

LEBANON UTILITY SERVICE BOARD
Lebanon, Indiana

April 22, 2009

Utility Conference Center

4:00 P.M.

Present:

Board:

Allen Milburn, Chairman
Gary Ladd, Vice Chairman
Tom Temple, Secretary
Dan Lamar, Member
Jim Urban, Member

Staff:

Michael Martin
Bob Waples
Mike Adams
Sandra Morgan
Randy Parsons
Steve Large
Linda Ridgway

Guests:

John Brand

Larry Giddings, Legal Counsel

All Members of the Board, General Manager Martin, Water/Wastewater Manager Bob Waples, and Wastewater Supervisor Dustin Scott met at the Wastewater Treatment Plant for an informal tour of the facility.

1. After a very informative tour expertly conducted by Manager Waples and Supervisor Scott, 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 8th, 2009 minutes. Hearing no comments Vice President Gary Ladd made a motion to approve the minutes as written. Member Jim Urban seconded the motion. Motion carried.
3. General Manager Mike Martin introduced John Brand of Butler, Fairman and Seufert who presented Advertisement to Bid Documents for the North Street Infrastructure. Mr. Giddings explained he has had conversation with ARC and they are aware of the Utilities intent to proceed with this construction. Attorney Giddings suggested that although ARC has a contractual time frame for hook-up that the Utility be sensitive to ARC's schedule. Mr. Waples said that he has talked with Prairie Industries, and they needed to examine what would be required from their perspective to hook up before responding. Member Dan Lamar made motion to advertise for bids with bids being opened at the normally scheduled Utility Board meeting on May 20th. Secretary Temple seconded. Motion carried.

4. Finance Manager Sandra Morgan distributed February Financial Statements. Manager Morgan addressed the Board requesting approval of the February 2009 transfer of funds to the Telecommunications Utility in the amount of \$6,028.81 to be divided equally between the Electric, Wastewater, and Water Utilities for the purpose of covering cash shortages in the Telecommunications Utility. Vice President Gary Ladd made the motion to accept the transfer. Secretary Tom Temple seconded. Motion carried.

5. Engineering Manager Mike Adams requested approval of the Board for a change order to the Underwood invoice in the amount of \$495.00 charged due to delivery delays caused by severe weather. Manager Adams explained that weather conditions were such that safety issues and the risk of an outage were possible on the scheduled day of delivery. Underwood took delivery, off loaded at their facility, and then reloaded the next day for delivery at the Duke Delivery Point Substation. Member Lamar made a motion to accept the change order. Member Urban seconded. Motion carried.

6. Engineering Manager Mike Adams presented to the Board work orders at the combined price of \$15,743.10 for Boone REMC Territorial Purchase Make Ready work associated with attaching Lebanon electric facilities to BREMC owned poles. Vice Chairman Ladd made motion to approve this work. Member Urban seconded. Motion carried.

7. Engineering Manager Mike Adams presented to the Board for approval job descriptions for the positions of Engineering & Electric Operations Manager and Line crew Supervisor. Vice President Ladd made a motion to approve the descriptions with the addition of a witness signature and lines for explanation of limitations to the job on the acknowledgment page. Secretary Temple seconded. Motion carried.

8. Wastewater Collections Supervisor Steve Large presented a proposal from Wessler & Associates for professional services involving the Sanitary Sewer Collection System Smoke Testing and Manhole Inspection Project. Discussion was had regarding the current success of this project. Mr. Large reported that over half of the customers contacted with defects have made corrections. Mr. Large suggested implementing a system where sewer inspections are required when an owner sells their home. Member Urban made motion to continue the Testing Project by accepting the Wessler Proposal for a not to exceed amount of \$15,500.00. Member Lamar seconded. Motion carried.

9. IT and Telecommunications Manager Randy Parsons presented to the Board a quote from Omnicity for \$14,750.00 for labor to extend fiber to Perry Worth Elementary School. Member Lamar suggested due to the importance of the deadlines on this project, we set in the contract firm dates for completion and either a Performance Bond or financial statements from Omnicity. Vice Chairman Ladd requested an agreement or memo of understanding be created as to start and completion dates with signatures required. Member Lamar made a motion that the Omnicity quote be accepted with Attorney Giddings creating an Agreement which would include completion deadlines, provision of financial statement and signatures. Vice Chairman Ladd seconded. Motion carried.

10. Member Urban made a motion to pay the claims dated April 22, 2009 for \$1,480,823.06. Secretary Temple seconded. Motion carried.

11. Chairman Milburn asked for any other business that should be brought before the Board. General Manager Martin brought to the Board's attention the City's desire to assist the Friends of Boone County Trails by obtaining a grant to fund a trail through Lebanon. The City's intent is to use a donation by the Utilities of a portion of utility- owned property to the City as a match. After much discussion, the Board preferred to grant the City the use of the land and the City claim the value of the land for their grant. The Board is in full agreement the ownership stays with Lebanon Utilities. The Board asked Attorney Giddings to proceed in preparing a memorandum of understanding to allow the City use of the land.

12. Hearing no further business before the Board, a motion was made to adjourn the meeting by Member Urban. Secretary Temple seconded. Meeting was adjourned at 5:10pm.

APPROVED THIS ____ DAY OF _____, 2009

CHAIRMAN OF THE BOARD

ATTEST:

CLERK OF THE BOARD