

UTILITIES SERVICE BOARD MEETING
2/10/2025

Utilities Service Board meetings are available at CATSTV.net.

CALL TO ORDER

Board President Debro called the regular meeting of the Utilities Service Board to order at 5:00 p.m. The meeting took place in the Utilities Service Boardroom at the City of Bloomington Utilities Service Center, 600 East Miller Drive, Bloomington, Indiana.

Board members present: Megan Parmenter, Kirk White, Jim Sherman, Jeff Ehman, Seth Debro, Matt Flaherty, Amanda Burnham

Board members absent: Molly Stewart, David Hittle

Staff present: Katherine Zaiger, Matt Havey, James Hall, Phil Peden, Dan Hudson, Chris Wheeler, Kelsey Thetonia, Isabel Quiroz, Jane Fleig, Don Gramlich, Kevin White, Jose Fuentes, Daniel Frank

Guests present: None

PETITIONS AND COMMUNICATIONS FOR ITEMS OR TOPICS NOT FOUND ON THE AGENDA: None

MINUTES

White moved, and Sherman seconded the motion to approve the minutes of the 1/27/2025 meeting. Motion carried, six ayes.

CLAIMS

Payable Invoices Questions

Board member Parmenter questioned charges to the State of Indiana for 'Monthly Service Fee' and 'Public Water Service Fee', specifically if they were the same fee. Ehman questioned if the charges occurred annually. CBU Assistant Director - Finance - Havey noted that he was uncertain and would have to look into it and provide an answer at the next meeting.

White moved, and Sherman seconded the motion to approve the Payable Claims:

Invoices included \$86,157.48 from the Water Fund and \$34,319.20 from the Water Construction Fund, \$55,124.19 from the Wastewater Fund, \$605,752.66 from the Wastewater Construction Fund, and \$4,029.09 from the Stormwater Fund.

Motion carried - six ayes. Total claims approved: \$179,629.96.

Standard Invoices Questions

Parmenter questioned the license renewal for Azteca System Holdings for 'License Renewal 2023'. Havey advised that that was a typo and referred to the 2025 licensing fees. Parmenter noted the set rate charges for vehicle maintenance and noted that this was recently discussed during the Interdepartmental Agreement discussion, adding that charges should be tracked for services that are provided by outside vendors when Fleet is unable to complete necessary work

in a timely manner. Burnham noted the USB had requested a summary of cost for vehicle maintenance and repairs completed by vendors other than Fleet. Havey advised that he would provide the analysis at the next meeting. CBU Director - Zaiger noted that CBU is requesting that while the analysis of the percentages assigned to each department in the Interdepartmental Agreement is under review, that the cost for purchasing similar services from vendors outside the city should also be gathered as well. Burnham noted that if CBU is paying for maintenance services and are unable to utilize them because Fleet can not perform the work in a timely manner, then it is something that should be explored. Ehman noted two changes for Core & Main for the Sensus annual software fees that were only charged to Water and not Water and Wastewater. Havey advised this will be corrected.

White moved, and Sherman seconded the motion to approve the Standard Claims:

Invoices included \$240,197.26 from the Water Fund, \$2,322.08 from the Water Construction Fund, \$258,359.19 from the Wastewater Fund, \$11,198.50 from the Wastewater Construction Fund and \$13,951.08 from the Stormwater Fund.

Motion carried - six ayes. Total claims approved: \$526,028.11.

White moved, and Sherman seconded the motion to approve the Utility Bills:

Invoices included \$55,705.84 from the Water Fund, and \$27,374.61 from the Wastewater Fund.

Motion carried - six ayes. Total claims approved: \$83,080.45.

Wire Transfer questions

Parmenter noted that the credit card charges had dropped, meaning that a portion of customers had switched payment methods, and questioned if this would be the last time credit card fees would appear. Havey advised there was a delay in the implementation due to issues on the vendor's side and it will be completed on February 14th.

White moved, and Sherman seconded the motion to approve the Wire Transfers, Fees, and Payroll for \$637,826.28. Motion carried - six ayes.

Customer Refund Questions

Parmenter questioned the refund for Sanitation. Havey advised that he will need to look into the matter and report back.

White moved, and Sherman seconded the motion to approve the Customer

Refunds: Customer Refunds included \$5,005.78 from the Wastewater Fund and \$24.00 from Sanitation.

Motion carried - seven ayes. Total refunds approved: \$5,029.78

CONSENT AGENDA

Zaiger presented the following items recommended by staff for approval:

- a. Spartan Mechanical, LLC, \$2,213.00, Replace actuator position indicator
- b. Cornerstone Environmental, Health, and Safety, \$3,837.50, Safety consulting services at Monroe Water Plant

- c. Layne Christensen Company, \$18,006.00, Repair and reinstall high service pump #1
- d. Electric Plus, Inc., \$20,000.00, On call agreement for repairs related to low/high voltage electrical, SCADA/control systems, and fire/security systems
- e. Bear Forestry, LLC, \$13,005.00, Timber inventory at Griffy Lake and Lake Lemon
- f. Spartan Mechanical, LLC, \$20,000.00, On call services for HVAC, mechanical contracting, and plumbing services

Consent Agenda approved pending controller approval. Total approved: \$77,061.50

REQUEST APPROVAL OF REVISIONS TO SUNFLOWER GARDENS RESIDENTIAL STORMWATER GRANT AGREEMENT

CBU Assistant Director - Environmental - Thetonia presented the revisions, noting that the grant was originally approved in early 2024, but due to the size and complexity of the project there have been several delays and this revision will extend the agreement an additional year to allow time to complete the work.

White moved, Sherman seconded to approve revisions to the Sunflower Gardens Residential Stormwater Grant. Motion carried - six ayes.

REQUEST APPROVAL OF AGREEMENT FOR SERVICES WITH ELITE ELECTRIC, LLC

CBU Purchasing Manager - Fuentes presented the agreement for on-call electrical services at all three plants and the service center.

White moved, Sherman seconded to approve the agreement with Elite Electric, LLC. Motion carried - six ayes.

REQUEST APPROVAL OF AMENDMENT NO.1 TO ON CALL SERVICES AGREEMENT WITH MACALLISTER MACHINERY CO., INC.

Fuentes presented the agreement and advised that MacAllister Machinery services all of CBU's generators of varying sizes and the initial dollar amount on the contract did not cover the potential scope of work needed to service all of CBU's generators. White questioned why an increase was needed. Fuentes advised that the initial contract amount of \$15,000.00 was not enough to cover potential needs.

White moved, Sherman seconded to approve Amendment No.1 with MacAlister Machinery Co., Inc. Motion carried - six ayes.

OLD BUSINESS: None

NEW BUSINESS: None

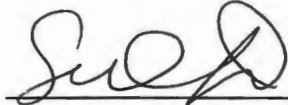
SUBCOMMITTEE REPORT: None

STAFF REPORTS:

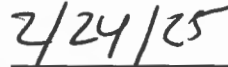
Zaiger wished to congratulate Chris Eagan and Alan Christie for earning their DSLs, along with Jacob Riddle for earning his WT5. Zaiger congratulated and thanked CBU Engineering Field Technician - Paul Chasteen for reaching 50 years of service at CBU on January 28th.

PETITIONS AND COMMUNICATIONS: None

ADJOURNMENT: Debro adjourned the meeting at 5:18 pm

A handwritten signature in black ink, appearing to read 'Seth Debro', written over a horizontal line.

Seth Debro, President

A handwritten date '2/24/25' in black ink, written over a horizontal line.

Date