

**MINUTES
REGULAR MEETING
UTILITY SERVICE BOARD
AUGUST 18TH, 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, August 18th, 2025.

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"/>
Tara Eckman – Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brian Hostetter – Electric Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Steve Hale – Wastewater Commissioner	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bibianna Green – Gas Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ALSO PRESENT:

Ed Hollinden – Wastewater Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tim Doersam – Gas and 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"/>

ABSENT:

Phil Schmidt - Water Commissioner

PLEDGE OF ALLEGIANCE

Chairman Roger Seng led the Pledge of Allegiance.

APPROVAL OF MINUTES: JULY 21ST, 2025 REGULAR MEETING

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

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

ELECTRIC – RESULTS OF WIRE TRAILER QUOTE OPENING IN JULY

Stan Seifert informed the board that the quote from Sauber Manufacturing for \$34,339 met all specifications.

ELECTRIC – UPDATE ON NORTHWEST SUBSTATION PROJECT

Seifert advised that the transformer was shipped out that day and would be set on Wednesday. Seifert also shared that Krempp Construction was continuing and making progress.

ELECTRIC – UPDATE ON TRANSFORMER AT SOUTHWEST SUBSTATION

Seifert shared that Blue Runner had shut down the transformer and tightened and checked everything, hoping that it will function well now. Seifert advised that if that did not fix the problem, the transformer would have to be drained and repaired but he would update if there were further concerns.

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 RENEW AGREEMENT WITH MUNICIPAL H2O FOR \$4,200 FOR ANNUAL EPA RISK MANAGEMENT PROGRAM COMPLIANCE SERVICE

Tim Doersam requested approval to renew the agreement with Municipal H2O for the annual EPA Risk Management Program compliance services in the amount of \$4,200.

Bibianna Green made a motion to approve the quote from Municipal H2O. Tara Eckman seconded the motion. Motion approved, 6-0.

WATER – REQUEST APPROVAL TO HIRE CHRISTOPHER B BURKE ENGINEERING, LLC TO PERFORM BEAVER CREEK LAKE DAM 2025 SAFETY INSPECTION NOT TO EXCEED \$5,900

Doersam requested approval to hire Christopher B Burke Engineering, LLC to perform the 2025 Beaver Creek Lake Dam safety inspection for an amount not to exceed \$5,900. Doersam noted that the price was the same as 2024.

Adam Auffart made a motion to approve the quote from Burke not to exceed \$5,900. Brian Hostetter seconded the motion. Motion approved, 6-0.

WATER – REQUEST APPROVAL OF NON-RESIDENT WATER CONNECTION – EVAN ELROD & BROOKE KIEFFNER-ELROD – 4801 N PORTERSVILLE RD

Tim Doersam requested approval of a non-resident Water connection for Evan Elrod & Brooke Kieffner - Elrod located at 4801 N Portersville Road. Doersam advised that the form had been completed and returned, as well as the Annexation Waiver.

Brian Hostetter made a motion to approve the non-resident connection for Evan Elrod & Brooke Kieffner-Elrod. Adam Auffart seconded the motion. Motion approved, 6-0.

WATER – UPDATE ON WATER MAIN PROJECTS – 4TH STREET, 13TH STREET & DORBETT STREET

Doersam advised that 4th Street would possibly be turned over this week to the completed line replacement. Doersam also stated that the 13th Street portion of that project has been replaced to MacArthur Street from Bartley Street, but Dorbett Street has not been started yet.

GAS – UPDATE ON MAIN REPAIR FOR MAIN STREET REVITALIZATION – PHASE II

Doersam stated that the Gas department would be finishing repairs on Main Street next week so Ragle could continue the Main Street update project.

WATER – FALL HYDRANT FLUSHING TO BEGIN ON SEPTEMBER 2ND

Tim Doersam informed the board the fall hydrant flushing would begin on September 2nd and last approximately 6 weeks.

WATER – REQUEST APPROVAL FOR 1 OPERATOR TO ATTEND ALLIANCE FALL CONFERENCE – OCTOBER 21ST – 23RD – CONFERENCE \$640, INCLUDING LODGING

Doersam requested approval for 1 water operator to attend the Alliance Fall Conference from October 21st – 23rd, for \$640 including lodging.

Tara Eckman made a motion to approve the cost to send 1 operator to the conference. Brian Hostetter seconded the motion. Motion approved, 6-0.

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

Roger Seng, Chairman of the Utility Service Board, stated the Water Committee did not meet during the past month.

WASTEWATER PLANNING COMMITTEE REPORT

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

BUSINESS MANAGER – REQUEST APPROVAL OF COMPUTERS QUOTE FROM EXOS – DUE TO WINDOWS 11 UPGRADES

Business Manager Ashley Kiefer requested approval of the computer quote from Exos in a not to exceed amount of \$16,732.79. Kiefer stated that the quote was just delivered prior to the meeting and the Business Office would need to review it with Exos to determine which of the 3 manufacturers would meet the specifications best.

Bibianna Green made a motion to approve the quote to purchase computers for a not to exceed amount of \$16,732.79. Adam Auffart seconded the motion. Motion approved, 6-0.

BUSINESS MANAGER – REQUEST APPROVAL OF HOOSIER BUSINESS/SQUARE 9 QUOTE FOR DOCUMENT MANAGEMENT SYSTEM TO REPLACE CENTRAWORKS FOR \$11,646 – (UTILITIES TO PAY 50%) – (ONE TIME FEE OF \$5,250 & ANNUAL SUBSCRIPTION OF \$6,396)

Kiefer requested approval of the quote from Hoosier Business Machines/Square 9 for \$11,646 or the Utilities' half which is 50% (\$5,823). Kiefer shared that \$5,250 of the total is a one-time fee and \$6,396 of the total quote is an annual subscription fee. Kiefer stated the quote was covered under Indiana Code Section 5-22-10-7 which provides authority for the City to proceed via "special purchasing methods" which do not require multiple quotes, where we are proceeding with a data processing contract or license agreement for 1) software programs; or 2) supplies or services when only one source meets our reasonable requirements. Kiefer clarified that that was why there was only one quote for this item.

Adam Auffart made a motion to approve the Utilities portion of the quote for \$5,823. Tara Eckman seconded the motion. Motion approved, 6-0.

GENERAL MANAGER – REQUEST APPROVAL FOR BAKER TILLY TO PERFORM FINANCIAL ANALYSIS PORTION OF WATER ASSET MANAGEMENT PLAN

General Manager Rob Young requested approval for Baker Tilly to perform the financial analysis portion of the Water Asset Management plan that the department has been working on. Young stated that Baker Tilly would do a rate study on water as part of the financial analysis and the quote was a not-to-exceed amount of \$42,500.

Brian Hostetter made a motion to approve the quote from Baker Tilly in a not to exceed amount of \$42,500. Adam Auffart seconded the motion. Motion approved, 6-0.

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.

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 6:18PM upon motion by Brian Hostetter and seconded by Tara Eckman. Motion approved, 6-0.

The minutes were hereby approved _____ with ✓ without corrections this 15th day of September, 2025.

Attest:  Secretary  Chairman