

**MINUTES
REGULAR MEETING
UTILITY SERVICE BOARD
DECEMBER 16TH, 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, December 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:

Ed Hollinden – Wastewater Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tim Doersam – Gas & Water 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"/>
Renee Kabrick – City Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ABSENT:

Steve Hale – Wastewater Commissioner

PLEDGE OF ALLEGIANCE

Chairman Roger Seng led the Pledge of Allegiance.

APPROVAL OF MINUTES: NOVEMBER 18TH, 2024 REGULAR MEETING

Chairman Roger Seng presented the minutes from the November 18th, 2024 regular meeting with no corrections needed.

Adam Auffart made a motion to approve the minutes, Bibiana Green seconded the motion. Motion approved, 6-0.

ELECTRIC PLANNING COMMITTEE REPORT

Brian Hostetter, Chairman of the Electric Committee, stated the Electric Committee met Tuesday, December 10th, 2024 at 10:30 AM in the Pfaffenweiler Room at Jasper City Hall. He read the minutes aloud as follows:

“Present was Roger Seng, Adam Auffart, Tara Eckman, Brian Hostetter, Rob Young, Stan Seifert, Ed Hollinden, Mark Fierst, Ashley Kiefer, John Schroeder, Chad Lueken, and Renee Kabrick. Absent was Mayor Dean Vonderheide.

The purpose of the committee meeting was to review the Electric and Wastewater Departments’ 2025 Capital Expenditure plans.

Stan Seifert began reviewing the 2025 Electric Capital Expenditure Plan. The first item listed in the second quarter is gathering estimates for a potential new building for the Electric Distribution Department. The plan is to begin working on Engineering/Design proposal solicitation in early 2025. The current estimate is \$9,300,000 and is based only on rough contractor figures. This will also include gathering information on the current site condition and future plans for that site as well.

The next item in the second quarter is a new small trailer with a turntable to transport and unload wire. The current trailer is homemade and blocks the whole road when unloading wire. A new trailer would be meant for this purpose and would allow wire to be unloaded without blocking the road. The current trailer will be sold at the city auction. The estimated cost for a new small trailer is \$38,000.

The only item in the third quarter is to replace the current mini excavator. It was purchased in 2012 and has over 2,200 hours on it. The cost estimate for a new mini excavator with a trade is \$58,000.

The final item, which is in the fourth quarter, is a new small bucket truck. This was already approved at the October 2024 USB meeting but has an expected delivery of Q4 2025. Estimated cost was \$224,000 with a trade-in.

The Electric Committee agreed to recommend the 2025 Capital Expenditure plan to the full Utility Service Board at the December meeting.”

Phil Schmidt made a motion to approve the 2025 Electric Department Capital Expenditure plan as presented. Adam Auffart seconded the motion. Motion approved, 6-0.

WATER DEPARTMENT – RESULTS OF CHEMICAL QUOTES OPENING IN NOVEMBER

Tim Doersam presented a comparison 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 the Water Department has had issues with Brenntag’s gelling which creates issues and causes them to use more lime. The quotes are as follows:

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

Brian Hostetter made a motion to approve the quotes as listed for all chemicals. Bibianna Green seconded the motion. Motion approved, 6-0.

WATER DEPARTMENT – REQUEST APPROVAL OF MAGUIRE IRON INVOICES FOR WATER TOWER MAINTENANCE FOR \$67,059

Tim Doersam asked for the Board’s permission to approve Maguire Iron’s invoices in the amount of \$67,059 for the maintenance and management of the City’s water towers.

Tara Eckman made a motion to approve the invoices from Maguire. Brian Hostetter seconded the motion. Motion approved, 6-0.

WATER - UPDATE ON MILL STREET WATER MAIN REPLACEMENT PROJECT

Doersam shared the contractors are currently at 13th and Mill Street working but were out for a few days last week due to the flu. Doersam stated that they will be back working on Tuesday of this week.

WATER - UPDATE ON BACKUP WATER SUPPLY PROJECT

Doersam advised Patoka Lake Water is hooked up, but they are waiting on the meter to arrive. Letters have been sent to homeowners in that area for potential water connections with instructions on how to get connected. Infrastructure Systems, Inc. will connect any new customers due to the warranty for their work on the main.

