

**MINUTES  
REGULAR MEETING  
UTILITY SERVICE BOARD  
NOVEMBER 16, 2020**

The Regular Meeting of the Utility Service Board of the City of Jasper, Indiana, was held remotely via a Zoom meeting at 7:00 PM on Monday November 16, 2020.

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

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

**ALSO PRESENT:**

Jerry Schitter – Electric Manager  
Tim Doersam – Gas & Water Manager  
Ed Hollinden – Wastewater 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: CHEMICALS FOR 2021**

Bud Hauersperger opened the quotes and read them aloud. Quotes for various items were requested from the following companies:

1. Brenntag Mid South
2. Chemical Resources
3. Hawkins
4. JCI Jones Chemicals
5. Mississippi Lime
6. Sal Chemical (No bids)
7. Univar USA, Inc.
8. USALCO, LLC
9. Water Solutions

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

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

Phil Schmidt made a motion for Doersam to accept the low responsive quotes and to present a summary of accepted quotes at the December Utility Service Board meeting. Adam Auffart seconded the motion. Motion approve, 7-0.

#### **APPROVAL OF MINUTES: OCTOBER 19, 2020 REGULAR MEETING**

Chairman Roger Seng presented the minutes from the October 19, 2020 Regular Meeting and there being no corrections or amendments, Seng asked for a motion to approve the minutes as presented. Brian Hostetter made a motion to approve the minutes of the meeting as presented. Mike Harder seconded the motion. Motion approved, 7-0.

#### **PRESENTATION OF 2021 CAPITAL EXPENDITURE PLAN DRAFTS & COMMITTEE MEETING DATES: WATER & GAS – WEDNESDAY, DECEMBER 2<sup>ND</sup> AT 9:00AM VIA ZOOM, ELECTRIC & WASTEWATER – WEDNESDAY, DECEMBER 2<sup>ND</sup> AT 10:30AM VIA ZOOM**

Chairman Seng stated that the 2021 Capital Expenditure Plans for all Utility Departments were passed out to the Board members for review. Seng informed the Board of the upcoming meetings scheduled to discuss the 2021 Capital Expenditure Plans. The joint Water and Gas Committee meetings will be held on Wednesday, December 2<sup>nd</sup> at 9:00AM via Zoom. The joint Electric and Wastewater Committee meetings will be held on Wednesday, December 2<sup>nd</sup> at 10:30AM via Zoom.

Chairman Seng stated that action to approve the 2021 Capital Expenditure Plans will be taken at the December Utility Service Board meeting.

#### **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 – RESULTS OF LOADER BACKHOE QUOTE OPENING IN OCTOBER**

Tim Doersam informed the Board that he and Bud Hauersperger discussed the results for the loader backhoe from the quote openings at the October meeting. They decided not to purchase a new loader backhoe, but instead to purchase a two-year extended warranty for the current loader backhoe. The cost for the two-year extended warranty is \$4,178.

Hauersperger stated that the trade-in value is less now than it used to be, therefore it is more cost efficient to purchase the warranty. Doersam stated that he will keep records for the next two years on maintenance and repair costs for the loader backhoe.

Mike Harder made a motion to reject all the October quotes for the loader backhoe replacement. Tara Eckman seconded the motion. Motion approved, 7-0.

Mike Harder made a motion to approve the purchase of the two-year extended warranty for the loader backhoe for \$4,178. Brian Hostetter seconded the motion. Motion approved, 7-0.

**WATER DEPARTMENT – APPROVE CORRPRO AGREEMENT FOR ANNUAL CATHODIC PROTECTION INSPECTION ON NEWTON TANK**

Tim Doersam asked for the Board's permission to approve an agreement from Corrpro for an annual cathodic protection inspection on the Newton water tank for \$840. Doersam stated that the Newton tank is the only tank with cathodic protection.

Phil Schmidt made a motion to approve the agreement from Corrpro for an annual cathodic protection inspection on the Newton water tank for \$840. Eber Menjivar seconded the motion. Motion approved, 7-0.

**WATER DEPARTMENT – REQUEST TO APPROVE CHANGE ORDER #1 ON NORTHWOOD AVENUE WATER MAIN REPLACEMENT PROJECT WITH LOVE EXCAVATING**

Tim Doersam asked for the Board's permission to approve Change Order #1 on the Northwood Avenue Water Main Replacement project with Love Excavating for \$2,500. Doersam explained that in the original specifications 125 feet of 6-inch C-900 watermain for the hydrant connections was quote. The City requires using 6" ductile iron for the hydrant connections, which was \$2,500 above the quoted price.

Brian Hostetter made a motion to approve Change Order #1 from Love Excavating for the Northwood Avenue Water Main Replacement project. Adam Auffart seconded the motion. Motion approved, 7-0.

**WATER DEPARTMENT - BEAVER LAKE DRAIN**

Tim Doersam informed the Board that the Beaver Lake drain was opened today.

**GRATITUDE FOR HELP**

Tim Doersam thanked Ashley Kiefer and the Utility Business Office for all their help the past month since the passing of Administrative Assistant, Ruth Meyer. Doersam stated that all the extra help is greatly appreciated.

**GAS PLANNING COMMITTEE REPORT**



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

### **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.

### **3<sup>RD</sup> AVENUE PRELIMINARY ENGINEERING REPORT FOR EDA GRANT**

Bud Hauersperger informed the Board that the preliminary engineering report for the EDA grant for the 3<sup>rd</sup> Avenue project has been submitted to EDA. Hauersperger stated that it will be months before we know if we received the grant from EDA for the project. Hauersperger stated the projected project cost is \$750,000.

### **CHANGE IN CLAIMS PROCESSING DURING EMERGENCY**

Ashley Kiefer informed the Board that the Finance Committee meeting was cancelled this evening due to the public health emergency. 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 Utilities General Manager and the Mayor while the Utility Service Board is meeting virtually. Kiefer stated that the Utility Service Board will give retroactive approval of claims once the Utility Service Board starts meeting in person again.

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

### **CREDIT CARDS**

Mike Harder asked when credit cards will be implemented in the Utility Business Office. Ashley Kiefer informed the Board that the on-line bill pay system has been configured. Kiefer informed the Board that she has taken on more responsibility in the past month due to unforeseeable changes in the several Utility Departments. Kiefer stated that she is hoping to have credit cards implemented prior to the end of the year.

Mayor Vonderheide stated that the Utility Business Office has a lot going on right now. They are working hard to implement credit cards by the end of the year if everything falls in place.

There being no further business to come before the Board, the meeting was adjourned at 7:35PM upon motion by Mike Harder and second by Phil Schmidt. Motion approved, 7-0.

The minutes were hereby approved \_\_\_\_\_ with ✓ without corrections this 21<sup>st</sup> day of December, 2020.

Attest: Eber Mejivar  
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Secretary

Roger Sung  
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Chairman