

**MINUTES
REGULAR MEETING
UTILITY SERVICE BOARD
MARCH 18, 2024**

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, March 18, 2024.

UPON CALL OF THE ROLL, THE FOLLOWING WERE PRESENT:

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

ALSO PRESENT:

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

PLEDGE OF ALLEGIANCE

Chairman Roger Seng led the Pledge of Allegiance.

ELECTRIC DEPARTMENT - BID OPENING: 69kV OUTDOOR POWER CIRCUIT BREAKER

Bud Hauersperger stated that 3 requests for bids were sent out but only one bid was received for the 69kV Outdoor Power Circuit Breaker. Hauersperger opened the bid and read aloud as follows:

- | | |
|---------------------------------|---------------------------------|
| 1. CSI Utility (Siemens Energy) | \$89,587.00 |
| Lansing, MI | Est. Del. Leadtime: 72-77 Weeks |

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

Stan Seifert recommended the bid from CSI Utility (Siemens Energy).

Adam Auffart made a motion to approve the base bid from CSI Utility (Siemens Energy) in the amount of \$89,587.00, pending review of specifications. Brian Hostetter seconded the motion. Motion approved, 7-0.

ELECTRIC DEPARTMENT - BID OPENING: LARGE POWER TRANSFORMER

Bud Hauersperger stated that there was only one received bid on the large power transformer. Hauersperger opened the bid and read aloud as follows:

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|--|--|
| 1. Smith Sales (Virginia Transformer)
Roanoke, VA | \$1,130,900.00
Est. Del. Leadtime: 70 Weeks |
|--|--|

Smith Sales also included an alternative transformer option that uses environmentally friendly FR3 fluid, which was included in the specs sent by IMPA. The cost of this being \$1,238,900.00.

The quote included a Non-Collusion Affidavit, an Indiana Legal Employment Declaration, an Affidavit Regarding Non-Responsibility, a Nepotism Policy Affirmation, and a Form 96, which was required.

Stan Seifert recommended the bid for \$1,130,900.00 from Smith Sales. He stated that he would look into the environmentally friendly option and also discuss with the IMPA engineer. Seifert also stated that the budget for this item in the capital expenditure plan was \$1,000,000.

Phil Schmidt made a motion to approve the bid for \$1,130,900.00 from Smith Sales, pending review of specs. Tara Eckman seconded the motion. Motion Approved, 7-0.

ELECTRIC DEPARTMENT – QUOTE OPENING: SCISSOR LIFT

Bud Hauersperger opened the quotes and read aloud as follows:

- | | |
|---|----------------------------------|
| 1. MH Equipment
Evansville, IN
Model: SkyJack SJ3226E | \$18,550.00
Est. Del.: 4/5/24 |
| 2. United Rentals
Evansville, IN
Model: SkyJack SJ4726E | \$22,057.89
Est. Del.: 4/1/24 |
| 3. Black Equipment | \$22,675.00 |

Evansville, IN
Model: Genie GS2632

Est. Del.: 4 Weeks after Approval

4. Black Equipment
Evansville, IN
Model: JLG R2632

\$21,417.00
Est. Del.: 4 Weeks after Approval

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

Seifert recommended the low quote from MH Equipment, pending review of specs.

Tara Eckman made a motion to approve the low quote from MH Equipment for \$18,550.00, pending review of specs. Adam Auffart seconded the motion. Motion approved, 7-0.

WASTEWATER DEPARTMENT – QUOTE OPENING: EFFLUENT BUILDING HVAC SYSTEM

Bud Hauersperger opened the quotes and read aloud as follows:

- | | |
|--|------------|
| 1. Hulsman Refrigeration
Jasper, IN | \$3,286.00 |
| 2. Messmer Mechanical
Jasper, IN | \$9,700.00 |
| 3. Schmidt Contracting
Jasper, IN | \$4,241.00 |

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

Ed Hollinden recommended the quote from Hulsman Refrigeration, pending review of specs. Phil Schmidt recused himself from the vote due to conflict of interest.

Bibianna Green made a motion to approve the low quote from Hulsman Refrigeration for \$3,286.00, pending review of specs. Adam Auffart seconded the motion. Motion approved, 6-0.

WASTEWATER DEPARTMENT – QUOTE OPENING: ROOF REPLACEMENT PROJECT

Bud Hauersperger opened the quotes and read aloud as follows:

- | | |
|-------------------|-------------|
| 1. Rabbit Roofing | \$35,805.00 |
|-------------------|-------------|

Huntingburg, IN

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

Hollinden recommended this quote from Rabbit and also clarified that the quote is for the replacement of roofs for the Effluent, Secondary, and Headworks buildings.

