

UTILITIES SERVICE BOARD MEETING

04/12/2021

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

Staff present: Nancy Axsom, Tom Axsom, James Hall, Dan Hudson, Vic Kelson, Holly McLauchlin, Laura Pettit, Brandon Prince, Brad Schroeder, LaTreana Teague, Missy Waldon, and Chris Wheeler.

MINUTES

Burnham moved, and Roberts seconded the motion to approve the minutes of the March 29th meeting. Motion carried, 6 ayes.

CLAIMS

Burnham moved, and Roberts seconded the motion to approve the standard claims as follows: Vendor invoices submitted included \$197,333.41 from the Water Utility, \$49,000.00 from the Water Construction Fund, \$2,389,502.60 from the Wastewater Utility, \$7,655.75 from the Stormwater Utility, and \$1,184,325.93 from the Stormwater Construction Fund.
Total Claims approved: \$3,827,817.69. Motion carried, 7 ayes.

Burnham moved, and Roberts seconded the motion to approve the utility claims as follows: Utility invoices submitted included \$91,128.47 from the Water Utility and \$36,806.49 from the Wastewater Utility.
Total Claims approved: \$127,934.96 Motion carried, 7 ayes.

Burnham moved, and Roberts seconded the motion to approve the wire transfers, fees, and payroll in the amount of \$475,713.65 Motion carried, 7 ayes.

Burnham moved, and Roberts seconded the motion to approve the customer refunds as follows: Customer refunds submitted included \$207.05 from the Wastewater Fund.
Total Claims approved: \$207.05 Motion carried, 7 ayes.

CONSENT AGENDA

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

- SSW Enterprises, LLC. \$4,546.50, First Amendment for an additional three months of hydrostatic cleaning services

As this item was not removed from the Consent Agenda by the Board, the agreement was approved. Total contract approved: \$4,546.50

REQUEST FOR APPROVAL OF AGREEMENT WITH KMP HYDRANT SERVICES, LLC.

CBU Project Coordinator Axsom presented an agreement with KMP for fire hydrant maintenance and testing required for all hydrants in the system. CBU sent out three quotes; we received three quotes, and the winning quote was KMP. The project total is \$130,000.00.

Board member Parmenter asked if there is a benefit to having a long-term contract instead of a year-to-year. Axsom answered that the current contract has the option to extend an additional two years, as long as each party agrees there is no change to the language of the contract. CBU has done them for more extended periods in the past, but now they are yearly and easy to extend.

Board member Sherman asked how many hydrants are in the system. Axsom answered there are approximately 3,100.

Burnham moved, and Roberts seconded the motion to approve the agreement with KMP Hydrant Services, LLC. Motion carried, 7 ayes.

REVIEW AND ADOPT POLICY ON CONFLICTS OF INTEREST RELATED TO DEPUTY MAYOR

City Attorney Wheeler presented a policy related to conflicts of interest for the newly appointed Deputy Mayor. The appointee, Donald Griffin Jr., has a real estate business in town and is an ongoing business concern of his that he owns. He wanted to ensure that as boards are doing their business and approving contracts, and as departments are doing their business, we avoid any conflict that might arise due to his real estate business. CBU and the USB should not be entering into contracts with his real estate business. The policy that this conflict of interest document has put forth says these things. Very rarely do we get involved in real estate transactions in a way that would require a real estate agency of his company's type. Generally speaking, when the CBU is engaged in a real estate transaction, it is more in the form of doing eminent domain. The procedures are different when we are doing those types of real estate purchases, and we don't use real estate agencies. The likelihood that we would come into contact with any conflict of interest is minimal. I can say there will be some times on the horizon where we might find ourselves in the position to sell some real estate and might need someone to assist us in that kind of a sale. When we do sales as a utility, we have to follow specific statutory protocol, which might keep us outside of a basic situation where we would run into Don Griffin's company. It is an effort to avoid any conflicts regarding his company.i76

Capler asked if this also extends to individual board members of the entities included. She gave an example: If she decided to sell her house and wanted to find a new one, would she not be able to use Don Griffin's real estate company? Wheeler answered this policy is designed for the city and the board as a whole, acting as a board. Individual members doing private transactions are free to use whoever they feel comfortable using.

Board member Ehman stated that there seems to be a lot of effort to put these together when it seems easier for it to be incumbent upon the Mayor's office to take care of this and Don Griffin to excuse himself from any interactions with boards like us.

Ex-officio Sims said the Mayor's office had adopted the conflict of interests, particularly the Democratic Caucus where Mr. Griffin was the chair. For example, this board can do business without going through Administration. He thought Mr. Wheeler is proper in doing it in more independent acting boards throughout the city. Wheeler said the Mayor's office wanted all the boards across the city to review and adopt this policy, and he is doing so on their behalf.

Roberts moved, and Burnham seconded the motion to adopt the policy related to conflicts of interest for the newly appointed Deputy Mayor. Motion carried, 7 ayes.

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

OLD BUSINESS: None

NEW BUSINESS: None

SUBCOMMITTEE REPORTS: None

STAFF REPORTS: Kelson reported CBU working on the submittal of the water rate case to the IURC. We are anticipating that it will be by the end of next week.

Kelson welcomed the following new hires to CBU: Bradley Burleson, a temporary part-time data specialist. He is working with our Data Analyst, Jill Minor, on implementing an asset management system at all three Plants. And Hamid Matinkhah, a TPT MS4 specialist with the Environmental group.

Toby Axsom in T&D has moved from being a line person to being a Meter Technician 2.

Sherman asked if there has been any feedback about the new metering system and the access to it? He wanted to know if the ratepayers have thanked Kelson or CBU. Kelson replied that no one had thanked him, but the people who have signed up seem happy so far, and CBU is glad to provide it. Sherman added that it might be a good idea to include a reminder in the bills that people can use the customer portal to monitor their use.

PETITIONS AND COMMUNICATIONS: None

ADJOURNMENT: Burnham moved to adjourn; the meeting adjourned at 5:18 pm.

Jean Capler, President

DATE