

UTILITIES SERVICE BOARD MEETING

11/22/2021

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 (joined at item 3D), Jim Sherman, Kirk White.

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

Staff present: Tom Axsom, Jane Fleig, James Hall, Nolan Hendon, Dan Hudson, Vic Kelson, Phil Peden, Laura Pettit, Brandon Prince, Brad Schroeder, LaTreana Teague.

MINUTES

Board member Burnham moved, and Board Member Parmenter seconded the motion to approve the minutes of the November 8th meeting. The motion received a roll-call vote: White-yes, Sherman-yes, Capler-yes, Burnham-yes, Parmenter-yes. The motion passed.

CLAIMS

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

Vendor invoices submitted included \$366,166.50 from the Water Utility, \$100,760.00 from the Water Construction Fund, \$585,754.92 from the Wastewater Utility, \$51,863.36 from the Stormwater Utility, and \$127,136.27 from the Stormwater Construction Fund.

The motion received a roll-call vote: Capler-yes, Sherman-yes, Burnham-yes, White-yes, Parmenter-yes. Total claims approved: \$1,231,681.05.

Burnham moved, and Parmenter seconded the motion to approve the Utility Bills: Utility invoices submitted included \$114,753.03 from the Water Utility and \$74,626.72 from the Wastewater Utility.

The motion received a roll-call vote: Sherman-yes, Parmenter-yes, Burnham-yes, White-yes, Capler-yes. Total claims approved: \$189,379.75.

Burnham moved, and Parmenter seconded the motion to approve the Wire Transfers, Fees, and Payroll in the amount of \$371,239.16. The motion received a roll-call vote: Parmenter-yes, Burnham-yes, White-yes, Capler-yes, Sherman-yes. The motion passed.

Burnham moved, and Parmenter seconded the motion to approve the Customer Refunds: Customer refunds submitted included \$3,515.71 from the Wastewater Fund.

The motion received a roll-call vote: Capler-yes, White-yes, Sherman-yes, Burnham-yes, Roberts-yes, Parmenter-yes. Total claims approved: \$3,515.71.

CONSENT AGENDA

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

- Wessler Engineering, Inc., \$8,300.00, Design and install SCADA user interface at Dillman WWTP
- Henry P. Thompson, Co., \$5,009.46, Repair and rebuild Pump #3 at Monroe WTP
- Crane 1 Services, Inc., \$5,261.54, Rebuild and reinstall trolley motor on Raw Pump Station crane at Dillman WWTP
- Thermo Electron, N.A., LLC., \$0, First amendment to extend work completion date for lab equipment installation at Dillman WWTP
- Building Associates, \$16,785.37 (new nte \$1,280,185.37), First amendment to extend life of the agreement to upgrade heating units at Dillman WWTP
- City Glass of Bloomington, Inc., \$8,000.00/year, On-call contract for window repairs

As no items were removed from the Consent Agenda by the Board, the agreements were approved. Total contracts approved: \$43,356.37.

REQUEST FOR APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH BLOOMINGTON SPCW JV, LLC.

CBU Engineer Peden presented an MOU that contributes funding to CBU for a clear water reduction program to offset future projected flows of the new development in the southeast sewer basin. It is a mixed-use development. Future flows are projected at 185,848 gallons/day, equating to a contribution of \$174,697.00. ***Burnham moved, Parmenter seconded to approve the MOU with Bloomington SPCW JV, LLC. The motion received a roll-call vote: White-yes, Sherman-yes, Burnham-yes, Roberts-yes, Parmenter-yes, Capler-yes. The motion passed.***

REQUEST FOR APPROVAL OF AGREEMENT WITH ARCADIS, U.S., INC.

CBU Project Coordinator Hudson presented an agreement with Arcadis for the design and construction management to replace the filters media at the Monroe WTP. In addition, there will be electrical upgrades and structural ceiling work. The contract is for \$155,545.00.

Burnham moved, and Parmenter seconded the motion to approve the agreement with Arcadis, U.S., Inc. The motion received a roll-call vote: Roberts-yes, Sherman-yes, Capler-yes, Parmenter-yes, Burnham-yes, White-yes. The motion passed.

REQUEST FOR APPROVAL OF SECOND AMENDMENT TO THE AGREEMENT WITH VET ENGINEERING

Assistant Director of Environmental Programs Hall presented a second amendment to an agreement with VET for \$433,492.28. The first estimation was 1,310 cubic yards, and now it is estimated that 3,650 cubic yards of material need to be removed. The agreement is to oversee removal, disposal, and testing. The new not-to-exceed amount is \$931,213.95.

