

**AGENDA**  
**UTILITIES SERVICE BOARD MEETING**

Utilities Service Board Room  
City of Bloomington Utilities  
600 E. Miller Dr.  
Bloomington, Indiana 47402

Julie Roberts, President  
Jim Sherman, Vice President  
Jason Banach  
Amanda Burnham  
Jean Capler  
Jeff Ehman  
Sam Frank  
Terri Porter, ex-officio  
Jim Sims, ex-officio

**Monday August 19, 2019**  
**5:00 P.M. Regular Meeting**

- I. Call to Order
- II. Approval of the Minutes of Previous Meeting (August 5)
- III. Approval of the Claims
  - a. Standard Invoices
  - b. Utility Bills
  - c. Wire Transfers
  - d. Customer Refunds
- IV. Approval of Consent Agenda
  - a. Monroe Owen Appraisals - \$19,800 – Easement Acquisition for Jordan Culvert Project
  - b. Donahue & Associates - \$8,600 - Calculations for Anaerobic Digester Loading at Dillman
  - c. Heritage Crystal Clean- \$7,690 – Removal of Transformers from Monroe Water Plant
- V. Request Approval of Agreement with Bruce Wilds Security - Security at Griffy Water Plant – James Hall
- VI. Request Approval of Agreement with Donahue & Associates – UV System Improvements at Blucher Poole – Mike Hicks
- VII. Request Approval of Agreement with Building Associates – Roof Replacements – Mike Hicks
- VIII. Request Approval of 2020 Budget – Vic Kelson
- IX. Request Approval of Resolution 2019-8 – Vic Kelson
- X. Old Business
- XI. New Business
- XII. Subcommittee Reports
- XIII. Staff Reports
- XIV. Petitions And Communications\*
- XV. Adjournment

\* Public comment will be limited to 5 minutes per person.

## UTILITIES SERVICE BOARD MEETING

8/5/2019

***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, Jeff Ehman, Jason Banach, Amanda Burnham, Jean Capler, and Jim Sims

Customer Service Staff present: Triana Johnson, Missy Monyhan, Kristie Wellman, Edie Henderson

Other Staff present: Vic Kelson, Laura Pettit, Holly McLaughlin, Tom Axsom, Brad Schroeder, James Hall, Mike Hicks, Brandon Prince, Nolan Hendon, Phil Peden, Rebekah Fiedler

### **COMMENTARY**

Director Kelson noted that the agenda did not have the adoption of the 2020 budget proposal. It would be legal to amend the agenda in order for the board to vote on the budget, but Kelson recommended this be done at the next meeting on August 19th because there will still be time to make amendments thereafter. Because the presentation was prepared ahead of the meeting, Kelson offered 2 options: 1) show the presentation at this meeting and answer questions during staff reports or 2) show the presentation and vote on the budget at the next USB meeting on August 19th. The board decided to wait for the presentation until it is on the agenda (August 19th) so members of the public have the opportunity to view it. The council will receive the budget proposal immediately after the board votes on it; the CBU budget hearing is on August 21st.

### **MINUTES**

***Board member Burnham moved and board member Capler seconded the motion to approve the minutes of the July 22nd meeting. Motion carried, 6 ayes. (3 members absent: Robers, Frank, Porter).***

## CLAIMS

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

Vendor invoices submitted included \$123,330.17 from the Water Utility, \$166,949.24 from the Wastewater Utility, \$30.36 from Water Construction, and \$1,723.87 from the Stormwater Utility. Total Claims approved: **\$292,033.64.**

***Motion carried, 6 ayes.***

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

Utility invoices submitted included \$29,191.04 from the Water Utility, \$6,664.76 from the Wastewater Utility, and \$0.00 from the Stormwater Utility. Total Claims approved: **\$35,855.80.**

***Motion carried, 6 ayes.***

***Burnham moved and Capler seconded the motion to approve the wire transfers, fees, and payroll for July in the amount of \$359,280.43.***

***Motion carried, 6 ayes.***

***Burnham moved and Capler seconded the motion to approve customer refunds as follows:*** Refunds submitted included \$61.36 from the Water Utility, \$443.26 from the Wastewater Utility, \$0.00 from the Stormwater Utility, and \$0.00 from Sanitation. Total Claims approved: **\$504.62**

***Motion carried, 6 ayes.***

## APPROVAL OF CONSENT AGENDA

Superintendent Kelson presented two items recommended by staff for approval:

- Bloom Environmental, LLC - **\$19,550** - Professional Services Agreement with Bloom Environmental for asbestos abatement at Griffy Water Plant.

***As this wasn't removed from consent agenda by the Board, agreement approved.***

- Bloom Environmental, LLC - **\$2,100** - Professional Services Agreement with Bloom Environmental for mold inspection and air monitoring at treatment plants.

***This item was removed from the consent agenda by the board. Burnham moved and Capler seconded the motion to approve the agreement.***

***Motion carried, 6 ayes.***

Board member Banach asked if air monitoring was a proactive approach or a response. Kelson suggested this proposed agreement was a response to a request. About one year ago, CBU renovated Blucher Poole for mold contamination. One of the laborers from Blucher Poole raised a concern that there may be mold again; we want to do the inspection as a precaution. Board member Ehman quoted the agreement, "during their inspections the contract allows for up to six air monitoring locations to better access the

working areas." Ehman asked if this means there are different sampling locations that are representative of the whole area. Asst. Director- Env. Programs Hall clarified that Bloom Environmental will make an assessment to determine the best locations for sampling, and these sampling locations are expected to fully represent the area.

#### **REQUEST FOR APPROVAL OF RESOLUTION 2019-7**

***Burnham moved and Capler seconded the motion to approve the resolution.***

***Motion carried, 6 ayes.***

Capital Projects Engineer Hicks reviewed the bid opening for roof replacements (phase 1 of 3) at MWTP, DRWWTP, and BPWWTP that occurred at the previous USB Meeting (July 22, 2019). CBU received two bids:

Building Associates, Inc. - Bloomington, IN

- MWTP - \$61,700
  - Blucher Poole WWTP - \$258,400
  - Dillman Rd WWTP - \$128,000
- Lump sum: \$448,100.00

Blackmoore & Buckner Roofing, LLC - Noblesville, IN

- MWTP - \$138,772
  - Blucher Poole WWTP - \$478,249
  - Dillman Rd WWTP - \$245,984
- Lump sum: \$863,005.00

The bids were reviewed by CBU staff as well as CBU's architecture firm. The recommendation was to award the project to the low bid, delivered by Building Associates, Inc. This is a local company. Hicks asked for this resolution to be approved, and for Building Associates to receive **\$440,600** to complete the roof replacement project. This project will include the installation of PVC sheeting product, rather than TPO. PVC is believed to be a better product, and was less expensive after the cost of labor was accounted for.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**SUBCOMMITTEE REPORTS:** None.

**STAFF REPORTS:**

Kelson presented several staff reports:

- 1) This is customer service appreciation week. Customer Relations Mgr – Johnson introduced the staff. They are incredibly busy this time of year - they registered over 1300 new customers in July. We want customer service representatives to know how much we appreciate them. If you see them around, please thank them. Board member Sherman asked what percent of people register online versus in person. Asst. Director - Finance Petit suggested there is a simple online form that goes directly into document repository. From there, customers have the option to receive their bill online, on paper, or both.
- 2) August is Water Quality Month - CBU is putting together a display at City Hall.
- 3) The financial analysis for the sewer works rate case is ongoing and CBU staff has been meeting with Crowe regularly.
- 4) The date for the next Finance Subcommittee meeting is somewhat flexible. CEU can meet with the Council in September, but only after the board takes action on the rate case; this should be done before August 30th to ensure paperwork is delivered to the Council. Kelson suggested the meeting may have to be on August 26th. Burnham reminded everyone that the board needs ample time to review the rate case. Kelson suggested that once CBU is no longer at the mercy of Crowe, we will have the report and we will deliver in a timely manner.
- 5) Ehman asked about deliverables for the rate case. Specifically, Ehman asked if the board will have the ability to make comments on the report from Crowe. Kelson suggested Crowe will submit a report with results from the analysis and rate recommendations. This report will include a number of options. The board and Council will ultimately decide if change is appropriate and to what extent. Board member Sims stressed that the Council would like everything to be as clear and clean as possible. If the USB decides they aren't ready to make a decision, it can be revisited at a later time. CBU will also coordinate with the Mayor's Office.

**PETITIONS AND COMMUNICATIONS:** None.

**ADJOURNMENT:** Burnham moved to adjourn and the meeting was adjourned at 5:21 p.m.

\_\_\_\_\_  
Julie Roberts, President

\_\_\_\_\_  
DATE

City of Bloomington Utilities  
Accounts Payable by G/L Distribution Report  
Paydate: 08/23/19

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Water Sinking	Wastewater O&M	Stormwater O&M
Alexander's LLC	3012176	ENG19-056 Northern tool wheel well truck tool box w/2 drawers	567.99	227.20		340.79	
All-Phase Electric Supply, INC	0740-584862	Power supply for South west booster - TD19-369	1,312.50	1,312.50			
American Water Works Association	7001673143	Membership renewal- Daniel Rogers - 06/01/19-05/31/20 PUR19-327	90.00	90.00			
American Water Works Association	7001673144	Membership renewal for Shawn Medsker 06/01/19-05/31/20 MN19-176	90.00	90.00			
American Water Works Association	7001673147	Membership renewal for Don Gramlich 06/01/19-05/31/20 MN19-176	238.00	238.00			
American Water Works Association	7001673148	Membership renewal for Shane Ira 06/01/19-05/31/20 MN19-176	90.00	90.00			
American Water Works Association	7001673150	Membership renewal for Douglas Steury 06/01/19-05/31/20 MN19-176	90.00	90.00			
American Water Works Association	7001673152	Membership renewal- Chris Vaughn - 06/01/19-05/31/20 PUR19-327	90.00	90.00			
American Water Works Association	7001673153	Membership renewal for Joe Cunningham 06/01/19-05/31/20 MN19-176	90.00	90.00			
American Water Works Association	7001673154	Membership renewal for James White 06/01/19-05/31/20 MN19-176	90.00	90.00			
American Water Works Association	7001673366	Membership renewal-Triana Johnson 06/01/19-05/31/20 PUR19-331	90.00	90.00			
American Water Works Association	7001673371	Membership renewal- Levi Elkins - 06/01/19-05/31/20 PUR19-326	238.00	238.00			
American Water Works Association	7001673372	Membership renewal for Sara Tracey 06/01/19-05/31/20 MN19-176	90.00	90.00			
American Water Works Association	7001687577	Membership renewal-Michael Chase - 08/01/19-07/31/20 PUR19-328	90.00	90.00			
American Water Works Association	7001687578	Membership renewal-James Hall - 08/01/19-07/31/20 PUR19-328	238.00	238.00			
American Water Works Association	7001693435	Membership renewal-Nolan Hendon - 09/01/19-08/31/20 PUR19-328	238.00	238.00			
American Water Works Association	7001701479	Membership renewal-Vic Kelson 10/01/19-09/30/20 PUR19-330	238.00	238.00			
American Water Works Association	7001702001	Membership renewal- Brandon Prince - 10/01/19-09/30/20 PUR19-326	238.00	238.00			
American Water Works Association	7001708631	Membership renewal-Brad Schroeder 11/01/19-10/31/20 PUR19-329	90.00	90.00			
American Water Works Association	7001709396	Membership renewal- Jason Eller - 11/01/19-10/31/20 PUR19-327	90.00	90.00			
Aramark Uniform & Career Apparel Group, INC	07/31/19 Supply	Weekly mats & supplies - July 2019 - MN, SC, BP, DR, LAB	1,567.52	635.66		931.86	
Aramark Uniform & Career Apparel Group, INC	07/31/19 Uniform	Uniform service - July 2019 - TD, ENG, BP, DR, DIR, PUR, MN	279.20	109.40		169.80	
Bank Of New York	252-2217777	Admin Fees for Waterworks Revenue Bonds 2017 - ACCT19-052	750.00		750.00		
Bank Of New York	ACCT19-112-8	SRF Bloomington TAS#610026-2011 SRF Loan - Aug 2019	174,500.00		174,500.00		
Bank Of New York	ACCT19-112-8	SRF Bloomington TAS#610026-2011 SRF Loan - Aug 2019	26,014.78		26,014.78		
Black & Veatch Corporation	1298658	S19-6310 - Blucher Chemical Feed System Improv thru 05/31/19-ENG	28,701.75			28,701.75	
Black Lumber Co. INC	409709	4 Sheets of plywood - PUR19-298	83.96	33.58		50.38	
Black Lumber Co. INC	411075	3 Cans of expandable foam for sewer repair - TD19-384	11.91				11.91
Bloomington Paint & Wallpaper Co	00413649	Blue & white traffic paint, koter, super doo-z - BP19-142	56.74			56.74	
Brenntag Mid-South, INC	BMS347637	Robin 120 Polymer - 2,300 @ 1.1290 delivered 08/02/19 - MN19-319	2,596.70	2,596.70			
Bruce Wilds Security, LLC	10915	24/7 Security of Griffy Plant Grounds - 07/06-07/19/19 - PUR	9,912.00	9,912.00			
Bruce Wilds Security, LLC	10916	24/7 Security of Griffy Plant Grounds - 07/20-08/02/19 - PUR	9,912.00	9,912.00			

