

**MINUTES
REGULAR MEETING
UTILITY SERVICE BOARD
APRIL 20, 2020**

The Regular Meeting of the Utility Service Board of the City of Jasper, Indiana, was held remotely through a conference call at 7:00 PM on Monday, April 20, 2020.

UPON CALL OF THE ROLL, THE FOLLOWING WERE PRESENT:

Roger Seng – Chairman
Tara Eckman – Vice Chairman
Eber Menjivar – Secretary
Brian Hostetter – Gas Commissioner
Adam Auffart – Wastewater Commissioner
Mike Harder – Water Commissioner
Phil Schmidt – Electric Commissioner

ALSO PRESENT:

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

PLEDGE OF ALLEGIANCE

Chairman Roger Seng led the Pledge of Allegiance.

**WATER DEPARTMENT - QUOTE OPENING – TANKS & CLEARWELL
INSPECTIONS**

Bud Hauersperger opened the quote and read it aloud as follows:

- | | |
|-----------------------------------|------------|
| 1. Liquid Engineering Corporation | \$3,995.00 |
| Billings, MT | |

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

Hauersperger stated that Midco Diving & Marine Services, Inc. did submit a quote via email. Hauersperger stated the request for quotes stated that quotes be submitted via US mail or dropped off at the Utility Office drop box. Therefore, the quote from Midco was not opened.

Adam Auffart made a motion to accept the quote from Liquid Engineering Corporation in the amount of \$3,995 for tank and clearwell inspections. Tara Eckman seconded the motion. Motion approved, 7-0.

WASTEWATER DEPARTMENT- BID OPENING – SEWER JET TRUCK

Ashley Kiefer opened the bids and read them aloud as follows:

- | | |
|----------------------------|------------------------|
| 1. Best Equipment Company | \$275,357.50 |
| Indianapolis, IN | (-) 30,000.00 trade-in |
| | \$245,357.50 |
| 2. Brown Equipment Company | \$229,000.00 |
| Fort Wayne, IN | (-) 20,000.00 trade-in |
| | \$209,000.00 |

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

Chairman Roger Seng stated that the 2020 Capital Expenditure amount for the sewer jet truck is \$300,000. Ed Hollinden asked for the Board's permission to take the bids under advisement and report back to the Board at next month's meeting.

Adam Auffart made a motion to give Hollinden permission to take the bids under advisement and report back to the Board at next month's meeting. Brian Hostetter seconded the motion. Motion approved, 7-0.

APPROVAL OF MINUTES: MARCH 16, 2020 REGULAR MEETING

Chairman Roger Seng presented the minutes from the March 16, 2020 Regular Meeting and there being no corrections or amendments, Seng asked for a motion to approve the minutes as presented. Tara Eckman made a motion to approve the minutes of the meeting as presented. Phil Schmidt seconded the motion. Motion approved, 7-0.

ELECTRIC PLANNING COMMITTEE REPORT

Phil Schmidt, Chairman of the Electric Planning Committee, stated the Electric Committee did not meet during the past month.

WATER DEPARTMENT – SPRING HYDRANT FLUSHING UNDERWAY

Tim Doersam informed the Board that spring hydrant flushing began on April 6th. Doersam stated that they are halfway through hydrant flushing to date.

GAS PLANNING COMMITTEE REPORT

Brian Hostetter, Chairman of the Gas Planning Committee, stated the Gas Committee did not meet during the past month.

Brian Hostetter then presented Resolution #USB 2020-3, recommending changes in the City of Jasper Gas Ordinance including revised rates and charges for the sale of gas by the Jasper Municipal Gas Utility.

Mike Harder made a motion to approve Resolution #USB 2020-3, recommending changes in the City of Jasper Gas Ordinance including revised rates and charges for the sale of gas by the Jasper Municipal Gas Utility. Eber Menjivar seconded the motion. Motion approved, 7-0.

WATER PLANNING COMMITTEE REPORT

Mike Harder, Chairman of the Water Planning Committee, stated the Water Committee did not meet during the past month.

WASTEWATER PLANNING COMMITTEE REPORT

Adam Auffart, Chairman of the Wastewater Planning Committee, stated the Wastewater Committee did not meet during the past month.

