

UTILITIES SERVICE BOARD MEETING

01/04/2021

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, Jeff Ehman, Julie Roberts, Amanda Burnham, Jim Sims (ex-officio), and Scott Robinson (ex-officio).

Staff present: Vic Kelson, Laura Pettit, Holly McLauchlin, LaTreana Teague, Chris Wheeler, Brandon Prince, Brad Schroeder, Jane Fleig, James Hall, Tom Axsom, Nolan Hendon, and Missy Waldon.

APPOINT ROLES FOR 2021

Board member Capler called for nominations for President and Vice President. Capler nominated herself for President, and board member Sherman nominated board member Burnham for Vice President.

Sherman moved and board member Roberts seconded the motion to approve the nominations. Motion carried, 7 ayes.

MINUTES

Sherman moved and Board member Parmenter seconded the motion to approve the minutes of the December 17 meeting. Motion carried, 7 ayes.

CLAIMS

Sherman moved and Parmenter seconded the motion to approve the payables claims as follows: Vendor invoices submitted included \$82,359.59 from the Water Utility, \$400.00 from the Hydrant Meter fund, \$142,398.08 from the Wastewater Utility, and \$6,755.70 from the Stormwater Utility.

Total Claims approved: \$231,913.37. Motion carried, 7 ayes.

Sherman moved and Parmenter seconded the motion to approve the standard claims as follows: Vendor invoices submitted included \$12,117.18 from the Water Utility, and \$18,175.78 from the Wastewater Utility.

Total Claims approved: \$30,292.96. Motion carried, 7 ayes.

Sherman moved and Parmenter seconded the motion to approve the utility claims as follows: Utility invoices submitted included \$59,433.21 from the Water Utility, and \$79,895.57 from the Wastewater Utility.

Total Claims approved: \$139,328.78. Motion carried, 7 ayes.

Sherman moved and Parmenter seconded the motion to approve the wire transfers, fees, and payroll in the amount of \$367,350.26. Motion carried, 7 ayes.

Sherman moved and Parmenter seconded the motion to approve the customer refunds as follows: Customer refunds submitted included \$699.30 from the Water Fund and \$3,897.11 from the Wastewater Fund.

Total Claims approved: \$4,596.41. Motion carried, 7 ayes.

CONSENT AGENDA

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

- Genesis Environmental Solutions, Inc., \$5,370.00, Inspection of seven (7) aboveground storage tanks
- Control Freaks Consulting, LLC, \$3,496.00, Purchase and installation of ultrasonic level transmitter/sensor at Monroe WTP
- Control Freaks Consulting, LLC, \$3,500.00, Second amendment to agreement for SCADA upgrades
- Johnson Controls Fire Protection, \$1,760.00, Replacement of riser placards on fire protection system at the Utilities Service Center

As no items were removed from the Consent Agenda by the Board, agreements approved. Total contracts approved: \$14,126.00.

REQUEST FOR APPROVAL OF RESOLUTION 2020-10, ROUNDING UP AND DONATION PROGRAM FOR THE LAKE MONROE WATER FUND STEERING COMMITTEE

Kelson presented a revised resolution that was initially taken before the board at the December 7, 2020 USB meeting. The purpose of this resolution is to offer customers the opportunity to contribute to the long-term viability of Lake Monroe as a water supply by making voluntary donations. The money would be kept separately and put into the water fund. It would be available for the Water Fund Steering Committee to distribute to organizations that would be doing watershed restoration and other projects.

City Attorney Wheeler explained that the revision to the resolution was made to ensure the program is operational before offering support to ensure that there is an entity to receive any funds that come in.

Burnham asked if donors will be kept anonymous. Wheeler responded that the language is not in this resolution and that the language for the program and its implementation would need to be established. The board would be presented with that language and details before the program starts.

Sherman asked if the opportunity to round up would appear on the monthly bill. Wheeler said that he is unsure if it would entirely be available through billing or other options.

Sherman also asked about those who pay their bill from their checking account. Kelson answered customers could be given the option to sign up and add a predetermined amount to their bill.

