

**MINUTES  
REGULAR MEETING  
UTILITY SERVICE BOARD  
APRIL 21<sup>st</sup>, 2025**

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 6:00 PM on Monday, April 21<sup>st</sup>, 2025.

**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"/>
Steve Hale – Wastewater 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"/>
Phil Schmidt – Water Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ALSO PRESENT:**

Ed Hollinden – Wastewater Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tim Doersam – Gas & Water Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stan Seifert – Electric Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rob Young – General Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ashley Kiefer – Business 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 17<sup>th</sup>, 2025 REGULAR MEETING AND APRIL 16<sup>TH</sup>. 2025 SPECIAL MEETING**

Chairman Roger Seng presented the minutes from the March 17<sup>th</sup>, 2025 regular meeting and April 16<sup>th</sup>, 2025 special meeting with no corrections needed.

Brian Hostetter made a motion to approve the minutes, Phil Schmidt seconded the motion. Motion approved, 7-0.

**ELECTRIC – REQUEST APPROVAL OF BID FOR 15kV CIRCUIT BREAKERS FOR NORTHWEST SUBSTATION PROJECT (BID FOUND AT CITY HALL AFTER 3/17/25 USB MEETING)**

Stan Seifert requested approval of a bid from Verhill Associates (ABB) for 3 15kV circuit breakers for a total amount of \$98,827.25. Seifert advised that the bid was left in his mailbox in the utility office, but he was unaware of it until after the meeting. Seifert stated they met with City Attorney Renee Kabrick, who verified they could open and take the bid, since it was the only bid received, and then had the engineer look over it to verify it met the specifications.

Tara Eckman made a motion to accept the bid for 15kV circuit breakers from ABB for a total amount of \$98,827.25. Brian Hostetter seconded the motion. Motion approved, 7-0.

**ELECTRIC – REQUEST APPROVAL TO START HIRING PROCESS FOR LEAD LINEMAN & SUBSTATION TECHNICIAN**

Stan Seifert requested permission to start the hiring process for a Lead Lineman and a Substation Technician due to recent retirements.

Phil Schmidt made a motion to approve the hiring process for these positions. Bibianna Green seconded the motion. Motion approved, 7-0.

**ELECTRIC – REQUEST APPROVAL OF CHANGE ORDER #1 FROM SEL ENGINEERING FOR REDUCTION ON RELAY PANELS FOR NORTHWEST SUBSTATION PROJECT**

Stan Seifert requested approval of change order #1 for a reduction of \$2,923 from the original bid that was approved. Seifert explained the reasoning was that the engineer changed the specifications to be slightly less than what was included in the bid packet, so the cost of the panels decreased.

Tara Eckman made a motion to approve change order #1 from SEL Engineering for a decrease in the amount of \$2,923. Adam Auffart seconded the motion. Motion approved, 7-0.

**ELECTRIC PLANNING COMMITTEE REPORT**

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

### **WATER – UPDATE ON BROSMER STREET REPLACEMENT**

Tim Doersam advised that the Brosmer Street main replacement was completed and all customers are now connected to the main. Doersam stated the only remaining work to be done was a little bit of yard work around the new hydrant they had installed.

### **WATER – APPROVE CHANGE ORDER #1 FROM COPPER RIDGE CONTRACTING FOR ADDITION ON MILL STREET WATER MAIN REPLACEMENT PROJECT**

Doersam asked for approval of change order #1 from Copper Ridge Contracting in the amount of \$38,530.63. Doersam stated that this included extra work that the contractor ran into when making the connection to 15<sup>th</sup> Street which included rock removal and old main removal that was unforeseen, and also additional materials of flowable fill from IFI. City Engineering Technician Scott Schnell stated that the work on the main replacement is finished and was much needed. Doersam stated that this would be the final bill for this project.

Brian Hostetter made a motion to approve the change order for an addition in the amount of \$38,530.63. Bibianna Green seconded the motion. Motion approved, 7-0.

### **WATER – ACCEPT TRANSFER OF 14' LOWE LINE JON BOAT WITH MOTOR FROM PARK DEPT. – ASSET TAG #1301 – APPROVED BY PARK BOARD ON 4/8/25**

Doersam asked the board to accept a transfer of a jon boat from the Park Department that would be used in the water department at Beaver Lake to check the spillway. Tara Eckman questioned if there was any cost associated with the transfer and Doersam stated there would not be.