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Vendor	Invoice No.	Invoice-Description	Invoice Amount	Water O&M	Water Sinking	Wastewater O&M	Stormwater O&M
Central Supply Company, INC	S100199922.001	DM19-114 Tail pipe assy, strainer assy, tail pipe gasket	49.92			49.92	
Chase Associates, INC	9065	PUR19-283 Low-duro EPDM replacement gasket for 24" clear opening	478.96			478.96	
Chemtrade Chemicals Corporation	92696047	Aluminum Sulfate - 11.102 @ 434.00 delivered 07/25/19 - MN	4,818.27	4,818.27			
Chemtrade Chemicals Corporation	92698643	Aluminum Sulfate - 11.242 @ 434.00 delivered 07/29/19 - MN	4,879.03	4,879.03			
Chemtrade Chemicals Corporation	92701004	Aluminum Sulfate 11.005 @ 434.00 delivered - 08/02/1908 - MN	4,776.17	4,776.17			
Cintas First Aid & Safety #2	8404221784	Restock First Aid Cabinet 07/12/19 @ DR19-059	70.14			70.14	
Cintas First Aid & Safety #2	8404228468	Restock first aid cabinet @ Monroe - 07/19/19 - MN19-305	132.82	132.82			
City Of Bloomington	06/30/19 FUEL	Fuel charges for all util vehicles - June 2019 - ACCT	16,210.18	5,360.74		10,849.44	
City Of Bloomington	07/30/19Set Rate	Set rate for parts & repairs for all util vehicles-July 2019	37,188.34	11,305.25		25,883.09	
Core & Main, LP	K804075	PUR19-273 Meter pit frame & lid #10 & #20, meter pit 24"x30"	5,479.40	5,479.40			
Core & Main, LP	K859526	PUR19-292 12 X 8 Tapping saddle	690.50	690.50			
Core & Main, LP	K875782	PUR19-301 100 1" Stainless steel inserts	197.00	78.80		118.20	
Cosner's Ice Company	213002025	110 bags of Ice delivered 07/31/19 - TD19-376	165.00	66.00		90.75	8.25
Creative Graphics, INC (dba Baugh Enterprises)	6820	10,000 CBU window envelopes, 3,000 door hangers - PUR19-291	895.00	358.00		537.00	
Crider And Crider, INC	S18-6211 #7	S18-6211-IU Health Bloomington Offsite Sewer to 07/20/19 - ENG	501,791.40			501,791.40	
D.E.Q. INC (DEQ, INC)	11580	MN19-310 Work on #3 T.P. pump motor/valve 5 hrs labor & mileage	325.00	325.00			
Deckard Land Surveying, LLC	11575	S19-6311 - Winston Thomas Property ALTA Survey - ENG	10,500.00			10,500.00	
Don Anthony Gramlich	ADMIN19-054	ADMIN19-054 Reimburse D. Gramlich AWWA Denver subsistence	542.19	542.19			
E&B Paving, INC	30021824	Asphalt - Water & storm @ Various locations - 07/12-07/18/19 -TD	2,677.68	2,559.09			118.59
E&B Paving, INC	30022149	Asphalt - Water @ Winslow - 07/19-07/25/19 - TD	2,173.07	2,173.07			
E&B Paving, INC	30022445	Asphalt - Various water & sewer locations - 07/26-07/31/19 - TD	965.83	680.86		284.97	
Environmental Laboratories, INC	20294588	ENV19-128 7 Oil and grease Total Fog pilot project sampling June	255.00			255.00	
Fastenal Company	INBLM213722	Replacement parts for CL2 pump electrical connection DR19-130	6.44			6.44	
Ferguson Enterprises, Inc	0105533-2	Correction on invoice #0105533 for misc parts-PUR17-467	1,158.00	1,158.00			
First Financial Bank / Credit Cards	191300539054094	ENV19-102 Registration for WEFTEC Conference Jason Wenning	575.00			575.00	
First Financial Bank / Credit Cards	193300575612241	ENG19-081 Registration for WEFTEC Conference Rebekah Fiedler	725.00	290.00		435.00	
First Financial Bank / Credit Cards	205300527782379	ADMIN19-053 Registration for WEFTEC Conference Houshour & Jacobs	2,850.00			2,850.00	
First Financial Bank, N.A.	S18-6211 #7	S18-6211-Retainage-IU Health Offsite Sewer to 07/20/19-ENG	55,754.60			55,754.60	
Fisher Scientific Company, LLC	0409458	0.5ML Violet, 1.10ML Turquoise for LAB - MN19-293	1,381.70	1,381.70			
Fisher Scientific Company, LLC	9447899	Nitrile gloves, pipets, filter cartridge - DL19-064	1,466.20			1,466.20	
Frakes Engineering, INC	29947	BP18-218 2 Calibrate flow meters	517.05			517.05	
Freedom Business Solutions, LLC	11389	Toner for HP400 - ACCT19-051	98.00	39.20		58.80	
Gatehouse Media Indiana Holdings (Hoosier Times)	149972 06/30/19	AD-bids for St Rd 37 Water Main #684428 06/12/19 ADMIN19-046	135.12	54.05		81.07	
Gatehouse Media Indiana Holdings (Hoosier Times)	149972 08/04/19	AD for bids for roof work @ plants - #697475 07/07/19 ADMIN19-45	135.70	54.28		81.42	
Greeley And Hansen, LLC	INV-0000591785	S19-6307 - Dillman WWTP Upgrades to 07/19/19 - ENG	133,464.06			133,464.06	
Gripp, INC	337218	S18-6204 - Spring ring for 15' diameter pipe - ENG	288.00			288.00	
HACH Company	11552294	MN19-300 Mercuric thiocyanate, Spands fluoride reagent, TNT 866	1,071.60	1,071.60			
HACH Company	11554826	MN19-301 30 TNT 866 free chlorine reagent	1,327.80	1,327.80			
HACH Company	11562613	MN19-302 23 DPD Total chlorine reagent	1,441.67	1,441.67			
HD Supply Facilities Maintenance - (USA Bluebook)	913983	BP19-097 5 TNT 832 HR, 8 TNT 830 ULR	788.88			788.88	
HD Supply Facilities Maintenance - (USA Bluebook)	932337	DR19-052 Waders 53" steel toe over-the-sock, boots hip 36" steel	333.90			333.90	

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Vendor	Invoice No.	Invoice-Description	Invoice Amount	Water O&M	Water Sinking	Wastewater O&M	Stormwater O&M
HD Supply Facilities Maintenance - (USA Bluebook)	937361	TD19-290 Replace rubber covered hose 4 1/2" nst, 500 psi test	583.40	262.53		291.70	29.17
HD Supply Facilities Maintenance - (USA Bluebook)	942191	DL19-067 7.0cm Glass fiber filters (20)	1,171.24			1,171.24	
HD Supply Facilities Maintenance - (USA Bluebook)	959673	BP19-130 Mtec modified e coli plates	458.46			458.46	
Hydra-Stop, LLC	37582	PUR19-282 Pilot drill sidetap 8" carbine, cutter 8" sths sidetap	3,548.87	3,548.87			
Indiana Safety Company, INC	0116372-IN	PUR19-235 Poision oak&ivy toweletts, sunx30+ sunscreen lotion	88.00	35.20		48.40	4.40
Indiana Underground Plant Protection Service, INC	78820	1,580 Monthly per ticket fee for line locates - TD	1,501.00	600.40		900.60	
Indiana University Health Bloomington, INC	00093956-00	Vaccine Hep B, Admin Toxoid Single - 1 TD employee 7/8 TD19-374	121.00				121.00
Irving Materials, INC	10732730	Concrete - Water @ Walnut & Dodds - 07/17/19 - TD	325.50	325.50			
Irving Materials, INC	10737427	Concrete - Storm @ N Fritz Dr - 07/25/19 - TD	203.00				203.00
Irving Materials, INC	10739775	Concrete - Water @ 6th & College - 07/30/19 - TD	913.50	913.50			
Irving Materials, INC	10740570	Concrete - Storm @ 500 S Landmark Ave 07/31/19 - TD	221.00				221.00
J&S Locksmith Shop, INC	198323	16" Pipe saw, 14" diamond blade for truck #616 - TD19-366	1,944.85	1,944.85			
JCI Jones Chemicals, INC	795339	Sodium Hypochlorite - 4,083 @ .7960 delivered 07/26/19 - DR	3,250.07			3,250.07	
JCI Jones Chemicals, INC	795569	Sodium hypochlorite - 4,561 @ .7960 delivered 07/30/19 - MN	3,630.55	3,630.55			
JCI Jones Chemicals, INC	795688	Sodium hypochlorite - 4,490 @ .7960 delivered 07/31/19 - MN	3,574.04	3,574.04			
JJ's Concrete Construction, LLC	49494	Flowable fill @ Kirkwood & Washington - 07/22/19 - TD	1,530.00	1,530.00			
JJ's Concrete Construction, LLC	49655	Flowable fill @ S Rogers 6" main 07/26/19 - TD	2,430.00	2,430.00			
JJ's Concrete Construction, LLC	49656	Concrete - Water @ Browning Court - 07/26/19 - TD	550.00	550.00			
JJ's Concrete Construction, LLC	49717	Concrete - Water - Apartments on Rockport Rd - 07/29/19 - TD	1,320.00	1,320.00			
JJ's Concrete Construction, LLC	49718	Concrete - Water @ 2128 E Meadowbluff - 07/30/19 - TD	495.00	495.00			
JJ's Concrete Construction, LLC	49801	Concrete - Water @ 2128 E Meadowbluff - 08/01/19 - TD	550.00	550.00			
JJ's Concrete Construction, LLC	49802	Concrete - Water @ 920 S Mitchell - 08/01/19 - TD	605.00	605.00			
John Deere Financial (Rural King)	JRNL#F66479/62	3 gal sprayer, roundup, 5 gal rechargeable sprayer - DM19-133	266.96			266.96	
John Deere Financial (Rural King)	JRNL#F75599/62	3 Bags of grass seed for stock - TD19-385	224.97	89.99		123.73	11.25
John Deere Financial (Rural King)	JRNL#F75649/62	3 Pair of rubber boots - TD19-386	389.88	155.95		233.93	
Kleindorfer Hardware & Variety	07/25/19 CBU	Misc parts & supplies - 06/26-07/25/19 - SC,TD,MS,BS,DR,SW	841.84	348.55		453.94	39.35
KMP Hydrant Services, LLC	1627	W19-4305 - Hydrant maintenance & capacity testing - 07/30/19-ENG	11,456.00	11,456.00			
KONE, INC	959323298	Elevator maintenance @ Dillman WWTP - 08/01-10/31/19 - DR	341.85			341.85	
Koorsen Fire & Security, INC	4832995	PUR19-272 Replace 4 modules & surge block % repull wiring to PIV	1,484.98	593.99		890.99	
Koorsen Fire & Security, INC	4834724	Qtrly alarm monitoring @ Washington St Storage 09/01-11/30/19-SC	82.59	33.04		49.55	
Lawson Products, INC	9306915272	10 7/8" SS Flat washers - BP19-139	48.25			48.25	
Logical Concepts, INC (Omnisite)	66688	Monthly cellular fee for XR-50 Omni-Site - 08/01-08/31/19 - ENG	1,150.00			1,150.00	
McMaster-Carr Supply Company	10907368	DM19-125 2 AR400 steel 2-1/2" x 6' x 3/8" Rockwell 40 for tiller	261.53			261.53	
Menards, INC	29617	Coveralls, contractor 6pk, primer, paint - MN19-308	206.68	206.68			
Menards, INC	29817	Hose mender, roller, ALK AA & AAA batteries, sealer BP19-134	118.32			118.32	
Menards, INC	29885	20" Floor fan, masterforce shop stool - MN19-315	71.98	71.98			
Menards, INC	30073	Hand tamper w/handle for truck #629 - TD19-372	16.52	6.61		9.09	.82
Menards, INC	30130	2 6' utility scaffolding - MN19-322	399.98	399.98			
Menards, INC	30132	3 Baltic 2x4, paint - MN19-323	294.32	294.32			
Menards, INC	30353	6 6" super wedge-gray, 4 Baltic 2x4 - MN19-329	213.08	213.08			
Michael R Hicks (Employee CBU)	ENG19-083	Reimburse AWWA Hypochlorite & Disinfection Storage PDF-ENG	117.70	117.70			
Milestone Contractors, LP	125224	Asphalt - Water main break @ 17th St - 07/08/19 - TD	2,771.11	2,771.11			



