

## UTILITIES SERVICE BOARD MEETING

09/13/2021

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

### CALL TO ORDER

Board President Capler called the regular meeting of the Utilities Service Board to order at 5:00 p.m. The meeting was held electronically via Zoom and Facebook Live.

**Board members present:** Amanda Burnham, Jean Capler, Megan Parmenter, Julie Roberts, Jim Sherman, Kirk White.

**Board members absent:** Jeff Ehman, Scott Robinson (ex officio), Jim Sims (ex officio).

**Staff present:** James Hall, Dan Hudson, Vic Kelson, Holly McLaughlin, Jill Minor, Laura Pettit, Brandon Prince, Brad Schroeder, LaTrea Teague.

### MINUTES

***Board Member Roberts moved, and Board Member Parmenter seconded the motion to approve the minutes of the August 30<sup>th</sup> meeting. The motion received a roll-call vote: Capler-yes, Parmenter-yes, Burnham-yes, Sherman-yes, Roberts-yes, White-yes. The motion passed.***

### CLAIMS

***Roberts moved, and Parmenter seconded the motion to approve the Standard Invoices:*** Vendor invoices submitted included \$537,180.61 from the Water Utility, \$2,406.25 from the Water Construction Fund, \$1,113,884.70 from the Wastewater Utility, \$33,433.08 from the Stormwater Utility, and \$716,767.71 from the Stormwater Construction Fund.

Parmenter asked, how many vehicles are in the CBU fleet and how often are they replaced? Kelson answered there are 170 vehicles in the fleet, and CBU is currently working on getting them on a 7-year cycle. Pettit added that the vehicles are ordered once a year, but the invoices come in once the vehicles are shipped and added to inventory.

***The motion received a roll-call vote: Parmenter-yes, Roberts-yes, Burnham-yes, White-yes, Capler-yes, Sherman-yes. Total claims approved: \$2,403,672.35.***

***Roberts moved, and Parmenter seconded the motion to approve the Utility Bills:*** Utility invoices submitted included \$10,416.68 from the Water Utility and \$18,996.76 from the Wastewater Utility.

***The motion received a roll-call vote: Capler-yes, Sherman-yes, Roberts-yes, Burnham-yes, White-yes, Parmenter-yes. Total claims approved: \$29,413.44.***

***Sherman moved, and Parmenter seconded the motion to approve the Wire Transfers, Fees, and Payroll in the amount of \$471,472.35. The motion received a roll-call vote: White-yes, Sherman-yes, Burnham-yes, Roberts-yes, Parmenter-yes, Capler-yes. The motion passed.***

***Sherman moved, and Parmenter seconded the motion to approve the Customer Refunds:*** Customer refunds submitted included \$18.13 from the Water Fund and \$12,060.24 from the Wastewater Fund.

***The motion received a roll-call vote: Parmenter-yes, White-yes, Sherman-yes, Capler-yes. Total claims approved: \$12,078.37.***

## **CONSENT AGENDA**

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

- Wessler Engineering, Inc. – \$8,000.00 (new NTE \$16,000) – 1st Amendment On-Call Agreement
- Electric Plus, Inc. – \$3,950.00 – Remove/Replace Pole Lights at MWTP
- Heflin Industries, Inc. – \$3,950.00 – Remove/Install Keystone Actuator at MWTP
- Brehob Corp. – \$4,543.94 – Air Compressor Maintenance at MWTP

***As no items were removed from the Consent Agenda by the Board, the agreements were approved. Total contracts approved: \$20,443.94.***

## **REQUEST FOR APPROVAL OF CHANGE ORDER NO. 1 WITH MILESTONE CONTRACTORS, LP.**

Assistant Director of Engineering Schroeder presented a change order to an agreement with Milestone Contractors to add new signal service for a traffic light at 3rd and Lincoln Streets. This agreement is part of a culvert reconstruction project in the area. The change order amount is \$6,667.36, bringing the contract total to \$13,190,667.36. The COB Engineering Department will reimburse the signal service project.

***Roberts moved, Parmenter seconded to approve the second amendment with Milestone Contractors, LP. The motion received a roll-call vote: White-yes, Parmenter-yes, Capler-yes, Burnham-yes, Sherman-yes, Roberts-yes. The motion passed.***

## **REQUEST FOR APPROVAL OF AGREEMENT WITH WESSLER ENGINEERING, INC.**

Assistant Director of Engineering Schroeder presented the agreement with Wessler for SCADA asset management and planning. There will be three phases: Change Management System for all SCADA software and secure vendor interface, testbed SCADA system for development in a secure environment, and training on implementing these systems for all required CBU staff and supporting integrators. The contract amount is \$65,000.

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

**REQUEST FOR APPROVAL OF FIRST AMENDMENT WITH HACH CO.**

Assistant Director of Environmental Programs Hall presented the first amendment of \$13,257.00 and increased the NTE amount to \$13,060.00. The amendment covers the installation, warranty, and service for the LABCal module for Water Information System Management (WIMS) to allow universal integration of laboratory data throughout CBU.

***Roberts moved, Parmenter seconded to approve the first amendment to the agreement with Hach, Co. The motion received a roll-call vote: White-yes, Roberts-yes, Sherman-yes, Capler-yes, Burnham-yes, Parmenter-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 reported to the Board that CBU is continuing with the rate case and plans to give testimony in person at the Indiana Utility Regulatory Commission during the last week of September.

Ramon Ortiz and Charles Hughes are the new Master Equipment Operator Apprentices in T&D.

Nicholas Komasinski is the new Water Quality Specialist in Environmental.

Kerry Korpela is the new SPEA O'Neill Fellow in Engineering.

**PETITIONS AND COMMUNICATIONS:** None

**ADJOURNMENT:** Roberts moved to adjourn; the meeting adjourned at 5:16 pm.

---

Jean Capler, President

---

Date