

# LEBANON UTILITY SERVICE BOARD

## Lebanon, Indiana

April 22, 2020

Council Chambers

4:00 P.M.

Board:

Neil Taylor, Chairman

Bill Stoner, Vice Chairman

Jim Urban, Secretary

Dan Lamar - Member

Aaron Smith, Member

Staff:

Ryan Ottinger, WWW Manager

Sandra Morgan, CFO

Jeff Greeno, Electric Manager

Ed Basquill, General Manager

Jeff Jacob, Legal Counsel

Guests:

John Lightner BF&S

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1. Chairman Neil Taylor called the April 22, 2020 meeting of the Lebanon Utility Service Board to order at 4:00 P.M. A full quorum was in attendance. Confirmation of appropriate notification was acknowledged.

Chairman Taylor stated that this meeting was being held via conference call due to the current COVID-19 pandemic and Governor Holcomb's stay at home and social distancing orders.

2. Pledge of Allegiance to the American Flag did not take place. Roll call was verbally stated by Chairman Taylor.
3. Chairman Taylor requested comments or changes to the April 9, 2020 minutes. Vice Chairman Bill Stoner made a motion to accept the minutes as written. Member Dan Lamar seconded the motion. Motion carried.
4. General Manager Basquill and Legal Counsel Jeff Jacob asked the Board to approve a Change Order for Gaylor regarding the 69kV Project. General Manager Basquill stated that although he is in approval of the work performed he felt the timing was inappropriate to be coming in almost 24 months after the start of the Project and all at once rather than as each item became known. Legal Counsel Jacob stated the improvements were approved and were either due to site conditions, utility staff requests, or due to engineering issues. Vice Chairman Stoner made a motion to approve the Task order for Gaylor, in the amount of \$133,219.44 and authorize General Manager Basquill to sign the document. Motion seconded by Member Lamar. Motion carried.
5. General Manager Basquill and Legal counsel Jeff Jacob discussed with the Board a Spectrum Engineering Task Order related to the 69kV project. Vice Chairman Stoner made the motion and Member Smith seconded to approve the Spectrum Task Order dated April 7, 2020 in the amount of \$32,207.75 and authorize General Manager Basquill to sign the document. Motion carried.
6. Legal Counsel Jeff Jacob and Human Resource Manager Sandra Morgan asked the Board to approve Marie Marks, Lebanon Utilities Broker of Record, to move to Sikich Capital Management and continue to represent the Utilities. Counsel Jacob reminded the Board of the Utilities move from Principal to One America at the first of the year and Broker Marks valuable assistance in the move. Member Smith made a motion seconded by Member Stoner to approve Marie Marks Lebanon Utilities Broker of Record's Agreement with Sikich Capital Management to include the ERSA 408 Disclosure and the Retirement Plan Service Agreement. Authorizing Sandra Morgan, as our Plan Sponsor as signatory. Motion carried.

7. Vice Chairman Stoner made a motion to approve the claims dated April 22, 2020 for \$2,141,590.89 and authorized General Manager Basquill to sign on behalf of the Board. Member Smith seconded the motion. Motion carried.

8. Chairman Taylor asked for any other business that may be brought before the Board

General Manager Ed Basquill and Chief Financial Officer Sandra Morgan discussed the Utilities aged accounts receivable and stated they are overall pretty good with less than 5% drop in cash flow.

General Manager Basquill thanked John Lightner of Butler, Fairman & Seufert for his behind the scenes assistance to the electric and water departments and in providing and setting up the technology needed to provide this video conference call.

Ryan Ottinger informed the Board of three ongoing situations he has been working on:

- a. Midwest Mole, Inc. is eager to start the Indiana Force Main Reroute Project and anticipates a completion date in approximately four weeks.
- b. Chicago Street Water Plant Filter updates will be completed by end of week and back online by Tuesday of next week. The well tank has been cleaned and ready for spring flush.
- c. Skjodt Barrett has reported water pressure issues and we have learned they turned on another line at their facility that increased their usage by one million gallons a month. A recalculation of EDU's and opening another line to their facility are probable next steps.

The Board also praised all for their efforts to continue to work under adverse circumstances.

9. Chairman Taylor opened the floor for public comment. No comments were received. Manager Basquill informed the public that considering Executive Orders from Governor Holcomb public comment can be made to the Utility Board three ways:

1. via email to [comments@lebanon-utilities.com](mailto:comments@lebanon-utilities.com)
2. Lebanon Utilities main number at 765-482-5100
3. Live chat on YouTube

10. The next Utility Board meeting will meet as scheduled on May 6, 2020 at 5:00pm.

11. Hearing of no further business to be brought before the Board a motion was made to adjourn the meeting by Vice Chairman Stoner. The motion was seconded by Member Smith. Motion carried.

The meeting was adjourned at 4:55 P.M.

APPROVED THIS 6 DAY OF May, 2020

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CHAIRMAN OF THE BOARD

ATTEST:

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SECRETARY OF THE BOARD