

**MINUTES
REGULAR MEETING
UTILITY SERVICE BOARD
DECEMBER 18, 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, December 18, 2023.

UPON CALL OF THE ROLL, THE FOLLOWING WERE PRESENT:

<u>ROLL CALL:</u>	<u>In Person</u>	<u>By Zoom</u>
Roger Seng – Chairman	☒	☐
Tara Eckman – Vice Chairman	☒	☐
Bibianna Green – Secretary	☒	☐
Phil Schmidt – Electric Commissioner	☒	☐
Steve Hale – Water Commissioner	☒	☐
Brian Hostetter – Gas Commissioner	☒	☐
Adam Auffart – Wastewater Commissioner	☒	☐

ALSO PRESENT:

Stan Seifert – Electric Manager	☒	☐
Tim Doersam – Gas & Water Manager	☒	☐
Ed Hollinden – Wastewater Manager	☒	☐
Bud Hauersperger – General Manager	☒	☐
Renee Kabrick – City Attorney	☒	☐
Ashley Kiefer – Office Manager	☒	☐

PLEDGE OF ALLEGIANCE

Chairman Roger Seng led the Pledge of Allegiance.

**QUOTE OPENING: REMOVAL OF UNDERGROUND STORAGE TANKS –
WASTEWATER**

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

1. Aegis Environmental, Inc. Base Quote: \$32,444.70
This quote did not include a Non-Collusion Affidavit, but did include an Indiana Legal Employment Declaration, an Affidavit Regarding Non-Responsibility, and a Nepotism Policy Affirmation.

2. Hinderliter Environmental Services Base Quote: \$41,900.00
This quote did not include an Affidavit Regarding Non-Responsibility, but did include a Non-Collusion Affidavit, an Indiana Legal Employment Declaration, and a Nepotism Policy Affirmation.

3. K & W Equipment Company, LLC Did not submit a quote

Hollinden stated half of the accepted quote will be paid by IDEM through their 50% reimbursement program.

Tara Eckman made a motion to approve the lower bid from Aegis Environmental pending specs, Adam Auffart seconded the motion. Motion approved, 7-0.

APPROVAL OF MINUTES: NOVEMBER 20, 2023 REGULAR MEETING

Chairman Roger Seng presented the minutes from the November 20, 2023 Regular Meeting and there were no corrections or amendments. Seng asked for a motion to approve the minutes as presented.

Bibianna Green made a motion to approve the minutes as presented. Brian Hostetter seconded the motion. Motion approved, 7-0.

BRAD ECKERLE WITH BROSNER LAND SURVEYING – PETITION TO VACATE A PORTION OF A PUBLIC UTILITY & DRAINAGE EASEMENT – LOT 35 – COUNTRY CLUB ESTATES III – 894 W 19TH STREET – PHIL AND KRISTEN RUHE

Brad Eckerle with Brosmer Land Surveying asked for the Board’s permission to vacate a Public Utility and Drainage Easement (PU&DE) on behalf of Phil and Kristen Ruhe. The vacation is located at 894 W 19th Street. The petitioner is asking to vacate part of a platted 20-foot-wide PU & DE located along the east side of Lot 35 in the Country Club Estates. The 1987 recorded plat of Country Club Estates III has a 20’ wide easement along the west lot line of Lot 35. The 1988 recorded plat of Country Club Estate IV has a 10’ wide easement along the east lot line of Lot 57, which is contiguous with said Lot 35. This request for a portion of vacation of the Lot 35 easement will still provide an overall 20’ wide easement for the existing utility infrastructure. There are no utilities in the eastern 10’ easement. Eckerle stated that he has spoken to all utility managers and the engineering department, and no one has any issues with the vacation.

Phil Schmidt made a motion to recommend approval of the vacation of a Public Utility and Drainage Easement for Phil and Kristen Ruhe on lot 35 in the Country Club Estates III at 894 W 19th Street. Brian Hostetter seconded the motion. Motion approved, 7-0.

ELECTRIC COMMITTEE REPORT

Phil Schmidt, Chairman of the Electric Planning Committee, stated the Electric Committee did meet on December 15th. At the meeting, the Committee reviewed the Electric Department’s 2024

Capital Expenditure Plan. After much discussion and evaluation, the Committee agreed to recommend to the Board the Capital Expenditure Plan as presented totaling \$5,673,000, with about \$4,000,000 of it being carryover to the next year for projects.