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Vendor	Invoice No.	Invoice-Description	Invoice Amount	Water O&M	Water Sinking	Wastewater O&M	Stormwater O&M
Milestone Contractors, LP	125598	Asphalt - Main break @ Kirkwood - 07/23-07/24/19 - TD	1,452.62	1,452.62			
Milestone Contractors, LP	125602	Asphalt - Water main break - 07/25/19 - TD	2,756.11	2,756.11			
Milestone Contractors, LP	125605	Asphalt - Water 07/25/19 - TD	362.94	362.94			
Milestone Contractors, LP	125619	Asphalt - Water main break - 07/31/19 - TD	875.42	875.42			
Nalco U.S. 2, INC (Nalco Water Pretreatment)	2357434	Carbon guard carbon exchanger E-CBI-016F-XX - DL19-068	207.03			207.03	
Nalco U.S. 2, INC (Nalco Water Pretreatment)	2357435	DI Express E-MBI-016F-XX IT service exchanger mixbed DL19-068	167.51			167.51	
Office Depot, INC	321833835001	Sanitizer, urinal fresh - PUR19-219	396.24	158.50		237.74	
Office Depot, INC	321833836001	2 cs soap - PUR19-219	27.98	11.19		16.79	
Office Depot, INC	321833837001	Stacking filing system, disinfecting wipes - PUR19-219	206.17	82.47		123.70	
Office Depot, INC	322056220001	Hp toner, HP 32A imaging drum - MN19-321	178.80	178.80			
Office Depot, INC	329910895001	2 Cork boards - TD19-306	34.80	13.92		19.14	1.74
Office Depot, INC	344116849001	Tape, clipboards, folders - ENG19-077	13.54	5.42		8.12	
Office Depot, INC	344116850001	Correction fluid, magnetic hooks - ENG19-077	12.59	5.04		7.55	
Office Depot, INC	344719030001	Post-it notes, hanging folders, pens, highlighters ADMIN19-050	59.41	23.76		35.65	
Office Depot, INC	344719031001	Misc pens, heater fan - ADMIN19-050	78.08	31.23		46.85	
Office Depot, INC	344719033001	1 bx plastic storage bags - ADMIN19-050	21.63	8.65		12.98	
Office Depot, INC	344833648001	Laminating pouches pk of 25 - DR19-062	2.12			2.12	
Office Depot, INC	344833649001	Calculator w/ XL display - DR19-062	29.98			29.98	
Office Depot, INC	347111640001	10 cs 8.5x11 paper, 5 bx of banker boxes - ADMIN19-051	363.50	145.40		218.10	
Office Depot, INC	349685826001	1 cs printer paper - MN19-317	33.86	33.86			
Office Depot, INC	349685827001	1 pkg of mechanical pencils - MN19-317	15.79	15.79			
Office Depot, INC	350091685001	Dry-eraser, cleaner, markers, paper clips, note pads - PUR19-297	20.51	8.20		12.31	
Official Payments Corp	1000008365	Maintenance fee for electronic payments Acct#3957501-BC19-018	150.00	60.00		90.00	
Pace Analytical Services, INC	1950115062	Lab testing-Dillman Monitor Wells for NPDES 06/19/19 - DL19-060	1,655.00			1,655.00	
Pace Analytical Services, INC	1950116773	Testing - 1631 Low level mercury @ Indiana Metalcraft -ENV19-133	180.00			180.00	
Paragon Micro, INC	876768	Surface Studio 2 computer 28" LCD monitor - V Kelson #7853	4,798.99	1,919.60		2,879.39	
Paragon Micro, INC	877754	Adobe Acrobat Pro 2017 License for G Nettleton #1907902 - DIR	378.99	151.60		227.39	
QUIKRETE Holdings, INC (Contech Eng)	18807466	TD19-166 15"x14' CMP, 2 15" metal flare ends for 1016 S Palmer	316.04				316.04
Richard's Small Engine, INC	353045	Chain adjuster, miss shop supplies - BP19-127	72.55			72.55	
Richard's Small Engine, INC	353785	1 Belt for truck #609 - TD19-375	67.61	27.04		37.19	3.38
Richard's Small Engine, INC	353786	Echo weed eater head, blades for Scagg mower - TD19-377	158.75	63.50		87.31	7.94
Rogers Group, INC	0071172181	S19-6305 - Misc stone - stock - 07/15-07/19/19 - TD	2,940.53	611.42		2,329.11	
Rogers Group, INC	0071172302	S19-6305 - Misc stone - stock - 07/22-07/26/19 - TD	2,451.72	166.31		2,285.41	
Sipes Body & Glass Inc	2019-00133382	Repair unit #583 from storm damage 06/16/19 - PUR19-311	8,248.70	3,299.48		4,949.22	
South Central Community Action Program INC	2019-04	Admin expense for Assistance Program - May - July 2019 - ACCT	1,001.83	400.73		551.01	50.09
Southern Indiana Parts, INC (Napa Auto Parts)	276403	2 Belts for building exhaust fan - BP19-141	14.50			14.50	
SSW Enterprises, LLC (Office Pride)	CITYNATL02201907	Monthly cleaning services - July 2019 - DR, BP, MN, SC	7,361.76	2,684.19		4,677.57	
State Of Indiana	MN19-339	WT-5 Test application for Chris L Kurchefski - MN19-339	30.00	30.00			
Suburban Laboratories, INC	167992	Annual PT sampling @ Indiana Metal Craft - ENV19-134	337.00			337.00	
Synchrony Bank	433337966747	ENG19-054 StarTech 16' USB 2.0 active extension	25.82	10.33		15.49	
Synchrony Bank	448445444987	PUR19-250 10 Car chargers compatible w/IPhones & 6' cable	109.90	43.96		65.94	
Synchrony Bank	455755998667	PUR19-275 Double-sided magnetic dry erase board	269.99	108.00		161.99	
Synchrony Bank	467339974364	ENG19-067 18" x 60" White plastic folding table	46.35	18.54		27.81	

City of Bloomington Utilities  
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Vendor	Invoice No.	Invoice-Description	Invoice Amount	Water O&M	Water Sinking	Wastewater O&M	Stormwater O&M
Synchrony Bank	473654975486	PUR19-253 Retractable ratchet straps	30.88	12.35		18.53	
Synchrony Bank	543698936835	PUR19-253 Bungee cargo net	37.92	15.17		22.75	
Synchrony Bank	596347559473	ENG19-043B Fellowes binding covers "oversized" navy	20.23	8.09		12.14	
Synchrony Bank	669733358847	TD19-288 12 Flashlights for Meter Service	192.96	77.18		115.78	
Synchrony Bank	753663877483	PUR19-275 Dry erase board planning card magnet	54.00	21.60		32.40	
Synthesis Incorporated	2019-1130	S18-6214 - Dillman WWTP Lab Improvements to 07/31/19 - ENG	3,050.00			3,050.00	
TerraCycle US, INC (TerraCycle US LLC)	30268	ENV19-019 Medium shipping box, small shipping box for the plants	895.00	306.60		588.40	
The Novak Consulting Group, INC	2011	Consulting - Organizational assessments for Utilities Depts-ACCT	9,820.00	3,928.00		5,892.00	
The Tway Company, INC	040313	TD19-349 2 Sets of lifting chains & components for road plates	1,567.33	626.93		940.40	
Tom Spencer Concrete Products, INC	7180	PUR19-158 S19-6305 48" Diameter sanitary manhole, 3 gal lube	13,104.00			13,104.00	
Tom Spencer Concrete Products, INC	7190	PUR19-158 S19-6305 48" Diameter sanitary manhole	1,070.00			1,070.00	
Tri-State Bearing Co, INC	1110947-00	20 Auto greaser multi-purpose 60ML - stock - DM19-132	809.59			809.59	
ULINE, INC	110294365	PUR19-280 Shelf pallet rack starter unit, pallet rack wire deck	1,147.50	459.00		688.50	
VET Environmental Engineering, LLC	4095	ENV19-131 55 Gallon waste drum for water plant	75.00	75.00			
Virtuoso Sourcing Group, LLC	26492	Collection agency fee - 07/17/19 - AR	821.39	328.56		492.83	
Virtuoso Sourcing Group, LLC	26493	Collection agency fee - 07/16-07/17/19 - AR	57.77	23.11		34.66	
W.W. Grainger, INC	9231942567	MN19-298 Airless paint sprayer	351.54	351.54			
W.W. Grainger, INC	9233533919	DM19-118 15"x15" Aramid fiber gasket	40.22			40.22	
W.W. Grainger, INC	9240492844	DM19-124 Large mail box type 2 black replacement	94.92			94.92	
W.W. Grainger, INC	9243647766	DM19-129 1" PC adhesive reflex numbers & letters	69.72			69.72	
W.W. Grainger, INC	9243647774	DM19-129 Split ring 1/2" pipe hangers 3/8" rod	47.00			47.00	
W.W. Grainger, INC	9244989589	MN19-314 Nitrile gloves 12 XL, 18 L, 18 M 100 pk each	670.32	670.32			
Water Solutions Unlimited, INC	31503	Sodium Permanganate 375.99 @ 7.76 delivered 07/10/19 - MN	2,917.67	2,917.67			
Water Solutions Unlimited, INC	31504	Sodium thiosulfate 80.00 @ 4.64 delivered 07/10/19 - MN	371.21	371.21			
Water Solutions Unlimited, INC	31781	Sodium thiosulfate 180.00 @ 4.64 delivered 07/26/19 - MN	835.19	835.19			
Water Solutions Unlimited, INC	31782	Sodium Permanganate 264.00 @ 7.76 delivered 07/26/19 - MN	2,048.64	2,048.64			
Water Solutions Unlimited, INC	31930	1 520 gallone double wall chemical tank - MN19-327	1,370.00	1,370.00			
Wessler Engineering, INC	33839	S19-6302 - Dillman WWTP Filter Controls Upgrade to 06/30/19 -ENG	7,699.52			7,699.52	
Wessler Engineering, INC	33857	W19-4309 - Monroe Residual Dewatering Improv to 06/30/19 - ENG	7,044.50	7,044.50			
West Side Tractor Sales CO.	B00434	Bracket for CAT#308E, pins for exavator #606 - TD19-299	1,710.00	684.00		940.50	85.50
Young Trucking, INC	102197	Hauling sludge from Dillman WWTP 06/17/19 - DR, OP	865.60			865.60	
Young Trucking, INC	102489	Hauling sludge from Blucher WWTP 07/18/19 - BP, OP	619.34			619.34	
Young Trucking, INC	102490	Hauling sludge from Dillman WWTP - 07/15-07/18/19 - DR, OP	13,711.09			13,711.09	
Grand total:			1,218,480.40	155,303.63	201,264.78	860,678.56	1,233.43

