

UTILITIES SERVICE BOARD MEETING

12/06/2021

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, Scott Robinson (ex officio)

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

Staff present: Tom Axsom, Jane Fleig, Liberty Flora, James Hall, Dan Hudson, Vic Kelson, Laura Pettit, Brandon Prince, Brad Schroeder, Cindy Shaw, LaTreana Teague, Chris Wheeler

Guests present: Brock Ridgway

MINUTES

Board member Roberts moved, and Board Member Burnham seconded the motion to approve the minutes of the November 22nd meeting. The motion received a roll-call vote: Capler-yes, Parmenter-yes, White-yes, Burnham-yes, Sherman-yes, Roberts-yes. The motion passed.

CLAIMS

Roberts moved, and Burnham seconded the motion to approve the Standard Invoices: Vendor invoices submitted included \$243,498.32 from the Water Utility, \$158,670.34 from the Wastewater Utility, \$787,578.00 from the Wastewater Construction Fund, \$10,032.68 from the Stormwater Utility, and \$56,255.36 from the Stormwater Construction Fund.
The motion received a roll-call vote: Parmenter-yes, Roberts-yes, Burnham-yes, White-yes, Capler-yes, Sherman-yes. Total claims approved: \$1,256,034.70.

Roberts moved, and Burnham seconded the motion to approve the Utility Bills: Utility invoices submitted included \$11,170.68 from the Water Utility and \$5,489.43 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: \$16,660.11.

Roberts moved, and Burnham seconded the motion to approve the Wire Transfers, Fees, and Payroll in the amount of \$380,481.73. The motion received a roll-call vote: White-yes, Sherman-yes, Burnham-yes, Roberts-yes, Parmenter, Capler-yes. The motion passed.

Roberts moved, and Burnham seconded the motion to approve the Customer Refunds: Customer refunds submitted included \$3,372.19 from the Water Fund*, \$37,264.33 from the Wastewater Fund, \$6.55 from the Stormwater Fund, and \$23.92 from the Sanitation Fund.

Burnham asked about the refund for a leak adjustment for \$18,833.30. Pettit said the customer had a large leak and that the wastewater side is significantly more expensive than the water side. Burnham asked if it was the fault of the customers. Kelson said he did not believe so. When there is an adjustment for sewer, we acknowledge that we did not treat that water. The adjustments compensate for charging for water that was not sent to the treatment plant and treated. Therefore, it does not cost us money to give a sewer refund when the water does not go down the sewer. Pettit answered the adjusted amount was 3,298 units of water.

Sherman asked if the customer did pay for the water part? Pettit confirmed that they did. Roberts asked the total dollar amount for the water. Pettit said the total bill was \$26,351.02.

*Parmenter asked about a refund given after a wastewater connection fee waiver that shows to have come from the water fund. Pettit said the entry was an error and should be in the wastewater column, but it was entered into the system correctly.

The correct entries are \$861.11 from the Water Fund and \$39,775.41 from the Wastewater Fund.

The motion received a roll-call vote: Sherman-yes, Burnham-yes, White-yes, Roberts-yes, Parmenter-yes, Capler-yes. Total claims approved: \$40,666.99.

CONSENT AGENDA

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

- Schmidt Associates, Inc., \$16,400.00 (new nte \$132,740.00), Fourth amendment to extend the life of the agreement of the Dillman WWTP roof replacement project
- Clean Harbors Environmental Services, Inc., \$18,786.84, Empty and clean sodium hydroxide tank at Monroe WTP
- Synthesis, Inc., \$3,200.00 (new nte \$54,300.00), First amendment to expand the scope of work of the agreement for the AA spectrometer installation at Dillman WWTP
- BBC Pump and Equipment Co., \$19,790.00, Control Panel installation at Rusgan Lift Station
- Bledsoe Riggert Cooper James, Inc., \$1,700.00, Two surveys of the Dillman WWTP landfill, including topographic maps and landfill quantity reports
- 120 Water Inc., \$22,992.00 (new nte \$45,984.00), Second amendment for six additional months of COVID wastewater testing and monitoring at Dillman and Blucher Poole WWTP
- Heflin Industries, Inc., \$10,769.00, Replace vacuum breakers, pressure gauges, and valves on ammonia feed lines at Monroe WTP
- Davey Resource Group, Inc., \$900.00 (new nte \$12,085.00), INDNR floodway assessment, and additional work on the Winston Thomas site
- Parkson, Corp., \$5,755.20, Replace chain links on bar screen at Dillman WWTP

As no items were removed from the Consent Agenda by the Board, the agreements were approved. Total contracts approved: \$100,293.04

REQUEST FOR APPROVAL OF AGREEMENT WITH EAGLE RIDGE CIVIL ENGINEERING SERVICES, LLC.

CBU Engineer Fleig presented a contract to model the downtown culvert system. It is called the major tributary to Clear Creek, formerly the Jordan River culvert. We want to look at the entire system and help with flooding issues in the downtown area, if possible, but we cannot do anything until we have a model of the system. The agreement amount is \$39,750.00.

Robinson asked if it was the whole culvert or just in the downtown area. It is the enclosed portion from 1st St. to 6th St., then the Dunn Meadow area.

Roberts moved, and Burnham seconded to approve the agreement with Eagle Ridge Civil Engineering Services, LLC. 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 EAGLE RIDGE CIVIL ENGINEERING SERVICES, LLC.