GAS PLANNING COMMITTEE REPORT

Bibianna Green, Chairman of the Gas Planning Committee, stated the Gas Committee met on Wednesday, December 11th, 2024 at 1:00PM in the Pfaffenweiler Room at Jasper City Hall. Green read the minutes aloud as follows:

“Present was Roger Seng, Phil Schmidt, Bibianna Green, Tim Doersam, Rob Young, Darin Kemp, Renee Kabrick, Mark Fierst, Vince Helming, Kevin Manley, Mike Dorsam, Ashley Kiefer, and Mayor Dean Vonderheide.

The purpose of the committee meeting was to review the Gas and Water Department’s 2025 Capital Expenditure plans.

Tim Doersam began reviewing the 2025 Gas Capital Expenditure plan. The first item listed in the first quarter is the continuing AMI Metering project. This will potentially be the last year for the meter changeout project with an anticipated cost of \$168,466.

The second item in the first quarter is a new brush cutting head for the mini excavator. This will be used to mow along lagoons, right of ways, and ditches along Beaver Lake Spillway and Dam. Half of the anticipated cost will be shared with Water, for the total cost to the Gas Department of \$6,000.

The only item listed in the second quarter is to replace dump truck #19, which was purchased in 1998. This cost will also be split with the Water department for an estimated cost to the Gas department of \$45,000.

The first item in the third quarter is a new building to house a bigger plant maintenance room, more vehicle/equipment storage, a training room, and a bathroom, to possibly be cost-shared with the Water Department. The estimated Gas department’s portion of this is an estimated \$450,000.

The final item, which is also in the third quarter, is the relocation of 4” gas line from 8th & Bartley Streets to 231 and 5th Street due to the current section of gas line running through a storm sewer. This is the best opportunity to perform the relocation due to INDOT’s plans to repave state road 56 in 2027. Estimated cost of this project is \$90,000.

The Gas Committee agreed to recommend the 2025 Capital Expenditure plan to the full Utility Service Board at the December meeting.

The Gas and Water departments are asking for approval of all current capital expenditures projected, but is also reevaluating projects and reprioritizing as needed, and will update all if any projects are pushed out beyond 2025.

The Joint Water and Gas Committee meeting ended at 1:33PM.”

Adam Auffart made a motion to approve the 2025 Gas Department Capital Expenditure plan as presented. Tara Eckman seconded the motion. Motion approved, 6-0.

WATER PLANNING COMMITTEE REPORT

Phil Schmidt, Chairman of the Water Planning Committee, stated the Water Committee met on Wednesday, December 11th, 2024 at 1:00PM in the Pfaffenweiler Room at Jasper City Hall. Schmidt read the minutes aloud as follows:

“Present was Roger Seng, Phil Schmidt, Bibianna Green, Tim Doersam, Rob Young, Darin Kemp, Renee Kabrick, Mark Fierst, Vince Helming, Kevin Manley, Mike Dorsam, Ashley Kiefer, and Mayor Dean Vonderheide.

The purpose of the committee meeting was to review the Gas and Water Department’s 2025 Capital Expenditure plans.

Tim Doersam then began reviewing the 2025 Water Capital Expenditure Plan. The first item listed in the first quarter is the continuing AMI Metering project. This will potentially be the last year for the meter changeout project with an anticipated cost of \$120,665.

The next item in the first quarter is to replace the camera system at the Gas and Water facilities on 2nd Avenue. A recommendation was made to stay consistent with other security and camera systems the city uses if possible. The current system has quit working, so it will need to be updated rather quickly. The estimated cost is \$20,000.

The next item is an Asset Management Plan for the Water department. This will help to prioritize projects and allow for long-term planning going forward, along with it being needed to receive SRF funding. The current estimated amount is up to \$150,000.

The final item in the first quarter is a new brush cutting head for the mini excavator. This will be used to mow along lagoons, right of ways, and ditches along Beaver Lake Spillway and Dam. Half of the anticipated cost will be shared with Gas, for the total cost to the Water Department of \$6,000.

The first item in the second quarter is the Tank Inspections and Cleaning for an anticipated cost of \$73,765. The Water Department is under a contract with Maguire Iron for them to inspect, clean, repair and paint the water towers and clearwells.

The next item in the second quarter is to replace dump truck #19, which was purchased in 1998. This cost will also be split with the Gas department for an estimated cost to the Water department of \$45,000.

