

## UTILITIES SERVICE BOARD MEETING

02/16/2021

***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, Julie Roberts, and Scott Robinson (ex-officio). Board members absent: Jim Sims (ex-officio).

Staff present: Vic Kelson, Laura Pettit, Holly McLaughlin, LaTreana Teague, Chris Wheeler, Brandon Prince, Brad Schroeder, James Hall, and Cindy Shaw.

### AMEND AGENDA

**Board President Capler presented an amendment to the agenda to remove the N. Dunn St. Bid Opening.**

***Board member Parmenter moved, and board member Roberts seconded the motion to approve the agenda amendment. Motion carried, 6 ayes.***

### MINUTES

***Roberts moved, Parmenter seconded the motion to approve the February 16 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 \$110,891.93 from the Water Utility, \$201,004.90 from the Wastewater Utility, and \$3,388.63 from the Stormwater Utility.

Board member Ehman asked if the \$40,000.00 claim for Azteca Holding Systems CityWorks annual license agreement is split with the City of Bloomington. Assistant Director of Finance Pettit answered that the claim belongs to CBU. Assistant Director of Engineering Schroeder said that the City does not use CityWorks.

Ehman also asked about a claim from USEcology, for Hazardous Waste Removal from Monroe and the type of hazardous waste. Assistant Director of Environmental Services Hall answered the hazardous material is mercury waste from lab procedures.

Board member Burnham asked about a claim on page 7 for the purchase of steel-toed boots and if CBU pays for the boots for all employees or a certain level of employee. Director Kelson responded that if CBU requires safety shoes, then we have to provide them.

**Total Claims approved: \$315,285.46. Motion carried, 7 ayes.**

**Roberts moved, and Parmenter seconded the motion to approve the utility claims as follows:** Utility invoices submitted included \$50,443.51 from the Water Utility and \$33,671.09 from the Wastewater Utility.

**Total Claims approved: \$84,114.60 Motion carried, 7 ayes.**

**Roberts moved, and Parmenter seconded the motion to approve the wire transfers, fees, and payroll in the amount of \$480,296.26. Motion carried, 7 ayes.**

**Roberts moved, and Parmenter seconded the motion to approve the customer refunds as follows:** Customer refunds submitted included \$1,321.35 from the Water Fund and \$2,348.37 from the Wastewater Fund.

**Total Claims approved: \$3,669.72. Motion carried, 7 ayes.**

**Roberts moved, and Parmenter seconded the motion to approve the special check run as follows:** Vendor invoices submitted included \$228,916.00 from the Water Fund and \$343,374.00 from the Wastewater Fund.

**Total Claims approved: \$572,290.00. Motion carried, 7 ayes.**

## **CONSENT AGENDA**

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

- BBC Pump and Equipment Company, Inc., \$8,893.50, Diagnosis, repair, and reinstallation of Influent pump #3 at Blucher Poole
- Univar Solutions, USA, Inc., \$0, First Amendment to adjust contract language to match bidding documents
- Resource Conservation Services, LLC., \$1,726.00, Sludge sample analysis and consultation on Land Application Permit application

**As no items were removed from the Consent Agenda by the Board, agreements approved. Total contracts approved: \$10,619.50.**

## **REQUEST FOR APPROVAL OF RESOLUTION 2021-03 – CONSTRUCTION OF NEW GATEHOUSE AT LAKE LEMON**

Lake Lemon Conservancy District District Manager Adam Casey presented a Resolution for replacing the gatehouse at the entrance to Riddle Point Park. Per the lease agreement with CBU, the LLCDC must get permission from the USB before any substantial upgrades or improvements. There is no cost to CBU.

***Roberts moved, Parmenter seconded the motion to approve Resolution 2021-03. Motion carried, 7 ayes.***

## **REQUEST FOR APPROVAL OF AGREEMENT WITH HARRELL-FISH, INC.**

CBU Purchasing Manager Shaw presented an agreement for a Monroe plant project to replace the sodium hypochlorite pump's piping skid. Because sodium hypochlorite is caustic, the chemical is hard on construction materials. The existing materials have been there since 2005.

