

**MINUTES  
REGULAR MEETING  
UTILITY SERVICE BOARD  
APRIL 18, 2016**

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, April 18, 2016.

The meeting was called to order by Chairman Rick Stradtner.

**MOTION TO APPOINT ACTING SECRETARY** (DVD-00:05)

Chairman Stradtner stated that an Acting Secretary needs to be appointed due to the absence of Secretary Derek Smith.

Wayne Schuetter made a motion to appoint Roger Seng as Acting Secretary. Keith Masterson seconded the motion. Motion approved, 5-0.

**UPON CALL OF THE ROLL, THE FOLLOWING WERE PRESENT:**

Rick Stradtner – Chairman  
Keith Masterson – Vice Chairman  
Roger Seng – Water Commissioner  
Michael Kern- Gas Commissioner  
Wayne Schuetter – Electric Commissioner

**ALSO PRESENT:**

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

**ABSENT:**

Derek Smith - Secretary  
Alex Emmons – Wastewater Commissioner

**PLEDGE OF ALLEGIANCE** (DVD-01:04)

Chairman Rick Stradtner led the Pledge of Allegiance.

**QUOTE OPENING: TWO (2) MID-SIZE TRUCKS GAS& WATER** (DVD-01:29)

Bud Hauersperger opened the quotes and read them aloud as follows:

1. Bob Luegers Jasper, IN	\$65,518.00 (-) 4,200.00 Chevy Equinox trade-in (-) <u>3,000.00</u> Ford F150 trade-in \$58,318.00
2. Uebelhor & Sons Jasper, IN	\$58,326.00 (-) 4,500.00 Chevy Equinox trade-in (-) <u>3,500.00</u> Ford F150 trade-in \$50,326.00
3. Ruxer Ford Jasper, IN	\$59,966.80 (-) 4,000.00 Chevy Equinox trade-in (-) <u>3,500.00</u> Ford F150 trade-in \$52,466.80

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

Chairman Stradtner informed the Board that the cost for one of the trucks purchased will be split between the Gas and Water Department, and the cost for the other truck will be paid exclusively by the Water Department.

Ernie Hinkle asked for the Board's permission to take the low quote from Uebelhor & Sons under advisement and report back to the Board at the next Utility Service Board meeting.

Michael Kern made a motion to give Hinkle permission to take the low quote from Uebelhor & Sons for \$50,326 under advisement for review of specifications and report back to the Board at the next Utility Service Board meeting. Keith Masterson seconded the motion. Motion approved, 5-0.

**QUOTE OPENING: MINI EXCAVATOR – WASTEWATER (DVD-09:43)**

Bud Hauersperger opened the quotes and read them aloud as follows:

1. Hutson, Inc. Jasper, IN	\$60,416.58 (-) <u>37,000.00</u> trade-in \$23,416.58
2. Hopf Equipment Huntingburg, IN	\$54,788.00 (-) <u>32,000.00</u> trade-in \$22,788.00

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

Chairman Stradtner stated that the Capital Expenditure amount for the purchase of the mini-excavator was \$40,000. Hauersperger stated that delivery dates for both the mini excavators was mid-May.

Roger Seng made a motion to give Hollinden permission to take the quotes for the mini excavators under advisement to review all specifications, and to report back to the Board at the next Utility Service Board meeting. Wayne Schuetter seconded the motion. Motion approved, 5-0.

**APPROVAL OF MINUTES** (DVD-14:21)

Chairman Rick Stradtner presented the minutes of the March 21, 2016 Regular Meeting and there being no corrections or amendments, asked for a motion to approve the minutes. Wayne Schuetter made a motion to approve the minutes of the meeting as presented. Michael Kern seconded the motion. Motion approved, 5-0.

**INTRODUCE NEW GAS & WATER MANAGER** (DVD- 14:52)

Mayor Seitz asked for the Board's permission to approve Tim Doersam as the new Gas and Water Manager effective June 1, 2016. Mayor Seitz explained to the Board that Doersam will work as the Assistant Gas and Water Manager until May 31, 2016.