The final item in the second quarter is repairs or replacement of the main lines on Birk Drive/Brosmer Street, which have developed color issues recently due to work in that area.

This is a late addition item, so there is currently a rough estimated cost of \$650,000, until more research has been performed.

The first item in the third quarter is a new building to house a bigger plant maintenance room, more vehicle/equipment storage, a training room, and a bathroom, to possibly be cost-shared with the Gas Department. The estimated Water department portion of this is an estimated \$450,000.

The second item in the third quarter is a traveling screen inspection. Screens would be inspected first, then pulled if determined further action is needed. Estimated cost for this is \$10,000.

The final item, which is also in the third quarter, is to perform High Service Pump Maintenance on the original pump that feeds the south tank. It was installed in 2001 and will need to be pulled and serviced. Estimated cost is \$26,000.

The Water Committee agreed to recommend the 2025 Capital Expenditure plan to the full Utility Service Board at the December meeting.

The Gas and Water departments are asking for approval of all current capital expenditures projected, but is also reevaluating projects and reprioritizing as needed, and will update all if any projects are pushed out beyond 2025.

The Joint Water and Gas Committee meeting ended at 1:33PM.”

Brian Hostetter made a motion to approve the 2025 Water Department Capital Expenditure plan as presented. Bibianna Green seconded the motion. Motion approved, 6-0.

WASTEWATER PLANNING COMMITTEE REPORT

Brian Hostetter, presented for Steve Hale, Chairman of the Wastewater Committee, and stated the Wastewater Committee met Tuesday, December 10th, 2024 at 10:30 AM in the Pfaffenweiler Room at Jasper City Hall. He read the minutes aloud as follows:

“Present was Roger Seng, Adam Auffart, Tara Eckman, Brian Hostetter, Rob Young, Stan Seifert, Ed Hollinden, Mark Fierst, Ashley Kiefer, John Schroeder, Chad Lueken, and Renee Kabrick. Absent was Mayor Dean Vonderheide.

The purpose of the committee meeting was to review the Electric and Wastewater Departments’ 2025 Capital Expenditure plans.

Ed Hollinden then began reviewing the 2025 Wastewater Capital Expenditure plan. The first item listed in the first quarter is a camera van with a camera for checking lines. The current camera system is aged and in need of repairs and a new system would be included in the van instead of separate. The Wastewater department has a 2004 GMC Safari van to

be traded as well. The current estimated cost is \$290,000 and is targeted for a Q1 quote for specifications.

The second item in the first quarter is the estimated costs for the Northside Treatment Plant project. Some costs could be incurred in CY24 but expected in Q1 is Engineering and Land Acquisition. Estimates for these costs are \$1,838,000.

The third item in the first quarter is a new vehicle for the collection department. A replacement for the 2013 Chevy 2500 HD with 111,000 miles would be bid in Q1 for an estimated cost of \$60,000.

The first item listed in the second quarter is Manhole lining, there are many manholes in need of being lined due to the corrosive nature of the wastewater. This will eliminate infiltration, restore wall surfaces, and prevent corrosion. They also anticipate the need to continue this type of rehabilitation in the future. Estimated cost is \$40,000.

The next item in the second quarter is sewer lining. The amount has increased from previous years because the Large Line inspection cleaning initiative that took place in 2022 identified some problem areas which need to be addressed. The Wastewater department looks to develop a bid packet with the Business Office and the Engineering department. Estimated cost is \$200,000.

The third item in the second quarter is upgrading the Grit Equipment. Targeted bid opening of May as it will need to be advertised and will need an estimated 8 weeks for submittals, then 36 weeks for delivery estimate. Estimated cost is \$400,000.

All items in the third quarter are primarily automation technology for the Wastewater department due to hiring challenges and technological advances. Hollinden stated that most Wastewater facilities are mostly automated, leaving the City in a minority of manual operation. The estimated costs for upgrades include the following:

1.	Actuators for Primary Sludge	\$30,000
2.	Supernate Actuator	\$10,000
3.	Sludge Judge	\$50,000
4.	Automatic DO Meters	\$55,000
5.	Blower Valve Actuators	\$60,000
6.	Skimmer Actuator	\$10,000
7.	Surge Return Actuator	\$10,000

There is also a potential cost for engineering support for the automation with current provider Toric Engineering, but there is no estimate on that currently. It will have to be analyzed with the processes that are automated to determine what is needed.

