

# LEBANON UTILITY SERVICE BOARD

## Lebanon, Indiana

March 9, 2016

Utility Conference Center

5:00 P.M.

Present:

Board:	Staff:	Guests: Tyler Wilson, Umbaugh
Allen Woods, Chairman	Sandra Morgan	Argun Ral, Umbaugh
Gary Ladd Vice Chairman	Bob Waples	
Jim Urban, Secretary	Seth Byrd	
Neil Taylor, Member	Ryan Ottinger	
Dan Lamar, Member	David VanWye	
	Linda Ridgway	Legal Counsel: Jeff Jacob

1. Chairman Allen Woods called the March 9, 2016 meeting of the Lebanon Utility Service Board to order at 5:00 P.M. A full quorum was in attendance. Confirmation of appropriate notification was acknowledged.
  2. Pledge of Allegiance to the American Flag was observed.
  3. Chairman Woods requested comments or changes to the February 17, 2016 minutes. Secretary Jim Urban made a motion to approve the minutes as written. Member Neil Taylor seconded the motion. Motion carried.
  4. Telecommunications Supervisor Seth Byrd asked the Board to approve an additional \$480 to the Fiber Build-out contract awarded to CSU, Inc. The \$480 for a TYCO D Case was listed on the proposal but not included in the total. This amount is still much lower than the proposal from JDH. Member Neil Taylor made a motion to approve the additional \$480 that was miscalculated on the original proposal from CSU, Inc. to build out and install the fiber-optic from the Municipal Building to the Electric Operations Building for a not to exceed amount of \$24,859.00.
- Vice Chairman Gary Ladd pointed out an error in the February 17<sup>th</sup> minutes. Line 3 of Item #6 should read 'Two proposals were obtained, one from CSU, Inc. in the amount of \$24,379.00 rather than \$27,379.00'. A motion was made by Member Taylor and seconded by Member Dan Lamar to make this change to the February 17<sup>th</sup> minutes. Motion carried.
5. Engineering Assistant David VanWye asked the Board to approve the replacement of three Cooper Form 5 Controls and one Cooper Form 6 Control with four 351 R Controls from Schweitzer Engineering Laboratories for \$19,972.00 as needed to update the Enterprise Substation. Only one quote was requested due to the specialized equipment and wanting to remain consistent with the West and Central Substation upgrades. Using Schweitzer will also eliminate the need to use several service companies for maintenance. Member Dan Lamar made a motion to approve the purchase of four 351R controls from Schweitzer Engineering Laboratories, Inc. for a not to exceed amount of \$19,972.00. Secretary Jim Urban seconded the motion. Motion carried.
  6. Water Plant Supervisor Ryan Ottinger gave a presentation to the Board regarding the Flint Michigan water issues and how Lebanon's water system is very different and does not present the risks that Flint is facing. The Board complimented Ryan on his presentation and reminded him and his department of how they are appreciated for all the work that they put into keeping our water safe for Lebanon. Ryan's presentation is available on the utility website at [www.Lebanon-Utilities.com](http://www.Lebanon-Utilities.com)

7. Sandra Morgan, Manager of Financial Services, along with Tyler Wilson, and Argun Ral of H. J. Umbaugh and Associates asked the Board to approve a Letter of Agreement with Umbaugh for their services in preparing the Sewage Works Revenue Bonds of 2016, continuing disclosure and arbitrage rebate services. Member Lamar motioned and Vice Chairman Ladd seconded to accept the Letter of Agreement with H. J. Umbaugh & Associates for their assistance in the issuance of the 2016 Sewage Works Revenue Bonds for a not-to-exceed amount of \$44,000. Motion carried.

Member Lamar motioned and Secretary Urban seconded the motion for H. J. Umbaugh & Associates to perform continuing disclosure as well as the arbitrage rebate services as need, to be billed based on actual time and expenses. Motion carried.

8. Wastewater Manager Bob Waples explained to the Board the emergency steps taken to provide sanitary service to six homes on Superior Street. The sanitary sewer serving these homes has failed. Member Lamar made a motion by way of IC 36-1-4-16 ratification of actions of officers or employees, approval be given for a not-to-exceed \$32,000 for the Superior Street Project. Member Taylor seconded the motion. Motion carried.