Wayne Schuetter made a motion to approve Tim Doersam as Assistant Gas and Water Manager until May 31, 2016, and as of June 1, 2016 to approve the appointment of Doersam as Gas and Water Manager. Keith Masterson seconded the motion. Motion approved, 5-0.

Doersam thanked the Mayor for the appointment as Gas and Water Manager.

Chairman Stradtner thanked Ernie Hinkle on behalf of himself and the Board for his 30 plus years of service to the City of Jasper.

**TWO NEW LINEMEN APPRENTICES HIRED** (DVD- 19:20)

Jerry Schitter informed the Board that two new linemen apprentices were hired. Joshua Creutz and Henry Calderon started work today for the Electric Department. They will both go through the IMEA linemen apprenticeship program in September.

**POLE REPLACEMENT PROJECT** (DVD- 20:15)

Schitter informed the Board that the Electric Department has been working on replacing poles from 3<sup>rd</sup> and Meridian to Bohnert Park. The project was completed on Friday and allows the City a three-phase underground loop feed into Vincennes University Jasper Center and College View Estates.

**VECTREN LINE OUTAGE** (DVD-20:59)

Schitter explained to the Board that a Vectren line that feeds the City's substation was hit by a tree on April 2<sup>nd</sup> and City customers were affected. The City's substation at 30<sup>th</sup> and Mill Street was out of power for 1 ½ hours. Schitter explained that the City was not at fault for the power outage. They had to wait for Vectren to repair the line before power could be restored to City customers.

**ELECTRIC PLANNING COMMITTEE REPORT** (DVD-22:47)

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

**RESULTS FROM QUOTE OPENING ON REPLACING GAC CAPS** (DVD-22:55)

Ernie Hinkle reminded the Board that at last month's meeting the low quote for the Granular Activated Carbon (GAC) caps from All Service Contracting Corp was \$133,868. The Capital Expenditure amount for the GAC caps was \$115,300.

Tim Doersam contacted the company regarding the 14% increase in cost. The company explained that one reason the cost was higher was due to a lawsuit for granular activated carbon (GAC), which forces everyone to obtain GAC outside the country; therefore, a tariff is added to the cost. The tariff at the time the GAC was quoted was 48%. Tariffs can fluctuate daily. Also, increased labor costs have increased prices from the time the estimates for the GAC caps were received for the Capital Expenditure plan and when the quotes were received.

Hinkle explained that the GAC caps are a maintenance item and need to be replaced. Hinkle stated that funds for the caps are available.

Michael Kern made a motion to approve the replacement of the GAC caps with All Service Contracting for \$133,868. Keith Masterson seconded the motion. Motion approved, 5-0.

**REQUEST TO INSTALL TWO 4 INCH VALVES ON ANR PIPELINE** (DVD-26:50)

Hinkle asked for the Board to approve a maintenance safety issue on the high pressure gas main that feeds the City from the ANR pipeline. At the present time this line has only one safety valve, which is above ground in a wooded area. If a tree would fall on the line during a storm, gas could escape from the valve causing a safety issue.

Hinkle suggests installing two underground valves in this line for safety and isolation precautions. Hinkle also stated that in the future more valves may need to be placed on the gas main, but at this time the wooded area and the area closest to the City limits are the most critical. Since this line is a high pressure gas main, it will take special fittings, valves, and an experienced welding crew to complete the work.

Hinkle stated that the cost for the parts and welding to do this project would be \$21,775.44. This project was not included in the Capital Expenditure plan but is a maintenance and safety issue. Hinkle stated that the funds to pay for the project are available.

Wayne Schuetter made a motion to approve the installation of two 4 inch underground valves on the ANR pipeline for \$21,775.44. Roger Seng seconded the motion. Motion approved, 5-0.

**PERMISSION TO DECLARE 50 METAL WATER METER LIDS AS SURPLUS-  
INVENTORY # 06-METR-20203-INTERESTED BUYER** (DVD-32:04)

Hinkle asked for the Board's permission to declare fifty metal meter lids as surplus. Over the years the Water Department has accumulated an abundance of lids. St. Henry Water Utility would like to purchase fifty of the lids for \$10 each, which is a great price, stated Hinkle. The Water Department still has plenty of lids on hand if needed in the future.