In the fourth quarter, the Wastewater department looks to trade a 2016 John Deere mini excavator for a new one. Current lead times are estimated at 3-4 months with a cost estimate of \$70,000 for a new mini excavator.

The last item in the fourth quarter is the cost split between Water for the AMI meters all utilities are implementing. This should be the last year for this expense as the Water department is over 60% complete in the process. Estimated cost for this is \$120,000.

The Wastewater Committee agreed to recommend the 2025 Capital Expenditure plan to the full Utility Service Board at the December meeting.

The Joint Electric and Wastewater Committee meeting ended at 11:13AM.”

Phil Schmidt made a motion to approve the 2025 Wastewater Department Capital Expenditure plan as presented. Tara Eckman seconded the motion. Motion approved, 6-0.

BUSINESS OFFICE – ANNUAL BAD DEBT WRITE-OFF

Ashley Kiefer stated that this year’s annual bad debt write-off amount totals \$4,645.74 out of an estimated \$45,955,036 in sales for 2024. This amount represents .0101% of sales. This amount is significantly less than last year’s write-off amount. Last year’s bad debt write-off totaled \$14,086.61 and was .0319% of sales.

Adam Auffart made a motion to approve the annual bad debt write-off amount of \$4,645.74 Bibianna Green seconded the motion. Motion approved, 6-0.

BUSINESS OFFICE – UPDATE ON COLLECTIONS ACTIVITIES

Ashley Kiefer shared that the Business Office uses a combination of collections tools including small claims and TRECS, both of which work very well. Kiefer informed the Board that 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 holders’ 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 \$3,029.30 was collected this year through the TRECS program. Kiefer stated that we will utilize this system again in 2025. Kiefer also stated that we can utilize both TRECS and Small Claims simultaneously.

Kiefer acknowledged and thanked Mary Huff and Jean Seidl who retired in early 2024, Whitney Huff, who replaced Mary Huff in Collections, and Karen Grewe and Stephanie Allen, 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 – USE TRECS CLEARINGHOUSE LETTER SERVICE FOR \$3.00 PER LETTER

Kiefer asked the board for approval to use the TRECS clearinghouse letter service for \$3.00 per letter. Kiefer stated this service is extremely reasonable and cheaper than having a staff member do a mailing.

Tara Eckman made a motion to approve using the clearinghouse letter service again in 2025. Brian Hostetter seconded the motion. Motion approved, 6-0.

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 2024 there were no cases of identity theft reported. Two new employees were hired in the past year so new training will take place in 2025. 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 – CHANGE IN MEETING TIMES FOR 2025 & REMINDER OF NEXT MEETING ON TUESDAY, JANUARY 21ST

Kiefer reminded the board that the monthly meeting time will change next year to 6:00 PM for the Utility Service Board, with the Finance Committee meeting moving to 5:15 PM. Kiefer also reminded everyone that next month's meeting will take place on Tuesday, January 21st, 2025 due to the holiday on that Monday.

GENERAL MANAGER – APPROVE PROPOSAL FOR MUNICAST FORECASTING & TREND ANALYSIS FOR \$3,995

General Manager Rob Young asked for approval of the full quote from MuniCast for \$7,990 to develop a forecasting tool for all utilities' future capital expenditures and planning. Young stated that the full quote amount will be shared with the Clerk Treasurer's office and the Utilities' responsibility will be \$3,995, but again is asking for the full quote amount to be approved and then the Clerk Treasurer's office will reimburse Utilities after the Board of Public Works meeting. After the first year, if we choose to continue with their services, the fee is \$1,900 or we can choose to self-manage it.

Bibianna Green made a motion to approve the total proposal amount from MuniCast. Brian Hostetter seconded the motion. Motion approved, 6-0.

GENERAL MANAGER – APPROVE QUOTE FROM TYLER TECHNOLOGIES FOR INVOICE AUTOMATION TOOL

Young asked for approval for the Tyler Technologies Invoice Automation tool in the amount of \$6,433. Young stated the tool will allow for invoices to flow digitally through the approval workflow process, eliminating paper invoices and saving a lot of time and resources that can be dedicated to more critical work.

