

LEBANON UTILITY SERVICE BOARD
Lebanon, Indiana

July 10, 2019

Council Chambers

5:00 P.M.

Board:

Neil Taylor, Chairman
Bill Stoner, Vice Chairman
Jim Urban, Secretary
Dan Lamar, Member
Aaron Smith, Member

Staff:

Jeff Greeno
Ryan Ottinger

Guests:

Chad Perdue – DevLab Creative

Jeff Jacob, Legal Counsel
Ed Basquill, General Manager

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1. Chairman Neil Taylor called the July 10, 2019 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.

Chairman Taylor stated that a Working Session was held at 4:10 P.M., this same date. Confirmation of appropriate notification was acknowledged. No motions were made, no votes were taken.

2. Pledge of Allegiance to the American Flag was observed.
3. Chairman Taylor requested comments or changes to the June 5, 2019 minutes. Vice Chairman Bill Stoner made a motion to accept the minutes as written. Secretary Jim Urban seconded the motion. Motion carried.
4. Water, Wastewater Manager, Ryan Ottinger asked the Board to approve a water information management solution software from Hach. A water information management solution software (WIMS) will allow for all processes, lab log sheets and calculated data to be in one easy to handle location. This will also allow data to be keyed in one time and sync with SCADA eliminating redundant data entry and minimize risk of error. This is an unbudgeted item. Member Dan Lamar made a motion to approve the quote from Hach for the Water Information Management Solution software in the amount of \$64,992.00 and authorize the General Manager to sign the corresponding purchase order. This amount will be split between the 2019 Water Capital Budget Addition Line Item #5, Facility Rehab and the 2019 Budget Capital Addition Line # 7, WWTP Repairs and Upgrades.
Member Lamar further moved to approve the WIMS yearly support contract for an annual not to exceed amount of \$3,134.00 and the Claros Collect yearly subscription for an annual not to exceed amount of \$1,120.00 and authorize the Water Wastewater Operations Manager to sign all pertinent documents after language approval from legal counsel, Jeff Jacob. These fees will be split between the Water 2019 Budget Operating Supplies & Expense, Maintenance Agreements and Wastewater 2019 Budget Operating Supplies & Expense, Maintenance Agreements. I move to amend the Capital Budget to reflect these changes. Secretary Urban seconded the motions. Motions carried with Vice Chairman Stoner opposing.

5. Electric Operations Manager Jeff Greeno asked the Board to ratify his approval of Helebo Trenching to provide trenching services for the Riley Ridge Subdivision. Secretary Urban made a motion by way of Indiana Code 36-1-4-16, Ratification of actions of officers or employees, that approval be given for the payment of \$20,588.00 to Helebo Trenching. Member Lamar seconded the motion. Motion carried.
6. Customer Service Representative, Danielle Butts presented a PowerPoint she created on some of the many duties of a Customer Service Representative, and to inform the listening public of procedures and options available to assist them at Lebanon Utilities.
7. General Manager, Ed Basquill asked the Board to consider a redesign of our website in order to promote positive public relations, provide timely updates and to make use of marketing avenues available in order to stay in touch with our customers via social media. Two quotes were received, with a third not providing a quote. General Manager Basquill recommended DevLab Creative since they are local and have capabilities of providing videos to enhance the site. Vice Chairman Stoner made a motion to approve the quote from DevLab Creative for \$27,900.00 to provide Website Design, Video Production, and Social Media Marketing. Member Lamar seconded the motion. Motion carried.
8. Vice Chairman Stoner made a motion to approve the claims dated June 19, 2019 for \$3,212,327.89, and July 10th, 2019 for 1,235,919.24. Secretary Urban seconded the motion. Motion carried.
9. Chairman Taylor asked for any other business that may be brought before the Board.
10. Chairman Taylor opened the floor for public comment. No comments were offered.
10. The next Utility Board meeting will be as scheduled on July 24, 2019.
11. Hearing of no further business to be brought before the Board a motion was made to adjourn the meeting by Vice Chairman Stoner. The motion was seconded by Secretary Urban. Motion carried.

The meeting was adjourned at 6:05 P.M.

APPROVED THIS 24 DAY OF July, 2019

CHAIRMAN OF THE BOARD

ATTEST:

SECRETARY OF THE BOARD