

**MINUTES
REGULAR MEETING
UTILITY SERVICE BOARD
MAY 19TH, 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, May 19th, 2025.

APPOINT ACTING SECRETARY

Chairman Roger Seng requested appointing Bibianna Green as acting secretary for this meeting. Adam Auffart made a motion to approve Bibianna Green as acting secretary for this evening's meeting. Brian Hostetter seconded the motion. Motion approved, 6-0.

UPON CALL OF THE ROLL, THE FOLLOWING WERE PRESENT:

<u>ROLL CALL:</u>	<u>In Person</u>	<u>By Zoom</u>
Roger Seng – Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adam Auffart – Vice-Chairman	<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 type="checkbox"/>	<input checked="" type="checkbox"/>
Ashley Kiefer – Business Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Renee Kabrick – City Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ABSENT:

Tara Eckman – Secretary

PLEDGE OF ALLEGIANCE

Chairman Roger Seng led the Pledge of Allegiance.

GAS & WATER - QUOTE OPENING: DUMP TRUCK

Ashley Kiefer opened the quote and read aloud as follows:

1. Ruxer Ford	Base Price:	Trade In:	Net Price:
Jasper, IN	\$108,900.00	\$10,000.00	\$98,900.00
Model: Ford F650			
Del. Est. approx. 10/31/25			

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

Bibianna Green made a motion to approve the quote from Ruxer Ford, pending specification review. Phil Schmidt seconded the motion. Motion approved, 6-0.

WASTEWATER - QUOTE OPENING: MANHOLE REHABILITATION

Ed Hollinden opened the quotes and read aloud as follows:

2. Advanced Rehabilitation Technology	Price per Vertical Foot:	Price per Bench:
Bryan, OH	\$370	\$1,500
3. CTR Coatings	Price per Vertical Foot:	Price per Bench:
Knoxville, TN	\$390	\$2,000

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

Brian Hostetter made a motion to approve the low quote with a not to exceed amount of \$40,000 from Advanced Rehabilitation. Steve Hale seconded the motion. Motion approved, 6-0.

APPROVAL OF MINUTES: APRIL 21ST, 2025 REGULAR MEETING

Chairman Roger Seng presented the minutes from the April 21st, 2025 regular meeting with no corrections needed.

Bibianna Green made a motion to approve the minutes, Adam Auffart seconded the motion. Motion approved, 6-0.

ELECTRIC – PURCHASE ORDER CHANGE FOR TARIFF ADJUSTMENT OF \$6,358 FOR 69kV BREAKER FROM SIEMENS ENERGY

Stan Seifert requested approval of a change order from Siemens Energy in the amount of \$6,358 due to recent enacted tariffs. Seifert stated that the change order is for the tariff amount that is currently expected, but the circuit breaker is not due for delivery until November and Siemens has advised that they will reassess the tariffs closer to the delivery date and only charge them if they are still in effect.

Phil Schmidt made a motion to approve the change order in the amount of \$6,358. Steve Hale seconded the motion. Motion approved, 6-0.

ELECTRIC – REQUEST APPROVAL FOR 5 EMPLOYEES TO ATTEND IMPA TRAINING FOR SUBSTATION MAINTENANCE & OPERATION – (LODGING AND MEAL EXPENSE ONLY)

Stan Seifert requested permission to retroactively approve costs to send 5 employees to IMPA training last week. Seifert stated that the total cost was \$1,150.86 for lodging and meals for all.

Adam Auffart made a motion to retroactively approve the training costs in the amount of \$1,150.86. Bibianna Green seconded the motion. Motion approved, 6-0.

ELECTRIC – UPDATE ON NORTHWEST SUBSTATION PROJECT

Stan Seifert provided an update on the Northwest Substation Project, stating Frontier would be finishing tomorrow and Knies Construction starting dirt work shortly after. Seifert shared that calibrations would be done by 6/11 and drawings completed by 6/25, with Krempp Construction ready to start fencing also at this time. Seifert also shared that they expect the substation to be completed and energized in 2026.

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 SKYLINE WATER MAIN CLEANING/RELINING PROJECT

Tim Doersam advised that the main line on Birk Drive has been cleaned out and a crew will be starting relining shortly.

WATER – UPDATE ON SPRING HYDRANT FLUSHING

Doersam stated that the Water department would be finishing hydrant flushing by Wednesday of this week.

WATER – REQUEST APPROVAL OF CHANGE ORDER #2 FROM INFRASTRUCTURE SYSTEMS FOR \$27,722.25 – BACKUP WATER SUPPLY PROJECT

Doersam asked for approval of change order #2 from Infrastructure Systems for \$27,722.25 to fix erosion issues. Business Manager Ashley Kiefer advised that EDA would be paying half of the change order total.