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Utility Bills

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Wastewater O&M
Comcast Cable Communications, INC	852920119 08/19	8529201190490580 Service @ Service Center 08/15-09/14/19	22.21	8.88	13.33
Duke Energy	01302825013 8/19	Service - Gentry E Lift Station - 07/02-08/01/19	71.81		71.81
Duke Energy	01402812016 7/19	Service - Woodhave Drive Lift Station - 06/27-07/26/19	27.49		27.49
Duke Energy	03902824013 8/19	Service - Hearthstone Lift Station - 07/02-08/01/19	64.34		64.34
Duke Energy	09302808012 7/19	Service - West Tank Outdoor Lighting @ Waynes Lane	10.13	10.13	
Duke Energy	11503726035 8/19	Service - Angelina Lane Lift Station - 06/27-07/29/19	51.35		51.35
Duke Energy	12102812024 7/19	Service - Cedar Chase Lift Station - 06/27-07/26/19	38.01		38.01
Duke Energy	19402830010 8/19	Service - Jeffrey Lift Station - 07/05-08/06/19	18.65		18.65
Duke Energy	27702673017 7/19	Service - Dillman WWTP @ 100 W Dillman Road 06/26-07/26/19	57,282.30		57,282.30
Duke Energy	28502808011 7/19	Service - Profile Pkwy Lift Station - 06/26-07/25/19	26.80		26.80
Duke Energy	29603728023 7/19	Service - Vernal Pike Lift Station - 06/20-07/22/19	182.82		182.82
Duke Energy	29803546019 7/19	Service - Micro Motors/Grimes Lane Lift Station 6/27-7/29/19	38.12		38.12
Duke Energy	35102817018 8/19	Service - N Russell Road Booster Station - 06/28-07/30/19	566.47	566.47	
Duke Energy	35302809010 7/19	Service - Westwood Lift Station (outdoor lighting)	10.29		10.29
Duke Energy	44802673016 8/19	Service - Tamarron Lift Station - 06/28-07/30/19	539.00		539.00
Duke Energy	45702809014 7/19	Service - Curry Pike Davis Lift Station - 06/26-07/25/19	105.95		105.95
Duke Energy	46503628023 8/19	Service - Monroe Hospital Lift Station - 07/05-08/05/19	74.29		74.29
Duke Energy	48802812011 7/19	Service - East Booster (Outdoor Lighting)	10.29	10.29	
Duke Energy	49903511027 8/19	Service - Cromwell Lift Station - 07/02-08/01/19	25.10		25.10
Duke Energy	50502809013 7/19	Service - Southwest Booster Station - 06/26-07/25/19	1,365.87	1,365.87	
Duke Energy	51402835013 8/19	Service - South Tank @ E Miller Drive - 07/09-08/07/19	128.13	128.13	
Duke Energy	54302673015 8/19	Service - South Booster Station 06/07-07/09/19	16,356.05	16,356.05	
Duke Energy	57103924016 7/19	Service - Security Light at Griffy Water Plant	35.14	35.14	
Duke Energy	58102812016 7/19	Service - Cedarview Sims Lift Station - 06/27-07/26/19	21.74		21.74
Duke Energy	59202673010 7/19	Service - Monroe Intake Tower - 06/26-07/26/19	38,672.41	38,672.41	
Duke Energy	60302673015 8/19	Service - Westwood/Glen Oaks Drive Lift Station 07/08-08/06/19	548.80		548.80
Duke Energy	64302673037 8/19	Service - Truck Charging Station @ Service Center 07/09-08/07/19	10.91	4.36	6.55
Duke Energy	66702673012 7/19	Service - 3rd Street Underpass Lift Station - 06/27-07/26/19	25.91		25.91
Duke Energy	69202673015 7/19	Service - Monroe WTP @ 4770 Shield Ridge Road - 06/26-07/26/19	33,558.59	33,558.59	
Duke Energy	69302808015 8/19	Service - Curry Industrial Park Lift Station - 06/26-07/25/19	22.42		22.42
Duke Energy	82603755010 8/19	Service - Southeast Pumping Station & Tank - 06/26-07/26/19	16,416.07	16,416.07	
Duke Energy	86202826018 8/19	Service - S Washington St Storage - 07/02-08/01/19	336.98	134.79	202.19
Duke Energy	96602814014 7/19	Service - NW Park Lift Station - 06/27-07/29/19	47.62		47.62
Duke Energy	97003676025 8/19	Service - Vernal Pike Lift Station - 06/27-07/29/19	36.66		36.66
Smithville Telephone Co Inc	824-2894 08/19	812-824-2894 Service - Dillman fax - 07/02-08/01/19	45.93		45.93
Smithville Telephone Co Inc	824-4901 08/19	812-824-4901 Service - Dillman WWTP - 07/02-08/01/19	201.56		201.56
Smithville Telephone Co Inc	824-9513 08/19	812-824-9513 Service - Monroe WTP - 07/02-08/01/19	142.80	142.80	

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Utility Bills

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Wastewater O&M
Smithville Telephone Co Inc	824-9572 08/19	812-824-9572 Service - Monroe fax - 07/02-08/01/19	45.93	45.93	
Smithville Telephone Co Inc	876-3318 08/19	812-876-3318 Service - Blucher WWTP - 07/02-08/01/19	190.61		190.61
Smithville Telephone Co Inc	876-8264 08/19	812-876-8264 Service - Blucher modem - 07/02-08/01/19	45.93		45.93
Smithville Telephone Co Inc	876-9276 08/19	812-876-9276 Service - Blucher fax - 07/02-08/01/19	46.02		46.02
Smithville Telephone Co Inc	9011000437 8/19	901-100-0437 Service - Monroe Internet connection-07/02-08/01/19	49.95	49.95	
South Central Indiana Remc	2093400200 7/19	Service - Blucher Poole - #2093400200 - 06/20-07/20/19	14,864.29		14,864.29
Utilities District of Western Indiana REMC	52184-001 8/19	Service - 52184-001 - Fieldstone LS - 07/02-08/01/19	680.00		680.00
Utilities District of Western Indiana REMC	75843-001 8/19	Service - 75843-001 - Stone Chase LS - 07/02-08/01/19	131.00		131.00
Vectren	N0833866 8/05/19	Service - 5464376-1 Blucher Poole WWTP - 06/27-07/30/19	55.78		55.78
Vectren	N1035813 8/02/19	Service - 5187802-2 Monroe WTP - 07/02-08/05/19	96.75	96.75	
Vectren	N1059811 8/08/19	Service - 5520392-0 Dillman WWTP - 07/02-08/05/19	46.74		46.74
Vectren	N1236302 08/07/1	Service - 5187659-6 Tamarron LS - 07/01-08/02/19	17.18		17.18
Grand total:			183,409.19	107,602.61	75,806.58

**WIRE TRANSFERS, FEES & PAYROLL FOR THE MONTH OF JULY, 2019**

INDIANA DEPARTMENT OF REVENUE (SALES TAX - JUNE, 2019)	\$66,530.35
INDIANA DEPARTMENT OF REVENUE - RECEIPTS TAX 3RD QUARTER UTILITY RECEIPTS TAX	\$0.00
NPC CHARGE CARD FEES - JUNE, 2019	\$26,710.14
FIRST FINANCIAL ACCOUNT ANALYSIS FEES - JUNE, 2019	\$1,022.41
GROSS PAYROLL 8/16/2019	\$331,261.87
FICA TAX 8/16/2019	\$23,989.77
<b>TOTAL</b>	<b>\$449,514.54</b>

City of Bloomington Utilities  
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CUSTOMER REFUNDS

Vendor	Invoice No.	Invoice Description	Invoice Amount	Check No.	Reason for refund	Water Funds	Wastewater Funds	Stormwater Funds	Sanitation
Cole A Becher	5236-023	Customer refund	\$70.70	26321	Overpayment in April, giving account a credit each month till finalized.		\$70.70		
Brooklyn D Brantley	5216-030	Customer refund	\$12.32	26322	Overpayment in July, giving account a credit each month till finalized.		\$12.32		
Kinsey Marie Bromm	9164-027	Customer refund	\$46.69	26323	Meter misread in July, leaving credit bal after account was finalized.	\$0.13	\$46.56		
Ashlyn Brown	6521-018	Customer refund	\$15.88	26324	Overpayment in July, giving account a credit each month till finalized.		\$15.88		
Burnham Rentals	200664-007	Customer refund	\$95.59	26325	1" hydrant meter deposit (remaining credit after finalized.)		\$95.59		
Christopher Cecchin	17020-026	Customer refund	\$32.51	26326	Remaining credit bal after account was finalized due to meter misread in early July.		\$32.51		
William C Goggins	6275-024	Customer refund	\$4.06	26327	Meter misread in July, leaving credit bal after account was finalized.		\$4.06		
Hunter Regency Court Properties	35839-020	Customer refund	\$268.27	26328	Large overpayment in May, giving account a credit each month till finalized.		\$268.27		
Hannah Kopf	17452-018	Customer refund	\$12.66	26329	Remaining credit bal after account was finalized due to meter misread in late June.		\$12.66		
Steven Marino	16633-019	Customer refund	\$45.11	26330	Large duplicate payment made in July, leaving account with a credit after finalized.		\$45.11		
Bryce A Marley	22579-014	Customer refund	\$838.44	26331	Very large overpayment made in July, leaving credit bal after finalized.		\$838.44		
Spencer L Miller	9159-023	Customer refund	\$101.92	26332	Very large meter misread in April, giving account a credit till finalized.		\$101.92		
Madison P Parish	4547-020	Customer refund	\$42.22	26333	Overpayment in May, giving account a credit each month till finalized.		\$42.22		
Reed & Sons Construction	200872-004	Customer refund	\$92.21	26334	1" hydrant meter deposit (remaining credit after finalized.)		\$92.21		
Noah R Schulte	4538-024	Customer refund	\$17.66	26335	Duplicate payment made to account in May, giving account a credit each month till finalized.		\$17.66		
Hailey R Scott	21647-022	Customer refund	\$6.58	26336	Remaining credit bal after account was finalized due to meter misread in July.		\$6.58		
Holt Will	9228-029	Customer refund	\$10.13	26337	Duplicate payment made to account in July, giving account a credit each month till finalized.		\$10.13		

\$1,712.95  
\$1,712.95

\$0.13   \$1,712.82   \$0.00   \$0.00



**MEMORANDUM**

**TO:** Mayor & Controller  
**FROM:** Jane Fleig, Utilities  
**DATE:** 08/09/19  
**RE:** Jordan Culvert Reconstruction 2<sup>nd</sup> St to 4<sup>th</sup> St  
Approval of agreement with Monroe Owen Appraisals, Inc.