9. Wastewater Manager Bob Waples asked the Board to award the 2016 Sewer Lining Project to Insituform Technologies as the lowest bidder for a not-to-exceed amount of \$467,074. Bids were received from the following;

Insituform Technologies:	\$467,074.00
Layne Inliner:	\$497,789.00
Miller Pipeline:	\$473,902.09
IWPC:	\$559,077.00

Member Taylor made a motion and Secretary Urban seconded to award the 2016 Sewer Lining Project to Insituform Technologies for a not-to-exceed amount of \$467,074.00 subject to Counsel Jeff Jacob's review of contract documents, with Board Chairman Allen Woods signing the Counsel approved Agreement.

This Sewer Lining Project request was originally brought to the Board on February 9th and was tabled. Since bids had already been received Vice Chairman Ladd made a motion to refuse these original bids. Member Taylor seconded. Motion carried.

10. Legal Counsel Jeff Jacob asked the Board to extend Resolution 2015-05 - Resolution of the Utility Service Board Recommending an Annual Review of Rates and Charges to the second quarter for this year. Member Lamar made a motion to extend Resolution 2015-05 to the second quarter of 2016. Vice Chairman Ladd seconded. Motion carried.

11. Supervisor of Billing and Metering Services Matt Hutton asked the Board to renew the Software Agreement with Landis & Gyr Technology, Inc. for the hosting and maintaining of our AMR data. This is a three year contract. Member Taylor made a motion to approve the fee schedule as shown in the Landis & Gyr Software Agreement for hosting and maintaining our AMR data and their support of our system, with Chairman Allen Woods signing the Agreement. Vice Chairman Ladd seconded the motion. Motion carried.

12. Manager of Financial Service Sandra Morgan explained to the Board General Manager Whitman's plan to utilize a Public Relations firm. Due to significant changes to the scope of the RFP and bringing certain PR tasks in-house. General Manager Whitman plans to hire a public relations firm on an hourly, as needed basis. With Matt Hutton handling website and social media sites in house we will be saving substantially.

13. Manager of Financial Service Sandra Morgan asked the Board to approve additional funds to the original Agreement with H. J. Umbaugh & Associates for work we asked them to complete regarding our monthly report for Key Performance Indicators (KPI). This item was tabled from the February 17<sup>th</sup> Board meeting. Manager Morgan asked the Board to split 50/50 the requested overage of \$4,650.00. Vice Chairman Ladd made a motion to approve an additional \$2,325.00 to be paid to H. J. Umbaugh & Associates for the KPI initiative. Secretary Urban seconded. Motion carried 3 to 1 with Member Lamar going on record as opposing the motion.

14. Manager of Financial Service Sandra Morgan informed the Board of General Manager Mike Whitman's engagement with Wessler Engineering to develop a project management plan that comprises of a project scope, the engineers estimate, a timeline and other pertinent project information for \$9,000.

15. Manager of Financial Service Sandra Morgan presented the 2015 Year-end financial review. Board Chairman Woods pointed out that every department came in under budget.

16. Secretary Jim Urban made a motion to approve the claims dated February 29, 2016 for \$437,771.04, and March 9, 2016 for \$552,373.36. Member Taylor seconded the motion. Motion carried.

17. Chairman Woods asked for any other business that may be brought before the Board.

18. Chairman Woods opened the floor for public comment. Aaron Smith complimented the Board and Utility employees for providing the public with the meetings via UTube on our website. The public is served by our transparency.

19. Hearing of no further business to be brought before the Board a motion was made to adjourn the meeting by Secretary Urban. The motion was seconded by Member Taylor. Motion carried

The meeting was adjourned at 6:45pm.

The next Utility Board meeting will be March 23, 2016 at 5:00pm, with an Executive Session at 4:00.

APPROVED THIS 23<sup>rd</sup> DAY OF March, 2016

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CHAIRMAN OF THE BOARD

ATTEST:

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CLERK OF THE BOARD