

UTILITIES SERVICE BOARD MEETING

February 18, 2019

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 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: Julie Roberts, Jim Sherman, Jason Banach, Amanda Burnham, Jean Capler, and Jeff Ehman.

Staff members present: Brandon Prince, Tom Axsom, Brad Schroeder, Nolan Hendon, Kevin White, Rebekah Fiedler, Phil Peden, Jane Fleig, Kelsey Thetonia, Mike Hicks, Holly McLaughlin, Laura Pettit, and Vic Kelson.

MINUTES

Board Vice President Sherman moved and Board member Burnham seconded the motion to approve the minutes of the February 4th meeting. Motion carried, 6 ayes (1 member absent: Frank).

CLAIMS

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

Vendor invoices submitted included \$320,031.12 from the Water Utility, \$245,521.43 from the Wastewater Utility, and \$40,119.64 from the Stormwater Utility. Total Claims approved: \$605,672.19.

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

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

Vendor invoices submitted included \$200,236.53 from the Water Utility; \$0.00 from the Wastewater Utility; and \$0.00 from the Stormwater Utility. Total Claims approved, \$200,236.53.

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

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

Utility invoices submitted included \$112,002.12 from the Water Utility, \$120,020.68 from the Wastewater Utility, and \$0.00 from the Stormwater Utility. Total Claims approved: \$232,022.80.

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

Sherman moved and Burnham seconded the motion to approve the wire transfers, fees, and payroll in the amount of \$455,127.89. Motion carried, 6 ayes (1 member absent: Frank).

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

Refunds submitted included \$0.00 from the Water Utility, \$105.11 from the Wastewater Utility, \$0.00 from the Stormwater Utility, and \$0.00 from Sanitation. Total Claims approved: \$105.11.

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

APPROVAL OF CONSENT AGENDA

CBU Director Kelson presented the following agreement recommended by staff for approval: Core Projective - \$3,825.00 - 2nd Amendment. As it wasn't removed from consent agenda by the Board, agreement approved.

REQUEST FOR APPROVAL OF AGREEMENT WITH MITCHELL & STARK CONSTRUCTION

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

Hicks with CBU's Engineering group presented an agreement with Mitchell and Stark. In mid-January, a leak was discovered from the sedimentation basin at the Monroe Water Treatment Plant. Water was leaking into the lower pipe gallery of the original plant which is supposed to be a completely dry environment and has sensitive equipment. CBU procured an emergency contract through the Controller's office and this agreement formalizes that emergency contract. The contractor is injecting a product that expands but it works best when the water temperature is above 60 degrees so the work is ongoing. Currently, leaking water is going down a drain and is not enough flow to cause problems with equipment. The wall is 22 inches long and 12 inches thick and there is a 6 inch gap behind it that they are trying to fill.

REQUEST FOR APPROVAL OF AGREEMENT WITH VANTIV FOR MERCHANT PROCESSING FEES

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

Assistant Director - Finance Pettit presented an agreement with Vantiv which is the company that processes credit card payments from CBU customers. Currently, CBU pays 2 different percentages and fees. With this agreement, all transactions will have a 1.75% and \$.06 fee, which will save about \$600 per month. The Board asked if CBU passes this fee along to the customer at the time of the payment; Pettit answered that CBU does not. The total processing fees are about \$270,000.00 a year. Sherman asked how many customers use a credit card; Pettit estimated that 40% of transactions were via credit card. Board member Banach asked for a future finance subcommittee meeting to discuss adding this fee to those customers at the time of the transaction as opposed to all ratepayers sharing this cost. Burnham and Board member Ehman also expressed support for Banach's idea, saying that other utilities and government agencies roll the fee into the transaction when customers choose to pay with a credit card. Roberts noted that customers can pay online using a bank draft, mail in a check, or pay cash or check at the office to avoid the fee if there were one in the future.

OLD BUSINESS: None.

NEW BUSINESS: None.

SUBCOMMITTEE REPORTS: Burnham reported that the Rules & Regulations subcommittee reviewed proposed guidelines for a residential stormwater grant program. The subcommittee made recommendations and the program will be presented to the full board at the next meeting.

STAFF REPORTS: CBU Director Kelson reported that the payment software New World released a new version last Friday. The esuite will now require a username and password which improves the security for online payments.

The City Council recommended approval of the Title 10 sewer use ordinance amendments and the increase in the stormwater rate to \$5.95. They will vote next Wednesday and if passed, the new rates will go into effect on July 1 and January 1. Kelson is working with the Office of the Mayor on a guest editorial for the newspaper about the upcoming changes in the stormwater program.

Kelson thanked all the crews for a great job during the flooding the previous week. Neither wastewater plant bypassed but there were over 20 Sanitary Sewer Overflows (SSO).

There was a large main break on Morton the previous Friday near the 5pm traffic rush. CBU crews worked overnight to repair the leak and the street will be open by tomorrow. The ductile iron pipe was installed in 2004 so it was only 15 years old.

Kelson also reminded Board about the upcoming retreat.

PETITIONS AND COMMUNICATIONS: None.

ADJOURNMENT: Sherman moved to adjourn and the meeting was adjourned at 5:20 p.m.

Julie Roberts, President

DATE