

UTILITIES SERVICE BOARD MEETING

03/01/2021

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, 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, Michelle Waldon, Phil Peden, and Cindy Shaw.

MINUTES

Board Vice President Burnham moved, and board member Roberts seconded the motion to approve the February 16 and February 19 meeting minutes. Motion carried, 7 ayes.

CLAIMS

Burnham moved, Roberts seconded the motion to approve the standard claims as follows: Vendor invoices submitted included \$598,360.97 from the Water Utility, \$2,375,277.26 from the Wastewater Utility, and \$106,536.10 from the Stormwater Utility.

Board member Ehman asked about a Kroger invoice for a Brita filter purchase and if it is a service that CBU provides to customers who have their own lead lines or a service CBU provides because CBU has lead lines. CBU Environmental Water Quality Coordinator Steury later answered that sometimes there is residual lead freed from removing the old service line and installing a new service line after replacing a lead service line. CBU provides the customer with a Brita filter, and it is a requirement under the new Lead and Copper Rule from the EPA.

Burnham had a question about a claim on page 3 about a breath alcohol test for an employee. She asked if it was random or was there a reason the employee received the test. Assistant Director-T&D Prince answered any union employee that has a CDL is subject to a random drug and alcohol screen.

Total Claims approved: \$3,080,174.33. Motion carried, 7 ayes.

Burnham moved, Roberts seconded the motion to approve the utility claims as follows: Utility invoices submitted included \$69,597.65 from the Water Utility and \$68,841.58 from the Wastewater Utility.

Total Claims approved: \$138,439.23 Motion carried, 7 ayes.

Burnham moved, Roberts seconded the motion to approve the wire transfers, fees, and payroll in the amount of \$389,104.79. Motion carried, 7 ayes.

Burnham moved, Roberts seconded the motion to approve the customer refunds as follows: Customer refunds submitted included \$22.14 from the Water Fund. Total Claims approved: \$22.14. Motion carried, 7 ayes.

CONSENT AGENDA

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

- Koorsen Fire & Security, \$2,587.47, Service and install alarm panels for the front customer service doors at the CBU Service Center

As no items were removed from the Consent Agenda by the Board, agreements approved. Total contracts approved: \$2,587.47.

REQUEST FOR APPROVAL OF RESOLUTION 2021-04

CBU Engineer Peden requested approval of the bid acceptance and contract award to Infrastructure Systems, Inc. for the N. Dunn St. Sewer Improvements project. CBU had previously worked with ISI on the South Central interceptor sewer project.

Burnham moved, Roberts seconded the motion to approve Resolution 2021-04. Motion carried, 7 ayes.

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

Assistant Director-Engineering Schroeder presented a second amendment to an agreement with Schmidt Associates to design new air handling units to go on two buildings at Dillman WWTP. CBU is currently under contract with Schmidt Associates to design roof replacement on several buildings at Dillman and the Monroe WTP. At the Dillman plant, there are air handling systems on two of the buildings that will be removed and reinstalled when the roof is replaced. One was non-functional, and the other was end-of-life. The amendment increases the contract amount by \$5,150.00 for a new NTE of \$107,125.00.

Burnham moved, Roberts seconded the motion to approve the second amendment to the agreement with Schmidt Associates, Inc. Motion carried, 7 ayes.

REQUEST FOR APPROVAL OF CHANGE ORDER NO. 1 TO THE AGREEMENT WITH REYNOLDS CONSTRUCTION, LLC

Schroeder presented to the board change order number 1 to the agreement with Reynolds Construction for the upgrades and efficiency improvements project at Dillman WWTP. The board had previously approved repair work on the electrical conduit that goes from the substation to the major electrical feed unit's transformers in the system. We intended to use the existing conduit and blanks, but when we saw there was damage to the conduit, we inspected all the conduit we had planned to use, and all of them had shown to be mostly unusable. We will replace 600ft of 5" conduit; 6 runs of it. The change order is for \$467,938.00. Our engineer, Greeley and Hanson, has worked closely with Reynolds and determined that the cost was reasonable and fair. We will get two spares for possible expansion opportunities in the future.

Burnham moved, Roberts seconded the motion for Change Order No.1 to the Agreement with Reynolds Construction. Motion carried, 7 ayes.