Board member Ehman asked if there have been projections of revenue streams for this type of initiative. Kelson said this initiative is an experiment and there is no current knowledge of how many people are interested.

Capler clarified point #1 in the Resolution, “The Board hereby authorizes CBU to create a rounding up and donation program (hereinafter the “Program”) that provides CBU customers the opportunity to voluntarily round up their total monthly bill to the nearest whole dollar and/or to make other donations”, and asked if a customer has the option of rounding up and also contribute additional money. Kelson confirmed the clarification. Wheeler said that customers could have the flexibility to donate, make a one-time donation, choose a time limit, or terminate at-will.

Capler asked if the marketing and education of this program will be organized by the non-profit board or CBU. Kelson said CBU would do a bill announcement periodically, or once a year as a reminder. That is an opportunity for the Water Fund Steering Committee because they are more connected to the customer base. CBU is providing the vehicle where customers can donate, however, CBU is not the fundraiser.

The board recognized Mary Madore of Friends of Lake Monroe to add public comment. Madore thanked CBU for funds that have allowed Friends of Lake Monroe to hire Maggie Sullivan as Watershed Coordinator. Madore asked if there are funds available to help the Friends of Lake Monroe, if they apply for a second grant, to develop the watershed plan. They are receiving scientific data where they should pinpoint work to make necessary corrections and would like follow-up funds to work with the additional data. Kelson said the Water Fund Steering Committee would be able to make contributions to projects of their choosing.

Roberts moved, Parmenter seconded the motion to approve Resolution 2020-10. Motion carried, 7 ayes.

REQUEST FOR APPROVAL OF AGREEMENT WITH MILESTONE CONTRACTORS FOR THE JORDAN RIVER STORM CULVERT RECONSTRUCTION

CBU Engineer Fleig presented an agreement to award Milestone Contractors with the contract for the Jordan River storm culvert project. The USB approved Resolution 2020-11 to accept the bid at the December 7 meeting. The total contract amount is \$13,184,000.00. The traffic signal at Third and Lincoln is included in the project and will be reimbursed by the COB Public Works department. That bid amount is currently \$228,000.00 and it will be paid once CBU enters into a MOU with Public Works. CBU is working with Milestone in exploring value engineering ideas for potential cost savings.

Ehman asked how much uncertainty is there in a project like this relative to a new construction project where a storm sewer is not being refurbished. Also, how much money or what percentage has been set aside for contingencies. Fleig answered there is a \$200,000.00 contingency included in this bid.

Roberts asked what is the potential start date. Fleig said Milestone would like to begin as soon as February.

Board member Robinson asked if the project includes the temp repair at Third St. Fleig confirmed that it does include the section south of Third St. to the area of Fourth and Grant.

Roberts moved, Parmenter seconded the motion to approve the agreement with Milestone Contractors. Motion carried, 7 ayes.

REQUEST FOR APPROVAL OF AGREEMENT WITH WESSLER ENGINEERING, INC. FOR DESIGN AND BID PHASE SERVICES AT MONROE WATER TREATMENT PLANT

Assistant Director of Engineering Schroeder presented an agreement with Wessler Engineering. CBU has finished an algaecide study for the Monroe plant where we were feeding algaecide to kill algae and reduce the solids flow. The study was successful and IDEM has accepted using this method going forward. Last year a temporary system was used, and now a permanent system needs to be built. Currently, the temporary system includes using totes between two pumps in the intake. The feed system for sodium permanganate will be reset in this project as well. The contract amount is \$104,000.00. Design and construction will be completed this year.

Roberts moved, Parmenter seconded the motion to approve the agreement with Wessler Engineering. Motion carried, 7 ayes.

REQUEST FOR APPROVAL OF AGREEMENT WITH ELECTRIC PLUS, INC. FOR LED LIGHTING CONVERSION AT THE UTILITIES SERVICE CENTER

Conservation and Energy Resource Manager Hendon presented the board with an agreement with Electric Plus for a complete LED conversion at the Service Center. The conversion will include the lighting inside and outside of the building. The amount of the agreement is \$34,391.00.

