

**MINUTES  
REGULAR MEETING  
UTILITY SERVICE BOARD  
NOVEMBER 20, 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, November 20, 2023.

**UPON CALL OF THE ROLL, THE FOLLOWING WERE PRESENT:**

<b><u>ROLL CALL:</u></b>	<b><u>In Person</u></b>	<b><u>By Zoom</u></b>
Roger Seng – Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tara Eckman – Vice Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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"/>
Adam Auffart – Wastewater 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"/>

**ABSENT:**

Ashley Kiefer – Office Manager

**PLEDGE OF ALLEGIANCE**

Chairman Roger Seng led the Pledge of Allegiance.

**WATER - QUOTE OPENING: CHEMICALS FOR 2024**

Bud Hauersperger opened the quotes and read them aloud. Quotes for various items were requested from the following companies.

1. Brenntag Mid-South
2. Chemical Resources
3. Hawkins – did not submit a quote
4. Hexagon Technologies – did not submit a quote

5. JCI Jones Chemicals
6. Mississippi Lime
7. Sal Chemical – did not submit a quote
8. Univar USA, Inc. – did not submit a quote
9. USALCO, LLC
10. Water Solutions

Not all companies that submitted quoted on every item included in the request.

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

Discussion was had about if a discount could possibly be achieved by purchasing all from the same vendor. Tim Doersam advised that all of the chemicals are priced individually so this would not be possible.

Adam Auffart made a motion for Tim Doersam to take the quotes under advisement and report back at the December Utility Service Board meeting. Brian Hostetter seconded the motion. Motion approved, 7-0.

#### **APPROVAL OF MINUTES: OCTOBER 16, 2023 REGULAR MEETING**

Chairman Roger Seng presented the minutes from the October 16, 2023 Regular Meeting and there were no corrections or amendments. Seng asked for approval of the minutes as presented.

Tara Eckman made a motion to approve the minutes of the October 16, 2023 meeting. Bibianna Green seconded the motion. Motion approved, 7-0.

#### **PRESENTATION OF 2024 CAPITAL EXPENDITURE PLAN DRAFTS & COMMITTEE MEETING DATES**

Chairman Seng stated that the 2024 Capital Expenditure Plans for all Utility Departments were passed out to the Board members for review. Seng informed the Board of the upcoming meetings scheduled to discuss the 2024 Capital Expenditure Plans.

The Joint Water and Gas Committee meetings will be held on Monday, December 11th at 10:30AM in the Pfaffenweiler Room at City Hall. The Joint Electric and Wastewater Committee meetings will be held on Friday, December 15th at 8:00AM in the Pfaffenweiler Room at City Hall.

#### **ELECTRIC - APPROVE PROPOSAL FROM IMPA SERVICE CORP FOR ENGINEERING SERVICES FOR NORTHWEST SUBSTATION**

Electric Manager Stan Seifert asked for approval of the proposal presented by IMPA Service Corp to provide engineering services for the Northwest Substation development. Project cost estimate is \$149,720.

City Attorney Renee Kabrick noted that the above estimate is only for the engineering and design of the electric portion of the building. The building design would be done by a different entity than ISC, Inc./IMPA. Kabrick also recommended holding an informational public meeting regarding the project once it is started.

Phil Schmidt made a motion to approve the proposal. Adam Auffart seconded the motion. Motion approved, 7-0.

### **ELECTRIC – APPROVE AGREEMENT TO JOIN IMPA SERVICE CORP’S SAFETY PROGRAM**

Stan Seifert asked for approval to join the IMPA Service Corp Safety Program. The program offers monthly sessions on different topics regarding safety in the field. The cost is \$750 a session for one IMPA member, sessions can be chosen in any fashion. It was noted that the City of Huntingburg may join also creating the potential to do sessions together and lowering the cost to \$375 a session.

Brian Hostetter made a motion to approve joining IMPA Service Corp’s Safety Program. Steve Hale seconded the motion. Motion approved, 7-0.