RESIDENTIAL STORM GRANTS COMMITTEE APPOINTMENT

Kelson requested that the board vote to appoint a member formally to the Residential Storm Grants committee and announced that board member Parmenter volunteered to join the committee. Burnham nominated and expressed her support for the appointment of Parmenter to the committee. Roberts asked if other board members are allowed to attend some of the meetings. Kelson confirmed that other board members could attend.

Burnham moved, Roberts seconded the motion to appoint Parmenter to the Residential Storm Grants committee. 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: None

STAFF REPORTS:

Kelson welcomed two new employees to CBU: John Moore, Master Equipment Operator in T&D, and MS4 Coordinator, Melissa Shaber, to the Environmental Group.

CBU Environmental Program Coordinator Flora passed the Distribution System License exam.

A sanitary sewer overflow from the sewer that goes through Cascades park happened in the past two weeks. The structure was already marked for rehabilitation, but CBU staff moved forward with replacement with parts they had on hand after inspection.

There were a dozen main breaks the previous week, with five happening on the same day. Some of the work that goes into repairing main breaks include sending locators into the field to find other utilities in the main break's vicinity. We have to find the valves and shut them off to isolate the pipe portion that needs to be repaired and then do the repair. The control operators and customer service staff take calls about main breaks during and after business hours. And when a water main has been repaired, water samples are taken to Dillman to be tested. Kelson thanked the staff for their hard work through the main breaks.

Roberts asked if there was anything that the main breaks had in common, and are we looking at bad pipes and possibly something that we would have to deal with more in the future? Kelson answered, we are looking into what the breaks had in common. We have a main break task force working on going over the data, and we are looking into what can cause main breaks to happen in one location. When you are fixing a main break and shutting off pipes, and redistributing water, there is a theory that it may accentuate the damage in another weakened pipe nearby.

Parmenter thanked CBU staff for working on the main breaks. She then asked when it is cold, and someone has to leave the water trickling to make sure the pipes do not freeze, is there an increase in water usage at that time? If we have another cold spell, is that the advice you would give for customers to do. Kelson answered yes, you would have to have the water trickling, not all of them, but make sure you have a little bit of water moving throughout the system. We know from looking at our data, there is a correlation between the likelihood of main breaks and water temp. We have been right when the water is the coldest it has been all year, and we do not expect to see as many when the water is warmer. Capler also thanked the staff for addressing the many main breaks.

SMART METER CUSTOMER PORTAL INTRODUCTION

Kelson also gave a presentation to the public and the board on the Smart Meter Customer Portal. The Customer Portal allows City of Bloomington Utilities customers to monitor their water use, set alarms, and diagnose potential problems in their plumbing systems by seeing the hour-by-hour data available thanks to the new metering systems. Customers can set up an account at: my-blmgmt.sensus-analytics.com and view the how-to guide at [Smart Meter Customer Portal How-To Guide](#). Customers will also receive a card in the mail with instructions on how to set up an account.

Roberts asked if there is an option to receive an alert from the metering system via text message. Kelson answered text alerts were not an option, as text messaging had an additional fee. Assistant Director-Finance Pettit confirmed that text messaging would have a cost and added that customers would receive an alert after 24 hours of a leak. If the system notices high consumption, it will send an alert the next day.

Sherman thanked the staff for getting the customer portal set up. He asked if CBU will notify the public by mail and that there is contact information available for a customer who needs help setting up their account. Kelson confirmed that CBU Customer Service Representatives could help as they have undergone customer portal training.

Burnham also thanked CBU staff for rolling out the program and suggested CBU staff post a how-to video for the public. She also recommended CBU staff notify apartment complex owners and other businesses about getting an account set up.

Ehman said, in the future, he would be interested in hearing about the cost associated with text alerts. He also suggested that CBU think about the value of offering text and if customers would be willing to pay for that service. He said that, in the future, he would to hear more about the 24-hour lag and how we are fine-tuning the system as we move forward. Kelson answered that it is his understanding that it is a job that runs at night to see if anyone is over their limit, and if they are, it then sends a message. Someone could have a leak for 24 hours before they are alerted. Ehman requested a review of some aspects of this system going forward and suggested board input and participation.

PETITIONS AND COMMUNICATIONS: None

ADJOURNMENT: Roberts moved to adjourn; the meeting adjourned at 5:40 pm.

Jean Capler, President

DATE