Adam Auffart made a motion to approve the quote from Tyler Technologies for \$6,433. Tara Eckman seconded the motion. Motion approved, 6-0.

GENERAL MANAGER – UPDATE ON ELECTRIC INSURANCE AMOUNTS FOR 2025

Rob Young updated the board with this year’s Electric insurance premium amount of \$45,209.68, which is up slightly from last year's amount of \$43,101.25.

GENERAL MANAGER – UPDATE ON LANDFILL SOLAR PROJECT

Young shared an update regarding the landfill to solar park project, stating that they have received a proposed lease agreement from IMPA that is being reviewed, and we have also received a preliminary layout. Lease fees and agreements are still in discussion, and they are also reviewing case documentation from a previous project to assist in putting together a post closure plan for IDEM to review.

GENERAL MANAGER – UPDATE ON NORTHSIDE WASTEWATER TREATMENT PLANT

Young stated that the Wetlands Delineation has been completed. Initial indications are that we can remain below the 1/10 acre disturbance threshold to avoid mitigation requirements. Young also advised that the site survey and appraisals have been completed and they have met with the Indiana Finance Authority and Midwestern Engineering to reconfirm timelines for funding closing. Young shared that the projects will be rescored next spring and we would likely have an indication of our scoring by April, but formally by July. Young is targeting the fall 2025 pool for funding, meaning that the plant design work needs to start soon to be ready for bidding by the time of funding award/closing, which is a requirement to close. A meeting is scheduled for this week with Indiana 15 to discuss parameters for land acquisition.

GENERAL MANAGER – UPDATE ON NORTHWEST SUBSTATION PROJECT

Young advised that construction plans were completed and sent last Friday. Zoning variances are currently being assessed with Banning Engineering and IMPA Services Corp is targeting to have Steel, Labor, Relay bid packages out by the end of December. As a reminder, the 2024 project

approval amount was \$3,500,000, however the current project estimate is at \$3,760,999 plus a 10% contingency on top of that amount. Young stated they are working on ways to mitigate or at least limit any overruns but will update further as bids and additional work progresses. Young also stated that with some clarifications on fence pricing, the project is likely close to being back in line with the next budget file update. The project plan currently shows energization of the plant in January 2026, but dates will be pulled up if possible as they continue to work with the team. Young as stated that bi-weekly sync ups have been initiated over the course of the past month to drive progress and timeline decision making.

OTHER BUSINESS – BIBIANNA GREEN CONGRATULATES STAN SEIFERT FOR RECEIVING THE KERRY VINCENT AWARD

Bibiana Green recognized Electric Manager Stan Seifert for receiving the Kerry Vincent Award from IMPA in September. Green stated that she felt Seifert embodied the traits listed to qualify for the award and congratulated him on receiving the award, sharing she is very proud to have him in the City of Jasper and in Utilities.

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, 6-0.

There being no further business to come before the Board, the meeting was adjourned at 7:40PM upon motion by Brian Hostetter and seconded by Tara Eckman. Motion approved, 6-0.

The minutes were hereby approved _____ with without corrections this 21st day of January, 2025.

Attest:  Secretary

 Chairman

RECAPITULATION OF 2025 CHEMICAL BIDS

QUOTE ACCEPTED	PAC Flocculant	Lime	Carbon	Chlorine	Hydro Fluosilicic Acid	Cairox Potassium Permanganate	Algicide	Sodium Meta-Bisulfite
Brenntag Mid South	\$600.58/Ton	X	\$123.54/CWT	\$88.90/CWT	\$34.50/CWT	\$499.99/CWT	\$146.67/CWT	\$73.53/CWT **
Chemical Resources	X	X	X	X	\$36.00/CWT	\$490.00/CWT	\$76.50/CWT	\$73.00/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	\$127.50/CWT	X	X	X	X
Mississippi Lime	X	\$467.42/Ton \$544.85/Ton, if < full load	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	X	X	X	X	X	X	X	X
Water Solutions	\$1000.00/Ton	X	\$145.00/CWT	\$110.00/CWT	\$38.00/CWT	\$525/CWT - Cairox \$275/CWT -Non Cairox	\$100.00/CWT	\$150.00/CWT

* Price firm for 6 months

** Minimum order of \$600.00, combinable