### **ELECTRIC COMMITTEE REPORT**

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

### **WATER – APPROVE PROPOSAL FROM CHRISTOPHER B BURKE ENGINEERING TO UPDATE BEAVER LAKE DAM INCIDENT & EMERGENCY ACTION PLAN**

Gas & Water Manager Tim Doersam asks to approve the proposal from Christopher B. Burke Engineering regarding the Beaver Lake Dam IEAP. This will update the IEAP and provide training information for the water department and will also include the police and fire departments. The cost is not to exceed \$17,000. Task 4 of mapping is not included at this time, because the current mapping is sufficient.

Adam Auffart motions to approve proposal. Bibianna Green seconded the motion. Motion Approved, 7-0.

### **GAS – UPDATE ON GAS LEAK SURVEY**

Tim Doersam advised that the gas leak survey was completed on November 8<sup>th</sup>, 2023.

### **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 – REQUEST RETROACTIVE APPROVAL TO START HIRING PROCESS FOR LAB TECHNICIAN DUE TO RESIGNATION**

Ed Hollinden requested retroactive approval to start the hiring process for a lab technician due to a resignation.

Tara Eckman motioned to approve the request. Brian Hostetter seconded the motion. Motion Approved, 7-0.

**WASTEWATER – APPROVE CHANGE ORDER #1 TO SEWER RELINING AGREEMENT WITH INLINER SOLUTIONS**

Ed Hollinden advised that the change order added an additional \$855 to the original contract amount. Hollinden mentioned the change came from estimate of footage which normally happens with these contracts.

Tara Eckman made a motion to approve the change order. Steve Hale seconded the motion. Motion Approved, 7-0.

**WASTEWATER PLANNING COMMITTEE REPORT**

Adam Auffart, Chairman of the Wastewater Committee, stated the Wastewater Committee did not meet during the past month.

**BUSINESS OFFICE – REQUEST PERMISSION TO START HIRING PROCESS FOR CUSTOMER SERVICE CLERK (RETIREMENT IN MARCH)**

Bud Hauersperger requested permission to start the hiring process for a Customer Service Clerk due to a scheduled retirement in March of 2024. Tara Eckman questioned how long of an overlap is expected between the new hire and the current Customer Service Clerk, the expectation from the past has been 60 days.

Brian Hostetter made a motion to approve the request. Adam Auffart seconded the motion. Motion Approved, 7-0.

**WATER – LOAN RESOLUTION #USB 2023-7 – REGARDING ORDINANCE #2018-28 – LOAN FROM ELECTRIC FOR US-231 WATERLINE IMPROVEMENT PROJECT**

Bud Hauersperger advised this is refinancing of a loan between the electric dept and the water dept for the upgrade of the water line under highway 231 for the next 5 years as the previous 5 years has expired. It is expected to be paid off at the end of this 5-year agreement.

Adam Auffart made a motion to approve the resolution. Phil Schmidt seconded the motion. Motion Approved, 7-0.

**ALL UTILITIES – APPROVE CISCO FLEX RENEWAL WITH EMERGE – (BPW APPROVED THEIR PORTION ON 10/24/23)**

Bud Hauersperger requested approval of the Cisco Flex Renewal with Emerge that is split with the city. The city approved their portion on 10/24/23, the utility portion total is \$6,408.55.

Tara Eckman made a motion to approve the renewal at \$6,408.55. Brian Hostetter seconded the motion. Motion Approved, 7-0.

**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.

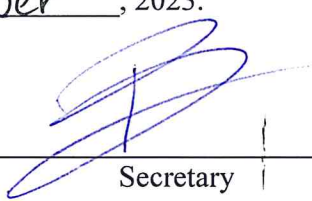
The Finance Committee recommended approval of the claims as presented.


Adam Auffart made a motion to approve the claims as presented. Brian Hostetter seconded the motion. Motion approved, 7-0.

There being no further business to come before the Board, the meeting was adjourned at 7:30PM upon motion by Phil Schmidt and second by Bibianna Green. Motion approved, 7-0.

The minutes were hereby approved \_\_\_\_\_ with  without corrections this 18<sup>th</sup> day of December, 2023.

Attest: \_\_\_\_\_

  
Secretary

  
Chairman