**Funding Source:** 11-U10500

**Total Dollar Amount of Contract:** Not to Exceed \$19,800.00

**Expiration Date of Contract:**

**Department Head Initials of Approval:**

**Due Date For Signature:** For USB meeting on Monday, August 19, 2019

**Record Destruction Date (Legal Dept to fill in):**

**Legal Department Internal Tracking #:**

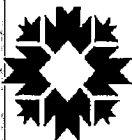
**PREVIOUSLY REVIEWED BY & RETURN SIGNED CONTRACT TO THIS ATTORNEY:**

Christopher J. Wheeler

**ATTORNEY IS TO RETURN SIGNED CONTRACT TO THIS DEPARTMENTAL EMPLOYEE:**

Jane Fleig

**Summary of Contract:** Appraisal services for permanent and temporary easements that must be acquired for the Jordan Culvert Reconstruction project.



MEMORANDUM

**TO:** Mayor Hamilton, Controller, USB  
**FROM:** Brad Schroeder  
**DATE:** August 13, 2019  
**RE:** Professional Services Agreement with Donohue & Associates, Inc. for  
Dillman Road Anaerobic Digester Loading Calculations

Funding Source: 2019 Wastewater Budget 010-U13121

Total Dollar Amount of Contract: \$8,600.00

Expiration Date of Contract: December 1, 2019

Department Head Initials of Approval: VK

Due Date For Signature: 8/16/2019, 5:00 pm

Record Destruction Date (Legal Dept to fill in): 12/2029

Legal Department Internal Tracking #: 19-398

PREVIOUSLY REVIEWED BY & RETURN SIGNED CONTRACT TO THIS  
ATTORNEY:

Christopher Wheeler

ATTORNEY IS TO RETURN SIGNED CONTRACT TO THIS  
DEPARTMENTAL EMPLOYEE:

Brad Schroeder/Liberty Flora

**Summary of Contract:**

The Scope of Services includes performing anaerobic digester loading and energy calculations for feasibility study.





MEMORANDUM

**TO:** Controller & USB  
**FROM:** James Hall  
**DATE:** August 13, 2019  
**RE:** Request for Approval of First Amendment to Agreement for Professional Services with Heritage-Crystal Clean, LLC

Funding Source: 009-61-9-00004-U62024

<u>Total Dollar Amount of Contract:</u>	<b>Original Agreement:</b>	\$3,855.00
	<b>First Amendment:</b>	\$3,575.00
	<b>New Not to Exceed:</b>	\$7,430.00

Expiration Date of Contract: October 31, 2019

Department Head Initials of Approval: /*JH*

Due Date For Signature: ASAP

Record Destruction Date (Legal Dept to fill in): 10/2029

Legal Department Internal Tracking #: 19-404

**PREVIOUSLY REVIEWED BY & RETURN SIGNED CONTRACT TO THIS ATTORNEY:**

Chris Wheeler

**ATTORNEY IS TO RETURN SIGNED CONTRACT TO THIS DEPARTMENTAL EMPLOYEE:**

Liberty Flora/James Hall

**Summary of Contract:**

Amendment expands the scope of the agreement to include loading the transformers onto the flatbeds.



MEMORANDUM

**TO:** Mayor, Controller, USB  
**FROM:** Cindy Shaw, Utilities  
**DATE:** August 13, 2019  
**RE:** Request for Approval of New Agreement for Services with Bruce Wilds Security, LLC

**Funding Source:** 009-62-900004-U62024

**Total Dollar Amount of Contract:** \$126,732.00

**Expiration Date of Contract:** December 31, 2019

**Department Head Initials of Approval:** VK

**Due Date For Signature:** ASAP

**Record Destruction Date (Legal Dept to fill in):** 12/2029

**Legal Tracking #:** 19-391

**PREVIOUSLY REVIEWED BY & RETURN SIGNED CONTRACT TO THIS ATTORNEY:**

Christopher J. Wheeler

**ATTORNEY IS TO RETURN SIGNED CONTRACT TO THIS DEPARTMENTAL EMPLOYEE:**

Cindy Shaw

**Summary of Contract:** Set up a new agreement for the continued 24 hour 7 day a week security of the Griffy Plant while demo continues.



MEMORANDUM

**TO:** Mayor Hamilton  
**FROM:** Mike Hicks  
**DATE:** August 12, 2019  
**RE:** Professional Services Agreement with Donahue & Associates, Inc. for Blucher Poole WWTP Ultraviolet (UV) Disinfection System Improvements

**Funding Source:** 2019 Wastewater Budget 010-U13121

**Total Dollar Amount of Contract:** \$188,000.00

**Expiration Date of Contract:** June 1, 2020

**Department Head Initials of Approval:**

**Due Date For Signature:** 8/19/2019, 5:00 pm

**Record Destruction Date (Legal Dept to fill in):** 6/2030

**Legal Department Internal Tracking #:** 19-400

**PREVIOUSLY REVIEWED BY & RETURN SIGNED CONTRACT TO THIS ATTORNEY:**

Christopher J. Wheeler

**ATTORNEY IS TO RETURN SIGNED CONTRACT TO THIS DEPARTMENTAL EMPLOYEE:**

Mike Hicks/Liberty Flora

**Summary of Contract:**

This Project will consist of the performance of Services in order to prepare and design construction-ready plans and specifications for replacement of the Ultraviolet (UV) Disinfection System at the Blucher Poole Wastewater Treatment Plant. Project bidding services and construction related services are also included in this Agreement for both the UV Project and Non-Potable Water (NPW) System Project that Donohue is designing for the Owner under a separate Agreement. The intent is to bid the Blucher Poole Wastewater Treatment Plant (WWTP) UV System Improvements and the NPW System Improvements as a single construction contract since the work is in the same area of the WWTP and estimated construction durations are similar.



MEMORANDUM

**TO:** Controller, Mayor Hamilton  
**FROM:** Michael Hicks  
**DATE:** August 13, 2019  
**RE:** Request for approval of Agreement with Building Associates, Inc.

**Funding Source:** Dillman WWTP 010-U13121  
Blucher Poole WWTP 010-U13121  
Monroe WTP 090-U13121

**Total Dollar Amount of Contract:** \$440,600.00

**Expiration Date of Contract:** December 1, 2019

**Department Head Initials of Approval:** VK

**Due Date For Signature:** August 19, 2019 5:00PM

**Record Destruction Date (Legal Dept to fill in):** 12/2029

**Legal Department Internal Tracking #:** 19-402

**PREVIOUSLY REVIEWED BY & RETURN SIGNED CONTRACT TO THIS ATTORNEY:**

Christopher J. Wheeler

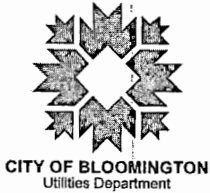
**ATTORNEY IS TO RETURN SIGNED CONTRACT TO THIS DEPARTMENTAL EMPLOYEE:**

Liberty Flora/Mike Hicks

**Summary of Contract:**

Work includes roof replacements as shown on the drawings and described in the specifications on the following buildings:

<u>Blucher Poole Wastewater Treatment Plant</u>	<u>Dillman Road Wastewater Treatment Plant</u>	<u>Monroe Water Treatment Plant</u>
<ol style="list-style-type: none"><li>Administration Building</li><li>Influent Lift Station</li><li>Solids Handling Building</li><li>Grit Building</li><li>Sludge Pump Station</li><li>Return Pump Station</li><li>Chlorine Building</li><li>Utility Building</li></ol>	<ol style="list-style-type: none"><li>Maintenance Building</li></ol>	<ol style="list-style-type: none"><li>Slow Mix Drive Station</li><li>Low Service Pumping Station</li></ol>



# Utilities Department 2020 Budget Proposal

## Memorandum

**To:** Members of the City of Bloomington Common Council

**From:** Vic Kelson, Director, City of Bloomington Utilities and Laura Pettit, Assistant Director of Finance, City of Bloomington Utilities

**Date:** August 20, 2019

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### Why We Exist

The City of Bloomington Utilities exists to provide safe and sustainable water, wastewater, and stormwater services in an economical manner, promoting prosperity and quality of life in our community.

The City of Bloomington Utilities (CBU) was acquired by the City of Bloomington in 1939. CBU serves 25,299 water customers directly plus most of the remainder of Monroe County through our wholesale customers. We also serve 22,574 sewer customers and provide stormwater management services for the entire city of Bloomington. CBU has a total staff of 165 full- and part-time positions, and an estimated annual budget of \$44 million. CBU provides water to more than 26,000 connections from its surface water treatment plant at Monroe Reservoir. CBU has 7 booster pumping stations, 7 water storage tanks, over 420 miles of pipe, approximately 3,100 fire hydrants, and 6 base stations for automatic meter reading. Wastewater is treated at 2 treatment plants and conveyed through 321 miles of pipe and 46 lift stations, and accessed by 8,443 manholes. Since 1998, CBU has been the stormwater utility for Bloomington. The stormwater utility has 17 miles of ditches, 4 miles of box culverts, 1,035 manholes, and 5,695 inlets.

### Background and Major Initiatives

The City of Bloomington Utilities will be actively engaging in 6 large initiatives which will drive its goals in the 2020 budget year: increased capacity for wastewater treatment, drinking water quality improvements, advanced metering infrastructure, water main replacements, improvements to the stormwater system, and process modernization. In order for CBU to manage its day-to-day activities and achieve these 6 large initiatives, it will focus on 10 attributes which provide a clear set of reference points and will help to maintain a balanced focus on all important operational areas rather than reactively moving from one problem to the next or focusing on the "problem of the day." The ten attributes are derived from the Effective Utility Management program published by EPA and the American Water Works Association -- Product Quality, Customer Satisfaction, Employee and Leadership Development, Operational Optimization, Financial Viability, Infrastructure Strategy and Performance, Enterprise Resilience, Community Sustainability, Water Resource Sustainability, and Stakeholder Understanding and Support.

**Wastewater Treatment Modernization and Capacity Improvements:** CBU is working on plant expansion at both wastewater treatment plants to improve capacity to meet future demand. At Dillman Road WWTP, projects are planned such as beginning a two-year project for a standalone disk filter addition and modest improvements to the chemical disinfection process. Other projects at Dillman Road WWTP, such as updating SCADA systems and beginning a large-scale electrical improvement project, will help with overall plant improvements. At Blucher Poole WWTP, replacement of the UV System is planned as a plant improvement project. Details about these projects can be found in the Capital Investment Plan included with this memo.

**Water Quality:** CBU continually monitors and explores ways to reduce disinfection byproducts. The department is engaged in a project to improve the solids handling facilities at Monroe WTP to facilitate more frequent basin cleaning operations. In addition, CBU is evaluating the option of using a chemical algacide to prevent algal growth in the plant and reduce any future risk of algal toxins.

**Advanced Metering Infrastructure:** CBU is engaged in a major initiative to install an integrated system of smart meters, communication networks, and data management systems. This system provides a number of important functions that were not previously possible or had to be performed manually. CBU will complete installation of smart meters by July 2020. CBU also will begin phasing in customer portals to the AMI system in April 2020.

**Water Main Replacements:** Since 2017, CBU has budgeted \$1.7 million annually for its Water Main Replacement Program. Those funds have enabled us to replace approximately 2.5 miles of water mains and associated valves, fire hydrants, and water services to replace inadequate existing mains each year. The aim of this program is to reduce maintenance and repair costs, reduce water loss, and improve water quality.

**Stormwater Utility:** CBU plans for substantial capital investments in the stormwater system. Critical projects include the Jordan River culvert segment which flows through downtown Bloomington. Additionally, CBU plans to invest in "green" stormwater infrastructure upgrades in City projects. Green infrastructure elements -- such as rain gardens, bioswales, and permeable paving -- slow down stormwater flow and reduce the intensity of peak flows and flooding downstream. CBU is also planning to continue its stormwater "micro-grant" program that offers assistance with improvements on single-family residential properties.

