

AGENDA

UTILITIES SERVICE BOARD MEETING

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

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

Monday, April 13, 2020
5:00 P.M. Regular Meeting

- I. Call to Order
- II. Approval of the Minutes of Previous Meetings (March 30)
- III. Approval of the Claims
 - a. Standard Invoices
 - b. Utility Bills
 - c. Wire Transfers
 - d. Customer Refunds
 - e. Special Check Run
- IV. Approval of Consent Agenda - \$17,450.00
 - a. Harrell-Fish - \$12,450.00 – Purchase and install of three exhaust fans
 - b. Peacetree - \$5,000.00 – Repair and maintenance of fuel pumps and fuel systems at all treatment plants
- V. Request for Approval of Agreement with Reynolds Construction - \$23,793,700.00 - Brad Schroeder
- VI. Request for approval of Change Order No. 1 with Mitchell and Stark Construction - Brad Schroeder
- VII. Request for Approval of Agreement with Smith, Brehob, and Assoc. - \$95,850.00 – Jane Fleig
- VIII. Request for Approval of Change Order No. 2 to Agreement with Milestone Contractors – (\$22,400.00) – Jane Fleig
- IX. Request for Approval of Engineering Services Agreement with GRW for North Dunn Street Sewer Capacity Improvements - \$196,000.00 - Phil Peden
- X. Request for Approval of Resolution 2020-05, 2020 Griffy Water Plant Demolition – James Hall
- XI. Old Business
- XII. New Business
- XIII. Subcommittee Reports
- XIV. Staff Reports
- XV. Petitions And Communications*
- XVI. Adjournment

* Public comment will be limited to 5 minutes per person

UTILITIES SERVICE BOARD MEETING

03/30/2020

Utilities Service Board meetings are recorded and are available on Community Access Television Services at catstv.net.

Board Vice President Capler called the regular meeting of the Utilities Service Board to order at 5:01p.m. The meeting was held via Zoom and Facebook Live.

Board members present: Jim Sherman, Jason Banach, Amanda Burnham, Jeff Ehman, and Jean Capler, Megan Parmenter, ex-officio Jim Sims, and ex-officio Terri Porter. One board member was absent, Julie Roberts.

Staff present: Vic Kelson, Laura Pettit, Holly McLaughlin, LaTreana Harrington, Chris Wheeler, James Hall, and Brad Schroeder.

AMEND AGENDA

Vice President Capler noted the removal of item 5c of the Consent Agenda.

Board member Banach moved and Board member Burnham seconded the motion to approve the amended agenda. Motion carried, 6 ayes.

MINUTES

Board member Banach moved and Board member Burnham seconded the motion to approve the minutes of the March 12 and March 20 meetings. Motion carried, 6 ayes.

CLAIMS

Burnham questioned the claim on pages 4 and 5 of the Standard claims for vehicle repairs. She asked if a CBU staff member had caused an accident or if someone else caused damage to our vehicle and if there were any injuries. CBU Director Kelson answered that a CBU staff member was sideswiped while driving and that there were no injuries, just vehicle damage.

Burnham also had a question about a claim with Travelers Indemnity for "Reimbursement for Liability McCrea Claim". This was answered in an email the following day by CBU Assistant Director of Finance Pettit who said this was a claim for an accident involving CBU Assistant Director of Operations Tom Axsom.

Board member Ehman had a question regarding two claims from Faco Waterworks that were of the same amount but with different descriptions. This was also answered in an email the following day by Pettit who said these were correctly entered as two separate claims.

Board member Sherman moved and Burnham seconded the motion to approve the standard claims as follows: Vendor invoices submitted included \$127,989.06 from the Water Utility, \$13,668.00 from the Water Construction Fund, \$990,376.20 from the Wastewater Utility, and \$31,919.42 from the Stormwater Utility. **Total Claims approved: \$1,163,952.68 Motion carried, 6 ayes.**

Sherman moved and Burnham seconded the motion to approve the utility claims as follows: Utility invoices submitted included \$6,918.36 from the Water Utility, and \$22,334.69 from the Wastewater Utility. **Total Claims approved: \$29,253.05. Motion carried, 6 ayes.**

Sherman moved and Burnham seconded the motion to approve the wire transfers, fees, and payroll in the amount of \$378,292.00. Motion carried, 6 ayes.

