

**MINUTES
REGULAR MEETING
UTILITY SERVICE BOARD
OCTOBER 16th, 2023**

The Regular Meeting of the Utility Service Board of the City of Jasper, Indiana, was held in the Council Chambers of City Hall in Jasper at 7:00 PM on Monday, October 16th, 2023.

UPON CALL OF THE ROLL, THE FOLLOWING WERE PRESENT:

<u>ROLL CALL:</u>	<u>In Person</u>	<u>By Zoom</u>
Bibianna Green – Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Steve Hale – Water Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phil Schmidt – Electric Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brian Hostetter – Gas Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ALSO PRESENT:

Tim Doersam – Gas & Water Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ed Hollinden – Wastewater Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stan Seifert – Electric Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bud Hauersperger – General Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Renee Kabrick – City Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ashley Kiefer – Office Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ABSENT:

Roger Seng – Chairman
Tara Eckman – Vice Chairman
Adam Auffart – Wastewater Commissioner

APPOINT ACTING CHAIRMAN

Brian Hostetter requested appointing himself as acting chairman for this meeting. Phil Schmidt made a motion to approve Brian Hostetter as acting chairman for this evening’s meeting. Steve Hale seconded the motion. Motion approved, 4-0.

PLEDGE OF ALLEGIANCE

Acting Chairman Brian Hostetter led the Pledge of Allegiance.

GAS & WATER - QUOTE OPENING: SKID STEER

Bud Hauersperger opened the quotes and read aloud as follows:

- | | |
|----------------------|------------------------------------|
| 1. Diamond Equipment | No Bid |
| 2. Hopf Equipment | \$ 68,000.00 |
| Huntingburg, IN | (-) <u>\$ 17,000.00</u> (trade-in) |
| | \$ 51,000.00 |

The quotes included a Non-Collusion Affidavit, an Indiana Legal Employment Declaration, an Affidavit Regarding Non-Responsibility, and a Nepotism Policy Affirmation.

Phil Schmidt made a motion to approve the low quote from Hopf Equipment for \$51,000 for the skid steer, pending review of specifications. Bibianna Green seconded the motion. Motion approved, 4-0.

APPROVAL OF MINUTES: SEPTEMBER 18, 2023 REGULAR MEETING

Acting Chairman Brian Hostetter presented the minutes from the September 18, 2023 Regular Meeting and there were no corrections or amendments. Hostetter asked for approval of the minutes as presented.

Bibianna Green made a motion to approve the minutes of the September 18, 2023 meeting. Steve Hale seconded the motion. Motion approved, 4-0.

REQUEST APPROVAL OF SURVALENT SCADA SUPPORT PLAN (1 YEAR)

Stan Seifert informed the Board that the Scada support plan with Survalent needs to be renewed for 1 year. The cost of the plan is \$14,141, which is a \$544 increase from last year.

Steve Hale made a motion to approve the renewal of the Scada support plan for one year in the amount of \$14,141. Phil Schmidt seconded the motion. Motion approved, 4-0.

ELECTRIC DEPARTMENT- UPDATE ON PROPOSED NEW SUBSTATION ON NORTHSIDE

Stan Seifert reported that IMPA Service Corp. completed their study and recommended a North Side Substation based on their findings. They are estimating the total project cost to be 2.5 – 3.5 million dollars. Seifert requested to have IMPA Service Corp. provide a proposal to start design.

Phil Schmidt made a motion to request a proposal from IMPA. Steve Hale seconded the motion. Motion approved, 4-0.

ELECTRIC COMMITTEE REPORT

Phil Schmidt, Chairman of the Electric Committee, stated the Electric Committee did not meet during the past month.

GAS DEPARTMENT – ANNUAL GAS LEAK SURVEY

Tim Doersam informed that Board the annual gas leak survey will begin the week of October 17th and continue until approximately November 9th.

WATER DEPARTMENT – PERMISSION TO SEND OUT CHEMICALS REQUEST FOR QUOTES

Tim Doersam asked for the Board’s permission to send out chemicals request for quotes for 2024.

Bibianna Green made a motion to give Doersam permission to send out chemicals request for quotes for 2024. Steve Hale seconded the motion. Motion approved, 4-0.

WATER DEPARTMENT – UPDATE ON FALL HYDRANT FLUSHING

Tim Doersam informed the board that there are approximately two weeks left for hydrant flushing.

GAS DEPARTMENT – UPDATE ON GRASSLAND HILLS GAS LINE

Tim Doersam informed the board that this project is complete.

GAS PLANNING COMMITTEE REPORT

Brian Hostetter, Chairman of the Gas Planning Committee, stated the Gas Committee did not meet during the past month.

WATER PLANNING COMMITTEE REPORT

Steve Hale, Chairman of the Water Planning Committee, stated the Water Committee did not meet during the past month.

WASTEWATER PLANNING COMMITTEE REPORT

Brian Hostetter, Acting Chairman, stated the Wastewater Committee did not meet during the past month.

ALL UTILITIES - RESOLUTION #USB 2023-6 RECOMMENDING SALARIES & WAGES FOR 2024

Bud Hauersperger presented Resolution #USB 2023-6, recommending salaries and wages for utility employees for the year 2024. Hauersperger stated that the Common Council proposed a 4% increase for full time salaried and hourly and part time positions, plus other organizational and salary/wage adjustments within the City.

Bibianna Green made a motion to approve Resolution #USB 2023-6, recommending salaries and wages for 2024. Steve Hale seconded the motion. Motion approved, 4-0.

FINANCE COMMITTEE REPORT & PRESENTATION OF CLAIM DOCKET

Secretary Bibianna Green reported the Finance Committee had met tonight and reviewed the claims on the Claim Docket.

The Finance Committee recommended approval of the claims as presented.

Phil Schmidt made a motion to approve the claims as presented. Steve Hale seconded the motion. Motion approved, 4-0.

There being no further business to come before the Board, the meeting was adjourned at 7:14PM upon motion by Bibianna Green and second by Phil Schmidt. Motion approved, 4-0.

The minutes were hereby approved _____ with without corrections this 20th day of November, 2023.

Attest: _____ | _____
Secretary | Chairman