motion to approve the minutes of the December 10th meeting. Motion carried, 4 ayes (3 members absent: Sherman, Burnham, Capler).

CLAIMS

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

Vendor invoices submitted included \$712,709.87 from the Water Utility, \$210,593.01 from the Wastewater Utility, and \$60,825.12 from the Stormwater Utility. Total Claims approved: \$984,128.00.

Motion carried, 4 ayes (3 members absent: Sherman, Burnham, Capler).

Ehman was prompted by a payment to Bloom Environmental to ask if CBU was required by law to keep paper copies of documents or if digital document storage was an option. CBU Asst Director (Finance) Pettit answered that CBU was tackling document storage in a comprehensive way in 2019. Legal and Risk are helping to identify which documents must be stored physically; all others will be destroyed after scanning. (Current practice is to scan before storing, but this was not done in earlier years). CBU's Washington St building is solely used for storage. There is mold in the building and in some of the boxes, which Bloom is remediating.

Ehman also asked about a Black lumber invoice that was charged solely to water. This is for the bulk water station being built at Winston Thomas.

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

Vendor invoices submitted included \$200,589.10 from the Water Utility; \$0.00 from the Wastewater Utility; and \$0.00 from the Stormwater Utility. Total Claims approved, \$200,589.10.

Motion carried, 4 ayes (3 members absent: Sherman, Burnham, Capler).

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

Utility invoices submitted included \$6,636.49 from the Water Utility, \$57,361.21 from the Wastewater Utility, and \$0.00 from the Stormwater Utility. Total Claims approved: \$63,997.70.

Motion carried, 4 ayes (3 members absent: Sherman, Burnham, Capler).

Frank moved and Ehman seconded the motion to approve the wire transfers and fees in the amount of \$338,785.14. Motion carried, 4 ayes (3 members absent: Sherman, Burnham, Capler).

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

Vendor invoices submitted included \$21.99 from the Water Utility, \$892.77 from the Wastewater Utility, \$0.00 from the Stormwater Utility, and \$0.00 from Sanitation. Total Claims approved: \$914.76.

Motion carried, 4 ayes (3 members absent: Sherman, Burnham, Capler).

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

Vendor invoices submitted included \$1,609,148.47 from the Water Utility, \$4,777,941.03 from the Wastewater Utility, and \$0.00 from the Stormwater Utility. Total Claims approved: \$6,387,089.50.

Motion carried, 4 ayes (3 members absent: Sherman, Burnham, Capler).

APPROVAL OF CONSENT AGENDA

CBU Director Kelson presented the following agreements recommended by staff for approval: Bruce Wilds Security - 2nd Amendment Security at Griffy, Affordable Fence - Griffy and Dillman Gates, Electrical Maintenance and Testing - 1st Amendment On Call Services. As none were removed by the Board, these agreements were approved.

REQUEST APPROVAL TO EXPENSE NON-COLLECTABLE ACCOUNTS RECEIVABLE

Frank moved and Ehman seconded the motion to approve expense; motion carried, 4 ayes (3 members absent: Sherman, Burnham, Capler).

Pettit discussed closing out the fiscal year by writing off accounts that have a balance below \$40 and are 90+ days overdue. Included are \$9,367.44 in wastewater, \$11,084.12 in water, and \$528.00 in miscellaneous. The total is \$20,979.56.

OLD BUSINESS: None.

NEW BUSINESS: None.

SUBCOMMITTEE REPORTS: None.

STAFF REPORTS: Kelson reported that the City Council approved 2 CBU items: updated backflow ordinance and the lease-purchase plan for AMI. Kelson thanked the Board, City Administration, and City Council for their assistance. The lease-purchase plan allows AMI to be installed in 1.5 years instead of 6 or 7 years. A good side effect of taking this to Council was the opportunity for their comments and public discussion. Kelson says CBU hopes to bring a contract for installation to the Board at the 1/7/19 meeting.

Kelson also thanked all 7 USB members for their leadership, support, and guidance in 2018. He says he looks forward to 2019 and a board retreat early in the year. Banach asked if there were any new members in 2019; Kelson answered that all current members have at least 1 more year in their term. Roberts encouraged any members who wished to lead the Board in 2019 to discuss before the next meeting.

PETITIONS AND COMMUNICATIONS: None

ADJOURNMENT: The meeting was adjourned at 4:42 p.m.

Julie Roberts, President

DATE