

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

May 5, 2010

Utility Conference Center

4:00 P.M.

Present:

Board:

Allen Milburn, Chairman  
Dan Lamar, Vice Chairman  
Tom Temple, Secretary  
Jim Urban, Member  
Mike Thrine, Member

Staff:

Michael Martin  
Sandra Morgan  
Bob Waples  
Randy Parsons  
Steve Large

Guests:

Bob Holden  
Merrill Peterson

Legal Counsel:

Larry Giddings

1. Chairman Allen Milburn called the regular meeting of the Lebanon Utility Service Board to order at 4:00 P.M with a full quorum of members present. Confirmation of appropriate notification was acknowledged.

2. Chairman Milburn requested comments on the April 21<sup>st</sup>, 2010 minutes. Hearing no comments Member Jim Urban made a motion to approve the minutes as written. Secretary Tom Temple seconded. Motion carried.

Chairman Milburn moved agenda item No. 6 forward to accommodate Bob Holden and Merrill Peterson of HNTB Corporation.

6. General Manager Mike Martin introduced Mr. Bob Holden of HNTB who presented their Master Agreement for Professional Services to establish an hourly contract with Lebanon Utilities to help develop a strategy and negotiate with IDEM a plan to bring our copper parameters for the Wastewater Treatment Plant effluent into compliance. The Wastewater Utility has been presented with a notice of violation from the Indiana Department of Environmental Management. With the help of HNTB, the Utilities hope to mitigate or eliminate any fines. Member Urban made a motion to enter into the agreement with HNTB at a not to exceed amount of \$43,000, with General Manager Mike Martin as signatory for the Agreement. Vice Chairman Dan Lamar seconded the motion. Motion carried.

3. Finance Manager Sandra Morgan addressed the Board requesting ratification of the January 2010 transfer of \$15,908.66 to the Telecommunications Utility, and the February 2010 repayment by the Telecommunications Utility of \$12,587.15. This brings the total loan amount to \$1,627,303.30 as of February 28, 2010. Secretary Temple made a motion to ratify the transfer. Member Mike Thrine seconded. Motion carried.

4. Water/Wastewater Manager Bob Waples and Collections Supervisor Steve Large requested permission of the Board to advertise for bids to line the sanitary sewer lines under Arc, South Street Alley on the west side and down East Green. Vice chairman Dan Lamar made a motion for the Wastewater Department to advertise for bids to line these sewer lines. Member Urban seconded. Motion carried.

5. Water/Wastewater Manager Bob Waples and Collections Supervisor Steve Large requested permission of the Board to accept Wessler and Associates quote of \$33,100 to continue the smoke testing and inspection of manholes in the downtown area. Supervisor Large stated that of the 218 areas found to be in need of repair; all but 9 have been repaired. Member Urban made a motion to accept the quote from Wessler and Associates for a not to exceed amount of \$33,100, with General Manager Martin as signatory for the contract. Secretary Temple seconded. Motion carried.

7. IT and Telecommunications Manager Randy Parsons provided the Board with an update on the status of the IT Department projects for both the City and Utilities.

8. IT and Telecommunications Manager Randy Parsons presented to the Board the department's monthly Broadband report.

9. Legal Counsel Larry Giddings informed the Board of a 1993 Water Service Installation and Reimbursement Agreement between Lebanon Utilities and the McFrye and Vandivier parties. Mr. Giddings explained this to be an old agreement that was overlooked regarding implementation. It contained provisions that the subject parties who paid for the line when it was originally installed be provided recoupment payments when hook-ups took place over the term of the agreement. It also involved inadvertent payments made by them for hydrants. The Utilities' staff and Counsel Giddings have been discussing with the parties or their representatives appropriate reimbursements.

General Manager Martin assured the Board that a process is being designed and implemented utilizing Think Map to prevent future Agreements such as this going undetected.

Vice Chairman Lamar made a motion to pay the claims dated April 30<sup>th</sup>, 2010 for \$263,190.74, and May 5<sup>th</sup>, 2010 for \$289,092.90. Member Urban seconded. Motion carried

11. Chairman Milburn asked for any other business that should be brought before the Board.

General Manager Mike Martin brought to the Board's attention his intent to bring to them at a later date a cash reserve policy for their consideration. A sample policy was provided in the Board packets for members to review.

Chairman Milburn read a Thank You note from Karen Campbell thanking the Board for her retirement party and gift.

At 6:00pm Chairman Milburn excused the Board into a five minute recess before convening into Executive Session.

12. Chairman Milburn convened the Board into Executive Session to discuss personnel matters as it involved performance appraisal of personnel.

Chairman Milburn reconvened the public session of the Board. He stated that evaluation of personnel performance was discussed in the Executive Session and no decisions were made therein.

The Board appointed Member Mike Thrine to the Broadband Task Force Committee to replace Mr. Gary Ladd.

13. Hearing no further business before the Board, a motion was made to adjourn the meeting by Member Thrine. Member Urban seconded. Meeting was adjourned at 6:35 pm.

The next Utility Board Meeting will be Wednesday, May 19<sup>th</sup>, 2010 at 4:00 pm.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2010

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CHAIRMAN OF THE BOARD

ATTEST:

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CLERK OF THE BOARD