

**MINUTES  
REGULAR MEETING  
UTILITY SERVICE BOARD  
JUNE 16<sup>TH</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, June 16<sup>th</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"/>
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"/>

**ABSENT:**

Tim Doersam – Gas & Water Manager

**PLEDGE OF ALLEGIANCE**

Chairman Roger Seng led the Pledge of Allegiance.

**BID OPENING: 13<sup>TH</sup> ST & DORBETT ST WATER MAIN REPLACEMENT - WATER**

Rob Young opened the quote and read aloud as follows:

1. Copper Ridge  
Jasper, IN

Primary Project:  
Dorbett St – 9<sup>th</sup> to 13<sup>th</sup>  
\$268,500

Primary Project:  
13<sup>th</sup> St – Bartley to Emily  
\$345,000

Alternate 1:  
13<sup>th</sup> St – Emily to Altmeyer  
\$196,000

Total Project Bid: \$809,500

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

Adam Auffart made a motion to approve the total bid amount for \$809,500 pending review of specifications. Phil Schmidt seconded the motion. Motion approved, 7-0.

### **BID OPENING: 2025 CIPP LINING PROJECT - WASTEWATER**

Rob Young opened the quote and read aloud as follows:

1. Inliner Solutions  
Orleans, IN

Bid Amount:  
\$185,140

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

City Engineering Technician Scott Schnell explained to the board that this project would also include Stormwater lining at the same time in the amount of \$28,000, additional to the Wastewater amount, but that portion would be paid by their department.

Tara Eckman made a motion to approve the bid from Inliner Solutions in the amount of \$185,140. Bibianna Green seconded the motion. Motion approved, 7-0.

## **APPROVAL OF MINUTES: MAY 19<sup>TH</sup>, 2025 REGULAR MEETING**

Chairman Roger Seng presented the minutes from the May 19th, 2025 regular meeting with no corrections needed.

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

## **ELECTRIC – UPDATE ON NORTHWEST SUBSTATION PROJECT**

Stan Seifert provided an update on the Northwest Substation Project, stating the retention basin has been completed, and Knies Construction is currently working on the sidewalk. Seifert advised that the transformer for the substation was still on track to be in by the end of July, and the building would start on July 19<sup>th</sup>. Seifert stated that the project is still on track for February 2026 completion at this time.

## **ELECTRIC – SOUTHWEST SUBSTATION TRANSFORMER ISSUES**

Seifert informed the board that a transformer in the Southwest Substation has had issues with arcing and they have not been able to determine the cause, so Blue Runner will be here on Friday to shut it down and test it. Seifert advised that testing would take around 2 weeks and they will have to shift the load while it is down. Seifert stated that depending on what Blue Runner finds, they will most likely have to repair a portion of the transformer, but he would report back on their findings at the next meeting.

## **ELECTRIC PLANNING COMMITTEE REPORT**

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

## **WATER – REQUEST APPROVAL TO UPGRADE SCADA COMPUTER – QUOTE FROM TORIC ENGINEERING FOR \$26,948**

Rob Young requested approval to upgrade the SCADA computer for the Water operations in the amount not-to-exceed \$26,948. Young stated the quote includes a hardware upgrade to a unit with Windows 11, multiple specific software updates, onsite setup and training, and one year warranty on parts and labor. Young noted that they are looking to see if a piece of software included is necessary pending a review of the capabilities of this and the Aquatic Informatics software being requested later in the meeting.

Steve Hale made a motion to approve the upgrade quote not-to-exceed \$26,948 from Toric Engineering. Brian Hostetter seconded the motion. Motion approved, 7-0.

**WATER – REQUEST APPROVAL OF TRAVELING SCREEN REPAIR WITH UNDERWATER SCREENING SERVICES FOR \$39,214.72**

Young requested approval of the quote from Underwater Screening Services in the amount of \$39,214.72 for traveling screen repair. Young stated that the board had previously approved the costs for an inspection and the inspection revealed that repairs would be needed.

Adam Auffart made a motion to approve quote from USS in the amount of \$39,214.72. Tara Eckman seconded the motion. Motion approved, 7-0.