Brian Hostetter made a motion to approve the quote from Rabbit Roofing for \$35,805.00. Bibiana Green seconded the motion. Motion approved, 7-0.

APPROVAL OF MINUTES: FEBRUARY 20, 2024 REGULAR MEETING

Chairman Roger Seng presented the minutes from the February 20, 2024 Regular Meeting and there were no corrections or amendments. Seng asked for approval of the minutes as presented.

Adam Auffart made a motion to approve the minutes. Bibiana Green seconded the motion. Motion approved, 7-0.

ELECTRIC DEPARTMENT – RESULTS OF THE DIGGER DERRICK TRUCK QUOTE OPENING FROM FEBRUARY

Custom Truck did not meet the specs, many things were not included or very different from requested. Seifert recommended the second lowest quote from Altec Industries for \$461,149.00 with the upgrade package for \$4,500.00. Seifert also stated that they would be able to get more out of it by scrapping the current truck than the trade in value provided by Altec, so they would like to either sell it at auction or outright. The total from the truck from Altec Industries without a trade is \$467,149.00.

Tara Eckman made a motion to approve the quote from Altec and keep the current truck to sell later. Adam Auffart seconded the motion. Motion approved, 7-0.

ELECTRIC COMMITTEE REPORT

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

WATER DEPARTMENT – WATER QUALITY REPORTS- USE OUTSIDE VENDOR FOR MAILING

Tim Doersam asked for the Board's permission to have Gemini Group print the water quality reports and mail them to our customers for \$6,749.00.

Adam Auffart made a motion to approve the purchase of the water quality reports from Gemini Group in the amount of \$6,749.00. Brian Hostetter seconded the motion. Motion approved, 7-0.

GAS & WATER DEPARTMENT - TIM DOERSAM- SPRING HYDRANT FLUSHING BEGINS APRIL 1, 2024

Tim Doersam informed the Board that spring hydrant flushing is to begin April 1, 2024.

WATER DEPARTMENT – BEAVER LAKE DRAIN WILL BE CLOSED THE WEEK OF MARCH 18TH, 2024

Tim Doersam informed the Board that Beaver Lake drain will be closed the week of March 18th, 2024.

GAS & WATER - APPROVE PROPOSAL FROM UNIVERSAL DESIGN FOR ENGINEERING SERVICES ON NEW MAINTENANCE BUILDING

Tim Doersam stated that he had received a design proposal from Universal Design on Saturday morning March 16th. He also talked with another Architectural/Engineering firm at a conference last week and is awaiting a proposal from them. Doersam stated he would need time to go over these proposals to be able to make a recommendation to the board, so he asked if this agenda item would be tabled for future discussion. He also stated that this project would now be pushed into next year.

Bibianna Green made a motion to table further discussion on this item. Steve Hale seconded the motion. Motion Approved, 7-0.

GAS PLANNING COMMITTEE REPORT

Bibianna Green, Chairman of the Gas Planning Committee, stated the Gas Committee did not meet during the past month.

WATER PLANNING COMMITTEE REPORT

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

WASTEWATER DEPARTMENT – APPROVE SECOND LOW QUOTE FROM UEBELHOR’S ON COLLECTION DEPT TRUCK- LOW QUOTE DID NOT MEET SPECS

Ed Hollinden asked for the board’s approval to accept the second lowest quote from Uebelhor’s for a new collection department truck. Sternberg’s quote did not meet the requested specifications. Uebelhor’s quote total is \$45,148.00.

Brian Hostetter made a motion to approve the second lowest quote amount of \$45,148.00 with trade-in, from Uebelhor and Son's. Steve Hale seconded the motion. Motion approved, 7-0.

WASTEWATER DEPARTMENT: APPROVE RESOLUTION# USB 2024-2 – SUPPORT OF THE NORTHSIDE SEWER PROJECT

City Attorney Renee Kabrick stated that this is on hold for the utilities' side of it as they are still working with the county engineer on details and it is not yet completed. No motion is needed at this time to table the resolution.

