

**MINUTES
REGULAR MEETING
UTILITY SERVICE BOARD
NOVEMBER 16, 2015**

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, November 16, 2015.

The meeting was called to order by Chairman Rick Stradtner.

UPON CALL OF THE ROLL, THE FOLLOWING WERE PRESENT:

Rick Stradtner – Chairman
Doug Schulte – Vice Chairman
Roger Seng – Secretary
Alex Emmons – Wastewater Commissioner
Wayne Schuetter – Electric Commissioner
Keith Masterson – Gas Commissioner
Dave Hurst – Water Commissioner

ALSO PRESENT:

Jerry Schitter – Electric Distribution Manager
Ernie Hinkle – Gas & Water Manager
Ed Hollinden – Wastewater Manager
Ashley Kiefer – Office Manager
Renee Kabrick – City Attorney

ABSENT:

Bud Hauersperger – General Manager

PLEDGE OF ALLEGIANCE (DVD-00:42)

Chairman Rick Stradtner led the Pledge of Allegiance.

QUOTE OPENING: CHEMICALS FOR 2016-WATER (DVD-01:06)

Attorney Kabrick opened the chemical quotes and read them aloud. Quotes for various items included in the request were received from the following companies:

1. Brenntag Mid South
2. Chemical Resources
3. Hawkins
4. Mississippi Lime
5. Sal Chemical
6. Univar USA, Inc.
7. USALCO – No bid received
8. Water Solutions

Not all companies submitted bids on every item included in the request.

All the quotes included a Non-Collusion Affidavit, an Indiana Legal Employment Declaration, a Nepotism Policy Affirmation, and an Affidavit Regarding Non-responsibility.

Ernie Hinkle asked for the Board's permission to take the quotes under advisement and to accept the low quotes for the chemicals if all specifications are met.

Dave Hurst made a motion for Hinkle to take the quotes under advisement and to accept the low bids for the chemicals, if all specifications are met. Doug Schulte seconded the motion. Motion approved, 7-0.

QUOTE OPENING: LIFT STATION GENERATOR – WASTEWATER (DVD-16:39)

Attorney Kabrick opened the quotes and read them aloud as follows:

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| 1. Cummins Crosspoint, LLC
Evansville, IN | \$15,212.04 |
| 2. Evapar
Evansville, IN | \$15,960.00 |

All the quotes included a Non-Collusion Affidavit, an Indiana Legal Employment Declaration, a Nepotism Policy Affirmation, and an Affidavit Regarding Non-responsibility.

Ed Hollinden asked for the Board's permission to take the quotes under advisement and report back to the Board at the December meeting.

Wayne Schuetter made a motion to give Hollinden permission to take the quotes under advisement and report back to the Board at the December Utility Service Board meeting. Keith Masterson seconded the motion. Motion approved, 7-0.

QUOTE OPENING: LOADER BACKHOE-WASTEWATER (TRADE-IN ASSET #07TE006936) (DVD-19:24)

Attorney Kabrick opened the quotes and read them aloud as follows:

- | | |
|--|--|
| 1. Hopf Equipment, Inc.
Huntingburg, IN | \$96,318.00
- 83,300.00 (trade-in)
\$13,018.00 |
| 2. ERB Equipment Company
Evansville, IN | Option #1
\$94,000.00
- 65,000.00 (trade-in)
\$29,000.00 |

Option #2	\$87,860.00
	- <u>65,000.00</u> (trade-in)
	\$ 22,860.00

All the quotes included a Non-Collusion Affidavit, an Indiana Legal Employment Declaration, a Nepotism Policy Affirmation, and an Affidavit Regarding Non-responsibility.

Ed Hollinden asked for the Board's permission to purchase the loader backhoe for the low quote from Hopf Equipment for \$13,018, pending review of the specifications.

Alex Emmons made a motion to give Hollinden permission to purchase the loader backhoe from Hopf Equipment for \$13,018, pending review of the specifications. Keith Masterson seconded the motion. Motion approved, 7-0.

Chairman Stradtner stated that the Capital Expenditure plan for the loader backhoe was \$12,000. Alex Emmons then stated that the last two items purchased for the Wastewater Department were well under budget, therefore making up for the loader backhoe being \$1,000 over the budgeted amount.