Wayne Schuetter made a motion to declare fifty metal meter lids, inventory #06-METR-20203, as surplus, and permission to sell the lids to the St. Henry Water Utility for \$10 each. Michael Kern seconded the motion. Motion approved, 5-0.

**PERMISSION TO START THE HIRING PROCESS FOR WATER FILTRATION FOREMAN (PROMOTION), DISTRIBUTION MECHANIC (RESIGNATION), & CUSTODIAN/MAINTENANCE – PERM PART-TIME (RESIGNATION)** (DVD-34:08)

Ernie Hinkle asked the Board for permission to start the hiring process for a Water Filtration Foreman, due to Tim Doersam's promotion. Hinkle stated that he would like the position to be advertised internally.

Wayne Schuetter made a motion to give Hinkle permission to start the hiring process internally for a new Water Filtration Foreman. Keith Masterson seconded the motion. Motion approved, 5-0.

Hinkle asked the Board for permission to start the hiring process for a Distribution Mechanic, due to a resignation. Hinkle stated that he would like to advertise the position internally and externally.

Wayne Schuetter made a motion to give Hinkle permission to start the hiring process internally and externally for a new Distribution Mechanic. Roger Seng seconded the motion. Motion approved, 5-0.

Hinkle also asked the Board for permission to start the hiring process for a Custodian/Maintenance permanent /part-time position. Hinkle stated that he would like to advertise the position internally and externally.

Wayne Schuetter made a motion to give Hinkle permission to start the hiring process internally and externally for a Custodian/Maintenance permanent/part-time position due to a resignation. Michael Kern seconded the motion 5-0. Motion approved, 5-0.

**REQUEST APPROVAL FOR AGREEMENT WITH CUMMINS FOR MAINTENANCE AND SERVICE OF GENERATORS** (DVD-39:26)

Hinkle presented to the Board a contract from Cummins CrossPoint for maintenance and service for three generators at the Filtration plant for \$3,301.49. These generators need maintenance and service twice a year. Hinkle stated that we renew the contract every year with Cummins. Attorney Kabrick has reviewed the contract and approves.

Wayne Schuetter made a motion to approve the agreement with Cummins CrossPoint for \$3,301.49 to perform maintenance and service to the three generators at the Filtration plant. Keith Masterson seconded the motion. Motion approved, 5-0.

**GAS PLANNING COMMITTEE REPORT** (DVD-43:33)

Michael Kern, Chairman of the Gas Planning Committee, stated the Committee did not meet during the past month.

**WATER PLANNING COMMITTEE REPORT** (DVD-43:38)

Roger Seng, Chairman of the Water Planning Committee, stated the Committee did not meet during the past month.

**PHOSPHORUS REMOVAL STUDY UPDATE** (DVD-43:45)

Hollinden informed the Board that a phosphorus removal study kickoff meeting was held. They are in the process of ordering chemicals along with chemical pumps to be used in the pilot study.

**SEWER LINING PROJECT UPDATE** (DVD-44:09)

Hollinden updated the Board on the sewer lining project. Hollinden stated that \$100,000 was included in the 2015 Capital Expenditure plan for sewer lining. Hollinden explained that the sewer lining cost for lining all necessary lines was \$56,000. The department then lined other sewer lines in areas to get close to the \$100,000 allocated in the Capital Expenditure plan. Hollinden stated that the cost to complete the sewer lining was \$90,259.40. An invoice for the project will follow soon.

**ROLLING HILLS SUBDIVISION MEETING** (DVD-49:13)

Hollinden informed the Board that letters will be sent out in the next several days to residents in the Rolling Hills subdivision. This letter will be sent to all residents in this area who currently do not have sanitary sewers inviting them to a meeting to determine their need for us to extend sanitary sewer to them. A date for the meeting has not yet been established.

**WASTEWATER PLANNING COMMITTEE REPORT** (DVD-50:05)

Rick Stradtner, Chairman of the Utility Service Board, stated the Committee did not meet during the past month.