Sherman moved and Burnham seconded the motion to approve the customer refunds as follows: Refunds submitted included \$417.79 from the Wastewater Utility. **Total Claims approved: \$417.79. Motion carried, 6 ayes.**

CONSENT AGENDA

Kelson presented the following items recommended by staff for approval:

- B.L. Anderson Co. - \$7,426.00 – Purchase and install of chlorohydrate chemical feed pumps at Monroe
- Horner Industrial - \$18,100.00 – Repair and rewind two vertical pump motors at the West Booster Station

As no items were removed from the Consent Agenda by the Board, agreements approved. Total contracts approved: \$25,526.00.

REQUEST FOR APPROVAL OF RESOLUTION 2020-04 TO AWARD THE DILLMAN ROAD WWTP UPGRADE AND EFFICIENCY IMPROVEMENTS PROJECT

Assistant Director of Engineering Schroeder reported that bids were received from the following companies: Reynolds Construction, F.A.Wilhelm Construction, and Mitchell and Stark Construction. Schroeder requested approval to award the lowest bidder, Reynolds Construction, for the total of \$23,493,700.00.

Sherman moved, Burnham seconded the motion to approve Resolution 2020-04 Motion carried, 6 ayes.

BID OPENING FOR GRIFFY DEMOLITION

CBU Assistant Director of Environmental Hall received and opened bids for the Griffy Demolition. The bids received are as follows:

BID TABULATION

PROJECT:

Griffy Demolition
 CBU Project No.

DATE BIDS RECEIVED:

Monday, March 30, 2020

			NAME, ADDRESS OF BIDDER		
			Jeff Guiswite Inc	Environmental Field Services (EFS)	Probable Cost Estimate
Line	Item Description	Unit	Bid Amount	Bid Amount	Amount
Section 1					
1	Lump Sum ~113 tons mercury soil to USE	LS	\$ 12,430.00	\$ 54,000.00	\$ 7,969.50
2	Price per ton of mercury soil to USE	PT	\$ 110.00	\$ 477.88	\$ 70.53
3	Lump Sum ~113 tons mercury oil to Heritage	LS	\$ 2,996.76	\$ 34,700.00	\$ 2,354.63
4	Price per ton of mercury soil to Heritage	PT	\$ 26.52	\$ 307.08	\$ 20.84
Section 2					
5	Lump Sum ~500 tons Non-Friable Asbestos to Medora	LS	\$ 8,850.00	\$ 52,500.00	\$ 7,335.56
6	Price per ton of Non-Friable Asbestos to Medora	LS	\$ 17.70	\$ 107.00	\$ 14.67
Section 3					
7	Lump Sum ~100 tons Painted Scrap Metal to USE	LS	\$ 11,000.00	\$ 101,000.00	\$ 7,969.50
8	Price per ton of metal to USE	PT	\$ 110.00	\$ 1,010.00	\$ 79.70
9	Lump Sum ~100 tons Painted Scrap Metal to Heritage	LS	\$ 2,652.00	\$ 70,000.00	\$ 2,354.63
10	Price per ton of metal to Heritage	PT	\$ 26.52	\$ 700.00	\$ 23.55
Section 4					
11	Lump Sum ~880 tons Filter Media to Medora	LS	\$ 15,576.00	\$ 56,500.00	\$ 13,313.69
12	Price per ton of Filter Media to Medora	LS	\$ 17.70	\$ 64.21	\$ 15.12
Section 5					
13	Lump Sum ~988 tons Exterior Wall to Medora	LS	\$ 17,487.60	\$ 69,000.00	\$ 14,942.81
14	Price per ton of Exterior Wall to Medora	LS	\$ 17.70	\$ 69.84	\$ 15.12
Section 6					
15	Lump Sum ~1500 tons Concrete Flooring to Medora	LS	\$ 26,550.00	\$ 105,000.00	\$ 22,552.91
16	Price per ton of Concrete Flooring to Medora	LS	\$ 17.70	\$ 70.00	\$ 15.04
Section 7					
17	Lump Sum ~548 tons Interior Wall to USE	LS	\$ 60,280.00	\$ 322,000.00	\$ 39,847.50
18	Price per ton of Interior Wall to USE	PT	\$ 110.00	\$ 587.60	\$ 72.71
19	Lump Sum ~548 tons Interior Wall to Heritage	LS	\$ 14,532.96	\$ 211,000.00	\$ 11,773.13
20	Price per ton of Interior Wall to Heritage	PT	\$ 26.52	\$ 587.60	\$ 21.48
Section 8					
21	Lump Sum Balance of Demolition Work	LS	\$ 374,500.00	\$ 154,000.00	\$ 320,500.00
Section 9					
22	Price per ton of crushed stone backfill materials	PT	\$ 9.50	\$ 22.60	\$ 12.08
23	Price per tri-axle of backfill Soil	PT	\$ 175.00	\$ 427.30	\$ 8.63
24	Price per tri-axle for Topsoil	PT	\$ 325.00	\$ 1,340.00	\$ 17.25
25	Total for Backfill Material	LS	\$ 34,625.00	\$ 77,800.00	\$ 64,244.06
Bidding Documents and Forms					
13	Bidding Documents Included				
14	Proposal Form	Y or N			
15	Indiana SBA Form 96	Y or N			
16	Bid Security	Y or N			
17	Owner Required Forms Included				
18	Affirmative Action Plan	Y or N			
19	Employee Drug Testing Program Affidavit	Y or N			
20	E-Verify Affidavit	Y or N			
21	Living Wage Ordinance Certification	Y or N			
22	Responsible Bidder Affidavit	Y or N			
23	Acknowledgement of Addenda	Y or N			

