

**MINUTES
REGULAR MEETING
UTILITY SERVICE BOARD
NOVEMBER 17TH, 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, November 17th, 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"/>
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 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"/>
Renee Kabrick – City Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ABSENT:

Steve Hale – Wastewater Commissioner
Bibianna Green – Gas Commissioner
Ashley Kiefer – Business Manager

PLEDGE OF ALLEGIANCE

Chairman Roger Seng led the Pledge of Allegiance.

BID OPENING: CHEMICALS FOR 2026 – WATER

Rob Young opened the quotes and read aloud. Quotes for various items were requested from the following companies.

1. Citco Water
2. Water Solutions Unlimited
3. Chemical Resources Inc.
4. JCI Jones Chemicals
5. Mississippi Lime
6. Brenntag Mid South
7. Alexander Chemical Corporation

Not all companies that submitted quoted on every item included in the request.

All quotes included a Non-Collusion Affidavit, an Indiana Legal Employment Declaration, an Affidavit Regarding Non-Responsibility, and a Nepotism Policy Affirmation, except JCI Jones which did not include the Affidavit Regarding Non-Responsibility. (Citco Water was missing all the affidavits.)

Tim Doersam stated he would take all under advisement and report back at next month's meeting.

APPROVAL OF MINUTES: OCTOBER 20TH, 2025 REGULAR MEETING

Chairman Roger Seng presented the minutes from the October 20th, 2025 regular meeting with no corrections needed.

Tara Eckman made a motion to approve the minutes. Brian Hostetter seconded the motion. Motion approved, 5-0.

PUBLIC BUSINESS – PETITION FOR VACATION OF PUBLIC RIGHT-OF-WAY & EASEMENTS – NORTHWOOD VILLAGE FOR NORTH RIDGE ESTATES II & III – DENNIS HELMS – ON BEHALF OF KERSTIENS DEVELOPMENT, INC.

Dennis Helms presented the petition for vacation of public right of way and easements in Northwood Village for North Ridge Estates II & III on behalf of Kerstiens Development, Inc. Helms advised that he had already met with the Planning Commission and they had approved the petition, and he would be meeting with City Council on Wednesday. Helms shared that Jerome Kerstiens privately owned the property many years ago but would like to vacate now to come back and redo the streets and easements to be bigger, due to it being part of the North Ridge Subdivision now. Helms stated that he had notified all residents with utilities via certified mail and received no responses back. Stan Seifert, Ed Hollinden, and Tim Doersam all agreed they had no issues.

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Phil Schmidt made a motion to approve the petition to vacate the right of way and easements in Northwood Village. Adam Auffart seconded the motion. Motion approved, 5-0.

PRESENTATION OF 2026 CAPITAL EXPENDITURE PLAN DRAFT & COMMITTEE MEETING DATES

Prior to tonight's meeting, Ashley Kiefer gave the scheduled dates for the committee meetings for the presentation of the 2026 Capital Expenditure plans for the departments. A joint Water and Gas Committee meeting will be held on Monday, December 1st, 2025 at 2:30 PM, and a joint Electric and Wastewater Committee meeting will be held on Tuesday, December 2nd, 2025 at 10:30 AM.

ELECTRIC – REQUEST APPROVAL FOR PURCHASE OF HEATING/AC SYSTEM FROM HULSMAN REFRIGERATION FOR \$5,340 FOR NW SUBSTATION BUILDING – (3 QUOTES RECEIVED)

Stan Seifert requested approval of the purchase of a heating and A/C system from Hulsman Refrigeration. Seifert stated that 3 quotes were requested and Hulsman was the lowest quote received at \$5,340.

Phil Schmidt recused his vote for this item.

Brian Hostetter made a motion to approve the quote from Hulsman Refrigeration for \$5,340. Tara Eckman seconded the motion. Motion approved, 4-0.

ELECTRIC – UPDATE ON NORTHWEST SUBSTATION PROJECT

Stan Seifert stated that Krempp's was out last week but was back working again this week. Seifert advised they are holding off on setting piers until the rain passes and fencing would be delivered around 12/9, but the substation project is continuing to make progress.