**APPROVAL TO PURCHASE COPIER/SCANNER/FAX MACHINE – GSA PRICING**  
(DVD-50:16)

Ashley Kiefer informed the Board that Hoosier Business Machines quoted a new copier/scanner/fax machine for the Utility Business Office. Kiefer stated that the current copier needed upgraded due to the age and approaching repair charges. Also, a month ago there was an upgrade to the Document Management System at City Hall and it required we upgrade our scanning capabilities.

The quoted amount for the copier/scanner/fax machine from Hoosier Business Machine was \$4,734, which included a discount of \$2,532, in addition to the General Services Administration (GSA) pricing. Since the quote reflects GSA pricing no other quotes were necessary.

Michael Kern made a motion to approve the purchase of a copier/scanner/fax machine for the Utility Business Office from Hoosier Business Machines for \$4,734. Wayne Schuetter seconded the motion. Motion approved, 5-0.

**CONTRIBUTION TO STREET DEPT. JET-VAC TRUCK PURCHASE** (DVD-52:34)

Bud Hauersperger informed the Board that the Street Department purchased a Jet-Vac truck. The truck jet-vacs storm water lines and is used to hydro excavate holes. Hauersperger explained that in the past, the Utilities have used the old jet-vac truck. The Street Department would like the Utilities to pay for 24% of the purchase price of the truck. The total purchase price of the truck is \$377,815 before the trade in of \$72,000; therefore, the Utility portion will be \$91,288. Hauersperger stated that this cost will be split between all four utilities.

Hauersperger feels that the amount of time the Utilities would use the truck, it would be cost effective and beneficial to help pay for the purchase.

Wayne Schuetter expressed concern regarding the purchase of the truck and the percentage the Utilities would pay toward the purchase. He also expressed concern about not obtaining the Board's permission for a cost share prior to purchase. Schuetter stated that he would hope the Utilities would not be asked to pay towards the maintenance of the truck unless something happened to it while the Utilities were using it. All Department managers felt the truck would be a great asset to have and felt they would utilize the truck more if the Utilities would pay a percentage. Schuetter agreed that the purchase would be a valuable asset.

Wayne Schuetter made a motion to approve paying \$91,288 toward the purchase of the Street Department's jet-vac truck, which will be split between the Utilities as follows; Electric Department \$26,473.52, Water Department \$24,647.76, Wastewater Department \$24,647.76, and Gas Department \$15,518.96. Keith Masterson seconded the motion. Motion approved, 5-0.

**COMPUTER QUOTES FOR UTILITY BUSINESS OFFICE, ELECTRIC DEPARTMENT, AND GAS & WATER DEPARTMENT** (DVD-1:03:00)

Hauersperger asked for the Board's permission to purchase computers for the Utility Business Office, the Electric Department, and the Gas and Water Department. The Utility Business Office needs to replace eleven computers; the Electric Department needs to replace three computers, and the Gas and Water Department needs to replace seven computers.

Hauersperger stated that the GSA government pricing will apply to the purchase of the computers; therefore, only one quote is necessary. The quote from Dell for the ten computers for the Electric Department and Gas and Water Department is \$7,699.90. The quote from Dell for the eleven computers for the Utility Business Office is \$10,614.78; monitors were included in this price.

Hauersperger stated that the computers were included in the 2015 Capital Expenditure plan but the purchase was put off until the new server was installed, which just recently happened.

Michael Kern made a motion to approve the purchase of the new computers from Dell for the Utility Business Office in the amount of \$10,614.78, and the purchase of computers for the Electric Department and Gas and Water Department in the amount of \$7,699.90. Roger Seng seconded the motion. Motion approved, 5-0.

**FINANCE COMMITTEE REPORT & PRESENTATION OF CLAIM DOCKET** (DVD-1:07:13)

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. Keith Masterson seconded the motion. Motion approved, 5-0.

There being no further business to come before the Board, the meeting was adjourned at 8:08PM upon motion by Keith Masterson and second by Roger Seng. Motion approved, 5-0.

The minutes were hereby approved \_\_\_\_\_ with  X  without corrections this 16<sup>th</sup> day of May, 2016.

Attest: \_\_\_\_\_  
Secretary

\_\_\_\_\_ Chairman