

## UTILITIES SERVICE BOARD MEETING

05/26/2020

***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.

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

Staff present: Vic Kelson, Laura Pettit, Holly McLauchlin, LaTreana Harrington, Chris Wheeler, James Hall, Brad Schroeder, Brandon Prince, Jane Fleig, and Cindy Shaw.

### MINUTES

***Board member Sherman moved and Board member Burnham seconded the motion to approve the minutes of the May 11 meeting. Motion carried, 6 ayes.***

### CLAIMS

***Sherman moved and Burnham seconded the motion to approve the standard claims as follows:*** Vendor invoices submitted included \$212,258.37 from the Water Utility, \$204,947.21 from the Wastewater Utility, and \$17,094.18 from the Stormwater Utility.

***Total Claims approved: \$434,299.76. Motion carried, 6 ayes.***

***Sherman moved and Burnham seconded the motion to approve the utility claims as follows:*** Utility invoices submitted included \$4,139.63 from the Water Utility, and \$19,516.15 from the Wastewater Utility.

***Total Claims approved: \$23,655.78. Motion carried, 6 ayes.***

***Sherman moved and Burnham seconded the motion to approve the wire transfers, fees, and payroll in the amount of \$358,601.26. Motion carried, 6 ayes.***

***Sherman moved and Burnham seconded the motion to approve the customer refunds as follows:*** Refunds submitted included \$29,260.41 from the Wastewater Utility.

Burnham had a question about the waived sewer connection fee of \$2,688.99. Kelson replied that this refund was for an abandonment of a septic system. She also asked about the refund to the Southern Indiana Medical Group for \$20,416.57 for a meter misread. Director Kelson mentioned that the meter may have been misread from the switch to the AMI meters. Assistant Director of Finance Pettit answered that the meter change out was entered incorrectly.

***Total Claims approved: \$29,260.41 Motion carried, 6 ayes.***

## **CONSENT AGENDA**

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

- Bluestone, LLC, \$2,752.00, Remove trees and brush as part of the Plymouth Road Lift Station elimination project
- Control Freaks, LLC, \$5,040.00, Completion of first phase of work for SCADA upgrade at the three treatment plants and service center

***As no items were removed from the Consent Agenda by the Board, agreements approved. Total contracts approved: \$7,792.00.***

## **REQUEST APPROVAL OF CHANGE ORDER #3 TO AGREEMENT WITH REED AND SONS CONSTRUCTION, INC.**

CBU Engineer Jane Fleig requested approval for an amendment regarding the Old State Rd. 37 water main replacement project. The change order is in the amount of an additional \$7,998.00 to the contract and includes the following:

- Cut a new 8-in valve. In the design, a location was missed where a valve could be helpful so it was added after the water main had been installed.
- There were five locations where hydrants were required to be extended. Typically, our water mains are 4ft. deep, the hydrant arm bows out, then the hydrant is installed. In these locations there were embankments where the hydrant had to be raised to the correct elevation.
- CBU agreed to pay half of a temporary asphalt pavement on Bethel Lane. The plans called for milling and repaving one lane of Bethel Lane where a new water main was to be installed. This was intended to be done last year but winter arrived before installation was complete and the county asked for a temporary pavement on the surface to get through the winter.

***Sherman moved, Burnham seconded the motion to approve Change Order #3 to the Agreement with Reed and Sons Construction. Motion carried, 6 ayes.***

## **REQUEST APPROVAL OF FIRST AMENDMENT TO AGREEMENT WITH CONTROL FREAKS, LLC.**

CBU Purchasing Manager Cindy Shaw requested approval for the first amendment to an on-call contract with Control Freaks. Control Freaks is one of the few companies that has the availability to work on our SCADA (Supervisory Control and Data Acquisition system). The original contract was for \$15,000.00 and those services have been exhausted so the amendment is for an additional \$25,000.00, bringing the contract to \$40,000.00. Board member Sims asked if any more amendments to this contract can be anticipated. Shaw answered that any improvements that are already being done are included in the project cost. The on-call contract is for incidental repairs and it saves processing contracts through the rest of the year.

Capler sought clarification for the amendment asking if the original contract was based on an estimate of what might cover services and the increase is to cover any additional services.

Shaw confirmed Capler's clarification and mentioned that increases happen frequently and it is difficult to predict what systems might run into trouble at the plants.