ELECTRIC – REQUEST APPROVAL OF SCOPE OF WORK AGREEMENT WITH CENTERPOINT FOR NW SUBSTATION PROJECT

Seifert stated that Southern Indian Gas & Electric (dba Centerpoint Energy Indiana South) would install the new 69kV poles that they will take care of. Seifert stated that through IMPA we have to pull the wire, but they will do the landing. Seifert advised that Phil Lopresto with IMPA will work with them on SCADA RTU and this cost is included in the substation cost that was previously approved.

Adam Auffart made a motion to approve the scope of work agreement with Centerpoint for the work needed at the Northwest Substation. Brian Hostetter seconded the motion. Motion approved, 5-0.

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 leak survey finished on 11/10 and they should be receiving reports within the next few weeks.

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

Doersam advised that they collected samples today and once they pass, they will tie in services and start paving. Doersam estimated samples to be completed and results returned around 11/24.

WATER – UPDATE ON BEAVER LAKE DAM INSPECTION

Doersam shared that the Beaver Lake Dam inspection was completed and they should be receiving a total report within a few weeks.

WATER – REQUEST APPROVAL TO JUNK OLD AMR WATER METERS NO LONGER USED – (NO BUYERS FOUND)

Doersam advised that after searching they did not find any buyers for the old AMR water meters that had been removed from the field, so he was requesting approval to scrap them.

Phil Schmidt made a motion to approve scrapping the old meters. Tara Eckman seconded the motion. Motion approved, 5-0.

GAS & WATER – REQUEST APPROVAL FOR 8 EMPLOYEES TO ATTEND AWWA WATER INSTITUTE & EQUIPMENT EXPO ON DECEMBER 2ND - \$1,520 – (INCLUDES LUNCH)

Doersam requested approval for 8 employees to attend AWWA Water Institute and Equipment Expo, for \$1,520 with lunch included on December 2nd.

Adam Auffart made a motion to approve the cost to send 8 employees to the conference. Brian Hostetter seconded the motion. Motion approved, 5-0.

GAS PLANNING COMMITTEE REPORT

Roger Seng, Chairman of the Utility Service Board, 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 – APPROVE CHANGE ORDER #1 ON 2025 CIPP LINING PROJECT WITH INLINER SOLUTIONS

Ed Hollinden requested approval of Change Order #1 in the amount of \$40,596, due to a collapsed line Inliner had found during the relining process.

Adam Auffart made a motion to approve the change order for Inliner Solutions in the amount of \$40,596. Tara Eckman seconded the motion. Motion approved, 5-0.

WASTEWATER PLANNING COMMITTEE REPORT

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

BUSINESS MANAGER – RESOLUTION #USB 2025-5 – RECOMMENDING AMENDMENT TO THE GREEN POWER ENERGY PROGRAM RATE

General Manager Rob Young spoke on behalf of Ashley Kiefer and requested approval of Resolution #USB 2025-5, which increases the Green Energy Rate from \$0.005 per kWh to \$0.006 per kWh, due to the IMPA increase. Young stated that four customers utilize this program and this would apply to billing after January 1st. Young shared that approving this will send the Resolution to City Council to increase the rates in the Electric rates ordinance.

Brian Hostetter made a motion to approve Resolution #USB 2025-5 to send to City Council.

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Phil Schmidt seconded the motion. Motion approved, 5-0.

BUSINESS MANAGER – RESOLUTION #USB 2025-6 – UPDATE NON-RECURRING CHARGES FOR WATER METER PARTS CHARGES

Young requested approval of Resolution #USB 2025-6 updating non-recurring changes for water meter parts. Young stated that Ordinance # 2009-9 authorizes the charges and this will revise the charges for certain water meter parts that need it.

Tara Eckman made a motion to approve Resolution #USB 2025-6. Adam Auffart seconded the motion. Motion approved, 5-0.

GENERAL MANAGER – UPDATE ON IMPA RATE INCREASE

General Manager Rob Young stated the rate increase amounts to roughly 2.86% to Jasper from IMPA, but he would not be proposing any rate adjustments for Utility customers for 2026. Young advised that a rate study would likely be done in 2026 to assess capital project needs and to be prepared for future rate adjustment discussion.

