

UTILITIES SERVICE BOARD MEETING

02/14/2022

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

CALL TO ORDER

Board President Ehman 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, Seth Debro, Jeff Ehman, Megan Parmenter, Jim Sherman, Kirk White, Scott Robinson (ex officio),

Board members absent: Jim Sims (ex officio)

Staff present: Tom Axsom, Jane Fleig, James Hall, Dan Hudson, Vic Kelson, Holly McLaughlin, Laura Pettit, Brandon Prince, Brad Schroeder, LaTreaana Teague, Chris Wheeler

Guests present: B Square Beacon

MINUTES

Board member Burnham moved, and Board Member Parmenter seconded the motion to approve the minutes of the January 31st meeting. The motion received a roll-call vote: White-yes, Sherman-yes, Burnham-yes, Parmenter-yes, White-yes, Capler-yes, Ehman-yes. The motion passed.

CLAIMS

Burnham moved, and Parmenter seconded the motion to approve the Standard Invoices: Vendor invoices submitted included \$290,136.50 from the Water Utility, \$189,388.77 from the Wastewater Utility, and \$35,166.35 from the Stormwater Utility. ***The motion received a roll-call vote: Burnham-yes, Sherman-yes, Debro-yes, Ehman-yes, Parmenter-yes, White-yes, Capler-yes. Total claims approved: \$514,691.62.***

Burnham asked if the 120 water audit claim for Covid sampling is required, and if so, how long do we intend to conduct the sampling.

Director Kelson answered that it is a continuation from 2020 and the administration requested that we continue. CBU will participate in a CDC-sponsored program fully funded for another nine months. Burnham clarified that we would no longer have to pay for it once the CDC program starts. Kelson confirmed that is correct.

Burnham moved, and Parmenter seconded the motion to approve the Utility Bills: Utility invoices submitted included \$2,733.45 from the Water Utility and \$21,850.09 from the Wastewater Utility.

The motion received a roll-call vote: Capler-yes, Parmenter-yes, Ehman-yes, Debro-yes, Burnham-yes, White-yes, Sherman-yes. Total claims approved: \$24,583.54.

Burnham moved, and Parmenter seconded the motion to approve the Wire Transfers, Fees, and Payroll in the amount of \$510,703.12. The motion received a roll-call vote: Capler-yes, Sherman-yes, White-yes, Burnham-yes, Parmenter-yes, Debro-yes, Ehman-yes. The motion passed.

Burnham moved, and Parmenter seconded the motion to approve the Customer Refunds: Customer refunds submitted included \$107.07 from the Water Fund and \$2,157.70 from the Wastewater Fund.

The motion received a roll-call vote: White-yes, Parmenter-yes, Capler-yes, Burnham-yes, Ehman-yes, Sherman-yes, Debro-yes. Total claims approved: \$2,264.77.

CONSENT AGENDA

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

- Linko Technologies, (\$1,591.00), First amendment to the agreement for technical support of F.O.G. software cloud access, reduces NTE by \$1,591.00 for a new total of \$27,586.00.

As no items were removed from the Consent Agenda by the Board, the agreements were approved. Total contracts approved: (\$1,591.00).

REQUEST FOR APPROVAL OF MOU BETWEEN LAKE MONROE WATER FUND, INC. AND CBU

Kelson presented an MOU for CBU to make a one-time financial contribution of \$35,000 to the Lake Monroe Water Fund for watershed projects and help their fundraising efforts.

Board member White asked who administers the Lake Monroe Water Fund.

Kelson said they have a Board and a representative from each of the counties in the watershed across a wide variety of interests such as forestry, farming, and environmental groups. The counties in the watershed are Brown, Monroe, and Jackson. White asked if the Department of Natural Resources and US Forest Service participated. Kelson said they are involved in the conversations, but it is unknown if they are on the board. White mentioned that he wanted to be sure they were invited and included.

Burnham moved, and Parmenter seconded to approve the MOU with Lake Monroe Water Fund, Inc. The motion received a roll-call vote: Capler-yes, White-yes, Ehman-yes, Sherman-yes, Burnham-yes, Debro-yes, Parmenter-yes. The motion passed.

