

UTILITIES SERVICE BOARD MEETING

02/01/2021

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

Board 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, Megan Parmenter, Jeff Ehman, Jean Capler, Amanda Burnham, Jim Sims (ex-officio), and Scott Robinson (ex-officio).
Board members absent: Julie Roberts.

Staff present: Vic Kelson, Laura Pettit, Holly McLaughlin, LaTreana Teague, Chris Wheeler, Brandon Prince, Brad Schroeder, Jane Fleig, James Hall, Liberty Flora.

MINUTES

Board member Ehman moved, and Board member Parmenter seconded the motion to approve the January 19 meeting minutes. Motion carried, 6 ayes.

CLAIMS

Ehman moved, and Parmenter seconded the motion to approve the standard claims as follows: Vendor invoices submitted included \$102,893.18 from the Water Utility, \$159,382.07 from the Wastewater Utility, \$750.00 from the Wastewater Sinking Fund, and \$20,342.57 from the Stormwater Utility.

Total Claims approved: \$283,367.82. Motion carried, 6 ayes.

Ehman asked about the Creative Graphics claim #9084 for \$13,155.20 and why it was listed only under the Wastewater Utility Fund. Staff followed up with Ehman, and the claim should have been split between the Wastewater and Water Utilities. The entry was corrected.

Ehman moved, and Parmenter seconded the motion to approve the utility claims as follows: Utility invoices submitted included \$42,750.82 from the Water Utility and \$75,824.81 from the Wastewater Utility.

Total Claims approved: \$118,575.63 Motion carried, 6 ayes.

Ehman moved, and Parmenter seconded the motion to approve the wire transfers, fees, and payroll in the amount of \$381,211.64. Motion carried, 6 ayes.

Ehman moved, and Parmenter seconded the motion to approve the customer refunds as follows: Customer refunds submitted included \$106.50 from the Wastewater Fund.

Total Claims approved: \$106.50. Motion carried, 6 ayes.

CONSENT AGENDA

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

- Univar Solutions USA, Inc., \$23,940.00, Bulk shipment of Hydrofluorosilicic Acid for MWTP
- Corrosion Technologies, Inc., \$20,575.00, Repair fiberglass sodium hypochlorite tank at MWTP
- Alt & Witzig Engineering, Inc. \$3,930.00, Geotechnical services for Wessler Engineering for MWTP chemical intake project

As no items were removed from the Consent Agenda by the Board, agreements approved. Total contracts approved: \$48,445.00.

REQUEST FOR APPROVAL OF MUTUAL AID AGREEMENT WITH THE INDIANA WATER/WASTEWATER AGENCY RESPONSE NETWORK (INWARN)

City Attorney Wheeler presented to the board a mutual aid agreement for emergency services with INWARN. This agreement allows the utilities to enter into a reciprocal aid agreement with other municipal and public utilities in this agreement compact. When any individual utility has an emergency of any kind, it can reach out and receive aid through other utilities in the form of workforce, vehicular power, and supplies. If we assist other utilities, we will be reimbursed for terms and conditions in the agreement. And if other utilities come to our aid, they will be reimbursed as well.

Kelson added, we have been working through risk assessment and risk management planning as part of America's Water Infrastructure Act of 2018. It reduces our risk in the event of disaster. On occasion, CBU has been asked to assist other utilities, and we have done that. There was a circumstance of a flood in 2019 where the water treatment plant at Brown County State Park needed assistance, and IDEM asked CBU to assist since we were the closest utility surface water plant. CBU offered assistance by conducting a phone consultation with the water treatment plant.

Board member Sims asked who makes up the agreement or are a set number of utilities in certain counties involved. Kelson answered there are multiple utilities throughout the state in the agreement. It is a voluntary program throughout Indiana.

Ehman moved, Parmenter seconded the motion to approve the agreement with INWARN. Motion carried, 6 ayes.

REQUEST FOR APPROVAL OF AGREEMENT WITH VAN BUREN WATER, INC.

Wheeler presented to the board an agreement with Van Buren Water, Inc. for wholesale water sales. This contract is for 20 years.