James Hall
 City of Bloomington Utilities

Date

Burnham and Capler both questioned the wide discrepancy between the bids. Hall answered that one of the companies may have included transportation and demolition but he will investigate the differences before making a decision to award.

REQUEST APPROVAL OF MOU WITH IU BLOOMINGTON FOR SEWER UPGRADES TO ACCOMMODATE FLOW FROM THE NEW NORTH CAMPUS RESIDENCE HALL

Kelson presented the board the MOU with IU. IU is building a new dormitory near Memorial Stadium. The sewer that serves that area across the SR 45/46 bypass and meets up with the sewer interceptors at Blucher Poole Wastewater Treatment plant is undersized. In the past, there had been overflow events in the canyon north of the SR 45/46 bypass. CBU has been in negotiations with IU for about 6 weeks looking at how to divide the cost. About 44% of the flow to that sewer system will be coming from IU. IU has agreed to pay for 44% of the capital costs associated with the project, and CBU will execute that by sending them a bill for 44% of each of the invoices as the projects are executed. The project is about 2 million dollars. CBU is confident the project will be completed in time for IU to open the new dormitory in August 2021. Kelson then asked Banach to remark about the project. Banach responded to the board that he is abstaining from this vote.

Ehman shared his concern about the probability of the project being more than the agreement.

Kelson answered that there is a low probability of exceeding the amount.

Ehman asked if this was a conservative number.

Schroeder answered that based on the methods used in the engineering studies, that this amount is conservative.

Ehman asked if IU understands that we may have to come back to them if the project exceeds 2 million dollars.

Assistant City Attorney Wheeler answered that in the event CBU is incorrect in its estimate, and the project will cost more than 2 million dollars, CBU will not go back to IU for an amendment or additional funding. CBU bears the risk of going over the projected cost.

Sherman questioned the drop in usage at IU due to the pandemic, and if there will be any effect from the drop.