**Process Modernization:** A major CBU initiative in 2020 will be to implement, upgrade, and/or replace software systems throughout the department. These changes will drive efficiency, allow CBU to make more data driven decisions, and reduce the possibility of errors. The changes include updates to the Supervisory Control and Data Acquisition (SCADA) systems, a major upgrade of the Geographic Information System (GIS), the purchase of Asset Management software which will also integrate with the GIS system upgrade, implementation of a customer portal as part of the Advanced Metering Infrastructure (AMI) project, and the purchase of a Laboratory Information Management System (LIMS).

### **2020 Activity Description and Goals**

Preparation of the 2020 budget involved employing a zero-based approach, with analysis of actual trends and conservative estimates, and aligning expenses split between multiple funds. The Assistant Director of Finance met with other Assistant Directors and plant superintendents to review expenditures and discuss future needs. Additionally, the Energy & Conservation Coordinator gave input and prepared estimates for utilities (electric, gas, water) based on in-depth analysis and discussions with the providers. Finally, CBU coordinated with ITS, Fleet, and other departments which maintain certain assets.

The City of Bloomington Utilities is pleased to present its 2020 budget proposal for the Water, Sewer, and Stormwater funds. The Water fund request totals \$19,190,617, an increase of 0.00% from 2019; the Sewer fund request totals \$24,290,521, an increase of 0.44%; and the Stormwater fund request totals \$3,166,181, an increase of 120%. The total budget request of all funds is \$46,647,319, an overall increase of 3.9%, with expenses balanced to projected revenues.

Revenue	2017 Actual	2018 Actual	2019 Budget	2020 Budget	Change (\$)	Change (%)
Water	\$15,724,953	\$17,925,942	\$19,183,855	\$19,190,617	\$6,762	0.00%
Sewer	\$21,848,009	\$23,299,137	\$24,182,913	\$24,290,521	\$107,608	0.44%
Stormwater	\$1,428,749	\$1,465,871	\$1,547,630	\$3,166,181	1,618,551	104.58%
<b>Total Funds</b>	<b>\$39,001,712</b>	<b>\$42,690,950</b>	<b>\$44,914,398</b>	<b>\$46,647,319</b>	<b>\$1,752,921</b>	<b>3.86%</b>

### Product Quality (PQ)

*Activity Description:* Produce “fit for purpose” water and other recovered resources (e.g., energy, nutrients, biosolids) that meet or exceed full compliance with regulatory and reliability requirements and are consistent with customer, public health, ecological, and economic needs. The products include treated drinking water, treated wastewater effluent, recycled water, stormwater discharge, and recovered resources. The area of Product Quality is the largest area in this budget as it covers much of the day-to-day activities at CBU and covers all three utilities: water, sewer, and stormwater.

#### Goals:

##### Water

- In order to provide water that meets or exceeds full compliance with regulatory and reliability requirements, CBU will maintain operations with reduced disinfection byproduct levels throughout the year. These levels are measured monthly and published on the CBU website. Our annual average goals are 50ppb for Total Trihalomethanes and 40ppb for Total Haloacetic Acids.

##### Wastewater

- CBU has two wastewater treatment facilities, Dillman Road WWTP and Blucher Poole WWTP. Both facilities are required to keep a National Pollutant Discharge Elimination System (NPDES) permit which establishes discharge limits and conditions for discharges. In order to maintain our NPDES permit, CBU wastewater treatment plants will operate 24 hours per day, 366 days per year. The goal for 2020 is to maintain discharge limits per the permit and implement phosphate treatment at Blucher Poole WWTP..

##### Stormwater

- The EPA’s Clean Water Act prohibits anyone from discharging pollutants through a point source into waters of the United States unless they have an NPDES permit. In order to maintain compliance with our permit, CBU will complete the Illicit Discharge Direction and Elimination Program and Baseline Sampling requirements of the permit by September 2020.
- In order to maintain compliance with the NPDES permit, CBU is developing a Post Construction Program which will involve inspecting construction sites and retention ponds after construction projects have been completed, as the EPA has found that runoff from these areas has been shown to significantly affect receiving water bodies. A Post Construction Management Plan will be completed by the end of Q4.

Budget Allocation	2019 Budget \$	2020 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	2,601,491	2,727,384	38	All CBU water works customers including wholesale customers (approx 140,000 people), all CBU sewer customers (approx 86,000 people), all CBU stormwater utility customers (population of Bloomington, approx 86,000 people)
200 - Supplies	676,551	682,918		
300 - Other Services	5,762,145	5,837,590		
<b>Total</b>	<b>9,040,147</b>	<b>9,237,893</b>		

### Operational Optimization (OO)

*Activity Description:* Automate processes where possible to be better able to make data-driven decisions. Push for ongoing, timely, cost-effective, reliable, and sustainable performance improvements in all facets of CBU operations in service to public health and environmental protection. We aim to make effective use of data from automated and smart systems, and to learn from performance monitoring. Intended outcomes from these activities are to minimize resource use, loss, and impacts from day-to-day operations, and to reduce all forms of waste. We seek to maintain awareness of information and operational technology developments to anticipate and support timely adoption of improvements.

#### Goals:

##### All Utilities

- CBU looks to make major upgrades to its Supervisory Control and Data Acquisition (SCADA) systems at all three plants. (SCADA is a supervisory system that gathers and analyzes data in real time and is used to monitor and control industrial equipment.) SCADA upgrades are scheduled to begin in early 2020, and include adding a new historian (a service that collects data from various devices in the SCADA network and logs them into a database) and new servers. Estimated completion for this project is end of Q4.
- A major upgrade to the Geographic Information System (GIS) is planned for 2020. This system is used for creating and using maps, compiling geographic data, and analyzing mapped information. CBU's GIS project involves updating from the Genamap software that is no longer supported to an ESRI ArcGIS, and includes converting our current data for use with the new system. This project is projected to be complete by the end of Q3.
- CBU plans to purchase Asset Management software that will allow monitoring of assets by tracking their age, condition, number of hours in service, service history, and replacement schedule. The software will also include a work order management system which will allow managers and maintenance supervisors to build work orders, assign tasks, track labor, and track associated inventory costs. This software will help CBU with a planned comprehensive asset audit at all facilities and will drive an asset replacement schedule. CBU expects to purchase this software in late 2019 but the substantial work setting up the system will be done in 2020, with all three plants and the T&D Division utilizing this software by the end of Q4.
- CBU plans to purchase and implement a Laboratory Information Management System (LIMS), a software-based solution that supports laboratory operations. The system can automate workflows, integrate instruments, and manage samples and associated information. The LIMS system will be implemented at both CBU laboratories (Monroe WTP and Dillman Road WWTP) and will be utilized by the Environmental Programs group. Setup and implementation for this project are expected to be completed by the end of Q3.



- CBU has been engaged in continuous improvement and will perform a benchmarking study to measure its overall performance relative to similar utilities across the country. Currently, CBU is measuring 54 Key Performance Indicators (KPIs) across its water and wastewater utilities, including areas of operations, transmission and distribution, administration, finance/accounting, and customer service. CBU will participate in the AWWA 2020 Benchmarking Study taking place in March.

Sewer

- CBU is engaged in a pilot study measuring grease retention device performance. The study will conclude in May 2020, at which time CBU will evaluate the Grease Retention Devices (GFD) program. After the initial evaluation period, all plan/code revisions will be completed and sent to the EPA by the end of Q4.

Budget Allocation	2019 Budget \$	2020 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	1,300,746	1,358,697	19	All CBU water works customers including wholesale customers (approx 140,000 people), all CBU sewer customers (approx 86,000 people), all CBU stormwater utility customers (population of Bloomington, approx 85,866 people)
200 - Supplies	338,276	341,459		
300 - Other Services	2,653,726	2,610,656		
<b>Total</b>	<b>4,292,726</b>	<b>4,310,807</b>		

**Employee and Leadership Development (ED)**

*Activity Description:* Recruit, develop, and retain a workforce that is competent, motivated, adaptive, and safety-focused. CBU is focused on ensuring that employee institutional knowledge is retained, transferred, and improved upon over time. This area emphasizes and invests in opportunities for professional and leadership development.

Goals:

All Utilities

- To support professional and leadership development, CBU will allocate 1.5% of its personnel budget for professional training and development for each Division, to include job-specific training programs and certificates, CEU earning programs, and attendance of conferences, symposia, and/or workshops. Included in these training activities will be operator training in all divisions and that employees requiring licenses will be licensed within 1 year of the date they started at their job. Additionally, CBU will require that every work site has at least 1 team member who is CPR-certified. Any funding that remains at the end of the year will be used to expand the safety and training library (books, written materials, presentations), with both physical and electronic resources available to staff.
- CBU will focus on cross-training and succession planning to ensure business continuity. This will include writing Standard Operating Procedures for each division of the Utilities Department and compiling a knowledge base. The SOPs will be written by the end of Q3 and reviewed and uploaded to the CBU knowledge base by the end of Q4.

Budget Allocation	2019 Budget \$	2020 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	650,373	679,346	9.5	All CBU water works customers including wholesale customers (approx 140,000 people), all CBU sewer customers (approx 86,000 people), all CBU stormwater utility customers (population of Bloomington, approx 86,000 people)
200 - Supplies	169,138	170,729		
300 - Other Services	793,963	801,679		
<b>Total</b>	<b>1,613,473</b>	<b>1,651,754</b>		

### Financial Viability (FV)

*Activity Description:* Plan for the full life-cycle cost of utility operations and value of water resources. Establish and maintain an effective balance between long-term debt, asset values, operations and maintenance expenditures, and operating revenues. Work to establish predictable rates consistent with community expectations and acceptability adequate to recover costs, provide for reserves, maintain support from bond rating agencies, and plan and invest for future needs, while taking into account affordability and the needs of disadvantaged households.

#### Goals:

##### All Utilities

- In order to understand the full life-cycle cost of CBU assets that inform the budgetary process, we will conduct an audit of capital assets to produce a capital asset replacement plan by the end of Q4 which will prioritize asset maintenance and replacement.
- CBU currently uses multiple external laboratories to process samples. Our goal is to write an RFP for all laboratory services needed for CBU operations in order to get competitive pricing and to determine which laboratories will be compatible with our LIMS system to deliver lab results. The RFP will be concluded by April and integration with external labs into the LIMS system will be complete by the end of Q4.

##### Water

- In order to maintain a consistent schedule of rate reviews, CBU will conduct a cost-of-service study and rate review for the water utility to conclude in April. Upon CBU Service Board and City Council approval, the cost-of-service study and rate review will then be brought before the Indiana Utilities Regulatory Commission (IURC) for review and approval. It is anticipated that any new rates will take effect in fiscal year 2021.

Budget Allocation	2019 Budget \$	2020 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	1,300,746	1,358,692	19	All CBU water works customers including wholesale customers (approx 140,000 people), all CBU sewer customers (approx 86,000 people), all CBU stormwater utility customers (population of Bloomington, approx 86,000 people)
200 - Supplies	338,276	341,459		
300 - Other Services	1,138,793	1,154,842		
<b>Total</b>	<b>2,777,814</b>	<b>2,854,593</b>		

## Infrastructure Strategy and Performance (IS)

*Activity Description:* Maintain and enhance the condition of all assets over the long-term at the lowest possible life-cycle cost and acceptable risk consistent with customer, community, and regulator-supported service levels to assure asset repair, rehabilitation, and replacement efforts are coordinated within the community to minimize disruptions and other negative consequences.

### Goals:

#### Water

- To address aging transmission and distribution infrastructure, CBU plans to invest \$1,700,000 in replacement and lining activities, which will replace an estimated 2.5 miles of water mains.

