

**MINUTES
REGULAR MEETING
UTILITY SERVICE BOARD
OCTOBER 20TH, 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, October 20th, 2025.

APPOINT ACTING CHAIRMAN – BRIAN HOSTETTER

Brian Hostetter asked for a motion to appoint an Acting Chairman in place of Roger Seng, who was absent this month.

Phil Schmidt made a motion to appoint Brian Hostetter as Acting Chairman. Tara Eckman seconded the motion. Motion approved, 5-0.

UPON CALL OF THE ROLL, THE FOLLOWING WERE PRESENT:

<u>ROLL CALL:</u>	<u>In Person</u>	<u>By Zoom</u>
Brian Hostetter – Acting 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"/>
Steve Hale – Wastewater Commissioner	<input checked="" type="checkbox"/>	<input 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:

Roger Seng – Chairman
Adam Auffart – Vice-Chairman

Utility Service Board

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PLEDGE OF ALLEGIANCE

Acting Chairman Brian Hostetter led the Pledge of Allegiance.

APPROVAL OF MINUTES: SEPTEMBER 15TH, 2025 REGULAR MEETING

Acting Chairman Brian Hostetter presented the minutes from the September 15th, 2025 regular meeting with no corrections needed.

Steve Hale made a motion to approve the minutes; Bibianna Green seconded the motion. Motion approved, 5-0.

ELECTRIC – REQUEST APPROVAL OF SURVALENT SUPPORT AGREEMENT RENEWAL FOR \$15,589 - INCREASE OF \$1,448 FROM LAST YEAR

Stan Seifert requested approval of the Survalent Support Agreement Renewal in the amount of \$15,589, which is up 6% from last year's renewal.

Phil Schmidt made a motion to approve the agreement renewal for a total of \$15,589. Steve Hale seconded the motion. Motion approved, 5-0.

ELECTRIC – UPDATE ON NORTHWEST SUBSTATION PROJECT

Stan Seifert stated that concrete has been completed and Krempp is working on wire trough with fencing to go up around December. Seifert advised he will provide an update again next month.

ELECTRIC PLANNING COMMITTEE REPORT

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

GAS – UPDATE ON ANNUAL GAS LEAK SURVEY

Tim Doersam stated that the gas survey started last week and will continue through November.

WATER – REQUEST PERMISSION TO SEND OUT CHEMICALS REQUESTS FOR QUOTES

Doersam asked the board for permission to send out chemical quotes for 2026.

Tara Eckman made a motion to approve sending out chemicals quotes for the next year. Bibianna Green seconded the motion. Motion approved, 5-0.

WATER – UPDATE ON FALL HYDRANT FLUSHING

Tim Doersam informed the board that fall hydrant flushing has been completed.

WATER – BEAVER LAKE DRAIN TO OPEN ON NOVEMBER 17TH FOR WINTER DRAWDOWN

Doersam shared that the Beaver Lake drain would be opened on November 17th to start winter drawdown of the lake level.

WATER – UPDATE ON 13TH STREET & DORBETT STREET MAIN REPLACEMENT PROJECT

Doersam advised that the contractor had made it down to Altmeyer and are working on a different project this week and would be back in a week to continue again. Doersam stated that the current plan is for Calcar Paving to pave everything in November.

WATER – BEAVER LAKE DAM & SPILLWAY INSPECTION – NOVEMBER 7TH

Doersam stated that the Beaver Lake Dam & Spillway Inspection would take place on November 5th instead of November 7th.

GAS & WATER – REQUEST APPROVAL FOR 1 EMPLOYEE TO ATTEND AWWA NORTH AMERICAN WATER LOSS TRAINING ON DECEMBER 2-4 - \$495, PLUS LODGING AND MEALS

Doersam requested approval for 1 employee to attend AWWA, for \$495 with lodging at \$380.

Tara Eckman made a motion to approve the cost to send 1 employee to the conference. Steve Hale seconded the motion. Motion approved, 5-0.

**GAS & WATER – REQUEST APPROVAL FOR 5 EMPLOYEES TO ATTEND
MIDWEST DAMAGE PREVENTION TRAINING ON NOVEMBER 11-13 - \$2,800 – NO
LODGING OR MEALS – COST CORRECTION**

Doersam updated the board that the cost was previously approved at \$2,750, but after final booking it was actually \$2,800.

Phil Schmidt made a motion to approve the cost correction. Tara Eckman seconded the motion. Motion approved, 5-0.

**GAS & WATER – REQUEST APPROVAL OF CALCAR PAVING ESTIMATE OF
\$7,888.48 TO REPAIR LEOPOLD/13TH STREET DUE TO WATER MAIN BREAK**

Doersam requested approval of the Calcar Paving estimate of \$7,888.48 to repave parts of Leopold Street and 13th Street due to a water main break from a few months ago.

Steve Hale made a motion to approve the Calcar Paving quote at \$7,888.48. Bibianna Green seconded the motion. Motion approved, 5-0.

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 – UPDATE ON SLUDGE HEATER REPLACEMENT

Hollinden shared that the sludge heater has been installed, ran, and tested. Hollinden stated that this was a 2 year project, but is now completed and good to go.