Kelson answered that CBU is doing preliminary analyses and will be watching the billing processes in March and April. A significant drop is expected from the students moving out in addition to the shut down of commercial operations and restaurants.

Sherman moved, Burnham seconded the motion to approve the MOU with IU Bloomington for sewer upgrades. Motion carried, 5 ayes, 1 abstention.

OLD BUSINESS: None

NEW BUSINESS: None

SUBCOMMITTEE REPORTS: None

STAFF REPORTS: Kelson reported to the board that CBU staff who can work from home are now doing so. The service center doors are closed to the public, and customer service employees are working well via email and telephone with the public. Staff who work in the field are still working and moving ahead with their projects. Notably, one of those projects is part of a redevelopment of the alleys north of the square replacing a water line on 6th St. There are no reported illnesses at CBU and it is running with essentially a full staff. Plants are also running well.

Capler asked if crews out in the field are able to practice social distancing.

Kelson responded that there is an issue regarding having two people in the same work truck. There is a plan across all City departments to allow employees the option or establish a requirement to drive their own vehicle. CBU staff in Transportation and Distribution have set up a plan that allows Superintendents to track employees' attendance so that there is no crowding around the time clocks. Staff members have also worked alternating shifts to promote social distancing.

PETITIONS AND COMMUNICATIONS: None

ADJOURNMENT: Capler moved to adjourn; the meeting was adjourned at 5:40pm.

Julie Roberts, President

DATE

WIRE TRANSFERS, FEES & PAYROLL FOR THE MONTH OF APRIL, 2020

INDIANA DEPARTMENT OF REVENUE \$68,974.18
(SALES TAX - MARCH 2020)

INDIANA DEPARTMENT OF REVENUE - RECEIPTS TAX \$0.00
1ST QUARTER UTILITY RECEIPTS TAX

NPC \$29,779.87
CHARGE CARD FEES - MARCH, 2020

FIRST FINANCIAL \$1,021.09
ACCOUNT ANALYSIS FEES - MARCH, 2020

GROSS PAYROLL \$341,202.97

FICA TAX \$20,041.51

TOTAL \$461,019.62



MEMORANDUM

TO: Controller, Mayor & USB
FROM: David Schoo, Utilities
DATE: April 7, 2020
RE: REQUEST APPROVAL OF AGREEMENT FOR SERVICES WITH HARRELL-FISH, INC.

Funding Source: 009-U33940

Total Dollar Amount of Contract: \$12,450.00

Expiration Date of Contract: June 30, 2020

Department Head Initials of Approval:

Due Date For Signature: March 27, 2020

Record Destruction Date (Legal Dept to fill in):

Legal Tracking #:

PREVIOUSLY REVIEWED BY & RETURN SIGNED CONTRACT TO THIS ATTORNEY:

Christopher J. Wheeler

ATTORNEY IS TO RETURN SIGNED CONTRACT TO THIS DEPARTMENTAL EMPLOYEE:

David Schoo

Summary of Contract: Monroe Plant purchase and installation of three exhaust fans for the old pipe gallery.



MEMORANDUM

TO: Controller, Mayor & USB
FROM: Cindy Shaw, Utilities
DATE: April 7, 2020
RE: REQUEST APPROVAL FOR SERVICES WITH PEACETREE, INC.

Funding Source: 009-61-900004-U65024
010-64-950006-U65024
010-65-950006-U65024

Total Dollar Amount of Contract: \$5,000.00

Expiration Date of Contract: April 13, 2021 with up to three additional on year renewal periods, with a final expiration of April 13, 2024

Department Head Initials of Approval: /vk/

Due Date For Signature: April 10, 2020

Record Destruction Date (Legal Dept to fill in): After April 2034

Legal Tracking #: 20-279

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: Repair and maintenance of fuel pumps and fuel systems at all treatment plants.