REQUEST FOR APPROVAL OF MOU BETWEEN COB PARKS AND RECREATION AND CBU

Assistant Director - Environmental Programs Hall presented an MOU with Parks and Rec. for operational responsibilities at Miller Showers Park. This is one of three MOUs that CBU is putting together with Parks. CBU has looked at dredging Miller Showers Park and discussed with Parks and Rec. about who is responsible for what at the park and its function.

White said that when this system was installed there, it was designed to filter storm drainage from the basin, which is a good idea, but there were some high operating costs in terms of pumps and electricity. Is CBU paying for that, or is Parks?

Hall said Parks pays for the pumps and the water features. CBU is paying for the basins and maintaining them. We recently did a bathymetric study, and the first two pools are designed to be 6ft. The average depth of the first pool is less than a foot deep. It is doing what it is designed to do, but we need to clean it out. The third and fourth basins are designed to be wetlands, and they are working as such. Parks will take care of the appearance, but CBU will take care of the function of those basins and do repairs to the walls of the basins.

Capler clarified, in terms of maintenance of the basin walls, if repairs are needed, then the replacement cost will be split between CBU and Parks? Hall confirmed that is correct.

Ehman asked how it was derived upon to be split, whereas there is separation in other aspects of the park. In the past, CBU footed a large part of the bill for the park, and it was a controversial decision at the time. He wanted assurance that there was firm footing this time around. Hall said part of the discussion was about aesthetics, which Parks will maintain and pay for, and anything essential to the function of the basin to help mitigate stormwater quantity and holding it, CBU would help with that portion of it.

Ehman asked if CBU is changing anything in the relationship with Parks and Rec. in this MOU or codifying what was already in place. Hall confirmed that CBU is codifying what we have been doing.

Burnham moved, and Parmenter seconded to approve the MOU with the COB Parks and Recreation department. The motion received a roll-call vote: Capler-yes, White-yes, Ehman-yes, Sherman-yes, Burnham-yes, Debro-yes, Parmenter-yes. The motion passed.

REQUEST FOR APPROVAL TO EXPENSE UNCOLLECTIBLE ACCOUNTS RECEIVABLE

Assistant Director - Finance Pettit requested approval to expense 1,541 water, wastewater, and stormwater accounts at least 90 days overdue with an outstanding balance under \$40. The total dollar amount to be written off is \$19,347.69.

Wastewater: 1,026 accounts, \$11,468.42

Water: 515 accounts, \$7,879.27

Burnham moved, and Parmenter seconded to approve the expense of uncollectible accounts receivable. The motion received a roll-call vote: White-yes, Ehman-yes, Sherman-yes, Burnham-yes, Debro-yes, Parmenter-yes, Capler-yes. The motion passed.

REQUEST FOR APPROVAL TO CLAIM UNCLAIMED CREDIT BALANCES

Pettit requested approval to claim unclaimed credit balances over seven years old. The total dollar amount is \$38,922.43.

Parmenter asked how customers are notified when they have a credit and if their overpayments are sent to Indiana Unclaimed Property or that type of service.

Pettit said customers would receive a credit on their final bill, but most are people who have terminated their service. So we send a final balance and let them know that they need to claim their credit. Then, after seven years, we can take that amount and credit back the utility.

Parmenter clarified that it is not as if the customers receive a check in the mail that they did not cash. Pettit confirmed.

Capler asked for clarification in the unclaimed credit balances document; the first paragraph shows an overpayment of sewer fees and no dollar amount. However, the second paragraph shows the \$38,922.43 as an overpayment of water fees. Are there no sewer fees?

Pettit said she would bring it to the board at the next meeting if there were an overpayment in sewer fees. We do not typically combine water and sewer fees since they are fiscally different.

Capler clarified that the total is specifically water. Pettit confirmed that it is.

Burnham moved, and Parmenter seconded to approve the water portion of the unclaimed credit balances. The motion received a roll-call vote: Sherman-yes, White-yes, Ehman-yes, Parmenter-yes- Burnham-yes, Capler-yes, Debro - yes. The motion passed.

OLD BUSINESS: None

NEW BUSINESS: None

SUBCOMMITTEE REPORTS: None

STAFF REPORTS: Kelson welcomed new employee Brandon Cantrell, a laborer in T&D.

PETITIONS AND COMMUNICATIONS: Board member Sherman gave a commendation from a neighbor about CBUs handling of a water main break.

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

Jeff Ehman, President

Date