#### Sewer

- Dillman Road WWTP is getting close to its capacity; there are several projects outlined in the Capital Investment Plan that address plant expansion and improvement needs. CBU is working on a modernization design to be completed by April which will provide the roadmap to the needed expansion and modernization at Dillman Road WWTP. Anticipated plant improvement projects include updates to the aeration basins, electrical work, new digester tanks, and updates to the existing SCADA system. Anticipated plant expansion projects include additional filtration and modest improvements to chemical disinfection.
- Blucher Poole WWTP requires replacement of its UV system which is a part of the disinfection process. Additionally, work at Blucher Poole WWTP includes phosphorus removal system and an aeration system. These updates are due to be completed by the end of Q4.
- CBU will engage in sewer expansion and system updates throughout its collection system. CBU will invest in sewer expansion by completing the IU Health sewer and lift station by the end of Q4. Additionally, CBU will engage in a large project to complete the 169 sewer relocations by the end of Q4. CBU will also work on a sewer pipe lining project to help prevent problems such as leaking joints, root intrusion, and pipe cracks in the sewer lines.

#### Storm

- The stormwater rate increase in 2019 has allowed CBU to address improvements to the Stormwater Utility. The goal in 2020 is to implement strategies for good stormwater housekeeping that meet IDEM standards by the end of Q4. CBU plans to double the amount of the stormwater residential grants program with an aim to serve our low-income customers, and CBU has also planned to add a stormwater crew to help maintain current infrastructure.
- CBU plans for substantial capital investments in the stormwater systems with the Jordan River culvert segment that flows through downtown Bloomington.

Budget Allocation	2019 Budget \$	2020 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	2,601,491	2,727,384	38	All CBU water works customers including wholesale customers (approx 140,000 people), all CBU sewer customers (approx 86,000 people), all CBU stormwater utility customers (population of Bloomington, approx 86,000 people)
200 - Supplies	676,551	682,918		
300 - Other Services	4,575,531	4,496,495		
<b>Total</b>	<b>7,853,573</b>	<b>7,896,797</b>		

**Enterprise Resiliency (ER)**

*Activity Description:* Focus on the resiliency of all systems within CBU and proactively identify, assess, establish tolerance levels for, and effectively manage a full range of business risks including interdependencies with other services and utilities, legal, regulatory, financial, environmental, safety, physical and cyber security, knowledge loss, talent, and natural disasters.

Goals:

All Utilities

- In order to ensure that operations can continue during an emergency or disaster, CBU will develop an Emergency Response and Recovery Plan and a Business Continuity Plan. Such emergencies may include a fire, natural disaster, or other emergency where operations are not able to occur under normal conditions. Since this plan will also depend on asset management and the planned asset audit, we anticipate a draft to be completed by October.
- According to the Director of National Intelligence, the Federal Bureau of Investigation, and the Department of Homeland Security, cybersecurity is a top threat facing infrastructure in the United States and all water systems should act to examine cybersecurity vulnerabilities and develop a cybersecurity risk management program. CBU will work with the ITS department to develop its cybersecurity plan by the end of Q1.

Budget Allocation	2019 Budget \$	2020 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	1,300,746	1,358,9624	19	All CBU water works customers including wholesale customers (approx 140,000 people), all CBU sewer customers (approx 86,000 people), all CBU stormwater utility customers (population of Bloomington, approx 86,000 people)
200 - Supplies	177,902	178,093		
300 - Other Services	1,302,413	1,265,156		
<b>Total</b>	<b>2,781,060</b>	<b>2,801,941</b>		

**Customer Satisfaction (CS)**

*Activity Description:* Provide reliable, responsive, and affordable services in line with explicit, customer-derived service levels. CBU is moving in the direction of utilizing a mix of evolving communication technologies to understand and respond to customer needs and expectations, including receiving timely customer feedback and communicating during emergencies.

Goals:

All Utilities

- With the implementation of the AMI project, CBU will provide access for its customers to their water consumption data via a customer portal. This will allow CBU and customers to see up-to-date data about their water usage, be able to set alarms, and be able to detect leaks earlier. The customer portal will be operational on a limited basis in March 2020 and CBU will phase in all customers by August 2020. Implement a customer satisfaction survey by end of Q3.
- In order to keep customers updated on important information, CBU will keep its website up-to-date with information about major undertakings and electronic versions of all customer forms, as well as publish electronic versions of the annual consumer confidence/water quality report and the annual benchmarking survey. The CBU website will be updated with timely, relevant information at a minimum of once per week.

- In the 2019 Benchmarking Survey, it was identified that there were multiple KPIs that had no basis for measurement. CBU will work with ITS to enhance its ability to measure customer feedback -- including a customer satisfaction survey -- and will look into additional ways that CBU can connect with customers (via facebook, text message, website). CBU is committed to providing excellent customer service; in order to measure our performance, we will have completed a customer satisfaction survey by end of Q2.

Budget Allocation	2019 Budget \$	2020 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	1,300,746	1,358,9622	19	All CBU water works customers including wholesale customers (approx 140,000 people), all CBU sewer customers (approx 86,000 people), all CBU stormwater utility customers (population of Bloomington, approx 86,000 people)
200 - Supplies	498,649	504,824		
300 - Other Services	798,276	810,509		
<b>Total</b>	<b>2,597,668</b>	<b>2,674,026</b>		

### Stakeholder Understanding and Support (SS)

*Activity Description:* Engage with CBU's stakeholders (anyone who can affect or be affected by the utility), including customers, oversight bodies, community and watershed interests, and regulatory bodies for service levels, rate structures, operating budgets, capital improvement programs, and risk management decisions. Actively promote an appreciation of the true value of water and water services, and water's role in the social, economic, public and environmental health of the community.

#### Goals:

##### All Utilities

- In order to actively engage with the community, CBU senior staff will participate in community events and regularly attend at least 5 neighborhood association meetings.
- In addition to the standard formats of communication with customers (print, email, website), CBU will utilize other mediums, such as editorials, posting on social media, and website updates), to regularly communicate with stakeholders on projects and priorities of the utility on a weekly basis.

Budget Allocation	2019 Budget \$	2020 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	650,372	679,346	9.5	All CBU water works customers including wholesale customers (approx 140,000 people), all CBU sewer customers (approx 86,000 people), all CBU stormwater utility customers (population of Bloomington, approx 86,000 people)
200 - Supplies	169,137	170,729		
300 - Other Services	33,071	57,832		
<b>Total</b>	<b>852,582</b>	<b>907,908</b>		



**Water Resource Sustainability (WR)**

*Activity Description:* Ensure the availability and sustainable management of water for its community and watershed, including water resource recovery. Plan for the potential for water resource variability (e.g., changing weather patterns, including extreme events, such as drought and flooding), and utilize as appropriate a full range of watershed investment and engagement strategies (e.g., Integrated Planning). Engage in long-term integrated water resource management to ensure that current and future customer, community, and ecological water related needs are met.

Goals:

All Utilities

- As a part of the energy savings project, CBU will reduce energy usage throughout CBU facilities by reducing total CBU electricity consumption by 2% relative to 2019 consumption and will track this quarterly. CBU will also generate over 12% of electricity consumed onsite by solar panels by end of Q4.
- CBU builds partnerships among local, state, and federal stakeholders, as well as schools. CBU will develop standardized K-12 water conservation curricula for CBU to implement in local school system, finalized by the end of Q4.
- In order to understand the impacts of regular utility operations, CBU will perform an environmental impact review and a state of watershed data review (to maintain awareness of ecosystem trends) by September 2020.

Water

- In order to understand and plan for water resource viability, CBU will expand its efforts for source water protection in the Lake Monroe watershed, working in conjunction with other community groups. CBU will dedicate an intern to the data gathering and analysis efforts of the Water Fund Team (Friends of Lake Monroe, The Nature Conservancy, Indiana University, Indiana Department of Natural Resources, and U.S. Army Corps of Engineers) by the end of Q2.
- The water conservation program that is currently in place helps protect drinking water resources, track water loss in the transmission and distribution system (non-revenue water), and work with stakeholders in the area of conservation. This budget includes \$100,000 for the Water Conservation Program, as agreed with Indiana Utilities Regulatory Commission (IURC) during water rate case, which will be tracked quarterly.

Budget Allocation	2019 Budget \$	2020 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	650,372	679,346	9.5	All CBU water works customers including wholesale customers (approx 140,000 people), all CBU sewer customers (approx 86,000 people), all CBU stormwater utility customers (population of Bloomington, approx 86,000 people)
200 - Supplies	169,138	170,729		
300 - Other Services	427,897	454,247		
<b>Total</b>	<b>1,247,408</b>	<b>1,304,332</b>		

## Community Sustainability (SU)

*Activity Description:* Promote and organize community sustainability improvements through collaboration with local partners and economic development planning to support community-wide resilience, support for disadvantaged households, community sustainability, and livability.

### Goals:

#### All Utilities

- To meet the needs of disadvantaged households, CBU will increase its Customer Assistance Program funding from \$40,000 to \$45,000. This funding, based on past and current demand, will be tracked monthly.

#### Stormwater

- CBU plans to double funding for its Residential Stormwater Grant Program to fund small (especially green) infrastructure projects on private property. This program helps homeowners make investments to stormwater infrastructure on their property that have impacts on properties around them and impacts on CBU infrastructure. Applications are due by April 2020, grants will be awarded in early summer and projects must be completed within 1 year.

Budget Allocation	2019 Budget \$	2020 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	650,372	679,346	9.5	All CBU water works customers including wholesale customers (approx 140,000 people), all CBU sewer customers (approx 86,000 people), all CBU stormwater utility customers (population of Bloomington, approx 86,000 people)
200 - Supplies	169,137	170,729		
300 - Other Services	61,832	406,835		
<b>Total</b>	<b>881,343</b>	<b>956,910</b>		

## 2020 Budget Proposal Highlights

### Water Works Budget Request

Budget Allocation Water Works	2017 Actual	2018 Actual	2019 Budget	2020 Budget	Change (\$)	Change (%)
100 - Personnel Services	4,127,412	4,313,501	4,552,762	4,880,902	328,140	7.00%
200 - Supplies	1,929,787	1,985,862	1,890,123	1,983,831	93,508	4.94%
300 - Other Services	3,323,818	2,983,842	3,405,202	3,443,327	38,125	1.11%
300- Other Services- E&R	2,878,990	4,019,301	3,714,915	3,250,156	(464,759)	(13.00%)
400- Water Sinking (P&I)*	5,307,551	5,451,079	5,620,853	5,632,401	11,548	0.00%
<b>Total</b>	<b>17,567,014</b>	<b>18,695,272</b>	<b>19,183,855</b>	<b>19,190,617</b>	<b>6,562</b>	<b>0.00%</b>

\*Interest payments are recorded as expenses and principal payments are recorded as a reduction in Long Term Liability, though both are budgeted here.

#### Significant changes in the Water Utility include:

**Revenue** has an expected \$6,762 increase.

With the 2017 water rate increase fully in place for metered revenue, the revenue projections are conservative, averaging 0.00% increase. A modest growth factor in metered revenues from additional connections to the system is included.

Expenses are balanced to projected revenues.

**Category 1- Personnel** request is \$4,880,902. This is an increase of \$328,140, or nearly 7%. There is no expectation for large-scale change in this category.

**Category 2- Supplies** request is 1,983,631. This is an increase of \$93,508, or nearly 5%. A standard 2% increase for most chemicals is estimated and for most materials and supplies at the water plant, distribution system, and service center.

