

UTILITIES SERVICE BOARD MEETING

11/09/2020

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 5:00 p.m. The meeting was held via Zoom and Facebook Live.

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

Staff present: Vic Kelson, Laura Pettit, Holly McLaughlin, LaTreana Harrington, Chris Wheeler, Jane Fleig, Brandon Prince, James Hall, Tom Axsom, and Cindy Shaw.

MINUTES

Board member Sherman moved and Board member Parmenter seconded the motion to approve the minutes of the October 26 meeting. Motion carried, 5 ayes.

CLAIMS

Sherman moved and Parmenter seconded the motion to approve the standard claims as follows: Vendor invoices submitted included \$104,709.66 from the Water Utility, \$5,795.00 from the Water Construction Fund, \$1,365,459.87 from the Wastewater Utility, and \$154,764.30 from the Stormwater Utility.

Total Claims approved: \$1,630,728.83. Motion carried, 4 ayes.

**Board member Burnham stepped out for vote*

Sherman moved and Parmenter seconded the motion to approve the utility claims as follows: Utility invoices submitted included \$54,389.28 from the Water Utility, and \$63,216.09 from the Wastewater Utility.

Total Claims approved: \$117,605.37. Motion carried, 5 ayes.

Sherman moved and Parmenter seconded the motion to approve the wire transfers, fees, and payroll in the amount of \$456,629.91. Motion carried, 5 ayes.

Sherman moved and Parmenter seconded the motion to approve the customer refunds as follows: Refunds submitted included \$1,554.08 from the Water Utility, and \$6,803.77 from the Wastewater Utility. ***Total Claims approved: \$8,357.85. Motion carried, 5 ayes.***

CONSENT AGENDA

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

- B.L. Anderson, \$3,092.00, Head Loss transmitter replacement and programming at Monroe WTP
- Harrell-Fish, \$4,450.00, East belt press piping repairs at Blucher Poole WWTP
- Brehob corporation for replacement of blower #4 at Blucher. Not to exceed \$8,043.00
- Biehle Electric, \$15,806.84, 1st Amendment to replacing 5Kv cable at Dillman WWTP (new total \$54,967.84)

As no items were removed from the Consent Agenda by the Board, agreements approved. Total contracts approved: \$31,391.84

REQUEST FOR APPROVAL OF ON-CALL AGREEMENT WITH HENRY P. THOMPSON CO.

CBU Purchasing Manager Shaw presented to the board an agreement for on-call engineering services with Henry P. Thompson C. for \$30,000.00 per year. This is a three-year term and will be \$30,000.00 per year for the next three years. Henry P. Thompson Co. specializes in pumps and engineering systems at Dillman WWTP, Blucher Poole WWTP, and Monroe WTP.

Sherman moved, Parmenter seconded the motion to approve the request for an on-call agreement with Henry P. Thompson Company. Motion carried, 5 ayes.

REQUEST FOR APPROVAL OF FIRST AMENDMENT TO THE AGREEMENT WITH SCHMIDT ASSOCIATES, INC.

CBU Engineer Fleig presented an amendment to an agreement with Schmidt Associates for the second phase of the roof replacement project for all three plants. This amendment will expand the scope of the contract to include three additional buildings and eliminate one of the original roof designs requested as part of the Dillman project. The cost will increase by \$11,375.00 for a new not-to-exceed total of \$101,975.00 and extends the life of the agreement to December 31, 2021.

Sherman moved, Parmenter seconded the motion to approve the request for approval of the first amendment to the agreement with Schmidt and Associates, Inc. Motion carried, 5 ayes.

OLD BUSINESS: None

NEW BUSINESS: None

SUBCOMMITTEE REPORTS: None

STAFF REPORTS:

Kelson noted the Council approved the bond issuance the USB approved at the October 12 meeting. He thanked the City Legal team, the Controller’s office, and Assistant Director-Finance Pettit and CBU Finance. The bond sale expects to happen in January. The project for the culvert replacement is out for bid now, and it is anticipated the project will begin early next year.

In the coming weeks, CBU will introduce a customer portal in connection with the smart meter project.

Kelson introduced new CBU Plant Operator at Monroe WTP, David Strafaci.

PETITIONS AND COMMUNICATIONS: None

ADJOURNMENT: Sherman moved to adjourn; the meeting was adjourned at 5:15 pm.

Julie Roberts, President

DATE