WASTEWATER PLANNING COMMITTEE REPORT

Steve Hale, Chairman of the Wastewater Planning Committee, stated the Wastewater Committee met on March 4th, 2024 at 1:00 PM via Teams meeting. In attendance was Ed Hollinden, Bud Hauersperger, Mayor Dean Vonderheide, Steve Hale, Brian Hostetter, Adam Auffart, Roger Seng, Mark Fierst, Ashley Kiefer and Jessica Lynch, Scott Miller, and Courtney Holliday with Baker Tilly. Absent was Renee Kabrick and John Schroeder. He read the minutes aloud as follows:

“Rate Study Results

Jessica Lynch reviewed the results of the 2024 Wastewater rate study from Baker Tilly. The last rate study was done in mid-2019. The financial information in the study was compiled using a twelve-month period ending August 31, 2023 as the test year. The pro forma financial information is prepared for the purpose of showing the estimated financial effects on the utility's revenue and revenue requirements of an increase in rates and charges for service and other changes that may be reasonably fixed, known, or measured.

Lynch began the review by presenting an executive summary of various key performance indicators for the years 2020, 2021, and 2022, as well as the test year until August 31, 2023. The summary showed a decrease in cash balances, steady operating revenues, increased operating expenses and decreased total income, and highlighted certain cash and debt ratios which Lynch characterized as being very good. The report also included a schedule showing each fund's 8/31/23 cash balances compared to what Baker Tilly determined to be the minimum required balance for that fund; all funds had met the required threshold amount.

The Committee discussed the information provided to Baker Tilly to complete the study and suggested a few minor changes to the capital improvement plan. It was noted that the annual replacement cost of equipment and the capital improvement plan has increased, due in part to the age of the plant, and also the proposed future capital project of the North side expansion project. A rate increase was proposed to recover the revenue shortfalls. Based on the study, retail customers would have an increase in the monthly meter charge of 23.96% - 23.98%, while the flow charge would increase 53.54% - 53.69%. The rates for customers located outside the City limits include a 25% rate differential.

The Committee also discussed Outside City Wholesale rates, for the Ireland-Madison Township Conservancy District. The proposed flow charge would increase from \$3.94 to

\$4.70 per 100 cubic, or 19.29%. The rate also includes a 25% rate differential. The rate for the Rolling Hills extension debt service surcharge will decrease from \$67.80 to \$49.64.

Discussion was had about the comparison of surrounding community rates chart on page 4 of the Executive Summary, with clarification on the last Vincennes rate increase being in 2016, meaning that they will most likely increase soon as well, still putting Jasper as one of the lowest rates in the area.

The Committee decided to recommend to the Utility Service Board the proposed rate increase per the revised report coming from Baker Tilly.

The Wastewater Committee meeting ended at 1:45 PM.”

The committee recommended the approval of Resolution# USB 2024-1 regarding the proposed Sewer Rate Increase. Adam Auffart made a motion to approve the resolution. Steve Hale seconded the motion. Motion approved, 7-0.

BUSINESS OFFICE – ASHLEY KIEFER - RETIREMENT OF MARY HUFF

Ashley Kiefer informed the Board of Mary Huff’s retirement at the end of March, thanking her for her 26+ years of service with the City and wishing her the best.

BUSINESS OFFICE – REMINDER OF SPECIAL USB MEETING SCHEDULED FOR APRIL 5TH FOR BACKUP WATER SUPPLY PROJECT

Ashley Kiefer reminded the Board of the special USB meeting scheduled for April 5th at 1:30 PM in the Pfaffenweiler Room for the Backup Water Supply Project.

GENERAL MANAGER –BUD HAUERSPERGER—RETROACTIVE APPROVAL TO START HIRING PROCESS FOR A GENERAL MANAGER DUE TO RETIREMENT

Bud Hauersperger requested retroactive approval to start the hiring process for a General Manager of Utilities due to his retirement in July.

Tara Eckman made a motion to retroactively approve beginning the hiring process for this position, Brian Hostetter seconded the motion. Motion approved, 7-0.

FINANCE COMMITTEE REPORT & PRESENTATION OF CLAIM DOCKET

Secretary Tara Eckman reported the Finance Committee had met tonight and reviewed the claims on the Claim Docket.

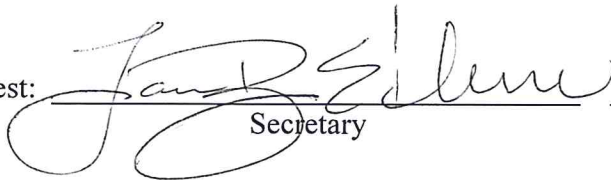
The Finance Committee recommended approval of the claims as presented.

Bibianna Green made a motion to approve the claims as presented. Phil Schmidt 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 Bibianna Green. Motion approved, 7-0.

The minutes were hereby approved _____ with without corrections this 15th day of April, 2024.

Attest:


Secretary


Chairman