

**MINUTES
REGULAR MEETING
UTILITY SERVICE BOARD
OCTOBER 21ST, 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, October 21st, 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"/>
Steve Hale – Wastewater Commissioner	<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"/>
Ashley Kiefer – Office Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ABSENT:

Renee Kabrick – City Attorney

PLEDGE OF ALLEGIANCE

Chairman Roger Seng led the Pledge of Allegiance.

QUOTE OPENING: SMALL AERIAL BUCKET TRUCK - ELECTRIC

Rob Young opened the quotes and read aloud as follows:

1. Altec Industries, Inc.	Base Price: \$244,096.00	Trade In: \$20,000.00	Net Price: \$224,096.00
2. Terex Utilities	Base Price: \$255,325.00	Trade In: \$12,000.00	Net Price: \$243,325.00

The Altec quote included a Non-Collusion Affidavit, an Indiana Legal Employment Declaration, an Affidavit Regarding Non-Responsibility, and a Nepotism Policy Affirmation. The Terex quote was missing all affidavits.

Brian Hostetter made a motion to approve the low quote from Altec Industries, pending specification review. Adam Auffart seconded the motion. Motion approved, 7-0.

QUOTE OPENING: LOADER BACKHOE – GAS *Trade-in asset #08TE008308

Rob Young opened the quotes and read aloud as follows:

1. Boyd Cat Evansville, IN	Base Price: \$134,893.47	Trade In: \$62,000.00	Net Price: \$72,893.47
2. Diamond Equipment Evansville, IN	Base Price: \$136,900.00	Trade In: \$50,000.00	Net Price: \$86,900.00
3. McCoy Construction & Forestry Evansville, IN	Base Price: \$150,342.46	Trade In: \$59,000.00	Net Price: \$91,342.46

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

Brian Hostetter made a motion to approve the low quote from Boyd Cat for \$72,893.47, pending specification review. Bibiana Green seconded the motion. Motion approved, 7-0.

APPROVAL OF MINUTES: SEPTEMBER 16, 2024 REGULAR MEETING

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

Tara Eckman made a motion to approve the minutes, Phil Schmidt seconded the motion. Motion approved, 7-0.

ELECTRIC – REQUEST APPROVAL OF SURVALENT SCADA SUPPORT PLAN (1 YEAR) FOR \$14,707

Stan Seifert requested approval from the board to renew the Survalent SCADA Support plan for 1 year. The cost is \$14,707.00 for the support period from 10/17/24 to 10/16/25.

Steve Hale made a motion to approve the renewal of support through Survalent for \$14,707. 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.

GAS – UPDATE ON ANNUAL GAS LEAK SURVEY

Tim Doersam stated that the annual gas leak survey was completed on October 11th.

WATER – PERMISSION TO SEND OUT CHEMICALS REQUEST FOR QUOTES

Doersam requested permission to send out requests for quotes of chemicals for 2025.

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

WATER – UPDATE ON FALL HYDRANT FLUSHING

Tim Doersam stated that fall hydrant flushing will continue for approximately two more weeks.

GAS & WATER – REQUEST APPROVAL TO PURCHASE VALVE BOX CUTTER & REPAIR KIT – 3 QUOTES REQUESTED (SHARED BY GAS & WATER)

Tim Doersam advised that they sent quote requests to 3 distributors and the lowest quote was from Core & Main for \$3,185.00. The valve box cutter will be used by both Gas & Water during valve box replacements and will cut down on the area needed to be cut, which will create less mess and lower the amount of flowable fill needed to repair the area. Doersam stated that the cost savings on repairs will pay for the cutter after approximately 3 uses.

Adam Auffart made a motion to approve the quote from Core & Main. Bibianna Green 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 met on October 2nd, 2024 at 1:00 PM in the Pfaffenweiler Room of Jasper City Hall and online via Zoom Meeting. He read the minutes from the meeting aloud as follows:

“Present was Tim Doersam, Darin Kemp, Rob Young, Phil Schmidt, Roger Seng, Bibianna Green, Mark Fierst, Ashley Kiefer, Kevin Manley, Renee Kabrick, Mayor Dean Vonderheide. The purpose was to discuss a potential 50/50 program to assist customers with lead line replacements during the Mill Street Water Main Replacement project.

Rob Young stated that the Water department is working on developing a plan for a potential 50/50 program to share the cost with homeowners of lead line replacements in the area of the Mill Street Water Main replacement project. The purpose of this is to help customers identify and remove lead lines in compliance with the current EPA requirements.