APPROVAL OF MINUTES (DVD-24:17)

Chairman Rick Stradtner presented the minutes of the October 19, 2015 Regular Meeting and there being no corrections or amendments, asked for a motion to approve the minutes. Keith Masterson made a motion to approve the minutes of the meeting as presented. Doug Schulte seconded the motion. Motion approved, 7-0.

PRESENTATION OF 2016 CAPITAL EXPENDITURE PLAN DRAFTS & COMMITTEE MEETING DATES (DVD-24:52)

Ashley Kiefer stated that the 2016 Capital Expenditure Plans for all Utility Departments were passed out to the Board members for review. Kiefer informed the Board of the upcoming meetings scheduled to discuss the 2016 Capital Expenditure Plans. The joint Electric and Wastewater Committee meeting will be held on Friday, December 4th at 8:00AM. The joint Water and Gas Committee meeting will be held on Wednesday, December 9th at 8:00AM. The Finance Committee meeting will be held on Thursday, December 17th at 8:00AM.

Wayne Schuetter made a motion to take the 2016 Capital Expenditure Plans under advisement, pending review and action to be taken at the December Utility Service Board meeting. Roger Seng seconded the motion. Motion approved, 7-0.

PERMISSION TO PURCHASE 3 BREAK SAFE & LOAD PICK UP JUMPERS (15KV) (DVD-28:00)

Jerry Schitter asked for the Board's permission to purchase three break safe and load pick up jumpers. Schitter explained that these jumpers are used in the field during construction to pick up circuits. These jumpers are 27 years old and in plastic housings, which make it hard to tell when they go bad. There has been an instance where the jumpers failed and caused a power

outage. The new jumpers available have clear plastic housings which makes it easy to tell if they are operable.

Schitter explained to the Board that purchasing the new jumpers before the end of the year is necessary; it's a safety measure. The amount exceeds \$3,000 per jumper; therefore the Board's permission is needed.

Schitter informed the Board that he received three quotes for the new jumpers. The first quote from Utility Solutions is in the amount of \$11,106. The second quote from JM Test Systems is in the amount of \$10,365. The third quote from HD Supply Utility is in the amount of \$9,467.04. Schitter asked for the Board's permission to purchase the new jumpers from HD Supply Utility, for the low quote of \$9,467.04.

Dave Hurst made a motion to give Schitter permission to purchase the new jumpers from HD Supply Utility for \$9,467.04. Alex Emmons seconded the motion. Motion approved, 7-0.

ELECTRIC PLANNING COMMITTEE REPORT (DVD-33:01)

Wayne Schuetter, Chairman of the Electric Planning Committee, stated the committee did not meet during the past month.

UPDATE ON TRAVELING SCREEN INSPECTION QUOTE (DVD-33:06)

Ernie Hinkle reminded the Board that at last month's meeting he informed them that a dive needed to be done to inspect the traveling water screen for the Water Department. At that time Hinkle had only one quote from Evoqua for a not-to-exceed \$6,985. The Board asked Hinkle to get additional quotes. Since then Hinkle received two additional quotes.

One quote was from Midco and the other quote was from Underwater Screening Services. Both quotes received stated various amounts depending on the circumstances and the length of the dive time. Hinkle does not feel that either quote has a good scope of services. Hinkle said he can't compare either quote with the one from Evoqua. Hinkle recommends having Evoqua inspect the traveling screen because they are familiar with the screen and the scope of work. Attorney Kabrick stated that Evoqua can be considered a single source provider due to their familiarity of the product.

Alex Emmons made a motion to give Hinkle permission to accept the quote from Evoqua for \$6,985 for inspection of the traveling screen at the Water Department. Wayne Schuetter seconded the motion. Motion approved, 7-0.

BEAVER LAKE SPILLWAY ELEVATION PROJECT UPDATE (DVD-40:50)

Ernie Hinkle updated the Board on the Beaver Lake Spillway Elevation project. Hinkle stated that as of yesterday all the chipping off of concrete is complete. They have formed and poured two-thirds of the spillway. They are working on setting the rebar for the remaining third of the spillway wall. The grass is also starting to come up. Hinkle stated that the final completion date for the project is January 7th, 2016. Hinkle is hoping the weather cooperates.

