

**MINUTES
REGULAR MEETING
UTILITY SERVICE BOARD
JUNE 20, 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, June 20, 2016.

The meeting was called to order by Chairman Rick Stradtner.

MOTION TO APPOINT ACTING SECRETARY (DVD-00:07)

Chairman Stradtner stated that an Acting Secretary needs to be appointed.

Michael Kern made a motion to appoint Roger Seng as Acting Secretary. Wayne Schuetter seconded the motion. Motion approved, 6-0.

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
Alex Emmons – Wastewater Commissioner

ALSO PRESENT:

Bud Hauersperger – General Manager
Jerry Schitter – Electric Distribution Manager
Tim Doersam – Gas & Water Manager
Ed Hollinden – Wastewater Manager
Ashley Kiefer – Office Manager

ABSENT:

Renee Kabrick – City Attorney

MOMENT OF SILENCE (DVD-01:41)

Chairman Rick Stradtner asked for a moment of silence in honor of Raphael Fleck, who passed away on Saturday. Raphael was a 40-year employee of the City of Jasper at the Power Plant. Stradtner expressed the Board's condolences to his family.

PLEDGE OF ALLEGIANCE (DVD-02:11)

Chairman Rick Stradtner led the Pledge of Allegiance.

APPROVAL OF MINUTES (DVD-02:36)

Chairman Rick Stradtner presented the minutes of the May 16, 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. Keith Masterson seconded the motion. Motion approved, 6-0.

IMEA MEMBERSHIP DUES & SAFETY DUES FOR 2016 (DVD-03:12)

Jerry Schitter informed the Board that IMEA membership and safety dues for 2016 need to be renewed. The membership dues for 2016 are \$8,830.77, the same amount as last year. Safety dues for 2016 are also the same amount as last year at \$4,727.36.

Schitter said that two Lineman Apprentices are currently enrolled in IMEA apprentice classes, and two more Lineman Apprentices will be enrolled this fall. IMEA does all the required safety training classes that the Electric employees need each year.

Wayne Schuetter made a motion to approve paying the 2016 IMEA membership dues for \$8,830.77, and safety dues for \$4,727.36. Michael Kern seconded the motion. Motion approved, 6-0.

ELECTRIC PLANNING COMMITTEE REPORT (DVD-05:26)

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

PERMISSION TO START HIRING PROCESS FOR A FILTER OPERATOR - LICENSED (DVD-05:32)

Tim Doersam asked for permission to start the hiring process for a Filter Operator – Licensed for the Water Department. Mike Gould was promoted to Plant Maintenance Mechanic – Licensed, which created this opening. Doersam said this position will be advertised externally.

Bud Hauersperger noted that they will advertise and hire a licensed or unlicensed applicant. They would prefer an applicant who is already licensed, but could also hire an applicant if they were unlicensed.

Alex Emmons made a motion to give Doersam approval to start the hiring process externally for a Filter Operator – Licensed or Unlicensed for the Water Department. Keith Masterson seconded the motion. Motion approved, 6-0.

REPLACED GAS VALVES ON DORBETT DUE TO LEAKING FLANGE VALVES
(DVD-07:20)

Doersam reported that the Gas Department replaced two 3” valves on Dorbett Street between 8th and 9th Streets, due to leaking flange valves. They had been in the ground for many years. They were replaced two weeks ago.

INSTALL PIPE ON WERNSING FOR GAS MAIN EXTENSION PROJECT (DVD-07:49)

Doersam also stated that there is approximately 1,200 feet of plastic (PE) pipe left to install by Uebelhor's on Wernsing Road to complete Phase 1 of the gas main extension project that was on the 2016 Capital Expenditure Plan.

WATER LEAKS (DVD-09:18)

Chairman Stradtner asked about the water leaks he saw the Department working on over the weekend. Doersam said his employees have been busy over the past week working numerous leaks.

A 16" valve broke off between 14th and 15th Streets by the railroad tracks that caused the North Water Tower to lose six feet of water in a half hour. There was another leak on Wildcat Court on Sunday, and another on Newton Street right in front of the Newton Street Water Tower. All leaks were responded to promptly and repaired. Doersam said his employees did a great job repairing all the leaks while he was out on vacation.

Two new employees also started today, which will help relieve the pressure of being short-handed recently.

GAS PLANNING COMMITTEE REPORT (DVD-11:13)

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

WATER PLANNING COMMITTEE REPORT (DVD-11:19)

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

ENGINEER'S PROPOSAL TO OVERSEE PRIMARY CLARIFIER REPLACEMENT PROJECT (DVD-11:26)

Ed Hollinden passed out a proposal to all Board Members from Midwestern Engineering to oversee the Primary Clarifier Replacement project. He reminded the Board that there is an item on the Capital Expenditure Plan for 2016 to replace two primary clarifier mechanisms.

They were expecting to write the specifications and oversee the project themselves, but once they started writing the specifications, it became clear that it was too much to handle internally.

The proposal from Midwestern shows a price for designing and writing the specifications of the project for \$22,000, and \$5,500 for general observation of the construction phase. There is also a line item for inspection purposes for \$12,000, but Hollinden feels they should be able to handle that portion internally. Hollinden did ask to leave that line item in the proposal, in case they would need help with it.

At this time, Hollinden asked for the Board to approve the proposal from Midwestern for not-to-exceed \$27,500. This is in addition to the \$420,000 on the Capital Expenditure Plan. He said they would feel more secure having the help from an engineer on this project.

Alex Emmons pointed out that the Wastewater Department saved approximately \$16,600 on the purchase of the mini-excavator, compared to the anticipated price that was approved on the Capital Expenditure Plan. That helps fund part of the requested \$27,500.

There was discussion on the line item for \$12,000 for inspection purposes, on whether to include some of that amount in the approval tonight. It was decided to have Hollinden to come back for approval at a later time, if he determined that he would need help with the inspection portion.

Wayne Schuetter made a motion to approve the proposal with Midwestern Engineers for not-to-exceed \$27,500, contingent upon the City Attorney reviewing and writing the contract, and Hollinden coming back to the Board for approval if any portion of the \$12,000 inspection line item is needed. Alex Emmons seconded the motion. Motion approved, 6-0.

PILOT STUDY FOR PHOSPHORUS REMOVAL (DVD-20:52)

Hollinden reported that the pilot study for the phosphorus removal is currently underway. They finished testing the first chemical, alum, today. Tomorrow they will begin testing the second chemical, sodium aluminate. The alum worked fine and did lower the phosphorus levels.

WASTEWATER PLANNING COMMITTEE REPORT (DVD-21:20)

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

FINANCE COMMITTEE REPORT & PRESENTATION OF CLAIM DOCKET (DVD-21:40)

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. Michael Kern seconded the motion. Motion approved, 6-0.

QUESTION ON EMERGENCY REPORTING (DVD-22:40)

Council Member Dave Hurst asked how utility emergencies were to be reported after business hours or on the weekend. He witnessed the water leak on Wildcat Court and was not sure how to report it since it was the weekend.

Tim Doersam explained that citizens can call directly to the Water Department at (812) 482-5252. There is an operator on duty 24 hours a day, 7 days a week, that will contact the appropriate personnel to handle the problem.