***Roberts moved, Parmenter seconded the motion to approve the agreement with Harrell-Fish. Motion carried, 7 ayes.***

## **REQUEST FOR APPROVAL TO CLAIM UNCLAIMED CREDIT BALANCES**

Pettit asked for the board's approval for CBU to claim unclaimed credit balances over seven years old. The total balance from wastewater is \$38,821.75, and the balance from water is \$1,545.54.

***Roberts moved, Parmenter seconded the motion to claim the unclaimed credit balances. Motion carried, 7 ayes.***

Capler announced to the public to leave questions and comments via the Utilities Facebook page or the Zoom chat to be read later during Petitions and Communications.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

## **SUBCOMMITTEE REPORTS:**

### **RULES AND REGULATIONS SUBCOMMITTEE – RECOMMENDATION OF PROPOSED AMENDMENTS TO SECTION 24 OF THE CBU RULES, REGULATIONS, AND STANDARDS OF SERVICE**

Rules and Regulations Subcommittee Chair Burnham reported to the board that the committee reviewed changes to the language of Section 24 of the CBU Rules, Regulations, and Standards of Service and recommended board approval to make the changes.

City Attorney Wheeler reported that Section 24, formerly the Growth Policies Plan, is now called the Comprehensive Plan. This Resolution is to clarify the Director's discretion to determine whether there will be an extension of the sanitary sewer connection as requested by the public in Area A. Area A of the sanitary sewer service is in existence today. It can be inside the municipal boundaries in the city or service outside of the city's boundaries. Everything that is not Area A is, by default, Area B. In Area A, it has always been the Director's discretion to determine whether there will be an extension of the sanitary sewer connection as requested by the public. The Director still has discretion to make decisions through Area A, whether in or out of the city's boundaries. That discretion is the Director may grant a request for the extension of the sanitary sewer service if the parcel owner or owners has submitted a valid petition for voluntary annexation defined through requirements of Indiana Code 36-4-3-5.1 or Indiana Code 36-4-3-5. Because we do have waivers that we operate under, the Director can also grant an extension where waivers have been properly prepared in compliance with other provisions of Section 24. In Area B, there is still the statement that there will not be any sanitary sewer extended to Area B. If you are interested in requesting an extension of sanitary sewer to your area, you have to do so in writing the USB. At 24.8, there is language added discussing the Waiver of Right to Protest Annexation and Voluntary Annexation. Included is the Director's discretion in Area A outside of the municipal boundaries or in Area B.

***Roberts moved, Parmenter seconded the motion to approve the amendments to Section 24 of the CBU Rules, Regulations, and Standards of Service.***

***Motion carried, 7 ayes.***

### **FINANCE SUBCOMMITTEE – RECOMMENDATION OF APPROVAL OF RESOLUTION 2021-02 - WATERWORKS FINANCE BOND**

Finance Subcommittee Chair Sherman reported to the board that the subcommittee met to cover any changes or issues that may have arisen, and there were no changes. The subcommittee recommends board approval of Resolution of 2021-02.

***Roberts moved, Parmenter seconded the motion to approve Resolution 2021-02.***

***Motion carried, 7 ayes.***

**STAFF REPORTS:**

Kelson thanked the board for their flexibility regarding the rescheduling of the bid opening. The CBU building was closed due to weather, and staff felt it was imprudent to ask the contractors submitting bids to turn them in by Friday, February 19.

In preparation for the rate case, Pettit, Wheeler, and representatives from Crowe and UFS spent Monday afternoon in meetings with members of the IURC to discuss what CBU will bring to the commission.

Sherman asked if the IURC staff had any comments or questions. Kelson answered they had a few questions about aspects of what we are doing and comparisons to previous rate cases. Most of the discussion was about the cost of service study. They also had questions about some of the decisions made in terms of allocation.

**PETITIONS AND COMMUNICATIONS:** Parmenter thanked CBU staff for their hard work on water main breaks.

**ADJOURNMENT:** Roberts moved to adjourn; the meeting adjourned at 5:30 pm.

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Jean Capler, President

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DATE