

LEBANON UTILITY SERVICE BOARD

Lebanon, Indiana

December 9, 2020

Council Chambers

5:00 P.M.

Board:

Neil Taylor, Chairman
Bill Stoner, Vice Chairman
Jim Urban, Secretary - Absent
Dan Lamar, Member
Aaron Smith, Member - Absent

Staff:

Ryan Ottinger, W/WW Manager
Jeff Greeno, Electric Ops Manager
Sandra Morgan, CFO
Ed Basquill, General Manager
Jeff Jacob, Legal Counsel

Guests:

John Lightner, BF&S

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1. Chairman Neil Taylor called the December 9, 2020 meeting of the Lebanon Utility Service Board to order at 5:05 P.M. Jim Urban and Aaron Smith were not in attendance. Confirmation of appropriate notification was acknowledged.

Chairman Taylor stated that this meeting was being held virtually due to Covid-19 pandemic.

2. Pledge of Allegiance to the American Flag was observed.
3. Chairman Taylor requested comments or changes to the November 18, 2020 minutes. Member Lamar made a motion to accept the minutes as written. Vice Chairman Stoner seconded the motion. Motion carried.
4. Chief Financial Officer Sandra Morgan presented a summary of the 2021 Budget to the Board for approval. Working with the Board's Finance Committee and 3 months of preparation by managers and staff, CFO Morgan presented a summary of the 2021 Budget to the Board and public. Member Lamar commented that our Telecom Dept. has addressed the challenge, rallied, and has done a great job. Chairman Taylor added he wanted to thank CFO Morgan, she has been very thorough with the budget and has answered all their questions. Vice Chairman Stoner made the motion to accept the 2021 Budget as presented. Member Lamar seconded the motion. Motion carried.
5. Chief Financial Officer Sandra Morgan requested Board approval to pay the Utilities portion of the City Salaries in the following amounts:

- Mayor \$30,090 No Increase
- Clerk Treasurer \$17,204 No Increase
- Deputy Clerk Treasurer \$23,868 2% Decrease

CFO Morgan stated The City supports Lebanon Utilities in many ways and that its common practice for Utilities to pay a portion of City Salaries. Member Lamar stated he supports compensating Clerk Treasurer for her work with The Utilities and he hopes the Mayor will stop some of the conversations about selling the Utilities. Member Lamar approves the Mayor being compensated subject to the Mayor's approval and support of Lebanon Utilities. Member Lamar made a motion to approve the Utilities portion of the 2021 salaries for City Employees based on the information and limitations he set forth. Vice Chairman Stoner seconded the motion in agreement with Member Lamar. Motion carried.

6. Chief Financial Officer Sandra Morgan requested Board approval to purchase 14 Dell Laptops and 15 Dell docking stations in the amount of \$19,972.49. Laptops will replace workstations and will help us be more mobile. Workstation replacements were budgeted for 2020. Chairman Taylor added workstations are generally replaced every few years to keep up with speed and technology, it will also increase mobility incase employees need to work offsite. Vice Chairman Stoner made a motion to approve the purchase of 14 Dell Laptops and 15 Dell docking stations in the amount of \$19,972.49. Member Lamar seconded the motion. Motion carried.
7. Chief Financial Officer Sandra Morgan presented the 2021 Advancement Program for approval. Working with General Manager Ed Basquill the last couple of months discussing different options, CFO Morgan presented the 2021 Advancement Program. CFO Morgan stated the Advancement Program was approved by the Board in 2018, for 2021 an updated wage analysis was completed. After discussing in the Working Session, CFO Morgan is recommending that the Board approve the 2021 Advancement Program as presented and recommended the Board approve a 2% increase for any employee whose current salary is outside the maximum range according to the Program, as well as up to a 2% increase for any employee who has not had an increase in the past 12 months due to apprenticeships being put on hold. Member Lamar made a motion to approve the 2021 Advancement Program as presented. Vice Chairman Stoner seconded the motion. Motion carried.
8. Water, Wastewater Manager Ryan Ottinger wanted to take some time and thank Chief Financial Officer Sandra Morgan for helping him out with the Budget this year. CFO Morgan made sure everything was accurately in place and a lot of after hour work was done on her part.

Water, Wastewater Manager Ryan Ottinger requested the Board to approve Butler Fairman & Seufert to continue assisting with on-call water/wastewater questions and concerns for 2021. Manager Ottinger stated it is great to have an Engineering prospective and to make sure that what the Utilities is providing to the City is 100% accurate, which is the most important thing for growth and future development. Manager Ottinger added that this was included in the 2021 budget. Vice Chairman Stoner made a motion to approve Butler Fairman & Seufert to continue to assist with on-call water and wastewater issues as needed in an amount not to exceed \$25,000.00. Member Lamar seconded the motion. Motion carried.

9. Water, Wastewater Manager Ryan Ottinger requested the Board to approve Butler Fairman & Seufert to continue to assist with TAC Meeting & Plan Reviews along with monthly coordination meetings in an amount not to exceed \$25,000.00. Manager Ottinger stated this has been a great success for Lebanon Utilities. The City of Lebanon is using the same process that we are using which has helped us streamline a lot of TAC Meetings and a lot of the comments from any developers, large buildings in the Industrial park and any housing developments that is coming to our City. Member Lamar stated Butler Fairman & Seufert and Lebanon Utilities have worked well together for a number of years and they do a great job for us. Member Lamar made a motion to approve Butler Fairman & Seufert to continue to assist with TAC Meeting & Plan Reviews along with monthly coordination meetings in an amount not to exceed \$25,000.00. Vice Chairman Stoner seconded the motion. Motion carried.
10. Chairman Neil Taylor requested the Board to approve 2021 Board meeting dates, stating they are generally the first Wednesday after the first Monday of the month and then two Wednesdays later. Member Lamar made a motion to approve the 2021 Board meeting dates. Vice Chairman Stoner seconded the motion. Motion carried.

Member Lamar added, he was honored 13 years ago to be appointed to Lebanon Utility Service Board by Lebanon City Council. He has seen so much change in this organization and this community. He is honored to have served and he wants to thank everyone who has worked with him and dealt with his objectivity and hopes that we move forward knowing that Lebanon Utilities is the greatest asset that

Lebanon has, and it is because of the employees, everyone makes a difference, and he is honored to have represented them.

11. Member Lamar made a motion to approve the claims dated December 9, 2020 in the amount of \$680,453.82. Vice Chairman Stoner seconded the motion. Motion carried.
12. Chairman Taylor asked for any other business that may be brought before the Board. Chairman Taylor wanted to offer his thanks and well wishes to Member Lamar who is retiring from the Lebanon Utility Service Board. Chairman Taylor stated Member Lamar has served 13 years on the Utility Service Board. He has always been very involved, and he obviously cares about our City, Utilities and the employees. As a friend and member of the Board he appreciates everything Member Lamar has done and the service he has provided, knowing there are a lot of people that appreciate all the hard work he has put in.

Other offers of thanks and well wishes for Member Lamar came from a Board member, employees and Legal Counsel.

13. Chairman Taylor opened the floor for public comment. Legal Counsel Jeff Jacob stated we have not received any registrants to speak or participate. Chairman Taylor added since we are doing virtual meetings, we entertain any online questions concerning Board business and General Manager Basquill will pass those along to the Board.
14. The next Utility Board meeting will meet as scheduled on January 6, 2021 at 5:00pm.
15. 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 Lamar. Motion carried.

The meeting was adjourned at 5:50 P.M.

APPROVED THIS 6th DAY OF January 2021

CHAIRMAN OF THE BOARD

ATTEST:

SECRETARY OF THE BOARD