

**LEBANON UTILITY SERVICE BOARD**  
**Lebanon, Indiana**

August 20, 2008

Utility Conference Center

4:00 P.M.

	Board:	Staff:
Present:	Allen Milburn, Chairman	Mike Adams
	Gary Ladd, Vice Chairman	Laurie Gross
	Tom Temple, Secretary	Michael Martin
	Dan Lamar, Member	Sandra Morgan
	Jim Urban, Member	Randy Parsons
		Linda Ridgway
		Bob Waples
		Doug Zitzelsberger

Guests: Attorney Ray Kirtley

1. Chairman Milburn called the regular meeting of the Lebanon Utility Service Board to order at 4:00 P.M. and confirmation of appropriate notification was acknowledged. Chairman Milburn noted a full complement of the board was present. Chairman Milburn introduced Linda Ridgway, Executive Assistant and welcomed her to the Lebanon Utilities.
2. Chairman Milburn requested comments on the August 6, 2008 minutes. Hearing no comments Member Lamar made the motion to approve; Vice Chairman Ladd seconded; motion was approved.
3. Mike Adams, Engineering Services Manager presented the ISC proposal which outlines the next phase of work to be completed on the North Substation and included in this proposal was a request from the Board to approve the advertisement for bids. Mike Adams informed the Board they expected to be within the \$1.5 Million budgeted and that bids would be opened at a special public meeting and taken under advisement. There will be no need for the Board to be present at this meeting. The bids will be presented to the Board at the next scheduled meeting with a recommendation. Vice Chairman Ladd made the motion to approve advertisement of bids for the north substation project; Member Urban seconded; motion was approved.
4. Bob Waples, Water and Wastewater Superintendent discussed with the Board the sewer lining project budgeted at \$250,000. Bob requested approval from the Board to advertise for bids. Bob informed the Board that he hopes to complete the total project as budgeted for this year but it will depend on the amount of this bid. He plans to make it clear in the bid that it is possible the total project may not be completed this year. Member Urban made the motion to advertise for bids for the sewer lining project: Secretary Temple seconded; motion was approved.

Chairman Milburn mentioned a problem area running into Sunnybrook that had yet to be resolved. Bob said current improvements have been made in this area, that they continue to work in that direction, and this area would probably be in the next phase. Vice

Chairman Ladd asked Bob if there was any way to gauge the impact of work already completed. Bob responded that areas completed have shown drastic reductions in infiltration and this is shown in the lift station pumping time reductions.

5. General Manager Martin informed the Board that the CMT contract comes with a recommendation from Bob Waples, Water and Wastewater Superintendent for the water main project along Lafayette Avenue. Bob told the Board that the Storm Water Board had awarded CMT the contract for the Lafayette Avenue storm water. Vice Chairman Ladd requested that if the Storm Water Board and the Utility Board were entering into a contract agreement with this company that we do not duplicate services. In regards to the contract itself – Attorney Ray Kirtley pointed out that all areas where it refers to the City of Lebanon needs to be changed to the Lebanon Utilities and where it states laws of Illinois to be changed to laws of Indiana. Vice Chairman Ladd pointed out that item #8 regarding risk allocations was worded in a way that would lock us into a specific amount. Attorney Kirtley recommended we check the box provided by item 8 to indicate this provision does not apply. Member Lamar mentioned that Bob needs to obtain a certificate of insurance. Bob assured him that he would. Vice Chairman Ladd made the motion to approve the contract with the above mentioned changes; and to approve General Manager Martin to sign the contract. Member Lamar seconded, motion was approved.

6. Randy Parsons, IT and Telecommunications Manager, provided the Board an update on the telecommunication business. He reported the addition of 11 wireless customers and 3 BPL. He also reported that they were currently working with Kaufman Engineering to connect their buildings with fiber. He also informed the Board they had encountered a few communications problems due to a tower that had been installed south of town, Randy will be contacting them.

Member Lamar asked how the marketing was going. Randy explained that they were behind on marketing but still utilizing the door hangers. Randy said they were cleaning up a data base from the county to be able to do a direct mailing. Member Lamar stated a follow-up phone call is the only way a direct mailing is successful. Member Lamar asked that the suspended customers when reinstated not be included as new customers. Member Lamar also stated that this report is not showing the 16 customers as promised and that the Council would be looking for accountability of this number. Randy explained he was looking at this in regards to revenues as some of these were not residential installs. Chairman Milburn suggested that we start comparing apples to apples – just looking at this report creates suspicion that we are not upholding our promise of 16 customers per month. Member Lamar stated that we need to show them that this number is a mix of commercial and residential. Chairman Milburn stated that it is crucial that we show proof of our performance.

7. Member Urban made the motion to pay the claims dated August 20, 2008 in the amount of \$1,407,984.79; Secretary Temple seconded; motion was approved.

8. Member Urban asked if we had any new information on the situation at Kise Apartments. Attorney Kirtley stated that he had responded to their attorney and had not received a response. He feels that since they have paid all of their past due balance that the situation is resolved. Customer Service Manager Laurie Gross informed the Board that AMR meters had been installed and were being monitored by Steve Wilhoite. She also mentioned that some of the buildings were still showing high usage and Steve

Wilhoite had met with individuals at Kise and all meetings have been documented on their accounts.

9. General Manager Martin briefly discussed the article that he distributed to the Board regarding the electric car as an avenue of future technology development impacting the electric utility. General Manager Martin also informed the Board regarding employee Randy Rose's son who was injured in an ATV accident.

10. Chairman Milburn requested a five-minute recess before entering into Executive Session to discuss personnel matters. During the Executive Session only personnel matters were discussed and no action was taken.

11. The Board reconvened into regular public session.

12. Hearing no other business before the Board a motion was made to adjourn the Meeting by Member Urban; Secretary Temple seconded; motion was approved. The meeting was adjourned at 6:08 P.M.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2008

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CHAIRMAN OF THE BOARD

ATTEST:

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CLERK OF THE BOARD

Board Minutes 08-20-08