Tim Doersam shared that this plan includes approximately 52 homes from 9th Street to 15th Street on Mill Street, with 5 of them being confirmed not to be lead lines previously. Initial estimated cost per residence to replace lead service lines could be up to \$8,000 (if service line goes all the way into the house), with the Water department being responsible for half of that total. Water employees will visit the homes and inspect lines to help determine materials.

It was decided that the Water department would do a physical check of all homes in scope and determine replacement and financial scenarios based on determination of the materials of the service lines.

The Committee decided to schedule a follow up meeting before the November Utility Service Board meeting to discuss answers and more information about the proposed program.

The Water Committee meeting ended at 1:40 PM.”

Doersam added that as of this board meeting the Water department had only 9 houses left to check in the stated area, with no lead having been found in any of the houses thus far.

WASTEWATER PLANNING COMMITTEE REPORT

Steve Hale, Chairman of the Wastewater Committee met on October 1st, 2024 in 9:00 AM in the Pfaffenweiler Room of Jasper City Hall and online via Zoom Meeting. He read the minutes from the meeting aloud as follows:

“Present was Ed Hollinden, Rob Young, Mayor Dean Vonderheide, Roger Seng, Tara Eckman, Mark Fierst, Ashley Kiefer, Renee Kabrick, John Schroeder, and absent was Steve Hale and Brian Hostetter. The purpose of this meeting was to discuss a potential 50/50 program to assist customers with sanitary sewer lateral inspections/replacements in the area of the Mill Street Water Main Replacement project

Rob Young stated that the Wastewater department had developed a plan for a potential 50/50 program to share the cost with homeowners of sanitary sewer lateral inspections and replacement in the area of the Mill Street Water Main replacement project. The purpose of this is to help customers update their lines and ensure they are up to code while they have a good opportunity.

Ed Hollinden stated that the Wastewater department would be contacting customers to have sewer lateral inspections and replacements done during the Mill Street Water Main Replacement. This includes approximately 30 homes from 9th Street to 15th Street on Mill Street. Wastewater employees will visit the homes to inspect the laterals and also verify that they run to Mill Street. Only homes that have a sewer line that runs to Mill Street will qualify for the 50/50 program. Letters will be sent to the homeowners and Wastewater employees will be going door to door to follow up with any that do not respond. Homeowners will need to respond within 3 months of the letter and will have 6 months to do replacements.

Hollinden stated that the total estimated cost per home is \$6,000 or less, with half of that then being the Wastewater department's responsibility with this program.

The Committee decided to recommend to the Utility Service Board the 50/50 program for sharing sanitary sewer lateral inspection and replacement costs with homeowners in the Mill Street water main replacement area.

The Wastewater Committee meeting ended at 9:21 AM."

Phil Schmidt made a motion to approve the creation of a 50/50 cost sharing program with homeowners based off the recommendation from the Wastewater Committee. Bibianna Green seconded the motion. Motion approved, 7-0.

BUSINESS OFFICE MANAGER – STARTED CONTINUOUS IMPROVEMENT PROJECT FOR PROCESSES

Office Manager Ashley Kiefer stated that the Business Office has implemented a continuous improvement project open to all departments of the office for improvements to processes for efficiency and better customer service. All business office employees had submitted ideas for the process improvements and the next steps would be to determine which would be best suited to work on and implement first. Kiefer stated that all employees showed great willingness to participate and improve the functions of the business office.

GENERAL MANAGER – RESOLUTION #USB 2024-4 – RECOMMENDING SALARIES & WAGES FOR 2025

General Manager Rob Young shared that in discussions with the Mayor and Personnel Director, the Utilities department is generally looking to use AIM (Accelerate Indiana Municipalities) and other area data as guidelines for targeted compensation ranges. The approach taken was to apply consistent logic and compare current pay ranges to the 75th percentile pay range for AIM data. In addition to the City-Wide 3% increase, targeted adjustments have been suggested, noting the changes below in this resolution:

- Two title changes, one to more fully cover the role being played by our Office Manager and re-activating an old role in the Electric Department to assist with long-term succession planning.
- Several adjustments in Electric Department roles.
- A couple of adjustments within the Utilities Business Office job descriptions.

Young stated that they are targeting a full study for all City/Utilities employees in Spring 2025 with the Personnel Director to drive consistency going forward. He advised that City Council will be reviewing this resolution on Wednesday, October 23 at their council meeting.

