

UTILITIES SERVICE BOARD MEETING

05/11/2020

Utilities Service Board meetings are recorded and are available during regular business hours in the office of the Director of Utilities.

Board Vice President Capler called the regular meeting of the Utilities Service Board to order at 5:00p.m. The meeting was held via Zoom and publicly available via Facebook Live.

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

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

MINUTES

Board member Sherman moved and Board member Burnham seconded the motion to approve the minutes of the April 27 meeting. Motion carried, 5 ayes.

CLAIMS

Sherman moved and Burnham seconded the motion to approve the standard claims as follows: Vendor invoices submitted included \$96,643.35 from the Water Utility, \$200,910.68 from the Water Construction Fund, \$368,434.54 from the Wastewater Utility, \$500.00 from the Wastewater Construction Fund, and \$7,581.75 from the Stormwater Utility.

Total Claims approved: \$674,070.32. Motion carried, 5 ayes.

Sherman moved and Burnham seconded the motion to approve the utility claims as follows: Utility invoices submitted included \$81,137.73 from the Water Utility, and \$71,093.55 from the Wastewater Utility.

Total Claims approved: \$152,231.28. Motion carried, 5 ayes.

Sherman moved and Burnham seconded the motion to approve the wire transfers, fees, and payroll in the amount of \$500,066.26. Motion carried, 5 ayes.

Sherman moved and Burnham seconded the motion to approve the customer refunds as follows: Refunds submitted included \$27.27 from the Water Utility and \$473.59 from the Wastewater Utility.

Total Claims approved: \$500.86. Motion carried, 5 ayes.

Sherman moved and Burnham seconded the motion to approve the special check run as follows: Vendor invoices submitted included \$2,737.58 from the Water Utility, and \$5,608.42 from the Wastewater Utility.

Total Claims approved: \$8,346.00. Motion carried, 5 ayes.

CONSENT AGENDA

CBU Director Kelson presented the following items recommended by staff for approval:

- Electric-Plus, \$8,430.00, Replace and reprogram solid state relay controlling LSP #3 at Monroe WTP
- Precision Quality Contracting, LLC, \$2,500.00, Locate and map fiber conduit at Dillman WWTP
- Michigan Disposal, Inc., \$25,000.00, Disposal of one possible waste stream from Griffy demolition that will either be TSCA OR RCRA eligible
- Wessler Engineering, \$2,980.00, Chlorine system PLC programming and on-site startup support at Dillman WWTP. Also includes extended completion date to August 31, 2020 from December 31, 2019

As no items were removed from the Consent Agenda by the Board, agreements approved. Total contracts approved: \$38,910.00.

REQUEST FOR APPROVAL OF DUKE ENERGY EASEMENT ON THE WINSTON THOMAS PROPERTY FOR THE SERVING OF THE BLOOMINGTON POLICE DEPARTMENT EVIDENCE GARAGE

City Attorney Wheeler requested approval for an easement that will allow Duke energy to run its electrical services across CBU property from an existing BPD training facility to its new evidence building. The new building is on a parcel of real estate adjacent to the BPD training facility and will store criminal evidence and emergency response vehicles that have power hookups. There is a memo to the Board from Police Chief Diekhoff expressing the need for the easement so that electricity can be serviced to the building. In the memo, he explains the importance for the building to be climate-controlled for proper preservation of evidence for criminal investigation and prosecution. It is also necessary to have emergency response vehicles charged and ready to respond to an emergency situation. The easement will run from leased property contiguous to leased property and will not interfere with any CBU operations. ***Sherman moved, Burnham seconded the motion to approve the Duke Energy Easement on the Winston Thomas Property. Motion carried, 5 ayes.***

OLD BUSINESS: None

NEW BUSINESS: None

SUBCOMMITTEE REPORTS: None

STAFF REPORTS:

Kelson reported that CBU is in the process of preparing the budget memo for 2021. All plants continue to run well and there are no illnesses related to COVID-19 in CBU.

