

**MINUTES  
REGULAR MEETING  
UTILITY SERVICE BOARD  
APRIL 15, 2024**

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 15th, 2024.

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

<b><u>ROLL CALL:</u></b>	<b><u>In Person</u></b>	<b><u>By Zoom</u></b>
Roger Seng – Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adam Auffart – Vice Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tara Eckman – Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phil Schmidt – Water Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bibianna Green – Gas Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brian Hostetter – Electric Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Steve Hale – Wastewater Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ALSO PRESENT:**

Tim Doersam – Gas & Water Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ed Hollinden – Wastewater Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stan Seifert – Electric Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bud Hauersperger – General Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ashley Kiefer – Office Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Renee Kabrick – City Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**PLEDGE OF ALLEGIANCE**

Chairman Roger Seng led the Pledge of Allegiance.

**APPROVAL OF MINUTES: MARCH 18, 2024 REGULAR MEETING AND APRIL 5, 2024 SPECIAL MEETING**

Chairman Roger Seng presented the minutes from the March 18, 2024 Regular Meeting and the April 5, 2024 Special Meeting and there were no corrections or amendments. Seng asked for a motion to approve the minutes as presented.

Brian Hostetter made a motion to approve the minutes as presented. Tara Eckman seconded the motion. Motion approved, 7-0.

**ELECTRIC DEPARTMENT – RESULTS OF BID OPENING FOR 69kV OUTDOOR POWER CIRCUIT BREAKER FROM MARCH**

Stan Seifert reported that IMPA had reviewed the quotes and recommended the quote from CSI Utility Sales and had changed the breaker to 48 volts. CSI Utility Sales' quote was approved by the board at the March meeting.

Seifert also requested permission to purchase an additional refurbished breaker from RESA Service, LLC to serve as a backup breaker for the electric department as they currently have none. He noted that it could also be used in the planned new substation if needed due to the new breaker's delivery estimate of 72-77 weeks. The refurbished breaker has a lead time of 10-12 weeks. The refurbished breaker is quoted at \$89,285.00.

Adam Auffart made a motion to approve the purchase of the refurbished breaker from RESA Service, LLC for \$89,285.00. Bibianna Green seconded the motion. Motion Approved, 7-0.

**ELECTRIC DEPARTMENT – RESULTS OF BID OPENING FOR LARGE POWER TRANSFORMER FROM MARCH**

Seifert explained that upon further review of the bids, they had discovered that the quote for the transformer from Virginia Transformer did not include freight, warranty, and field service offload and assembly. These items add an additional \$101,600 to the base bid amount of \$1,130,900 for a total cost of \$1,232,500. Discussion was had about the terms of the quote request sent to Virginia Transformer including these items in the original bid amount. If they were asked to include these items in the quote, then they should not be adding them to the original bid amount. City Attorney Renee Kabrick stated that they would need to review the quote requirements sent to see if the vendor should be required to honor pricing from the original bid.

Phil Schmidt made a motion to table the discussion for further review of the quote requirements. Brian Hostetter seconded the motion. Motion approved, 7-0.

(Renee Kabrick left meeting at 7:07 pm.)

**ELECTRIC DEPARTMENT – APPROVAL TO DISPOSE & SCRAP OLD SCISSOR LIFT – ASSET # 05ME005810**

Stan Seifert asked permission to sell the old scissor lift as scrap as it no longer works so there is no trade in value.

Adam Auffart made a motion to scrap Asset # 05ME005810. Tara Eckman seconded the motion. Motion approved, 7-0.

### **ELECTRIC DEPARTMENT – REQUEST PERMISSION TO HIRE TWO SEASONAL PART-TIME EMPLOYEES**

Seifert requested permission to hire 2 seasonal part-time employees for 3 months to paint transformers.

Phil Schmidt made a motion to approve the seasonal hires. Bibianna Green seconded the motion. Motion approved, 7-0.

### **ELECTRIC COMMITTEE REPORT**

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

### **GAS & WATER DEPARTMENT – REQUEST PERMISSION TO HIRE TWO SEASONAL PART-TIME EMPLOYEES**

Tim Doersam requested permission to hire 2 seasonal part-time employees for 3 months.

Adam Auffart made a motion to approve the seasonal hires. Brian Hostetter seconded the motion. Motion approved, 7-0.

### **WATER DEPARTMENT – REQUEST PERMISSION TO MAIL 120 WATER SURVEYS**

Doersam requested permission to mail 1,000 surveys from 120 Water to suspected neighborhoods that may have lead water lines. This will help them identify remaining lead lines for inventory purposes. The Water department will also be adding a video explaining different types of lines for identification purposes on the website for customers to access. If approved, Doersam will advise 120 Water to start sending surveys on April 16, 2024.