UTILITY BUSINESS OFFICE – CONSIDER WAIVING 10% UPCHARGE ON SUPPLIES – RIVER CENTRE PARKING LOT LIGHTS INVOICE

Ashley Kiefer informed the Board that Mayor Vonderheide asked for the Board to consider waiving the 10% upcharge fee on supplies for the River Centre parking lot lights invoice. Kiefer informed the Board that the total amount of the invoice is \$33,421.21. The labor was done by the Jasper Electric Department and the invoice follows normal billing procedures. Mayor Vonderheide is asking the Board to consider waiving the 10% upcharge on parts only, which totals \$2,110.91.

Attorney Kabrick stated that the parking lot belongs to the City of Jasper. The City of Jasper contributed funds to the developer for the project but lighting for the parking lot was not included in those funds, therefore it is an additional cost. Jerry Schitter informed the Board that the Civil City is paying the monthly electric charges for the parking lot lights and the Electric Department will be maintaining the lights.

Mike Harder made a motion to approve waiving the 10% upcharge for supplies, in the amount of \$2,110.91, for the River Centre parking lot lights invoice. Tara Eckman seconded the motion. Motion approved, 7-0.

ALL UTILITY DEPARTMENTS – SENT OUT ADDENDUM #1 FOR AMI RFP – EXTENDING SUBMISSION DEADLINE TO MAY 18TH

Bud Hauersperger informed the Board that Addendum #1 was sent out to vendors on March 31, 2020, which extended the response deadline for Advanced Metering Infrastructure (AMI) RFP's to May 18, 2020. Hauersperger stated that proposals will be allowed to be submitted electronically by 4:00PM eastern on May 18, 2020.

ALL UTILITY DEPARTMENTS – CONTINUITY OF OPERATIONS PLANS DEVELOPED FOR EACH DEPARTMENT

Bud Hauersperger informed the Board that all departments have developed continuity of operations plans per Mayor Vonderheide. The operation plan contains a back-up plan for critical employees due to a COVID-19 outbreak within a department.

Tara Eckman questioned if all utility departments are working full staff at this time. Department managers informed the Board that all departments are working with full staff and are taking precautions within each department and practicing social distancing. City Hall is only open to internal employees and is doing public business through the utility drive thru. All other utility department entrances are closed to the public and accepting public business by appointment only.

Mayor Vonderheide stated that the citizens expect the City to run as normal. We want to be able to serve the public.

ELECTRIC DEPARTMENT- UPDATE ON POWER PLANT DEMOLITION

Bud Hauersperger informed the Board that Scott Alexander, with Taft, drafted and sent a demand letter to Green Earth Technologies demanding additional information that was previously requested but which has not yet been provided. Hauersperger stated that at this time, we have not heard back from Green Earth Technologies regarding the letter and expectations. A response was requested by April 23rd.

Taft will also submit a letter to IDEM informing them of the City's efforts to conduct and close the Power Plant project in a timely and legal manner in order to reduce City liability as much as possible and to advise IDEM of the City's concerns regarding activity of Green Earth Technologies on site and failure to document activities. Attorney Kabrick stated that Green Earth Technologies is aware of the letter to be submitted to IDEM. Kabrick feels the City is doing all they can under the circumstances. The City will delay taking action on the default notification on the contract due to the state of emergency.

CHANGE IN CLAIMS PROCESSING DURING EMERGENCY

Ashley Kiefer informed the Board that the Finance Committee meeting was cancelled this evening due to City Hall being closed. Kiefer stated that per the State Board of Accounts State Examiner Directive and Resolution of the Common Council #2020-6, claims submitted by the utility departments, including the utility business office, the water department, the gas department, the electric department, and the wastewater department, shall be approved for payment by the Utility General Manager and the Mayor until the expiration of the public health

emergency. Kiefer stated that the Utility Service Board will give retroactive approval of claims once the emergency is over.

All claims presented were approved by Bud Hauersperger and Mayor Vonderheide.

Attorney Kabrick informed the Board that moving forward all scheduled public meetings will be conducted via Zoom. Kabrick stated that Zoom allows 100 participants per meeting.

There being no further business to come before the Board, the meeting was adjourned at 7:40PM upon motion by Adam Auffart and second by Mike Harder. Motion approved, 7-0.

The minutes were hereby approved _____ with ✓ without corrections this 18th day of May, 2020.

Attest: DocuSigned by:
Ehr Menjivar
C5E7A8FFC8594B7... Secretary

DocuSigned by:
Roger Seng
78DB1528B9F14E0... Chairman