Roberts moved, Parmenter seconded the motion to approve the agreement with Electric Plus. Motion carried, 7 ayes.

REQUEST FOR APPROVAL OF AGREEMENT WITH 120WATER AUDIT, INC. FOR COVID WASTEWATER TESTING

Assistant Director of Environmental Programs Hall presented an agreement with 120Water Audit for COVID wastewater testing and monitoring for 9 months at Blucher Poole and Dillman Wastewater treatment plants. This agreement is to continue the COVID sampling at the wastewater plants by taking one sample a week from Dillman and Blucher on influent water. CBU could end it early, depending on the data reported within the community. The project includes analysis and storage, and 120Water's software. The total amount is \$34,488.00.

Roberts asked if CBU is only sampling at the plants and if CBU had previously conducted sampling at the lift stations. Hall confirmed that sampling was done at the plants and lift stations when CBU was part of the Indiana Finance Authority funded project. The project is over, and CBU has reduced sampling to the wastewater treatment plants. Roberts asked if the hospital has expressed an interest in assisting the sampling. Kelson said that CBU can speak with the health department and IU about assistance.

Burnham noted the funding source has an additional category, S20-COVID, and asked if it is being tracked. Hall explained that it is a project number and CBU is tracking all COVID-related expenses for a possible reimbursement. Kelson added it may be able to be reimbursed through CARES Act.

Burnham asked for confirmation to the public that COVID is not being put in the water systems. Kelson confirmed that CBU is not collecting the virus but strands of RNA that are related to the presence of the virus. A person will not get COVID by collecting the sample.

Capler asked, in terms of what the data will be used for, is the data going to be documentation of virus levels in the influent water, or is it going to have any predictive heads up to health officials that numbers are on the rise. She also asked if once a week testing was enough. Kelson said that CBU started sampling before IFA funded the program, it is being continued to ensure there are no gaps in the records.

Roberts moved, Parmenter seconded the motion to approve the agreement with 120Water Audit. Motion carried, 7 ayes.

REQUEST FOR APPROVAL OF FIRST AMENDMENT TO THE AGREEMENT WITH POTOMAC ELECTRICAL SERVICES, DBA ELECTRICAL MAINTENANCE AND TESTING

Wheeler presented an amendment for the repair of GE Magne-Blast breakers at Dillman wastewater treatment plant. The amendment expands the scope of work and extends the contract expiration date to June 30, 2021, and the work completion date to April 30, 2021. The amendment is for \$5,165.00 for a new not-to-exceed contract amount of \$34,565.00.

Roberts moved, Parmenter seconded the motion to approve the amendment to the agreement with Potomac dba Electrical Maintenance and Testing. Motion carried, 7 ayes.

OLD BUSINESS: None

NEW BUSINESS: None

SUBCOMMITTEE REPORTS: Sherman reported the Finance Subcommittee met to hear a presentation from CBU staff on the 2021 water rate case and cost of service

study. The next meetings will be Monday, January 11 at 4:00 pm, and Monday, January 19, at 4:00 pm.

STAFF REPORTS:

- Kelson reported that CBU staff will hold an open house on Zoom for the public to hear details regarding the rate case and study. The Q&A will be held on Thursday, January 7 from 12:00 pm-1:30 pm
- Kelson welcomed a new ex-officio board member, Scott Robinson
- Kelson announced the retirement of T&D employee, Ed Sherfield. Mr. Sherfield had worked for CBU for 44 years.

PETITIONS AND COMMUNICATIONS: Maggie Sullivan , Watershed Coordinator with the Friends of Lake Monroe announced their excitement for the donation program. They are about halfway through their project and starting to identify critical area projects where water quality can be improved. The funds will use the watershed management plan to guide what projects will get funded. Friends of Lake Monroe plans to give the board an update at a future USB meeting and explore options to reallocate CBU-provided funds to meet additional needs.

ADJOURNMENT: Roberts moved to adjourn; the meeting was adjourned at 5:51 pm.

Julie Roberts, President

DATE