GAS PLANNING COMMITTEE REPORT (DVD-42:30)

Keith Masterson, Chairman of the Gas Planning Committee, stated that the committee did not meet during the past month.

WATER PLANNING COMMITTEE REPORT (DVD-42:37)

Dave Hurst, Chairman of the Water Planning Committee, stated the committee did not meet during the past month.

WASTEWATER PLANNING COMMITTEE REPORT (DVD-42:49)

Alex Emmons, Chairman of the Wastewater Planning Committee, stated the committee did not meet during the past month.

IDENTITY THEFT PREVENTION PROGRAM REPORT (DVD-42:55)

Ashley Kiefer informed the Board that Jasper Municipal Utilities is required to prepare a yearly Identity Theft Prevention Program Report. There have not been any cases of identity theft or changes in the program in the past year.

CLARIFY CONTINGENCY ON MOTION FOR SERVER UPGRADE MADE AT 10/19/15 USB MEETING (DVD-43:20)

Kiefer reminded the Board that at the October Utility Service Board meeting the Board discussed the need for a server upgrade. At this time it was determined that the Utilities would be responsible for 65% of the cost and the Civil City would be responsible for 35% of the cost of the server due to the usage. Doug Schulte had made a motion to approve a not-to-exceed \$48,049.16 for the server upgrade, for the Utilities portion, which is a 65/35 split with the Civil City, which includes the contract with Technology Dynamics for \$10,290, and is contingent upon review of server usage after one year. Kiefer informed the Board that the Utility Controller expressed concern about the wording of the contingency in the motion.

Kiefer stated that an internal discussion took place between herself, the Utility Controller, and Bud Hauersperger regarding the contingency. Kiefer stated that at the Utility Service Board meeting the motion was meant to convey that the amount paid by the Utilities after review of the server usage after one year will not change, that the asset will already be established on the books. The Utilities will not be charging back the Civil City if a different split was determined. The Utilities would however, adjust the split cost on any maintenance or future repair invoices for the server. Kiefer asked for the Board to consider making a motion to clarify the split costs for the Utility records in case the State Board of Accounts would audit the minutes.

Wayne Schuetter made a motion to approve the server upgrade for an amount not-to-exceed \$48,049.16 for the Utility portion of the server upgrade, and at the end of the first year review, and adjust if needed, the split cost on future expenses of maintenance and/or repairs for the server. Roger Seng seconded the motion. Motion approved, 7-0.

APPROVAL TO PAY HALF OF WAVESCAN SOFTWARE UPGRADE (DVD-47:02)

Kiefer informed the Board that there are several IT projects going on right now. Several years ago the Utilities and Civil City purchased a document management system from Hoosier Business Machines. Recently it came to the Clerk Treasurer's attention that the software needed to be upgraded due to it running on the Windows XP operating system, which is no longer supported by Microsoft.

The Clerk Treasurer received a quote for \$26,500 from Hoosier Business to upgrade the software. The Utilities is responsible for half of the cost, which is \$13,250. Kiefer stated that the new server will have to be up and running before the upgrade to the software is installed.

Kiefer asked for the Board's approval to pay the Utilities' half of the software upgrade from Hoosier Business for \$13,250. Doug Schulte stated that the Utilities have available \$15,000 as a contingency for upgrading old computers, software, and licensing.

Keith Masterson made a motion to approve paying for half of the Wavescan software upgrade from Hoosier Business for a not-to-exceed \$13,250. Doug Schulte seconded the motion. Motion approved, 7-0.

FINANCE COMMITTEE REPORT & PRESENTATION OF CLAIM DOCKET (DVD-50:20)

Roger Seng reported that the Finance Committee had met and reviewed the claims on the Claim Docket.

The Finance Committee recommended approval of the claims as presented.

Wayne Schuetter made a motion to approve the claims as presented. Doug Schulte seconded the motion. Motion approved, 7-0.

There being no further business to come before the Board, the meeting was adjourned at 7:51PM upon motion by Alex Emmons and second by Keith Masterson. Motion approved, 7-0.

The minutes were hereby approved _____ with X without corrections this 21st day of December, 2015.

Attest: _____
Secretary Chairman