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 – RESOLUTION #USB 2025-2 – CLOSE UNDERGROUND STORAGE TANK FUND

Business Manager Ashley Kiefer requested recommendation to the City Council of Resolution #USB 2025-2 to close an underground storage tank fund originally established on Ordinance# 2016-15. Ordinance# 2016-15 established the City's Excess Liability Trust Fund ("ELTF") Underground Storage Tank ("UST") Financial Responsibility Deductible Fund. Kiefer stated that all USTs have been removed so the Ordinance can be recommended for repeal. Kiefer stated existing funds would be obsoleted and funds would be moved to existing Wastewater accounts. City Attorney Renee Kabrick informed the board that this recommendation would go to City Council.

Steve Hale made a motion to recommend Resolution #USB 2025-2 to City Council. Phil Schmidt seconded the motion. Motion approved, 5-0.

BUSINESS MANAGER – REQUEST APPROVAL OF GOGOV CONTRACT RENEWAL FOR \$5,040 FOR NOTIFICATION APP (UTILITIES' TO PAY 50% OR \$2,520)

Kiefer requested approval of the GoGov contract renewal, which is the notification app that is shared with the City. Kiefer advised there is a 5% increase from last year, making the Utilities' total \$2,520 or half of the total renewal amount. Kiefer stated that the Board of Public Works had already approved their half of the renewal cost.

Bibianna Green made a motion to approve the GoGov contract renewal in the amount of \$2,520. Steve Hale seconded the motion. Motion approved, 5-0.

BUSINESS MANAGER – REQUEST APPROVAL OF MERAKI ENTERPRISE LICENSE RENEWAL FOR \$10,279.85 – (UTILITIES TO PAY 50% OR \$5,139.93)

Kiefer requested approval of a Meraki license renewal for half of the total or \$5,139.93 as it is shared with the City. Kiefer explained the license supports our phones, switches, licenses, dashboard for devices, and some other IT items per Exos. Kiefer shared that Exos' recommendation is to extend the license for a 1-year period then explore new options to replace due to the rising cost of that license.

Steve Hale made a motion to approve the Meraki License renewal for a cost of \$5,139.93. Tara Eckman seconded the motion. Motion approved, 5-0.

GENERAL MANAGER – RESOLUTION #USB 2025-4 – RECOMMENDING SALARIES & WAGES FOR 2026

General Manager Rob Young requested approval of Resolution #USB 2025-4, which recommends salaries and wages for 2026 to City Council.

Bibianna Green made a motion to approve Resolution #USB 2025-4. Steve Hale seconded the motion. Motion approved, 5-0.

GENERAL MANAGER – REQUEST APPROVAL OF CONTRACT ASSIGNMENT LETTER FROM MIDWESTERN ENGINEERS

Young shared that Midwestern Engineers was recently acquired by CHA Consulting, but there would be no impacts expected relative to our existing projects. Young asked for approval of a contract assignment letter from CHA Consulting due to the acquisition. City Attorney Renee Kabrick stated that she requested a listing of existing contracts be added as an appendix to the assignment letter.

Phil Schmidt made a motion to approve the contract assignment letter from CHA Consulting. Steve Hale seconded the motion. Motion approved, 5-0.

GENERAL MANAGER – APPROVAL OF TARIFF ADDER OF \$15,716.91 ON PURCHASE OF LARGE TRANSFORMER FROM VIRGINIA TRANSFORMER FOR NORTHWEST SUBSTATION PROJECT

Young stated that the original amount presented was around \$32,000, but after negotiations the actual amount requested for approval is only \$15,716.91. Young explained that many companies simply broadly apply an increase tied to tariffs, versus being based on a detailed assessment of the impacts to our projects.

Tara Eckman made a motion to approve the tariff adder in the amount of \$15,716.91. Steve Hale seconded the motion. Motion approved, 5-0.

GENERAL MANAGER – ELECTRIC BUILDING INTIAL DESIGN REQUEST FOR PROPOSALS SENT OUT

Young shared that an Electric Building RFP was sent out and will be reviewed by the end of calendar year to determine next steps. Intent is to understand potential design costs and probable construction costs and to determine our approach to the project going forward.

GENERAL MANAGER – PRESENTATION BY IU KELLEY BUSINESS STUDENTS IN NOVEMBER

Young stated that they have been working with a master's level accounting class from IU Kelley School of Business on a course project. Young shared that they will likely be here on the day of the next Utility Service Board meeting, and some of the board members may be asked to participate in a presentation with the students ahead of the actual USB meeting.

GENERAL MANAGER – UPDATE ON NORTHSIDE WASTEWATER TREATMENT PLANT PROJECT

Young stated they had met recently with the landowners to review terms of agreements and would be sending the final documents to them for legal review on their end. Young stated that barring no issues they will then seek the appropriate approvals to move forward. Young also reminded everyone that the board had previously approved time and expense terms for Baker Tilly to work on proposed rates for the Dubois County Regional Sewer District project for Haysville but has now asked them to proceed with developing a proposed rate structure for the County based on a preliminary cost estimate of \$10k. Young stated that the County's project has fallen within the SRF's fundable range, so they are looking to move forward now, and in order to be ready to move on the project next year, they need the proposed rates and an interlocal agreement with the City in place. Young stated that Baker Tilly expects to have feedback to him prior to Thanksgiving, which they will then review and plan for follow up discussion with the County as needed in December.

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.

Steve Hale made a motion to approve the claims as presented. Phil Schmidt seconded the motion. Motion approved, 5-0.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:26PM upon motion by Tara Eckman and seconded by Bibianna Green. Motion approved, 5-0.

The minutes were hereby approved _____ with ✓ without corrections this 17th day of November, 2025.

Utility Service Board

10/20/25

Attest: Beckman. Secretary Rye A. Seger Chairman