

UTILITIES SERVICE BOARD MEETING

April 1, 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, Amanda Burnham, Jean Capler, and Sam Frank.

Staff members present: Michelle Waldon, Kelsey Thetonia, Phil Peden, Mike Hicks, 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 March 18th meeting. Motion carried, 4 ayes (3 members absent: Sherman, Banach, Ehman).

CLAIMS

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

Vendor invoices submitted included \$101,178.55 from the Water Utility, \$192,535.44 from the Wastewater Utility, and \$22,699.41 from the Stormwater Utility. Total Claims approved: \$316,413.40.

Motion carried, 4 ayes (3 members absent: Sherman, Banach, Ehman).

Board member Capler asked about the Pitney-Bowes reserve account invoice; Asst. Dir. Finance Pettit answered that it is to refill the in-house postage machine.

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

Utility invoices submitted included \$8,672.05 from the Water Utility, \$9,236.32 from the Wastewater Utility, and \$0.00 from the Stormwater Utility. Total Claims approved: \$17,908.37.

Motion carried, 4 ayes (3 members absent: Sherman, Banach, Ehman).

Burnham moved and Frank seconded the motion to approve the wire transfers, fees, and payroll in the amount of \$355,941.82. Motion carried, 4 ayes (3 members absent: Sherman, Banach, Ehman).

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

Refunds submitted included \$20.55 from the Water Utility, \$1,029.13 from the Wastewater Utility, \$2.70 from the Stormwater Utility, and \$0.00 from Sanitation. Total Claims approved: \$1,052.38.

Motion carried, 4 ayes (3 members absent: Sherman, Banach, Ehman).

REQUEST FOR APPROVAL OF AMENDMENT TO AGREEMENT WITH GRIPP INC

Burnham moved and Frank seconded the motion to approve amendment. Motion carried, 4 ayes (3 members absent: Sherman, Banach, Ehman).

Peden with CBU Engineering presented an amendment to an agreement with the flow meter contractor Gripp, which is 1 year into a 3-year contract with CBU. They are changing out 3 rain gauges for 3 flow meters because the rain gauge data was not being utilized from this source. Ahead of the clear water reduction program and because they were changing the modems anyway (from 2G to 3G) CBU asked for the 3 rain gauges to be changed to flow meters to better analyze the sewer basins.

REQUEST FOR APPROVAL OF AGREEMENT WITH BLACK & VEATCH CORP

Burnham moved and Frank seconded the motion to approve agreement. Motion carried, 4 ayes (3 members absent: Sherman, Banach, Ehman).

Hicks with CBU Engineering presented a professional services agreement with Black and Veatch for design services and start up assistance at the Blucher Poole Wastewater Treatment Plant. CBU is renewing the NPDES permit at this plant and anticipates limits on phosphorus. A chemical feed system that was installed in 2005 and not fully used can be updated to automatically feed ferric chloride for this purpose. Black and Veatch will design the system, recommend equipment, oversee contractors, and see the project through until it is up and running. The cost is \$54,670.00.

Capler asked if the Board would see costs at a later date for implementation. Hicks said the pumps will be purchased for roughly \$28,000.00 and installed by CBU but analyzer will be installed by a contractor and there would be some work done by a contracted electrician.

REQUEST FOR APPROVAL OF AGREEMENT WITH WESSLER ENGINEERING

Burnham moved and Frank seconded the motion to approve agreement. Motion carried, 4 ayes (3 members absent: Sherman, Banach, Ehman).

Hicks presented an engineering agreement with Wessler for the dewatering system at the Monroe Water Treatment Plant. Current system of pressure filter which works in batch mode is antiquated and at end-of-life. It will be replaced with belt press housed in the same building with the addition of covered storage area. The contract is for \$181,000.00

REQUEST FOR APPROVAL OF AGREEMENT WITH NOVAK

Burnham moved and Frank seconded the motion to approve agreement. Motion carried, 4 ayes (3 members absent: Sherman, Banach, Ehman).

Assistant Director - Finance Pettit presented an agreement with Novak for a CBU-wide organizational assessment. In last year's budget process, CBU put \$100,000.00 aside for this project, however contract is only \$42,000.00. Novak will determine if CBU has enough staffing in the right areas, optimize workflow, and ensure employees are meeting the needs of programs. Burnham asked for more information on contractor; Pettit said City HR vetted the vendor who is a smaller group out of Cincinnati specializing in government and utilities staffing assessments.

REQUEST FOR APPROVAL OF GRANTS REVIEW COMMITTEE

Burnham moved and Frank seconded the motion to approve recommendations. Motion carried, 4 ayes (3 members absent: Sherman, Banach, Ehman).

CBU Director Kelson presented a list of names for people recommended to be on the review committee for the new residential stormwater grants program. Kelson said all had experience with utilities and know how CBU works which will be helpful especially in this first year. The names are Phil Peden for CBU, Linda Thompson for Planning and Transportation, Jeff Ehm representing the USB, and members from the community Tim Mayer and Efrat Feferman.

OLD BUSINESS: None.

NEW BUSINESS: None.

SUBCOMMITTEE REPORTS: Burnham reported that the Finance subcommittee reviewed the 2018 interdepartmental agreement as presented by Jeff McMillian from the eCity Controller's office. They asked many questions and asked for more material to be emailed to all USB members. If the material is provided, Burnham thinks another subcommittee meeting won't be necessary and hopes to have the final agreement presented to the board at the next regular USB meeting.

STAFF REPORTS: Kelson congratulated Hector Ortiz-Sanchez who has passed the WT5 making him eligible to work at any of the 3 plants. CBU completed their first AWWA benchmarking survey. The basic numbers have been provided to board; more detailed analysis and comparisons to other utilities will be provided later by AWWA. There was a public meeting for the stormwater grant 2 weeks ago and it was a full house. CBU is asking for letters of interest and has received 28 so far. A letter of interest is not required. The deadline for the application is May 1.

PETITIONS AND COMMUNICATIONS: None.

ADJOURNMENT: Burnham moved to adjourn and the meeting was adjourned at 5:17 p.m.

Julie Roberts, President

DATE