Tara Eckman made a motion to approve the Electric Department's 2024 Capital Expenditure Plan as presented at tonight's Utility Service Board meeting for \$5,673,000. Steve Hale seconded the motion. Motion was approved, 7-0.

WATER DEPARTMENT – RESULTS OF CHEMICAL QUOTES OPENING IN NOVEMBER

Tim Doersam presented a comparison (see attached) of the chemical quotes that were opened at the November Utility Service Board meeting. Doersam stated that all quotes accepted were low quotes with the exception of the PAC Flocculant as USALCO, LLC. did not test this once each season. The quotes are as follows:

PAC Flocculant – Brenntag Mid South
Lime – Mississippi Lime
Carbon – Brenntag Mid South
Chlorine – Brenntag Mid South
Hydro Fluosilicic Acid – Brenntag Mid South
Cairox Potassium Permanganate – Chemical Resources
Algicide – Chemical Resources
Sodium Meta Bisulfite – Brenntag Mid South

Adam Auffart made a motion to approve the quotes as listed for all chemicals. Bibianna Green seconded the motion. Motion approved, 7-0.

GAS PLANNING COMMITTEE REPORT

Brian Hostetter, Chairman of the Gas Planning Committee, stated the Gas Committee did meet on December 11th. At the meeting, the Committee reviewed the Gas Department's 2024 Capital Expenditure Plan. After much discussion and evaluation, the Committee agreed to recommend to the Board the Capital Expenditure Plan totaling \$345,466.27 for the Gas Department as presented.

Phil Schmidt made a motion to approve the Gas Department's 2024 Capital Expenditure Plan as presented at tonight's Utility Service Board meeting. Adam Auffart seconded the motion. Motion was approved, 7-0.

WATER PLANNING COMMITTEE REPORT

Steve Hale, Chairman of the Water Planning Committee, stated the Water Committee did meet on December 11th. At the meeting, the Committee reviewed the Water Department's 2024 Capital Expenditure Plan. After much discussion and evaluation, the Committee agreed to recommend to the Board the Capital Expenditure Plan totaling \$655,154.50 for the Water Department as presented.

Adam Auffart made a motion to approve the Water Department's 2024 Capital Expenditure Plan as presented at tonight's Utility Service Board meeting. Tara Eckman seconded the motion. Motion was approved, 7-0.

WASTEWATER PLANNING COMMITTEE REPORT

Adam Auffart, Chairman of the Wastewater Planning Committee, stated the Wastewater Committee did meet on December 15th. At the meeting, the Committee reviewed the Wastewater Department's 2024 Capital Expenditure Plan. After much discussion and evaluation, the Committee agreed to recommend to the Board the Capital Expenditure Plan totaling \$667,000 for the Wastewater Department as presented.

Tara Eckman made a motion to approve the Wastewater Department's 2024 Capital Expenditure Plan as presented at tonight's Utility Service Board meeting. Steve Hale seconded the motion. Motion was approved, 7-0.

BUSINESS OFFICE – ANNUAL BAD DEBT WRITE-OFF

Ashley Kiefer stated that this year's annual bad debt write-off amount totals \$14,086.61 out of an estimated \$44,221,080 in sales for 2023. This amount represents .0319% of sales. This amount is more than last year's write-off amount. Last year's bad debt write-off totaled \$7,670.06 and was .015% of sales.

Phil Schmidt made a motion to approve the annual bad debt write-off amount of \$14,086.61 Brian Hostetter seconded the motion. Motion approved, 7-0.

BUSINESS OFFICE – UPDATE ON COLLECTIONS ACTIVITIES

Ashley Kiefer updated the Board regarding 2023 collection activities for Jasper Municipal Utilities. In 2023, 33 collection letters were sent out by the Jasper Municipal Utilities Business Office. Of those 37 letters, 13 small claims complaints were filed. The total amount collected in 2023 was \$19,255.65. When small claims complaints are filed, court costs get added to them. The court costs totaled \$2,149. So, the total amount collected for the Jasper Municipal Utilities was \$17,106.65. The City has been using the Small Claims process since 2007.

