

**MINUTES
REGULAR MEETING
UTILITY SERVICE BOARD
MARCH 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, March 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"/>
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 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"/>

PLEDGE OF ALLEGIANCE

Chairman Roger Seng led the Pledge of Allegiance.

**BID OPENING: NORTHWEST SUBSTATION 15kV CIRCUIT BREAKERS –
ELECTRIC **Advertised in the Herald on 3/1/25 & 3/8/25**

Rob Young advised there were no bids received for this item. Stan Seifert requested permission to re-advertise for bids again for next month's meeting.

Brian Hostetter made a motion to re-advertise for bids for 15kV circuit breakers for the Northwest Substation. Adam Auffart seconded the motion. Motion approved, 7-0.

APPROVAL OF MINUTES: FEBRUARY 18TH, 2025 REGULAR MEETING

Chairman Roger Seng presented the minutes from the February 18th, 2025 regular meeting with no corrections needed.

Tara Eckman made a motion to approve the minutes, Phil Schmidt seconded the motion. Motion approved, 7-0.

GENERAL MANAGER – UPDATE ON NORTHSIDE WASTEWATER TREATMENT PLANT

General Manager Rob Young stated they continue to meet with County officials regarding the Regional Sewer District project and recently participated in a call held by the county that included IFA, the engineering firm, and Baker Tilly. Young stated the call was aimed at understanding chances for funding through the State Revolving Fund as the county continues to look at a variety of funding options. Young advised they are discussing various financial scenarios relative to this project and possible rate scenarios for the County and that he scheduled time last week for City officials and County representatives to meet with Mike Myers, Field Representative from Mark Messmer's office, to raise awareness of the projects where possible and share the need for funding support for both projects. Young stated the City's project is currently ranked #13 in "Large Systems" and the County's project currently ranked #39 in "Small Systems" with new scoring coming out around July and noted they will continue to explore options, including more traditional funding routes.

Young stated the site surveys, geotechnical surveys and soil borings, and wetlands delineation have all been completed with no issues and the next step is to finalize the "Option to Purchase" agreement with landowners. Young advised a draft is in process and he expects to present it to the landowners in the coming days for discussion, an update will be provided to this board on finalization of the agreement.

GENERAL MANAGER – APPROVE AGREEMENT WITH MIDWESTERN ENGINEERS FOR NORTHSIDE WASTEWATER TREATMENT PLANT DESIGN FOR \$995,000 – NOTICE TO PROCEED IN PHASES - *PHASE 1 -COLLECTION SYSTEM - \$229,000

Rob Young requested approval of the presented agreement with Midwestern Engineers for the Northside Wastewater Treatment plan for \$995,000. This portion of the agreement includes a notice to proceed in phases, with Phase 1 being the Collection System design in the amount of \$229,000. Young advised that the agreement is designed to be approved in phases so that they can evaluate project progress after each phase to review where they are in the process before

“lock” in pricing due to the current nature of the steel industry and imposed tariffs. City Attorney Renee Kabrick stated that it would be the hope that it is the case, but it would not stop vendors from trying to pass tariffs on, and advised they would try to write the contract as such to avoid this issue.

Tara Eckman made a motion to approve the bid from Dis-Tran for the steel and equipment for \$494,896.51. Steve Hale seconded the motion. Motion approved, 7-0.

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|---|----------------------|
| 3. SEL Engineering Services, Inc. | Total - \$203,032.00 |
| Quote is for the Substation Relay Panels. | |

Adam Auffart made a motion to approve the bid from SEL Engineering Services for \$203,032. Brian Hostetter seconded the motion. Motion approved, 7-0.

ELECTRIC – ELECTRIC INSPECTOR POSITION FILLED

Seifert advised that the Electric Inspector position has been filled internally by Pat Miley. Miley will be moving from the Substation to the Meter Department. Seifert advised that he is expecting another retirement notice possibly for April so he will work to backfill all roles together.

ELECTRIC PLANNING COMMITTEE REPORT

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

WATER – SPRING HYDRANT FLUSHING BEGINS ON APRIL 1ST

Tim Doersam shared that spring hydrant flushing will begin on April 1st and will last approximately 6-8 weeks.

WATER – BEAVER LAKE DRAIN WILL BE CLOSED THIS WEEK OF MARCH 17TH, 2025

Tim Doersam reminded the Board that the Beaver Lake drain will be closed this week and will be reopened sometime in November per usual.

WATER – UPDATE ON BROSNER STREET REPLACEMENT

Tim Doersam advised that the Brosmer Street replacement was completed and passed testing and was opened today. 16 service lines will need to be moved to the new main, which would hopefully be done by next week.

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 NON-RESIDENT CONNECTION – ERIC BURKE – JEROME & JANICE BURKE IRREVOCABLE TRUST – 256 MAPLECREST BLVD

Ed Hollinden requested approval of a non-resident connection for Eric Burke, Trustee – Jerome & Janice Burke Irrevocable Trust located at 256 Maplecrest Blvd, pending recording of the Annexation Waiver.

Adam Auffart made a motion to approve the non-resident connection pending Annexation Waiver recording. 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 AMI PROJECT

Ashley Kiefer shared that the Water department has completed 4,661 out of 6,956 water meter changeouts and 3,333 out of 4,362 gas meter changeouts. The Water department expects to be completed with the AMI meters around the 3rd Quarter of 2026, but does not have an ETA on gas meter changes due to not having a dedicated Gas meter technician. Kiefer also shared that the Electric department is 98% complete on their meter changeouts having 7,257 out of 7,414 completed, with the remaining amount estimated to be finished this quarter.

BUSINESS MANAGER – UPDATE ON CONTINUOUS IMPROVEMENT INITIATIVES

- Smart Meter Portal – Kiefer advised that Sensus is in the process of sending all necessary information to Tyler Technologies to set up the portal, and they are hoping to roll it out within the next month.
- Content Manager – Kiefer shared an update on the Content Manager application for Tyler Tech that would give the Business Office the capability to scan and digitize copies of all paper records, stating that a meeting was scheduled for April 7th, with a training to follow in Mid-April and a potential for going live at the end of April.
- Invoice Automation – Kiefer advised that a call is scheduled for March 20th to map out and build approval paths for the invoice process. Once the process is live, the business office will start bringing on one department at a time to do the automated invoice process.

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. Steve Hale seconded the motion. Motion approved, 7-0.

OTHER BUSINESS – MAYOR DEAN VONDERHEIDE COMMENDS ALL DEPARTMENTS ON STORM RECOVERY EFFORTS

Mayor Dean Vonderheide echoed board members' comments from earlier in the meeting stating that he was thrilled with how well everyone worked together to help in various ways with the weekend's storms. Mayor Vonderheide commended all departments for their excellent communication and prioritizing safety while assisting citizens. Vonderheide noted the area had minor property damage, but remained most unscathed. Mayor Vonderheide again thanked all departments and employees for responding as not just employees, but as citizens to help one another.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:38PM upon motion by Phil Schmidt and seconded by Brian Hostetter. Motion approved, 7-0.

The minutes were hereby approved _____ with without corrections this 21st day of April, 2025.

Attest:


Secretary


Chairman