MEMORANDUM

TO: Controller, Mayor Hamilton & USB
FROM: Michael Hicks
DATE: April 6, 2020
RE: Request for approval of Agreement with Reynolds Construction, LLC

Funding Source: 010-U13121

Total Dollar Amount of Contract: \$23,493,700.00

Expiration Date of Contract: June 1, 2022

Department Head Initials of Approval: /VK/

Due Date For Signature: April 13, 2020

Record Destruction Date (Legal Dept to fill in): After June of 2032

Legal Department Internal Tracking #: 20-277

PREVIOUSLY REVIEWED BY & RETURN SIGNED CONTRACT TO THIS ATTORNEY:

Christopher Wheeler

ATTORNEY IS TO RETURN SIGNED CONTRACT TO THIS DEPARTMENTAL EMPLOYEE:

LaTreana Harrington

Summary of Contract:

The Work comprises furnishing all labor, materials, equipment, supplies and services for the Dillman Road WWTP Upgrade and Efficiency Improvements. The Work includes, but is not limited to, general, architectural, structural, civil, process, mechanical, plumbing, electrical, and instrumentation and control and all associated Work complete in place as shown and specified in the Contract Documents.



MEMORANDUM

TO: Mayor & Controller
FROM: Jane Fleig, Utilities
DATE: 04/01/20
RE: Approval of Professional Services Agreement with Smith Brehob & Assoc., Inc. for Lindbergh Area Water Main Replacement

Funding Source: 009-U10500

Total Dollar Amount of Contract: Not to Exceed \$95,850.00

Expiration Date of Contract: April 30, 2021

Department Head Initials of Approval: /vk/

Due Date For Signature: For USB meeting on Monday, April 13, 2020

Record Destruction Date (Legal Dept to fill in): after April 2031

Legal Department Internal Tracking #: 20-272

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: Smith Brehob & Assoc., Inc. will provide all survey and design services to allow CBU to replace water mains in the Lindbergh area, including Lindbergh Dr, 15th St, 16th St, Hancock Dr, 12th St and Fountain Dr as part of the Water Main Replacement program.



MEMORANDUM

TO: Mayor & Controller
FROM: Jane Fleig, Utilities
DATE: April 7, 2020
RE: Fullerton Pike Phase II – Water Main and Sanitary Sewer Relocation
Change Order 2 to Agreement with Milestone Contractors, LP

Funding Source: 009-U10500 and 010-U10500

Total Dollar Amount of Contract: Original Agreement: \$662,000.00
Change Order No. 1: \$10,491.73
Change Order No 2: (22,400.00)
New Total: \$650,091.73

Expiration Date of Contract: April 30, 2020

Department Head Initials of Approval:

Due Date For Signature: For USB meeting on Monday, April 13, 2020

Record Destruction Date (Legal Dept to fill in): 04/30/2030

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: Change order adds a line item to account for less rock removal than what was estimated in the bid documents. It also adjusts the Contract Final Completion date as work had to be coordinated with the County road project.



MEMORANDUM

TO: Mayor & Controller & USB
FROM: Phil Peden, Utilities
DATE: 04/08/20
RE: Request for Approval of Professional Services Agreement with GRW Inc.

Funding Source: 010-U13121

Total Dollar Amount of Contract: Not to Exceed \$196,000.00

Expiration Date of Contract: December 31, 2021

Department Head Initials of Approval: /vk/

Due Date For Signature: For USB meeting on April 13, 2020

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

Legal Department Internal Tracking #: 20-284

PREVIOUSLY REVIEWED BY & RETURN SIGNED CONTRACT TO THIS ATTORNEY:

Christopher J. Wheeler

ATTORNEY IS TO RETURN SIGNED CONTRACT TO THIS DEPARTMENTAL EMPLOYEE:

Phil Peden

Summary of Contract: IU has a project near Fee/17th St for new student housing. This will add a significant amount of new wastewater flow to our system. Our system does not have the capacity for this new flow and to avoid future sanitary sewer overflows the downstream sewer needs to have capacity improvements made before the new dormitories are occupied. **This contract will be for the design and bidding of this project.** Construction will follow and must be completed before August 2021. IU is reimbursing CBU 44% of this contract cost, per the MOU that was recently approved.