Kiefer informed the Board that the Utility Business Office is continuing to use the TRECS program, offered through the Association of Indiana Counties. TRECS stands for the Tax Refund Exchange and Compliance System. This program allows cities, towns, and counties to use delinquent account holder's potential tax refunds to collect for delinquencies. A clearing house is used to match delinquent account holders with their potential state tax refunds. Kiefer feels the program works very well and the process is not labor intensive.

Kiefer stated that \$9,065.03 was collected this year through the TRECS program. Kiefer stated that we will utilize this system again in 2024. Kiefer also stated that we can utilize both TRECS and Small Claims simultaneously.

Kiefer acknowledged and thanked Mary Huff, Jean Seidl, and Karen Grewe, Customer Service Clerks for Jasper Municipal Utilities, for all their hard work in the collection process. Kiefer also thanked Attorney Kabrick and her legal assistant Jane Chambers for their help in the small claims process.

BUSINESS OFFICE – IDENTITY THEFT PREVENTION PROGRAM REPORT –

Ashley Kiefer informed the Board that Jasper Municipal Utilities is required to prepare a yearly Identity Theft Prevention Program Report. In 2023 there were no cases of identity theft reported. Two new employees were hired in the past year so new training will take place in 2024. All personnel will receive refresher training each year after the annual evaluation of the Program is finished and possibly updated. No changes to the program are needed at this time.

ALL UTILITIES – REMINDER NEXT MEETING ON TUESDAY, JANUARY 16TH

Ashley Kiefer reminded the Board that next month's Utility Service Board meeting will be held on Tuesday, January 16th, due to the Martin L. King holiday on Monday, January 15th.

ALL UTILITIES - RESOLUTION #USB 2023-8 AMEND UTILITIES SALARY ORDINANCE – CORRECT 30-YEAR LONGEVITY RATE

Bud Hauersperger presented Resolution #USB 2023-8, correcting the 30-year longevity rate to \$38.46, not \$36.46.

Brian Hostetter made a motion to approve Resolution #USB 2023-8, correcting the 30-year longevity rate. Adam Auffart seconded the motion. Motion approved, 7-0.

FINANCE COMMITTEE REPORT & PRESENTATION OF CLAIM DOCKET

Secretary Bibiana 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.

Tara Eckman made a motion to approve the claims as presented. Steve Hale seconded the motion. Motion approved, 7-0.

There being no further business to come before the Board, the meeting was adjourned at 7:33PM upon motion by Brian Hostetter and seconded by Bibiana Green. Motion approved, 7-0.

The minutes were hereby approved _____ with without corrections this 16th day of January, 2024.

Utility Service Board

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12/18/23

Attest: JB Eckman
Secretary

Page A. Ezy
Chairman

RECAPITULATION OF 2024 CHEMICAL BIDS

QUOTE ACCEPTED	PAC Flocculant	Lime	Carbon	Chlorine	Hydro Fluosilicic Acid	Cairox Potassium Permanganate	Algicide	Sodium Meta-Bisulfite
Brenntag Mid South	\$568.98/ton	X	\$122.88/CWT	No deposit \$92.40 CWT	\$35.00/CWT	\$494.18/CWT	\$142.75	Minimum \$600 \$73.25
Chemical Resources	X	X	\$154/CWT	X	\$38.00/CWT	\$490.00/CWT	\$76.50	\$89.00/CWT
Hawkins	X	X	X	X	X	X	X	X
Hexagon Technologies	X	X	X	X	X	X	X	X
JCI Jones Chemicals	X	X	X	Price change possible \$250.00/CWT	X	X	X	X
Mississippi Lime	X	\$487.95 LESS \$409.48/TON	X	X	X	X	X	X
Sal Chemical	X	X	X	X	X	X	X	X
Univar USA, Inc.	X	X	X	X	X	X	X	X
USALCO, LLC	\$550/TON	X	X	X	X	X	X	X
Water Solutions	\$860.00/TON	X	\$139.00/CWT	\$120.00/CWT	\$37.00/CWT	NO CAIROX \$275.00/CWT	\$105.00/CWT	X

*Price firm for 6 months

** Minimum order of \$600.00, combinable