Steve Hale made a motion to approve the change order from Infrastructure Systems. Brian Hostetter seconded the motion. Motion approved, 6-0.

WATER – REQUEST APPROVAL OF CHANGE ORDER #1 FROM MEHRINGER PLUMBING FOR REDUCTION OF \$5,000 – HVAC REPLACEMENT PROJECT

Doersam asked for approval of change order #1 from Mehringer Plumbing for a reduction of \$5,000. Doersam stated the amount consisted of contingent items built into the estimate in case they were needed, and they were not used.

Bibianna Green made a motion to approve the change order from Mehringer's. Adam Auffart seconded the motion. Motion approved, 6-0.

GAS – REQUEST APPROVAL FOR MUNICIPAL REPRESENTATION BY MCCARTER & ENGLISH, LLP FOR ANR GAS RATE CASE

Tim Doersam requested approval for representation by McCarter & English, LLP on a case against ANR for a rate hike of more than double the current rates. Doersam stated that the firm had represented them once before on a similar case, along with several other municipalities through UGM, which they won. Doersam estimated the cost to be between \$15,000 and \$20,000.

Brian Hostetter made a motion to approve McCarter & English, LLP as representation for this case. Phil Schmidt seconded the motion. Motion approved, 6-0.

WATER – UPDATE ON 4TH STREET MAIN REPLACEMENT PROJECT

Doersam advised that potholing and cutting for the main replacement would start tomorrow, 5/20.

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 CHANGE ORDER #1 FROM DEBRA-KUEMPEL, INC. FOR \$4,289 – SLUDGE HEATER REPLACEMENT PROJECT

Ed Hollinden requested approval of the presented change order #1 from Debra-Kuempel, Inc. in the amount of \$4,289 for the Sludge Heater Replacement project.

Bibianna Green made a motion to approve the change order. Steve Hale seconded the motion. Motion approved, 6-0.

WASTEWATER – IDEM RESPONSE LETTER ISSUED

Hollinden advised that Donohue and Associates had helped them send out a response letter to IDEM and has also made some recommendations for operational changes.

WASTEWATER PLANNING COMMITTEE REPORT

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

BUSINESS MANAGER – TARIFF CHARGEBACKS STARTING

Business Manager Ashley Kiefer shared that tariff chargebacks were starting to show on projects such as the Substation Project, and invoices, such as meter orders. Kiefer stated that they are requesting proper documentation for all charges to verify the tariffs are being charged correctly.

BUSINESS MANAGER – UPDATE ON AP AUTOMATION

Kiefer shared that all utilities are operating fully digitally now with invoices and payables as of this month, and there would no longer be a large claim stack of paper invoices for the financial meeting per usual. Kiefer advised that all invoices are set up to be routed through the program to departments where the proper employees would be able to digitally sign and send back to the Business Office to be processed. Kiefer stated that all State Board requirements are met with the process, as a copy is attached to the invoice and can be printed if requested.

GENERAL MANAGER – REQUEST APPROVAL OF TYLER EXECUTIME MODULE – SETUP FEE, ANNUAL SAAS FEES, & APP FEES

Business Manager Ashley Kiefer requested approval on behalf of General Manager Rob Young of the Tyler Executime timekeeping module, along with 2 physical time clocks for the Gas and Water department and Wastewater department, and an App for all remaining utility employees with a city issued cell phone. Kiefer advised that there is a one time setup fee of \$13,950, with a recurring amount of \$7,805. Kiefer stated that included in that price was 2 physical timeclocks for the departments, along with the annual fee for those.

Bibianna Green made a motion to approve the Executime module setup costs not to exceed \$21,755, which includes the annual fees of up to \$8,000. Adam Auffart seconded the motion. Motion approved, 6-0.

FINANCE COMMITTEE REPORT & PRESENTATION OF CLAIM DOCKET

Acting Secretary Bibianna Green 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.

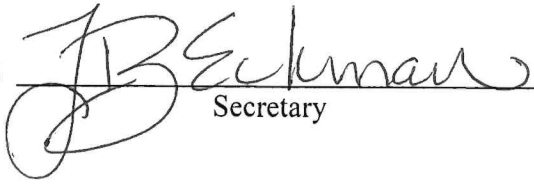
Brian Hostetter made a motion to approve the claims as presented. Adam Auffart seconded the motion. Motion approved, 6-0.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:25PM upon motion by Brian Hostetter and seconded by Bibianna Green. Motion approved, 6-0.

The minutes were hereby approved _____ with ✓ without corrections this 16th day of June, 2025.

Attest:


Secretary


Chairman