**WATER – UPDATE ON SKYLINE WATER MAIN RELINING PROJECT**

Rob Young advised that the Skyline water main relining project is still on track to be completed by July 4<sup>th</sup>. Young stated that Fer-Pal was working on putting the mains back, re-chlorinating the water, then reinstalling water meters this week. Young stated Fer-Pal would be removing the temporary water system the week of June 23<sup>rd</sup>, completing it by July 4<sup>th</sup>. Young shared that after the project was completed, they would meet internally to review the project to evaluate the process for future needs.

**WATER – APPROVE RESOLUTION #USB 2025-1 – LOAN BETWEEN GAS & WATER FOR FUNDING OF SEVERAL WATER LINE PROJECTS**

Rob Young presented Resolution #USB 2025-1 for approval to the Utility Service Board. The Resolution states the below:

“The Utility Service Board recommends to the Common Council (to be reviewed at the Council meeting this Wednesday) of the City of Jasper that it authorize a loan not to exceed the following amounts and pursuant to the terms contained herein:

- a. Skyline Water Project:
  - i. Amount: Five Hundred Eighty Thousand Dollars (\$580,000.00).
  - ii. Fund source - Gas Operating and Maintenance Account 08-80-1310000
- b. 13<sup>th</sup> Street/ Dorbett Street Primary Projects:
  - i. Amount: Seven Hundred Thirteen Thousand Dollars (\$713,000.00).
  - ii. Fund source - Gas Operating and Maintenance Account 08-80-1310000
- c. 13<sup>th</sup> Street Alternate Project (should project bids come within budget allowing for funds to be available for all Primary and Alternate projects)
  - i. Amount: Two Hundred Seventy-nine Thousand Dollars (\$279,000.00).
  - ii. Fund source - Gas Operating and Maintenance Account 08-80-1310000”

Phil Schmidt made a motion to approve Resolution #USB 2025-1 for loans between the Gas and Water departments. 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 TO REMOVE TREES FOR NOT-TO-EXCEED \$5,000**

Hollinden requested approval to split the cost to remove trees from an easement with the property owner for a not-to-exceed amount of \$5,000 for the Wastewater department portion. Hollinden stated that the property owner would like the trees removed and the Wastewater department would like to clean up the easement as well. Hollinden stated that the property owner has a quote for the removal of up to \$10,000 total, to be split between them.

Brian Hostetter approved the cost of up to \$5,000 for tree removal on the easement. Adam Auffart seconded the motion. Motion approved, 7-0.

### **WASTEWATER – UPDATE ON NPDES PERMIT RENEWAL / LOCAL LIMITS RE-EVALUATION PROJECT WITH DONOHUE & ASSOCIATES**

Hollinden shared that Donohue had completed and submitted the permit application and local limits sampling would start soon.

### **WASTEWATER – REQUEST APPROVAL TO START HIRING PROCESS FOR LINE CREW LEADER DUE TO UPCOMING RETIREMENT**

Ed Hollinden requested approval to start the internal hiring process for a Line Crew Leader due to an upcoming retirement. Hollinden also requested permission to hire to backfill a role if they would fill it internally and leave another opening.

Tara Eckman made a motion to approve the internal hiring process and backfill if necessary. Bibianna Green 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 PROJECTS**

Business Manager Ashley Kiefer shared that the Smart Meter portal is finishing testing currently, as it was displaying incorrect electric usage for some meters. Kiefer stated that testing should be completed shortly and then training would be internally before the portal goes live. Kiefer shared an update on the Content Manager program, stating that training had been completed in the business office and the process is now live in the Business Office, with employees scanning and attaching documents within the Tyler software. Kiefer also stated that they are waiting for Tyler to assign a Project Manager to work on implementation of the Timekeeping module, but in the meantime the Business Office was working to simplify the time entry process to prepare.

