

## UTILITIES SERVICE BOARD MEETING

07/20/2020

***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 Facebook Live.

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

Staff present: Laura Pettit, Holly McLaughlin, LaTreana Harrington, Chris Wheeler, Tom Axsom, and Nancy Axsom.

### MINUTES

***Board member Burnham moved and Board member Parmenter seconded the motion to approve the minutes of the July 6 meeting. Motion carried, 5 ayes.***

### CLAIMS

***Burnham moved and Parmenter seconded the motion to approve the standard claims as follows:*** Vendor invoices submitted included \$658,745.75 from the Water Utility, \$650.00 from the Hydrant Meter fund, \$1,573,126.29 from the Wastewater Utility, \$176,143.10 from the Wastewater Construction Fund, and \$5,747.69 from the Stormwater Utility.

Burnham asked about two refunds on page 1 of the standard claims and wanted clarification on which report the refunds should appear. CBU Assistant Director of Finance Pettit clarified that refunds from a vendor appear on the standard claims report, and refunds to a customer appear on the customer refunds report.

Board member Ehman asked about a claim entry for Everett J. Prescott, Inc. for two 6" Omni meters at the Wicks Building. His question was about the need for two flow meters as Omni meters are usually installed for study purposes.

CBU Engineering staff Nancy Axsom answered that the Wicks Building has two connections to our systems and all of our Omni meters are revenue meters.

***Total Claims approved: \$2,414,412.83. Motion carried, 5 ayes.***

***Burnham moved and Parmenter seconded the motion to approve the utility claims as follows:*** Utility invoices submitted included \$100,926.29 from the Water Utility, and \$65,694.41 from the Wastewater Utility.

***Total Claims approved: \$166,620.70. Motion carried, 5 ayes.***

***Burnham moved and Parmenter seconded the motion to approve the wire transfers, fees, and payroll in the amount of \$370,916.43. Motion carried, 5 ayes.***

**Burnham moved and Parmenter seconded the motion to approve the customer refunds as follows:** Refunds submitted included \$954.32 from the Water Utility, and \$2,555.71 from the Wastewater Utility.

Capler asked about a \$954.32 refund to Centerstone for a leak and wanted clarification on why it was issued for water and not wastewater. Generally, water will not be credited unless the meter is not operating properly.

Pettit later clarified the refund to Centerstone. The customer received a new meter and their usage went up drastically. Upon inspection of the meter, it was found to have not been sealed correctly. Centerstone was then adjusted back to their average usage and the meter was repaired.

**Total Claims approved: \$3,510.03. Motion carried, 5 ayes.**

## **CONSENT AGENDA**

Pettit presented the following items recommended by staff for approval:

- Harrell-Fish, Inc., \$15,895.00, Installation of three fans at the Monroe WTP High Service Building

**As no items were removed from the Consent Agenda by the Board, agreements approved. Total contracts approved: \$15,895.00.**

## **REQUEST FOR APPROVAL OF AGREEMENT WITH LINKO TECHNOLOGY FOR MAINTENANCE AND TECHNICAL SUPPORT FOR PRETREATMENT AND FOG SOFTWARE**

City Attorney Wheeler presented to the Board a contract with Linko Technology to install, maintain, provide training, and technical support for a software package that works on the fats, oils, and greases program.

**Burnham moved, Parmenter seconded the motion to approve the Agreement with Linko Technology for maintenance and technical support for pretreatment and FOG software. Motion carried, 5 ayes.**

## **REQUEST FOR APPROVAL OF MOU WITH BLOOMINGTON POLICE DEPARTMENT FOR THE DEMOLITION OF THE INCINERATOR BUILDING AT WINSTON THOMAS**

Wheeler requested the Board's approval for a MOU with BPD for the demolition of the incinerator building at the Winston Thomas property. An incinerator building sits on the north side of the property that may have been used once, but has since never been used for its intended purpose. There is a new evidence building being built, as well as training facilities and the fire department's tower around the incinerator building. BPD would like to use the land someday and is therefore funding the demolition. While we do not have the cost of the demolition, it may be below the \$25,000.00 that the BPD has available to contribute. CBU is willing to put in the manpower to bid the demolition out, select the contractor, oversee the project, and get the building demolished and removed.

**Burnham moved, Parmenter seconded the motion to approve the MOU with BPD for the demolition of the incinerator building at the Winston Thomas property. Motion carried, 5 ayes.**

## **REQUEST FOR APPROVAL OF MOU with COOK, INC. FOR COOLING TOWER EVAPORATION CREDITS**

Axson requested approval from the board for a MOU with Cook, Inc. for cooling tower evaporation credits. This is something CBU allows for those who have cooling tower systems. Most of the water used for the system evaporates. CBU has a monitoring program where we register the amount of water discharged to the sewer from the system, and the makeup of water that fills the tower to keep the system going. Cook has gone through this year-long process with CBU. They have three towers that have their own separate metering systems. From that it's been determined that 20% of their water goes to the sewer. Therefore, they would get an 80% credit to their main meter because these meters are downstream of their master meter. They get billed up front, and when we collect the monthly readings for their makeup water into the system, we will credit 80% of those readings back to the master meter charges.

***Burnham moved, Parmenter seconded the motion to approve the MOU with Cook, Inc. for cooling tower evaporation credits. Motion carried, 5 ayes.***

**OLD BUSINESS:** None

**NEW BUSINESS:** None

### **SUBCOMMITTEE REPORTS:**

Burnham reported to the board the Finance Subcommittee reviewed a draft for the 2021 Budget memo.

Pettit told the board that the next draft could include updated numbers from the Controller's office. The Finance Subcommittee will meet again before the next USB meeting to review the memo and the board will receive the entire presentation during the USB meeting. The budget's first reading to the Bloomington City Council is on Thursday, August 20, 2020 at 6:30pm.

### **STAFF REPORTS:**

Pettit reiterated that there will be one more USB meeting to discuss the 2021 Budget and make any necessary adjustments before it goes to Council.

**PETITIONS AND COMMUNICATIONS:** None

**ADJOURNMENT:** Capler moved to adjourn; the meeting was adjourned at 5:22p.m.

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Julie Roberts, President

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DATE