GENERAL MANAGER – UPDATE ON WATER ASSET MANAGEMENT PLAN - DRAFT REVIEW WITH WESSLER ENGINEERING ON NOVEMBER 19TH

Young shared that there is a meeting scheduled with Wessler to review the plan on November 19th and then he would add discussion points from the plan to the committee meetings for December to share with the Board.

GENERAL MANAGER – UPDATE ON ELECTRIC BUILDING DESIGN RFP'S – DUE DATE NOVEMBER 14TH

Young stated 3 submittals were received prior to the due date of Friday, November 14th and they would be reviewed and scored in the coming weeks so they can develop recommendations for discussion at a future USB Meeting.

GENERAL MANAGER – REQUEST APPROVAL OF QUOTE FROM TYLER TECHNOLOGIES FOR ADVANCED CLOUD REPORTING SERVICES FOR \$3,750 – ONE-TIME FEE OF \$250 & RECURRING ANNUAL FEE OF \$3,500

Young requested approval of a quote from Tyler Technologies for Advanced Cloud Reporting Services in the amount of \$3,750, which includes a one time fee of \$250 and a recurring fee of \$3,500. Young advised that this service would allow for a daily copy of all of our SQL data

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tables from Tyler to a secure SFTP site, where it would allow Utilities' to join tables and create Power Queries with the daily and monthly reporting information.

Adam Auffart made a motion to approve the quote from Tyler Technologies in the amount of \$3,750, which includes a one-time fee of \$250 and a recurring fee of \$3,500. Brian Hostetter seconded the motion. Motion approved, 5-0.

GENERAL MANAGER –REQUEST APPROVAL OF PROPOSAL FROM THIRDLINE FOR CONSULTING SERVICES FOR DATA INTEGRATION, AUTOMATION, & ANALYTICS – 50 HRS FOR \$9,950 OR \$249/HOUR

Young stated that the professional services with ThirdLine would assist with the Tyler Advanced Cloud Reporting Service module in joining tables, automating data flows, and creating Power Queries. Young advised that ThirdLine has structured the quote to be flexible to our needs, and the proposal provides for an hourly rate of \$249 per hour or a 50 hour "package" at \$199 per hour for a total of \$9,950. Young stated that at this time, we are requesting approval for a not to exceed amount of the \$9,950, and if we determine the need to be far less than this, we may move forward on a strictly hourly rate.

Tara Eckman made a motion to approve the quote for professional services with ThirdLine for a not to exceed amount of \$9,950. Adam Auffart seconded the motion. Motion approved, 5-0.

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.

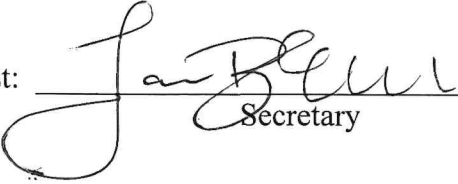

The Finance Committee recommended approval of the claims as presented.

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

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:37 PM upon motion by Brian Hostetter and seconded by Phil Schmidt. Motion approved, 5-0.

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

Attest:  Secretary  Chairman

OLDER AMR WATER METERS TO DECLARE SURPLUS TO SCRAP

November 17, 2025

Location Code	Item Number	Description	Qty to Scrap
06	06-METR-20021	PIT ERT ONLY	7
06	06-METR-20022	HOUSE ERT ONLY	72
06	06-METR-20023	60W PIT ERT (INCLUDES INSTALLATION KIT)	28
06	06-METR-20024	60W HOUSE ERT ONLY (NO INSTALLATION KIT)	62
06	06-METR-20025	100W PIT ERT (INCLUDES INSTALLATION KIT)	307
06	06-METR-20026	100WP PIT ERT (INCLUDES INSTALLATION KIT)	22
06	06-METR-20051	TOUCHREAD 3/4 X 5/8 TR-PL	133

Most items are used and were brought back in from the field when converting to AMI. They were being held to use as backups during the beginning part of the conversion project. Some of the meters are new, but are not compatible with the AMI system. Buyers were attempted to be found, but there were no interested parties. Most utilities do not read in cubic feet, or have already converted to AMI systems.