### **GENERAL MANAGER – REQUEST APPROVAL OF QUOTE FROM AQUATIC INFORMATICS FOR DATA GATHERING SOFTWARE FOR WASTEWATER DEPARTMENT**

General Manager Rob Young requested approval for a quote from Aquatic Informatics for data gathering software for the Wastewater Department in the amount of \$15,441.80. Young stated the cost includes a one-time cost of \$13,041.80 for the system interface and integration and general implementation, then \$2,400 per year cost for the actual software. Young shared that he provided details in an earlier email outlining that Wastewater needs better visibility to trending data relative to MRO information sent to IDEM and other critical operating data.

Young stated that in addition, the implementation of a software solution will help to eliminate the process of manually collecting non-SCADA information via paper records and then key punching into Excel. Young advised that the amount is for half of what Aquatic Informatics quoted, as the other half would be for Water, but they are holding any decisions on Water pending outputs of the Asset Management Plan.

Young stated that they are doing some final validation of the capabilities of some existing software pulling data from the SCADA system to understand if it can meet the department's needs; if not, they will proceed with the Aquatic Informatics solution for the Wastewater department.

Adam Auffart made a motion to approve the quote from Aquatic Informatics in the amount of \$15,441.80. Tara Eckman seconded the motion. Motion approved, 7-0.

### **GENERAL MANAGER – UPDATE ON ANR RATE CASE TIMELINE**

Young stated that as confirmed in earlier communication, ANR announced a significant rate hike that will now head to legal challenges. Young stated they received an update from May 29 in an email noting the below activity to take place between now and mid-July:

- A team from the Commission's Office of Administration Litigation will be assigned to the case and discovery will begin.
- Parties will work out a procedural schedule for the hearing.

- A hearing judge will be assigned to the case and schedule an initial settlement conference.
- McCarter & English will begin working on a proposal of an allocation of costs for our group.

Young shared that Utilities' is long overdue for a gas rate study, with the last one having been done in 2019, and he will begin discussions with potential firms in planning for one for early 2026 pending the outcome of this case.

### **GENERAL MANAGER – UPDATE ON MUNICAST FORECASTING TOOL PROJECT**

Young shared that they have been working in the background on dialing in the forecasting tool in development with MuniCast and have something ready to begin using as they continue to make tweaks to dial in forecasts and other tools. Young stated that a few key notes for the project are that they will still validate for a few months, but the data file dump from Tyler and being uploaded into the background of the file will save significant time in rolling up our monthly P&L statement. Young stated that he feels there is still room to streamline processes further, and they will keep evolving as they learn more about the tool. Young stated the hope is to schedule a financial review for the first two quarters of the year soon and share some of the outputs.

### **GENERAL MANAGER – REQUEST APPROVAL OF ELECTRIC GIS DATA CONVERSION**

Rob Young requested approval of Electric GIS Data Conversion costs of up to \$33,800 from Cloudpoint Geospatial. Young stated the Cloudpoint quote includes GIS data conversion and also an ongoing synchronization of data from other sources still being updated (continue to update the system with changes going forward from the original point of conversion). Young shared that the estimate to do the work internally, if even possible, could take up to 12-18 months of someone fairly dedicated working on it. Young stated that with staffing changes coming in the next few years, GIS becomes more and more necessary to use in the field, but also for new staff to be able to come on and manage and utilize the system.

Brian Hostetter made a motion to approve the cost up to \$33,800 from Cloudspace Geospatial. Tara Eckman seconded the motion. Motion approved, 7-0.

### **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.

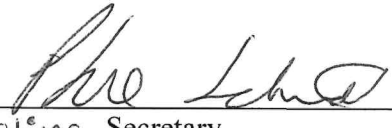
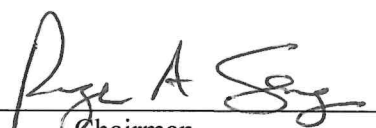
The Finance Committee recommended approval of the claims as presented.

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

### ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:39PM upon motion by Brian Hostetter and seconded by Bibianna Green. Motion approved, 7-0.

The minutes were hereby approved \_\_\_\_\_ with ✓ without corrections this 21<sup>st</sup> day of July, 2025.

Attest:    
Acting Secretary Chairman