As the City begins to look towards reopening, CBU is authorized to keep walk-in customer service closed. This decision was made with the idea that CBU can provide all services online via email, as well as by phone and mail. Payments can be received through the dropbox at the service center. CBU will install an upgraded drop box, as well as a buzzer at the customer service door so that it can be opened for visits by appointment. A CBU representative speaking with a customer may feel there is a need for a face to face meeting and can schedule an appointment.

CBU has ordered furniture to rearrange the boardroom so that there can be six feet of space between USB members and each of the staff to accommodate proper social distancing. The boardroom will also be the only meeting room for members of the public such as pre-construction meetings with contractors. CBU's objective is to only have employees beyond the badge access doors. All meetings will have to take place in the lobby or the boardroom.

Sherman asked if there are plans to clean and sanitize the boardroom since it will be used for all meetings.

Kelson replied that the boardroom will be sanitized every time it is used, and prior to any future use. There will also be cleaning protocols adopted in all City of Bloomington-owned buildings. One action will be the requirement of all desks to be cleared at the end of the day so that they can be sanitized by the cleaning crew.

Burnham asked if there will be shields for the representatives working in the customer service lobby.

Kelson answered that there is a plan to have plexiglass shields at the customer service stations. CBU would like to keep face to face interactions to a minimum and conduct business online or by phone. We will also keep track of customers who come into the service center in the event there has been exposure to the coronavirus from an ill customer or employee at which point the public will be notified.

Board member Banach asked if the USB will continue to meet remotely as long as it is permitted by the State.

Kelson did not have any opposition to meeting remotely and said that it can be a decision made by the USB. If the Board would rather meet in person, CBU will make accommodations.

Capler asked if all USB staff are using masks when they have to be within six feet of one another, are there enough masks for everyone, and how often are masks being issued.

Kelson said CBU staff has been issued washable, reusable masks and there is another batch on order. We received 150 masks last week. CBU will also order paper surgical masks and supply those to customers who come in for an appointment but do not have a mask. We have a limited supply of N95 masks and are reserving those for staff who need to work in an environment where someone has been infected.

Capler also mentioned the importance of all staff wearing masks consistently when they are working close to each other or riding in the same vehicle to which Kelson replied that CBU staff continues to be vigilant and wear their masks.

Kelson also reported the start of the Griffy Water Treatment Plant demolition and shared pictures of the construction site.

CBU Assistant Director Environmental Hall contributed to the report explaining the progress made on the site. Hall said we started moving mercury contaminated soil and there has not been any contamination found that was not already identified during the sampling process. There are different hazardous materials in the process of being separated, most of which will be able to go to Rumpke Landfill in Medora, IN. There will also be a couple of shipments that will go to Michigan Disposal, Inc. that contains PCB lead waste. Towards the end of this week there will be a shipment of pcb lead piping to Heritage Environmental. Most of the Griffy plant building is expected to be torn down by the end of the week. This does not include all the piping out of the sub basement but everything above ground should be removed.

Burnham asked if CBU was still providing security on-site while the demolition was taking place and asked if the expense was included in the contract.

Kelson replied that the demolition contractor took over security and hired the same company that CBU used and confirmed the expense was included in the contract.

Ex-officio Sims asked if some of the materials that are being saved for relocation have any need for decontamination or if they are out of the field of toxicity.

Hall replied that those materials were safe and no contamination has been found on the outside of the building. Testing was done, particularly on the lintel at the front of the building, and all it had on it was purple spray paint that did not have any contamination.

Board member Parmenter thanked Kelson for sharing photos of the demolition site.

She suggested that while visiting the site is discouraged, posting the pictures on CBU's Facebook page may be helpful to the public.

Capler thanked the CBU staff for their hard work on all the processes accomplished to start the Griffy demolition.

PETITIONS AND COMMUNICATIONS: None

ADJOURNMENT: Capler moved to adjourn; the meeting was adjourned at 5:28 p.m.

Julie Roberts, President

DATE