Tara Eckman made a motion to approve the mailing of surveys from 120 Water. Adam Auffart seconded the motion. Motion approved, 7-0.

### **WATER DEPARTMENT – RESULTS OF BACKUP WATER SUPPLY BID OPENING ON APRIL 5, 2024**

Derick Wiggins with Midwestern Engineers stated that they reviewed all quotes and all 4 were under the planned budget for this project. Don Gress Construction was the lowest, followed by Infrastructure Systems, Copper Ridge Contracting, then Striegel Design & Construction. He noted that the quotes do not include the pit installation as Patoka Water wants to install the pit themselves. He also noted that while Don Gress Construction provided the lowest bid, they did not include a signed bidder certification form or the acknowledgment addendum and were non-responsive to requests. Wiggins recommended that they not be considered due to being a non-responsive bidder.

Adam Auffart made a motion to formally reject Don Gress Construction's bid due to non-responsiveness. Tara Eckman seconded the motion. Motion approved, 7-0.



The recommendation for the next lowest bid was Infrastructure Systems, Inc. with a bid of \$1,576,200 as the base with an additional \$247,700 quoted for a meter building, which was requested by Patoka Water as an alternate bid item.

(Renee Kabrick returned to the meeting at 7:26 pm.)

Adam Auffart made a motion to accept the bid from Infrastructure Systems, Inc. contingent on Patoka Water's approval of the alternate bid item for the meter building, and also contingent on EDA's review and approval. Brian Hostetter seconded the motion. Motion approved, 7-0.

### **GAS PLANNING COMMITTEE REPORT**

Bibianna Green, Chairman of the Gas Planning Committee, stated the Gas Committee did not meet during the past month.

### **WATER PLANNING COMMITTEE REPORT**

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

### **WASTEWATER DEPARTMENT – REQUEST PERMISSION TO HIRE ONE SEASONAL PART-TIME EMPLOYEE**

Ed Hollinden requested permission to hire 1 seasonal part-time employee for 3 months.

Bibianna Green made a motion to approve the seasonal hire. Adam Auffart seconded the motion. Motion approved, 7-0.

### **WASTEWATER PLANNING COMMITTEE REPORT**

Steve Hale, Chairman of the Wastewater Planning Committee, stated the Wastewater Committee did not meet during the past month.

### **UPDATE ON CUSTOMER SERVICE CLERK HIRING PROCESS**

Ashley Kiefer advised that they have hired Stephanie Allen as a Customer Service Clerk. She will start on May 13<sup>th</sup> and will be training with Jean Seidl, who is retiring at the end of June.

### **GENERAL MANAGER –BUD HAUERSPERGER—CHANGE IN AMI VENDOR FROM EJ PRESCOTT**

Hauersperger stated that EJ Prescott sent a letter on April 1 informing them that they are no longer Sensus distributors as of March 20. Sensus is working to find a new distributor for the area but has not found one yet. In the meantime, all orders with EJP are on hold. Our contract for pricing on meters is due to expire on April 20, but Hauersperger stated that we did not receive

meters for the first year of the agreement due to availability issues during COVID. The Electric department has sent purchase orders for the remaining meters they need, Gas and Water will be sending purchase orders for the remaining meters by April 19. City Attorney Renee Kabrick stated that since we have a contract for pricing and a predetermined number of meters, EJ Prescott should either be required to provide those meters, or another distributor found that will honor the contract pricing. If neither happens, then a letter will be sent regarding breach of contract by EJP.

#### **FINANCE COMMITTEE REPORT & PRESENTATION OF CLAIM DOCKET**

Secretary Tara Eckman reported the Finance Committee had met tonight and reviewed the claims on the Claim Docket.

The Finance Committee recommended approval of the claims as presented.



Brian Hostetter made a motion to approve the claims as presented. Steve Hale seconded the motion. Motion approved, 7-0.

#### **MAYOR DEAN VONDERHEIDE – UPDATE ON GENERAL MANAGER OF UTILITIES HIRING PROCESS**

Mayor Vonderheide advised that there are currently 13 applicants for the General Manager role, 4 of which are internal candidates. He stated that this shows how many caring individuals we have on our team. Interviews will start soon and go through the beginning of May, with an offer being made shortly after and a goal for the new hire to start by the beginning of June.

There being no further business to come before the Board, the meeting was adjourned at 7:41PM upon motion by Bibianna Green and seconded by Brian Hostetter. Motion approved, 7-0.

The minutes were hereby approved \_\_\_\_\_ with ✓ without corrections this 20<sup>th</sup> day of May, 2024.

Attest:  Secretary  Chairman