CBU Engineer Fleig presented a contract for design services for the last piece of the Jordan River culvert. It starts at Dunn, just north of Kirkwood to Indiana, between Kirkwood and 6th St. This final piece requires upgrading. So we asked the consulting engineer to design that section and include relocation of water mains and sewer mains, connecting storm sewers, etc. There will also be a lot of coordination with I.U. The agreement amount is \$355,480.00.

Sherman asked if CBU put out this contract for bid. Fleig answered it was not, as professional services do not have to be put out to bid. Eagle Ridge has done most of those beginning projects for Utilities of the Jordan River culvert reconstruction. They had a preliminary design of a piece under Indiana Ave., and they are very familiar with the situation and type of projects.

White asked if the culvert would go across Peoples Park and the parking lot.

Fleig said the culvert is in the alley between the parking lot and the Von Lee area. The new culvert alignment will be in the same location but will have to be widened. It will not go through Peoples Park but through the north side of Peoples Park.

Roberts moved, and Burnham seconded the motion to approve the agreement with Eagle Ridge Civil Engineering Services, LLC. 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 SECOND AMENDMENT TO THE AGREEMENT WITH RUMPKE OF INDIANA, LLC.

Assistant Director - Environmental Programs Hall presented a second amendment with Rumpke of Indiana to dispose of contaminated soil from the project on Lincoln. We extended the VET Environmental Engineering contract to remove the soil, so we must extend the Rumpke contract. The contract amount for \$30,000 for a new not-to-exceed amount of \$139,931.25.

White asked if this is different contaminations from the dry cleaners. Hall answered it is the same soil; this is the contract with the disposal facility, the landfill. The other agreement was for the disposal.

Burnham asked if we need to follow these guidelines and rules on the soil because of local jurisdiction or mandates, or does the state mandate it?

Hall said it is state-mandated. The way we dispose of it, the EPA puts guidance out, and IDEM follows that guidance on a contained-in process. Burnham confirmed that we have no obligation to something the city is asking us to do, but we are required to do this by the state and the EPA.

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

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

Environmental Program Coordinator Flora presented an agreement for professional engineering services to develop a cybersecurity plan that aligns with best practices of what the Indiana Finance Authority requires.

White asked, to what level will this help us for cybersecurity for our different IT systems?

Flora answered it would help us properly track our cyber assets and develop processes to respond to cyber threats.

Kelson said there is a federal mandate that the American Infrastructure Act of 2018 requires. If we request any state revolving fund financing for water and wastewater projects, we will have to have a published cybersecurity plan.

Burnham asked what cybersecurity encompasses. For example, is it the computers that take care of customer service things, or is this broader to include water and wastewater treatment.

Kelson answered that it would cover everything we do that requires technology, networking, hardware, software, scheduling updates, having an emergency response plan for the eventuality if we have an exploit or invasion at any of our facilities. And it calls out any kind of testing that we are going to be doing on an ongoing basis to ensure security is maintained. Many office things are in the city's plan, but we still have customer service and Control where there may be some special cases.

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

REQUEST FOR APPROVAL OF AGREEMENT WITH SSW ENTERPRISES, INC.

Purchasing Manager Shaw requested approval for an amendment with SSW Enterprises, dba Office Pride, for one year of cleaning services for \$82,031.04. It will be the last amendment before we go out to bid again.

Roberts asked if we were happy with the cleaning services. Shaw confirmed that we are satisfied with the service.

Burnham asked for clarification on if this was an amendment or a new agreement. City Attorney Wheeler answered this is a new agreement. It is a renewal of the old agreement with a few changes to the terminology. It will not have any additional years, so that next year everything will go out to bid, and we will do competitive bidding.

Roberts moved, and Burnham seconded the motion to approve the agreement with SSW Enterprises, Inc. 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: USB- Roberts announced that she is stepping down after serving on the board for 15 years at the end of the year.

SUBCOMMITTEE REPORTS: None

STAFF REPORTS: Kelson announced two new T&D Laborers, David Pittman and Joshua Wathen. There are also two transfers in T&D, Alan Christy and Chris Eagan. Both were Laborers and are now Linepersons.

In recent meetings, board members have asked about the cost of the environmental clean-up at 3rd and Lincoln. Wheeler said he had spoken with the attorney who represents the old Leonard's dry cleaning service and works with their insurance company that had their insurance policies back when they were in business. For the purpose of looking into these types of cleanups, at least on their property, they have been doing that, and it is not their property anymore. It has a new owner. That old insurance company has covered the cost of the cleanup on the property itself. He reached out to that attorney and discussed that we were going to be asking for reimbursement at some point. Wheeler is collecting data with Hall and documentation to share with the attorney to review as we continue to have that discussion to see how our claim will go with that insurance company.

Sherman asked if you are insured with a company for a period of time, and your insurance ends with that company and sometime later, maybe years, if something happened during the period they were covered, that insurance company is still responsible? Wheeler answered the insurance company, dependent upon the time and how long they had the policy, there would have been several different companies or just one, but we do not know yet. That is part of what he is discussing with the attorney.

Kelson reported the first board meeting in January might be live. However, CBU should have modifications to have a hybrid meeting by then.

PETITIONS AND COMMUNICATIONS: Public Information Officer McLaughlin reported one comment in the Zoom meeting chat that said, 15 years deserves a cake - referring to Roberts's retirement announcement.

ADJOURNMENT: Roberts moved to adjourn; the meeting adjourned at 5:35 p.m.

Jean Capler, President

Date