***Sherman moved, Burnham seconded the motion to approve the First Amendment to the Agreement with Control Freaks, LLC. Motion carried, 6 ayes.***

## **REQUEST APPROVAL OF FIRST AMENDMENT TO AGREEMENT WITH COMMERCIAL SERVICE OF BLOOMINGTON**

Shaw requested a first amendment of an additional \$10,000.00 to the \$6,000.00 contract with Commercial Service of Bloomington for HVAC services that have already been exhausted.

Board member Banach asked if a contract of this dollar amount (under \$25,000.00) should be on the consent agenda as opposed to being presented to the USB.

City Attorney Wheeler answered this item was brought before the Board in anticipation of any questions since this was an amendment to a contract.

***Sherman moved, Burnham seconded the motion to approve the First Amendment to the Agreement with Commercial Service of Bloomington. Motion carried, 6 ayes.***

## **REQUEST APPROVAL OF SECOND AMENDMENT TO AGREEMENT WITH WESSLER ENGINEERING**

CBU Assistant Director of Engineering Schroeder requested approval for a second amendment to a contract with Wessler Engineering for design and bid phase services for the residual holding basin systems at Monroe Water Treatment Plant. Schroeder said Wessler Engineering has been working on the residual systems, specifically a belt press system. There has been a continuous problem at the plant with how we feed our residuals to the belt press and finally concluded that larger design changes to the whole system were needed. The design change would increase pump sizes on the residual

basin and put them on a variable frequency drawing control system. This will also improve the mixing system in the residual basin.

Board member Ehman asked if Wessler Engineering did the original design or any recent updates on this system.

Schroeder answered the original design was by Black & Veatch Corporation and that there have not been any updates to this system until now.

***Sherman moved, Burnham seconded the motion to approve the Second Amendment to the Agreement with Wessler Engineering. Motion carried, 6 ayes.***

#### **REQUEST APPROVAL OF FIRST AMENDMENT TO SERVICE AGREEMENT WITH HYDROMAX USA, INC.**

Schroeder requested a first amendment of an additional \$2,268.00 to the service agreement with Hydromax USA for valve turning and exercising services around the distribution system. CBU has a one year contract with the option to extend the contract 4 additional years because it is a 5 year program. Every valve in the system will have been exercised over the 5 years.

CBU provides Hydromax with maps of where they should go to turn valves and mistakenly gave them more valves than what was intended on the original contract. Next year's contract will be less \$2,268.00 by decreasing the number of valves that need turning.

Sims asked for the amount of the original contract.

Schroeder said the contract is for \$66,000.00/year and this amendment is adding \$2,268.00 for this year and we will decrease next year's contract by \$2,268.00.

Sims asked the average cost after the first two years.

Schroeder expects the contract to be \$66,000.00/year for the subsequent years. The system has been divided into 5 sections.

***Sherman moved, Burnham seconded the motion to approve the First Amendment to the Service Agreement with Hydromax USA. Motion carried, 6 ayes.***

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**SUBCOMMITTEE REPORTS:** None

**STAFF REPORTS:**

Kelson reported today is the beginning of the City's reopening from the shutdowns. CBU has been in discussions with other City departments with regards to the reopening and COVID-19. Everyone at CBU is healthy and has been maintaining social distancing and wearing their masks. CBU is now preparing the boardroom as a general purpose room for outside guests.

Burnham asked about any plans for reopening the customer service center.

Kelson said CBU will not take walk-in customers but will assist customers by appointment and continue to help via online services and telephone. A new dropbox will be installed inside the vestibule as a secure way to accept payments without a face-to-face meeting.

Kelson spoke about the Griffy Water Treatment plant demolition and said the building is gone, the contractor will continue to do some grading, and they have started spreading topsoil. For the topsoil they are able to use the dredging spoils from when Lake Griffy was dredged 20 years ago. The land will be replanted with a prairie mix that will have both grasses and other prairie plants and wildflowers and will require mowing or burning once per year.

Ehman had a follow-up question about the possibility of using any or all of the property for a parking lot for the new Griffy Trail.

Kelson answered that while working with the Indiana Department of Environmental Management on the demolition permit, there was a condition that the property was not to be repurposed and to designate it as a site for a future package plant in the event of an emergency.

Burnham asked about an unfinished project around Brookdale Dr.

CBU Engineer Phil Peden later followed up with Burnham about the project. The contractor had some difficulty remediating the site after the pipe installation but is now back on the project and it is nearly complete.

**PETITIONS AND COMMUNICATIONS:** None

**ADJOURNMENT:** Capler moved to adjourn; the meeting was adjourned at 5:27 p.m.

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Julie Roberts, President

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DATE