

**MINUTES
REGULAR MEETING
UTILITY SERVICE BOARD
SEPTEMBER 16, 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, September 16th, 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adam Auffart – Vice Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tara Eckman – Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bibianna Green – Gas Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brian Hostetter – Electric Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phil Schmidt – Water 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"/>
Rob Young – 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:

Steve Hale – Wastewater Commissioner

PLEDGE OF ALLEGIANCE

Chairman Roger Seng led the Pledge of Allegiance.

ELECTRIC – MOVE QUOTE OPENING DATE TO OCTOBER 21,2024 FOR SMALL AERIAL BUCKET TRUCK

Stan Seifert requested the quote opening for a small aerial truck for the Electric department be moved to the October 21, 2024 meeting.

Bibianna Green made a motion to approve the quote opening move to October, Brian Hostetter seconded the motion. Motion approved, 6-0.

WASTEWATER - QUOTE OPENING: MANHOLE REHABILITATION

Rob Young opened the quote and read aloud as follows:

- | | |
|---------------------------------------|-------------------------|
| 1. Advanced Rehabilitation Technology | \$280 per vertical ft |
| Bryan, OH | & per each bench \$1000 |

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

Tara Eckman made a motion to approve this up to a maximum spend of \$30,000, pending spec review. Adam Auffart seconded the motion. Motion approved, 6-0.

APPROVAL OF MINUTES: AUGUST 16, 2024 REGULAR MEETING

Chairman Roger Seng presented the minutes from the August 16th, 2024 regular meeting with no corrections needed.

Phil Schmidt made a motion to approve the minutes, Bibianna Green seconded the motion. Motion approved, 6-0.

BRAD ECKERLE WITH BROSNER LAND SURVEYING – PETITION TO VACATE A PORTION OF A UTILITY EASEMENT – LOT 7 – OAK RIDGE ESTATES I

Brad Eckerle presented the current electric utility easement and requested permission to vacate a portion and add a new portion to replace the vacated portion. Eckerle also provided the new proposed easement. Stan Seifert stated that the Electric department and the engineering department had both approved of the adjustment.

City Attorney Renee Kabrick stated she had the documents prepared for the termination to be recorded at the same time as the new easement.

Adam Auffart made a motion to vacate the current easement. Brian Hostetter seconded the motion. Motion approved, 6-0.

ELECTRIC COMMITTEE REPORT

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

WATER – FALL HYDRANT FLUSHING UPDATE

Tim Doersam stated that fall hydrant flushing will continue for 4-5 more weeks.

WATER – BEAVER LAKE DRAIN TO BE OPENED NOVEMBER 15TH

Tim Doersam announced that the Beaver Lake Drain is to be opened November 15th, 2024 and would remain open until March 2025.

WATER – UPDATE ON MILL STREET WATER MAIN REPLACEMENT PROJECT

Doersam stated the project is scheduled to begin on October 1st with a projected end of late March 2025.

WATER – UPDATE ON BACKUP WATER SUPPLY PROJECT

Doersam stated they have begun laying mains and have an expected finish of October.

GAS – GAS LEAK SURVEY TO BEGIN ON SEPTEMBER 30TH

Tim Doersam stated that the gas leak survey had begun as of today and would run through the next 2-3 weeks.

GAS – REQUEST APPROVAL OF QUOTE FROM USDI FOR REMOTE MONITORING HARDWARE & SERVICE ON ANR ODORIZER

Tim Doersam advised that they sent quote requests to USDI and another distributor, who did not respond. The quote received from USDI was for a total of \$9,760.00. This was for the materials and installation of the unit for the odorizer and 3 year cell service.

Phil Schmidt made a motion to approve the quote from USDI. Bibianna Green seconded the motion. Motion approved, 6-0.

GAS & WATER – APPROVE CONFERENCE EXPENSES

Tim Doersam asked for approval to send 1 employee to the Alliance Water Conference October 22nd-24th for a total of \$569. Doersam also requested approval for 3 employees to attend the Damage Prevention conference in French Lick in November for 2-3 days for a total cost of \$1,455.

Adam Auffart made a motion to approve the conference costs. Tara Eckman seconded the motion. Motion approved, 6-0.

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 PLANNING COMMITTEE REPORT

Roger Seng, Chairman of the Utility Service Board, stated the Wastewater Committee did not meet during the past month.

BUSINESS OFFICE MANAGER – ASSET DISPOSAL AUTHORIZATIONS

Office Manager Ashley Kiefer presented the Capital Asset Disposal Authorization for all utilities. All items are requested to be disposed of in capital assets as they have been either scrapped, traded, or sold at auction.

Brian Hostetter made a motion to authorize the Capital Asset Disposal. Bibianna Green seconded the motion. Motion approved, 6-0.

GENERAL MANAGER – UPDATE ON NORTHSIDE ELECTRIC SUBSTATION

General Manager Rob Young shared that the due diligence feasibility study was completed by Banning Engineering and the site has been confirmed feasible, but tight. Next step is the site surveying which is slated to take place in the next 30 days.

GENERAL MANAGER – UPDATE ON NORTHSIDE WWTP EXPANSION PROJECT

General Manager Rob Young stated they had visited the site on 9/3 and have a plan to revisit with Midwestern Engineers to review the discharge area. A land appraisal is required for the SRF/IFA funding, and a consultant will need to be hired to do a wetlands delineation which Midwestern is gathering quotes for currently. Young stated he is also in communication with Chad Blessinger for County planning moving forward.

GENERAL MANAGER – POTENTIAL 50/50 PROGRAM FOR WATER LINE REPLACEMENT & SEWER LATERAL LINE REPLACEMENT IN THE AREA OF MILL STREET WATER MAIN REPLACEMENT PROJECT – (COMMITTEE MEETINGS TO BE SCHEDULED)

Young stated that the Water and Wastewater Committees would be scheduling meetings soon to discuss a potential 50/50 program for homeowners with lead lines outside to have them replaced during the Mill Street Water Main project.

GENERAL MANAGER – UPDATE ON LEAD LINE SURVEY

Young stated that 120 Water would be submitting the current survey data on September 17th. This shows 6,727 total records with 4,238 responses or classifications known due to recent meter replacement. All 4,238 are currently listed as non-lead or copper and 1 galvanized. 120 Water has advised that there will be follow up survey/letter requirements for the remaining 2,488, but a form of contact for these has not yet been established.

GENERAL MANAGER – UPDATE ON AMI IMPLEMENTATION PROJECT

Rob Young shared that the Electric department is 95% complete on the meter replacements to AMI.

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.

Phil Schmidt made a motion to approve the claims as presented. Brian Hostetter seconded the motion. Motion approved, 6-0.

There being no further business to come before the Board, the meeting was adjourned at 7:24PM upon motion by Brian Hostetter and seconded by Bibianna Green. Motion approved, 6-0.

The minutes were hereby approved _____ with without corrections this 21st day of October, 2024.

Attest:


Secretary


Chairman