

## UTILITIES SERVICE BOARD MEETING

07/06/2021

***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:** Jean Capler, Jeff Ehman, Megan Parmenter, Julie Roberts, Jim Sherman, Amanda Burnham.

**Board members absent:** Kirk White, Scott Robinson (ex officio), Jim Sims (ex officio)

**Staff present:** Tom Axsom, Jane Fleig, James Hall, Nolan Hendon, Dan Hudson, Vic Kelson, Holly McLaughlin, Laura Pettit, Brandon Prince, Brad Schroeder, LaTreana Teague, and Chris Wheeler.

### MINUTES

***Board member Burnham moved, and Board member Parmenter seconded the motion to approve the minutes of the June 7 meeting. The motion received a roll-call vote: Capler-yes, Ehman-yes, Sherman-yes, Roberts-yes, Burnham-yes, Parmenter-yes. The motion passed.***

***Board member Burnham moved, and Board member Parmenter seconded the motion to approve the amended minutes of the June 21 meeting. The motion received a roll-call vote: Roberts-yes, Sherman-yes, Ehman-yes, Parmenter-yes, Burnham-yes, Capler-yes. The motion passed.***

### CLAIMS

***Burnham moved, and Parmenter seconded the motion to approve the Standard Invoices:***

Vendor invoices submitted included \$195,395.34 from the Water Utility, \$2,897.50 from the Water Construction Fund, \$101,926.02 from the Wastewater Utility, \$63,828.60 from the Wastewater Construction Fund, \$568.34 from the Stormwater Utility, and \$1,736,731.24 from the Stormwater Construction Fund.

***The motion received a roll-call vote: Parmenter-yes, Capler-yes, Burnham-yes, Ehman-yes, Sherman-yes, Roberts-yes. Total claims approved: \$2,101,347.04.***

***Burnham moved, and Parmenter seconded the motion to approve the Utility Bills subject to correction by accounting.*** Utility invoices submitted included \$104,158.56 from the Water Utility and \$147,441.71 from the Wastewater Utility.

Board member Ehman asked for clarification on why the claim for Banc of America - CBU portion of Bond Cost for ESG Solar Panels- was included in utilities and not claims.

Assistant Director-Finance Pettit answered the claim is a lease-purchase and does not get paid with the regular bond claims. Pettit later confirmed the categorization is correct.

***The motion received a roll-call vote: Parmenter-yes, Ehman-yes, Sherman-yes, Roberts-yes, Burnham-yes, Capler-yes. Total Claims approved: \$251,600.27.***

***Burnham moved, and Parmenter seconded the motion to approve the Wire Transfers, Fees, and Payroll in the amount of \$391,073.41. The motion received a roll-call vote: Ehman-yes, Sherman-yes, Roberts-yes, Parmenter-yes, Capler-yes, Burnham-yes. The motion passed.***

**Burnham moved, and Parmenter seconded the motion to approve the Customer Refunds:** Customer refunds submitted included \$15.82 from the Water Fund and \$3,375.86 from the Wastewater Fund.

Burnham asked, concerning more leak adjustments than usual, were any of those properties in the same area?

Pettit answered the refund for Mary McCann should be a refund due to a crossed meter and not a leak adjustment. The other leak adjustments are in different areas and not from one incident.

**The motion received a roll-call vote: Sherman-yes, Roberts-yes, Parmenter-yes, Capler-yes, Burnham-yes, Ehman-yes. Total Claims approved: \$3,391.68.**

**Burnham moved, and Parmenter seconded the motion to approve the Special Check Run for Bond Payments:** Payments submitted included \$2,640,720.22 from the Water Sinking Fund and 906,511.78 from the Wastewater Sinking Fund. **The motion received a roll-call vote: Parmenter-yes, Roberts-yes, Ehman-yes, Burnham-yes, Capler-yes, Sherman-yes. Total Claims approved: \$3,547,232.00.**

## CONSENT AGENDA

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

- Henry P. Thompson Company - \$14,500.00 - Topside and dive inspections of two traveling water screens at the Monroe Intake Building

**As no items were removed from the Consent Agenda by the Board, the agreement was approved. Total contracts approved: \$14,500.00.**

## REQUEST FOR APPROVAL OF RESOLUTION 2021-08 - BID ACCEPTANCE AND CONTRACT AWARD FOR NORTH LINDBERGH DRIVE AREA WATER MAIN REPLACEMENT PROJECT

CBU Engineer Fleig presented the Resolution for approval. Four bids were received and read aloud at the 6/21/2021 meeting. After reviewing the bids, we found that the most responsive and most responsible bidder was Reed and Sons Construction, and they will be awarded the base bid of \$1,065,000.00. The memo indicated an award that included the base bid and the two bid alternates. Unfortunately, funding is not in place to award them at this time.