Ehman asked what is the current approximate usage per month by Van Buren? Wheeler answered the current use is approximately 20,000 gallons per month.

Ehman moved, Parmenter seconded the motion to approve the agreement with Van Buren Water, Inc. Motion carried, 6 ayes.

REQUEST FOR APPROVAL OF MOU BETWEEN CBU AND CITY OF BLOOMINGTON ENGINEERING

CBU engineer Fleig presented a memorandum of understanding between CBU and the COB Engineering department to pay for the traffic signal replacement at 3rd and Lincoln. The estimated amount is \$228,000.00 that was a price that Milestone Contractors provided in bid documents. The total allows payment for the traffic signal and any change orders that may occur.

Ehman moved, Parmenter seconded the motion to approve the MOU with the COB Engineering Department. Motion carried, 6 ayes.

REQUEST FOR APPROVAL TO WRITE-OFF UNCOLLECTIBLE ACCOUNTS RECEIVABLE

Assistant Director-Finance Pettit presented to the board a memorandum from CBU staff to write-off uncollectible accounts. Every year as the fiscal year is closed out, we consider writing-off uncollectible accounts under \$40 each and at least 90 days old. CBU staff would like to expense 905 uncollectible wastewater/stormwater accounts with a total dollar amount of \$17,237.66 and 644 uncollectible water accounts with a total of \$9,975.66.

Parmenter asked for an example of uncollectible accounts, such as someone deceased and left a final balance. She also asked if anyone on the list could start a new account.

Pettit answered that an uncollectible account generally belongs to someone who moved away, closed their account, and has a final balance. It takes a few days to generate a final bill after someone has closed their account. Sometimes, especially with the student population, the person will move, and we can't get a hold of them to get the final balance payment on their account. When someone who had an account written off tries to set up a new service, we will collect that money. Any water accounts over \$40 goes to collections, and a lien is placed on wastewater accounts.

Sherman asked if some utilities still require deposits, and if a person closed out their account and did not pay, the deposit was used as part of the payment of the final bill. Pettit said that does still exist, and CBU discussed having a deposit program. She recalled thinking there was an issue with collecting a deposit in that it can be held for 90 days before interest has to be paid. Wheeler added that we currently have provisions in our rules and regulations that would allow us to take deposits. We are not doing that at the moment. It was discussed in a Rules and Regulations subcommittee, but the deposit program was paused because of COVID considerations. Burnham asked if there is a plan to start the deposit program this year or be on hold until 2022. Banach

supported restarting the discussion for the deposit program. Kelson said a plan could be put together this Spring.

Ehman moved, Parmenter seconded the motion to approve the write-off of uncollectible account receivables. Motion carried, 6 ayes.

OLD BUSINESS: None

NEW BUSINESS: None

SUBCOMMITTEE REPORTS:

Finance Subcommittee Chair Sherman reported that the finance subcommittee met before the regular meeting to discuss the bonding for the 2021 water rate case. It is part of the Cost of Service Study and how we plan to balance the payments. The bonding would be in the neighborhood of \$17 million. The subcommittee will meet again before the next meeting on February 16, 2021.

STAFF REPORTS:

Kelson reported several CBU transfers and promotions. Frank Buczulich in meter services has retired. Justin White, formerly a lineperson, is now an Assistant Superintendent for stormwater, replacing Ed Sherfield, who retired at the end of the year. Tracy Koontz has transferred from a meter reader to a meter service person, and John Mathews has transferred from laborer to meter service person. Nate Herr in the Environmental group received his Underground Storage Tank certification class A and class B. John Cave at MWTP has passed the WT5 exam and is now an operator-in-training.

PETITIONS AND COMMUNICATIONS:

There was one public comment from the Utilities' Facebook page from Tyler Bass. Mr. Bass asked if CBU had any comments on the Frank Southern Ice Arena remaining closed this winter. CBU had suggested to Mr. Bass that the Parks and Recreation department should handle this issue.

ADJOURNMENT: Sherman moved to adjourn; the meeting adjourned at 5:37 pm.

Jean Capler, President

DATE