Adam Auffart made a motion to approve Resolution #USB 2024-4. Tara Eckman seconded the motion. Motion approved, 7-0.

GENERAL MANAGER – REMINDER TO REVIEW IMPA ELECTRIC RATE STUDY FOR 2025

Young stated that details have been provided to the USB in an earlier email. The rate will be voted on at the October 25th IMPA Board of Commissioners Meeting, where the City intends to vote to approve if no further questions or discussion. Generally speaking, Utilities’ believes the rate adjustment will allow us to hold off on a near term rate adjustment for City of Jasper customers for now, though we will likely initiate a refreshed rate study sometime in 2025.

GENERAL MANAGER – NOTIFICATION LETTERS FOR “UNKNOWN MATERIAL” WATER SERVICE LINES TO BE MAILED BY NOVEMBER 1ST

Rob Young stated that the initial inventory submission per EPA guidelines was due October 16, and the current known inventory report has been submitted. A 30 day follow up communication is to go out to customers with known lead service lines (none have been found to date), customers with known galvanized service lines (1 has been identified), and customers whose service line materials are "unknown" (approximately 2,500). The letter must communicate the EPA rules and dangers of lead pipes and must be sent annually to remaining unknowns each year.

Young stated that the business office is including a follow up letter with QR Code/link to our 120 Water survey and will follow up with a social media outreach effort to increase the number of responses this round. The Water department will begin conducting physical audits as needed going forward.

GENERAL MANAGER – PRELIMINARY SCOPING ACTIVITY FOR WATER ASSET MANAGEMENT PLAN UNDERWAY

Young shared that the business office and the Water department are in discussions with various engineering firms and are beginning to build a library of documentation needed to define scope and the ultimate cost of a Water Asset Management Plan. This will help to anticipate further updates in infrastructure and long term capital planning, and we may possibly be able to share more on scope and costs by the November utility service board meeting. The potential cost could be up to \$150,000, but they are hoping to reduce the cost once the scope has been refined.

GENERAL MANAGER – UPDATE ON PROPOSED NORTHSIDE WASTEWATER TREATMENT PLANT

Young requested the following approvals for the next steps of the project:

- Approval for Midwestern Engineering to order a Wetlands Delineation - not to exceed \$20,000

Adam Auffart made a motion to approve the cost up to \$20,000 for wetlands delineation. Steve Hale seconded the motion. Motion approved, 7-0.

- Approval for Midwestern Engineering to perform site survey work - not to exceed \$10,000

Brian Hostetter made a motion to approve the cost up to \$10,000 for site survey work. Bibianna Green seconded the motion. Motion approved, 7-0.

- Approval to order (2) land value appraisals, not to exceed \$4,000 in total

Tara Eckman made a motion to approve the cost up to \$4,000 total for land value appraisals. Phil Schmidt seconded the motion. Motion approved, 7-0.

Young stated that the land appraisal is required as a part of the funding process through IFA/SRF.

REQUEST APPROVAL OF 120 WATER ANNUAL AGREEMENT

Rob Young requested approval to renew the annual agreement with 120 Water for \$5,696. 120 Water is the vendor used to house the inventory for water service line materials in relation to EPA's requirements to remove all lead service lines.

Adam Auffart made a motion to approve the renewal of the 120 Water annual agreement for \$5,696. Steve Hale seconded the motion. Motion approved, 7-0.

GENERAL MANAGER – SERVICE ALERT COMMUNICATION PROTOCOL/WATER MAIN BREAK & BOIL ADVISORY – (formal Resolution will be presented at the November USB Meeting)

Young advised that the resolution seeks to more formally outline communication required for various levels of Water Main Breaks and Boil Notifications, noting that there are various levels of Boil Notification, starting with Boil Advisories, Boil Orders, etc. This will all be included in the Resolution along with protocol on who is to receive alerts, noting the creation of a formal internal Water Alerts email distribution list. The levels of notifications will be further defined within the Resolution as well.

Young also shared that the City and Utilities departments are looking to move forward with the GoGov app as a City-wide communication tool and extension of the City of Jasper website. This would assist in these types of notifications as well. Connect Frankfort was cited as an example app if anyone would want to review it.

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.

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

There being no further business to come before the Board, the meeting was adjourned at 7:43PM upon motion by Brian Hostetter and seconded by Tara Eckman. Motion approved, 7-0.

The minutes were hereby approved _____ with without corrections this 18th day of November, 2024.

Attest: 
Secretary


Chairman