

LEBANON UTILITY SERVICE BOARD
Lebanon, Indiana

August 4, 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
Mike Adams
Randy Parsons
Steve Large
Dustin Scott
Laurie Gross
Linda Ridgway

Guests: Kerry Vincent

Mayor Lewis
Debbie Ottinger
Jim Maines

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 or changes to the July 7th, 2010 minutes. Hearing no comments Member Jim Urban made a motion to approve the minutes as written. Secretary Tom Temple seconded. Motion carried.

Chairman Millburn changed the order of the agenda as a courtesy to guests present.

8. IT Manager Randy Parsons and Video Operator Jim Maines presented their observations of the pros and cons of meeting in the Council Chambers or the Utility Board Room for the best televised production of future Board Meetings. It was a general consensus of opinion that the Council Chambers would provide the best venue for future meetings. The August 18th meeting will be televised live on Channel 19 and replayed the next day at 10:00am and 2:00pm.

3. General Manager Mike Martin introduced Dax Norton, Executive Director of the Boone County Economic Development Corporation. Mr. Norton updated the Board on the progress the Economic Development Committee has made throughout the past year. Boone County's EDC is the second lowest funded but the fastest growing. Several good projects are currently in the works for Lebanon. Mr. Norton thanked the Utilities for the valuable support and investment in the EDC over the years. General Manager Martin recommended on behalf of Lebanon Utilities and its staff that \$6,330.00 be contributed to the Boone County EDC. Vice Chairman Dan Lamar made a motion to contribute \$6,330.00 to the Boone County Economic Development Corporation. Member Mike Thrine seconded. Motion carried.

5. General Manager Mike Martin addressed the Board requesting ratification of the May 2010, and June 2010 transfer of funds between the Telecommunications Utility and the Electric, Wastewater, and Water Utilities for the purpose of covering cash shortages in the Telecommunications Utility. Member Jim Urban requested the Board address the May and June ratifications separately. General Manager Martin then requested ratification of the May 2010 transfer of funds between the Telecommunications Utility and the Electric, Wastewater, and Water Utilities for the purpose of covering cash shortages in the Telecommunications

Utility. The transfers resulted in a charge to the Utilities of \$14,673.34 distributed as follows: \$4,673.34 from Electric, \$4,673.33 from Water and \$4,673.33 from Wastewater. Secretary Temple made a motion to ratify the transfer for May 2010. Vice Chairman Lamar seconded. Motion carried with Member Jim Urban voting against the ratification.

General Manager Martin then asked the Board to ratify the June 2010 transfer of funds from the Telecommunications Utility in the amount of \$5,733.50 distributed as follows: \$1,911.17 to Electric, \$1,911.16 to Water and \$1,911.17 to Wastewater. Vice Chairman Lamar made a motion to ratify the transfer for June 2010. Member Urban seconded. Motion carried.

4. General Manager Martin introduced ISC Engineer Kerry Vincent of ISC who presented to the Board a proposed agreement between Lebanon Utilities and ISC, Inc. to provide Continuing Engineering & Project Management Services. Mr. Vincent commented on the years they have been working with the Utilities and is very pleased with the working relationship now established. The Agreement provides for services on an hourly basis performed under an annual agreement, with the rates holding at the same price for several years at a not to exceed amount of \$70,000. Legal Counsel Larry Giddings has read the contract. Member Urban made a motion to accept the agreement from ISC, Inc. for the 2010-2011 year with General Manager Martin as signatory. Member Thrine seconded. Motion carried.

6. General Manager Martin asked the Board to ratify the approval of the Simplicity Plat for Lots 23 and 24. The Availability Fees were paid the next day after the last Board meeting. Secretary Temple made a motion to accept the ratification of Simplicity's Plat approval. Member Lamar seconded. Motion carried.

7. Water/Wastewater Supervisor Dustin Scott and Superintendent Steve Large apprised the Board of the status of Quality Coatings as contractor for the lining of the EQ Basin. After much discussion Supervisor Scott and Superintendent Large are in agreement that Quality Coatings should be retained as the contractor for the project. It was further discussed by Board Members and Legal counsel that a two party check be issued to PPG for material and Quality Coatings as contractor. Vice Chairman Lamar made a motion to issue a two party check in the amount of \$32,704.83 which gives us a credit for tax exempt status. Member Thrine seconded. Motion carried.

Chairman Milburn asked that every department head of the Utilities keep in mind that when something comes before the Board and is approved that is the final decision. No item should be deviated in any way by a manager or department head unless it is returned to the Board and changes are made as a Board.

9. IT Manager Randy Parsons and Customer Service Manager Laurie Gross came before the Board to give a status report of the upgrade to version 6.3.1 of the NorthStar Customer Information System. Issues have been resolved regarding NorthStar's commitment and support to ensure that the software will be operational on SQL Server 2008 database and Windows 7 operating systems. In the interim until the new system is operating, the present one will be operating in parallel. It is expected that a new schedule will be determined in the next few days.

10. Member Urban made a motion to pay the claims dated July 31, 2010 for \$287,401.20 and August 4, 2010 for \$163,835.71. Secretary Temple seconded. Motion carried.

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

General Manager Mike Martin asked IT Manager Randy Parsons to present his request to replace three copy machines with newer more technology updated copiers. After some discussion it was suggested the request be tabled until the next meeting to allow Member Thrine and Manager Parsons to review and analyze other options available. Vice Chairman Lamar made a motion to table the request until the August 18 meeting. Member Urban seconded.

Water/Wastewater Superintendent Steve Large asked the Board to allow Legal Counsel Larry Giddings to investigate the possibility of sending a letter to residents that failed the smoke testing in 2007 and as of yet have not corrected their problem. Counsel Giddings was asked to look into what recourse or actions that could be taken by the Utilities to see that these repairs are made.

It was suggested by various members that an introduction to the public be made before we broadcast the meetings live. Chairman Milburn suggested delving into the history of the utilities, our association with IMPA to help set the stage for the citizens. General Manager Martin will look into using bill stuffers, Radio Mom and The Reporter as venues to accomplish this.

Chairman Milburn asked the board on behalf of Mayor Lewis to consider participation financially in the Mentoring Program. The Kick Off dinner for this program will be October 14 at Ulen Country Club. General Manager Martin agreed to get with Finance Manager Sandra Morgan and Legal Counsel Larry Giddings as to the Utilities ability to participate financially.

12. Hearing no further business before the Board, a motion was made to adjourn the meeting by Member Urban. Secretary Temple seconded. The meeting was adjourned at 6:00 pm.

The next Utility Board Meeting will be Wednesday, August 18th, 2010 at 4:00 pm.

APPROVED THIS _____ DAY OF _____, 2010

CHAIRMAN OF THE BOARD

ATTEST:

CLERK OF THE BOARD