Adam Auffart made a motion to approve the transfer of the boat from the Park Department. Steve Hale 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 – REQUEST APPROVAL OF PROPOSAL FROM DONOHUE & ASSOCIATES FOR NPDES RENEWAL & LOCAL LIMITS**

Ed Hollinden requested approval of a proposal from Donohue & Associates for NPDES Permit Renewal, Technical Re-evaluation of the Local Limits, and Compliance Planning for responding to March 28, 2025 IDEM letter for a total amount not to exceed \$87,950. Hollinden stated that the permit renewal and local limits are required by IDEM and the compliance planning was new, but will help them evaluate their issues with large rain events. Hollinden advised that there are very few companies that do this type of work and he does not know of any other vendors than Donohue currently.

Adam Auffart made a motion to approve the proposal from Donohue for a total not to exceed \$87,950. Tara Eckman seconded the motion. Motion approved, 7-0.

### **WASTEWATER – REQUEST APPROVAL TO ATTEND OPERATOR’S EXPO CONFERENCE ON 5/15/25 FOR \$600 – 4 EMPLOYEES**

Hollinden requested approval to send 4 employees for a total cost of \$600 to the Operator’s Expo in Huntingburg on 5/15/25.

Tara Eckman made a motion to approve the cost of \$600 to send employees to the expo. Phil Schmidt seconded the motion. Motion approved, 7-0.

### **WASTEWATER PLANNING COMMITTEE REPORT**

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

### **BUSINESS MANAGER – UPDATE ON CONTINUOUS IMPROVEMENT INITIATIVES**

- Smart Meter Portal – Kiefer advised that the Electric department has completed their install of AMI meters for all customers since beginning this project, which will be beneficial to the portal. Kiefer stated that Tyler and Sensus are done with the file transfers and Tyler is testing the portal’s functionality, so hopefully they will begin training soon.
- Content Manager – Kiefer shared an update on the Content Manager application for Tyler Tech that would give the Business Office the capability to scan and digitize copies of all paper records, stating that the set up was taking place and the Business Office would have training Wednesday on the application.
- Invoice Automation – Kiefer advised that the Wastewater department and the Business Office have both transitioned to the AP Automation process and all went

well for the last month. The Electric and Gas and Water departments will be trained starting next week with a target completion of June for all invoices to be automatically processed.

- Payroll/Timekeeping – Demo from Tyler – Kiefer shared that members of the Business Office went through a demo of the timekeeping and payroll system from Tyler last week. Kiefer stated that the timekeeping and payroll system was a good option that offers an app and also physical timeclock options that would work well. Kiefer shared that the Utility Business Office is taking the lead on the project, but the hope is that the Civil City would join at some point when they are able.

### **GENERAL MANAGER – UPDATE ON WESSLER ON-SITE ACTIVITY/ASSET MANAGEMENT PLAN**

General Manager Rob Young shared that Wessler Engineering had 6 team members on site at the Water Treatment facilities on Friday, April 4th. Young stated that the purpose of the visit was to get a thorough tour and documentation of a number of details relative to processes, technology, operational data, and other key details. A follow-up visit took place last week to follow up on a few additional items and Wessler is working to organize details of the visit. Young shared that they will begin working on next steps, including risk assessments and useful life assessments that will ultimately help to build the Capital Improvement Plan, including some near term projects we know need to be prioritized as well as the longer term plan. Young also shared that additional data is also being gathered to begin building a hydraulic model of the City's system and that a more detailed update will be given within the next couple of months as the project progresses.

### **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.

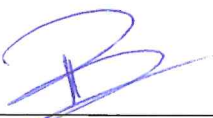
The Finance Committee recommended approval of the claims as presented.


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

### **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 6:22PM upon motion by Tara Eckman and seconded by Brian Hostetter. Motion approved, 7-0.

The minutes were hereby approved \_\_\_\_\_ with ✓ without corrections this 19th day of May, 2025.

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

 \_\_\_\_\_  
Chairman