**Roberts moved, and Ehman seconded the motion to approve Resolution 2021-08, subject to the amendment to the Resolution striking out the lump sum that includes the bid alternates and correcting the final amount. The motion received a roll-call vote: Capler-yes, Parmenter-yes, Ehman-yes, Burnham-yes, Sherman-yes, Roberts-yes. The motion passed.**

## REQUEST FOR APPROVAL OF RESOLUTION 2021-09 - BID ACCEPTANCE AND CONTRACT AWARD FOR BLUCHER POOLE WWTP CHEMICAL FEED SYSTEM IMPROVEMENTS PROJECT

Capital Projects Manager Hudson presented the Resolution for approval. One bid was received and reviewed. The bid was awarded to Thieneman Construction for \$499,000.00.

**Burnham moved, and Parmenter seconded to approve Resolution 2021-09. The motion received a roll-call vote: Burnham-yes, Roberts-yes, Sherman-yes, Ehman-yes, Capler-yes, Parmenter-yes. The motion passed.**

**REQUEST FOR APPROVAL OF RESOLUTION 2021-10 - BID ACCEPTANCE AND CONTRACT AWARD FOR MONROE WATER TREATMENT PLANT NEW INTAKE CHEMICAL FEED FACILITY**

Hudson presented the Resolution for approval. The most responsive and responsible bidder was Mitchell and Stark Construction. The bid award is for \$609,500.00.

***Burnham moved, and Parmenter seconded to approve Resolution 2021-10. The motion received a roll-call vote: Roberts-yes, Ehman-yes, Sherman-yes, Capler-yes, Burnham-yes, Parmenter-yes. The motion passed.***

**REQUEST FOR APPROVAL OF AGREEMENT WITH WESSLER ENGINEERING, INC. – FIRST AMENDMENT TO EXPAND THE SCOPE OF SERVICE FOR THE MONROE WTP CHEMICAL FEED SYSTEM UPGRADE**

Hudson presented a First Amendment to an agreement for construction phase work at Monroe Water Treatment Plant, including construction administration, programming, and integration. The amendment includes an increase of \$94,000.00 for a new not-to-exceed contract amount of \$198,000.00.

Ehman asked for Hudson to talk about the relationship of this amendment to what was just approved. Hudson answered the amendment is for the engineering for the construction phase, whereas the original contract only included the design phase.

Burnham asked, since the amendment doubles the total amount of the contract, if the construction part should go out to bid or is it just going to this group? Hudson said this contract is going to the original contractor who did the design since they are familiar with the project.

***Burnham moved, and Parmenter seconded to approve the First Amendment to the agreement with Wessler Engineering. The motion received a roll-call vote: Roberts-yes, Sherman-yes, Burnham-yes, Parmenter-yes, Capler-yes, Ehman-yes. The motion passed.***

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 announced the following staff changes to CBU: new employees Chris Egan, T&D Laborer, and Billy Ramey, member of the Flushing Crew in Environmental Programs. In addition, long-time employees Mike Carter and Carole Moy retired this month.

CBU staff will attend the IURC field hearing at City Hall. The meeting is for the public to comment on the proposed new rates.

Recent flooding caused an upset at the Blucher Poole Wastewater Treatment Plant. Organisms that remove ammonia from the water were diluted when the large flow came. As a result, we were in violation of the weekly average ammonia effluent concentration; however, we are back in compliance.

**PETITIONS AND COMMUNICATIONS:** None

**ADJOURNMENT:** Burnham moved to adjourn; the meeting adjourned at 5:31 pm.

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Jean Capler, President

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Date