Significant changes include the following budget lines:

- **Line U62001- Materials & Supplies General:** increases in Transmission & Distribution, Purchasing & Supply, and Engineering expense lines to fund increased maintenance and inspection activity costs.
- **Line U62021- Materials & Supplies Services:** decreased to reflect historical trends and anticipated needs for 2020.
- **Line U62026- Materials & Supplies Pumps:** increased due to spending trends along with anticipated purchase of pumps and pumping supplies for backup.
- **Line U62032- Materials & Supplies Treatment:** increased for repair of treatment-related materials such as algae-control devices, and components for coagulation and disinfection process.
- **Line U62146- Furniture & Fixtures Maintenance:** decreased based on current and historical spending.



**Category 3- Other Services and Charges** request is \$3,443,327. This is an increase of \$38,125, or 1%. This category has a small net increase which includes expenses related to a water rate case (contract services accounting and contract services legal) and a 10% increase for the Interdepartmental and In Lieu of Taxes agreement (no agreement has been formed for 2019). Decreases are seen in the assistance program as we had a one-time program in 2019 that is not reflected in this budget, though there is an increase to the Customer Assistance Program. Significant changes include the following budget lines:

- **Line U63200- Contract Services Accounting:** decreased due to anticipated spending levels
- **Line U63202- Assistance Program:** the Customer Assistance Program was increased but there was a decrease of a separate program that was held in 2019 only.
- **Line U63330- Contract Services Legal:** increased for the legal fees for the 2020 water rate case to go to the Indiana Utilities Regulatory Commission (IURC).
- **Line U63532- Contract Services Testing:** decreased due to current and historical spending.
- **Line U63600- Contract Services Other:** this line was increased in 2019 for an organizational assessment that will not have budgetary impacts in 2020.
- **Line U64011- Bond Issuance Cost 2011:** decreased due to expenses being allocated in liabilities.
- **Line U65700- Liability Insurance:** this line item had been approximated for the 2019 budget and is now being decreased due to actual expenditures.

**Category 3- Other Services & Charges (Extensions & Replacements)** request is \$3,250,156. This is a decrease of \$464,759, or nearly 13%. With the rate increase fully in effect, we are able to adequately fund a capital replacement program for the water utility (see attached project list).

### Sewer Utility Budget Request

Budget Allocation Sewer Works	2017 Actual	2018 Actual	2019 Budget	2020 Budget	Change (\$)	Change (%)
100 - Personnel Services	7,063,036	7,742,637	7,743,767	8,237,376	493,609	6.00%
200 - Supplies	1,267,980	1,355,618	1,317,353	1,283,679	(33,674)	(2.56%)
300 - Other Services	3,647,997	4,280,967	4,491,320	4,485,161	(6,159)	(0.14%)
300- Other Services- E&R	3,421,258	4,976,119	5,274,744	4,930,009	(344,735)	(7.00%)
400- Water Sinking (P&I)**	6,371,043	5,128,014	5,355,729	5,354,512	(1,217)	(0.02%)
<b>Total</b>	<b>21,771,315</b>	<b>23,483,356</b>	<b>24,182,913</b>	<b>24,290,521</b>	<b>107,824</b>	<b>0.44%</b>

\*Interest payments are recorded as expenses and principal payments are recorded as a reduction in Long Term Liability, though both are budgeted here.

#### Significant changes in the Sewer Utility include:

A modest growth factor in metered revenues from additional connections to the system is included, but offset by a continuing, though also modest, conservation trend by customers. Additionally, a modest revenue amount is projected from the increase of non-recurring expenses.

Expenses are balanced to projected revenues.

**Category 1- Personnel** request is \$8,237,376. This is an increase of \$493,609, or 6%. There is no expectation of large-scale change to this category.

**Category 2- Supplies** request is \$1,283,679. This is a decrease of \$33,674, or 2.5%. Significant changes include:

- **Line U61817- Chemicals Polymer:** increased based on current spending.
- **Line U61823- Chemicals Sodium Hypochlorite:** increased based on current spending.
- **Line U62001- Materials & Supplies General:** decreased based on current and historical spending.
- **Line U62031- Materials & Supplies Treatment:** decreased based on current and historical spending.
- **Line U62146- Furniture & Fixtures Maintenance:** decreased based on current and historical spending.

**Category 3- Other Services and Charges** request is \$4,485,161. This is a decrease of \$6,159, or less than 1%.

This category expects a minimal decrease due to an organizational assessment and Cost of Service Study and Rate Review being completed in 2019 which do not impact the 2020 budget and offset increased expenses. Increases reflected in this category include an estimated 10% increase for the Interdepartmental Agreement and In Lieu of Taxes (there is currently no 2019 agreement). Significant changes include:

- **Line U61531- Purchased Power Pumping:** calculated from estimates from Duke energy and estimated solar credits from the energy savings program.
- **Line U61700- Utilities General:** calculated from trends and rate increases to utilities.
- **Line U63500- Contracted Services Other:** decreased due to sewer rate case concluding in 2019.
- **Line U65024- Transportation Structures:** decreased due to current and historical spending.
- **Line U65700- Liability Insurance:** this line item had been approximated for the 2019 budget and is now being decreased due to actual expenditures.

**Category 3- Other Services and Charges (Extensions and Replacements)** request is \$4,930,009. This is a decrease of \$344,735, or 7%.

A modest increase is expected to the 2017 Sewer Bonds principal payments coming due in 2020. With the 2017 rate fully in effect, we are able to adequately fund the capital replacement program for the sewer utility (see attached project list).

### Stormwater Utility Budget Request

Budget Allocation Stormwater Utility	2017 Actual	2018 Actual	2019 Budget	2020 Budget	Change (\$)	Change (%)
100 - Personnel Services	574,744	654,177	710,926	930,432	219,506	12.42%
200 - Supplies	132,567	175,820	175,280	120,280	(55,000)	(15.97%)
300 - Other Services	36,702	91,750	86,209	122,350	36,141	104.86%
300- Other Services- E&R	286,657	598,262	575,215	1,030,081	454,866	87.76%
400- Storm Sinking (P&I)***	0	0	0	963,038	963,038	n/a
<b>Total</b>	<b>930,670</b>	<b>1,520,009</b>	<b>1,547,630</b>	<b>3,166,181</b>	<b>1,618,551</b>	<b>105.00%</b>

\*Interest payments are recorded as expenses and principal payments are recorded as a reduction in Long Term Liability, though both are budgeted here.

Significant changes to the Stormwater Utility include:

**Revenue** has an expected \$1,618,550 increase due to a 2019 fee change.

**Category 1- Personnel Services** request is \$930,432. This is an increase of \$219,506, or 12%. There is no expectation of large-scale change to this category.

**Category 2- Supplies** request is \$120,280. This is a decrease of \$55,000, or 16%.

Significant changes include:

- **Line U62001- Materials & Supplies General:** this was increased in anticipation for additional projects due to rate increase.
- **Line U62024- Materials & Supplies Structures:** this was decreased in review of anticipated need.

**Category 3- Other Services and Charges** request is \$122,350. This is an increase of \$36,141, or 105%.

Significant changes include:

- **Line U63202- Assistance Program:** this was increased by double from the previous year in order to fund the residential stormwater program.
- **Line U63600- Contracted Services Other:** this was increased to support additional projects planned due to the stormwater fee increase.
- **Line U6500- Transportation:** this was increased in anticipation of additional personnel and projects.

**Category 3- Other Services and Charges (Extensions & Replacements)** request is \$1,030,081. This is an increase of 454,866, or 88%.

CBU's fee increase included \$400,000 for the investment in green stormwater infrastructure. Green infrastructure elements -- such as rain gardens, bioswales, and permeable paving -- slow down stormwater flow and reduce the intensity of peak flows and flooding downstream. Additional capital projects are listed in the attached project list.

**Category 4- Stormwater Sinking** request is \$963,038. This is an increase of \$963,038.

CBU expects to begin a large capital expense project which it will seek to fund through revenue bonds. The project includes the completion of the section of the Jordan River tunnel that extends roughly from the intersection of 4th and Grant Streets to the intersection of 1st and Washington Streets; the Jordan River Inlet near Dunn Meadow at the intersection of 6th Street and Indiana Avenue; and the portion of the Spankers Branch tunnel that lies beneath 6th Street.

### **Conclusion**

Thank you for your consideration of the City of Bloomington Utilities' budget request. I am happy to answer any questions.

**RESOLUTION NO. 2019-8  
UTILITY SERVICE BOARD  
OF THE CITY OF BLOOMINGTON, INDIANA**

**TO AMEND TITLE 10 OF THE BLOOMINGTON MUNICIPAL CODE TITLED  
“WASTEWATER” AT SECTION 10.08.140 – CONNECTION FEE.**

- WHEREAS,** Bloomington Municipal Code Title 10, titled “Wastewater”, is the City of Bloomington Wastewater Utility’s (“CBU”) sewer use ordinance; and
- WHEREAS,** Bloomington Municipal Code Title 10 at Section 10.08.140 establishes connection fees that shall be charged for each new connection to the wastewater system; and
- WHEREAS,** Bloomington Municipal Code Title 10 at Section 10.04.050 obligates all wastewater sources located on property which is adjacent to an easement or public roadway in which a public sewer is located to connect to said public sewer; and
- WHEREAS,** The City of Bloomington and surrounding Monroe County areas serviced by the CBU’s wastewater system are still populated by a large number of private properties that utilize private septic systems; and
- WHEREAS,** Poorly maintained and failing private septic systems are a threat to the City of Bloomington’s ecosystem as these systems discharge untreated wastewater that contaminates surrounding surface and groundwaters which has been linked to the spread of hepatitis, dysentery and other diseases resulting from pathogens in drinking water, while also compromising the purity of lakes and streams. Additionally, flies and mosquitoes that are attracted to and breed in wet areas where sewage reaches the surface can also spread disease; and
- WHEREAS,** CBU wishes to establish an incentive to abandon septic systems in favor of connection to the CBU wastewater system by allowing a waiver of sewer connection fees; and
- WHEREAS,** The City of Bloomington promotes the creation of affordable housing through several programs designed to reduce costs of building affordable housing through tax abatements, grants and other funding; and
- WHEREAS,** CBU wishes to establish a waiver of sewer connection fees for certain affordable housing projects established by the City of Bloomington for certain single family residential dwellings under specific guidelines established through the City of Bloomington Housing and Neighborhood Development Department and the United States Department of Housing and Urban Development; and
- WHEREAS,** CBU staff recommends an amendment to Title 10 section 10.08.140 to establish these two options for waiver of sewer connection fees at the discretion of the Director; and
- WHEREAS,** the proposed amendment to Title 10 section 10.08.140 has been duly considered by

the Board and found satisfactory, a copy of the proposed amendment is attached hereto, marked as Exhibit "A" and incorporated herein; and

**WHEREAS,** the Board now desires to recommend to the Common Council of the City of Bloomington ("Common Council") the adoption of the proposed amendment.

**NOW, THEREFORE, BE IT RESOLVED BY THE UTILITY SERVICE BOARD OF THE CITY OF BLOOMINGTON, INDIANA, AS FOLLOWS:**

1. The Utility Service Board requests the Common Council authorize the proposed amendment to Title 10 section 10.08.140 of the Bloomington Municipal Code, by the adoption of the same in substantially the same form as the attached Exhibit "A".
2. The Secretary of the Utility Service Board is hereby directed to present a copy of this Resolution to the Clerk of the City for presentation to the Common Council as soon as may be done.

**PASSED AND ADOPTED THIS 19<sup>th</sup> DAY OF AUGUST, 2019.**

CITY OF BLOOMINGTON, INDIANA  
By and Through its Utility Service Board

\_\_\_\_\_  
Julie Roberts, President

\_\_\_\_\_  
Jeff Ehman, Member

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Steven J. Sherman, Vice President

\_\_\_\_\_  
Jean Capler, Member

\_\_\_\_\_  
Jason Banach, Member

\_\_\_\_\_  
Sam K. Frank, Member

\_\_\_\_\_  
Amanda Burnham, Member

**ATTEST:**

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Liberty Flora, Secretary