Board member White asked if the location is still the old dry cleaners' site and are we still looking for possible insurance coverage to help recoup. Hall confirmed this is the old dry cleaners' site. Kelson answered that City Attorney Wheeler has been in contact with representatives of the property's prior owners, and he is working on getting information.

White asked how is that affecting the total line of the project?

Kelson said the project was planned to be \$13 million, and this project is adding \$1 million.

White asked did we bond for this, and will we have to bond more, or do we have enough

reserves in the bonds? Kelson answered that there are enough reserves, and we have been holding off on other stormwater projects to ensure we do not run out of cash.

Assistant Director - Finance Pettit said there were some contingency funds on the bond, and those had been exhausted, but we do have the cash to cover it. So we set it aside in the stormwater improvement fund to not spend it on other projects.

White asked if there is any estimate on whether this will handle it, or are we looking at more?

Hall answered this should be it. They are confident that this is the last amendment, and they overestimate the 3,650 cubic yards, so hopefully, we will not use all the funds available.

Burnham asked where the funds were coming from and confirmed that projects were put on hold due to this additional cost. Kelson said there are some projects that we might have attempted, but we have not because we are making sure we have the cash on hand. We will review the stormwater fee with the new capital improvements plan in 2022. Hopefully, mid-year, we will bring it to the Board and the Council. Before that happens, we will hopefully have answers about insurance coverage, and we will work that into the analysis.

Sherman requested an update from Chris Wheeler on the status of communications with the previous owners of the dry cleaners.

White said that if we have to consider additional expenses on ratepayers for storm drainage, we should be able to say we have done everything we could to recoup the cost. Are there any EPA grants that we may go after for remediation? Kelson said we plan to do everything we can to exhaust every alternative before next summer.

Burnham moved, and Parmenter seconded the motion to approve the agreement with VET Environmental Engineering, LLC. The motion received a roll-call vote: Capler-yes, Parmenter-yes, Roberts-yes, White-yes, Burnham-yes, Sherman-yes. The motion passed.

REQUEST FOR APPROVAL OF MOU WITH INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY (INHCDA)

Assistant Director - Finance Pettit presented an MOU that allows CBU to work with INHCDA. INHCDA received funds from the CARES Act to assist customers who have either been disconnected or received a disconnect notice to receive money from the Low Income Housing Water Assistance Program. This program will be administered by the South Central Community Action Program (SCCAP), and it will help customers who are in arrears be able to pay off the balance on their account and get their account turned back on. It is a one-time benefit for eligible households at or below 60% of the state median income level. SCCAP determines that eligibility for us. This program will go through 2023 and longer if there is funding available. Our internal funding program spent 50% of those funds this year, and our balance is \$26,748.00. CBU currently works with SCCAP for our assistance program, but our program cannot use funds for those who have already been shut off.

Board member Roberts asked how much of that fund we spend in a year? Pettit answered we added funds this year, about an extra \$5,000. We usually spend about \$35,000-\$40,000, and we have spent nearly \$30,000 this year. There have been other assistance programs through the federal government due to COVID, which has eased some burden from our program. As of October, we have had 110 SCCAP customers.

Parmenter asked if we had to exhaust our funds before using the other funds and how many people are we anticipating to help. Pettit said that we would use them for various reasons because they address different areas. We generally tend to exhaust the federal funds before our own, but we can always go back to the board to reappropriate funding if we are getting close. We have been able to help everyone eligible.

Parmenter asked how soon people can expect to receive benefits? Pettit answered that customers could expect to receive benefits when the MOU is signed and sent back to the State. We have already had several customers contact us wanting to participate.

Burnham moved, and Parmenter seconded the motion to approve the MOU with Indiana Housing And Community Development Authority. The motion received a roll-call vote: Roberts-yes, Sherman-yes, Burnham-yes, White-yes, Parmenter-yes, Capler-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 a few staff changes in T&D: new hire William Robertson, Laborer, Chris Eagan, and Alan Christy have transferred to Line Person positions. In addition, Maurice Lagneaux has moved back to T&D to the Lift Station Mechanic position.

Kelson also reported a graph shown during a recent City Council meeting that had erroneous data regarding water loss. It showed that water loss has increased over the last couple of years when there has not. Planning and Transportation presented data before we realized there was a problem in the tabulation of all residential customers. Water loss has been decreasing since the new meters were installed.

PETITIONS AND COMMUNICATIONS: None

ADJOURNMENT: Roberts moved to adjourn; the meeting adjourned at 5:28 p.m.

Jean Capler, President

Date