

LEBANON UTILITY SERVICE BOARD

Lebanon, Indiana

February 3, 2021

Council Chambers

5:00 P.M.

Board:

Neil Taylor, Chairman
Jim Urban, Secretary
Aaron Smith, Member
Bill Stoner, Vice Chairman-
Absent
Tim Hudson, Member

Staff:

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

Guests:

John Lightner, BF&S

Jeff Jacob, Legal Counsel

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1. Chairman Neil Taylor called the February 3, 2021 meeting of the Lebanon Utility Service Board to order at 5:00 P.M. Bill Stoner was not in attendance. General Manager Ed Basquill verified there was no public comments or questions submitted.

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

2. Chairman Taylor requested comments or changes to the January 20, 2021 minutes. Member Smith abstained as he was not in attendance at the January 20th meeting. Legal Counsel Jeff Jacob recommended with the absence of Vice Chairman Stoner approval of minutes should be presented at the next scheduled Board meeting.
3. Water/Wastewater Manager Ryan Ottinger asked the Board to approve the purchase of a new Chopper Pump from BBC Pump and Equipment for an amount not to exceed \$9,100.00. Manager Ottinger stated the current pump is 20+ years old and beyond repair. We received three quotes and BBC Pump and Equipment was the lowest amount and the install will be done by our Utility crew. Member Smith asked if this pump replacement will alleviate past issues with clogging, Manager Ottinger stated it will greatly improve efficiency. Member Smith made a motion to approve the purchase of a new 5 HP Chopper Pump for the Countryside Lift Station from BBC Pump and Equipment for an amount not to exceed \$9,100.00. Member Hudson seconded the motion. Motion carried.
4. Water/Wastewater Manager Ryan Ottinger asked the Board to approve Intera Geoscience and Engineering Solutions to conduct a feasibility study on expanding our local groundwater supply for an amount not to exceed \$19,855.00. Manager Ottinger stated this study will check the recharge rate of well fields that we currently operate to determine our long-term feasibility and water supply and that will help us with any capital improvements that we have in the future. Member Smith asked if there was a possibility or probability of drilling new wells in the City. Manger Ottinger answered yes, this study could determine that. Secretary Urban made a motion to approve Intera Geoscience and Engineering Solutions to conduct a water feasibility study for expanding local groundwater supply for an amount not to exceed \$19,855.00 allowing General Manager Basquill to sign all papers. Member Hudson seconded the motion. Motion carried.
5. Water/Wastewater Manager Ryan Ottinger asked the Board to approve a supplemental agreement from Butler, Fairman & Seufert for on-call water and wastewater project management assistance for an amount of \$5,300.00. Manager Ottinger stated we exceeded this amount in 2020 yet we were under

budget for the total cost of the program. We moved unused money from TAC over to on-call services so we could continue with the same on-call program and TAC assistance. Member Smith made a motion to approve the supplemental agreement from Butler, Fairman & Seufert for on-call water and wastewater project management assistance in the amount of \$5,300.00. Member Hudson seconded the motion. Motion carried.

6. Water/Wastewater Manager Ryan Ottinger asked the Board to approve Butler, Fairman & Seufert to design the water main relocation at the bridge on Witt Road. Lebanon Utilities was informed of Community Crossings Project after the budget was completed and approved, therefore this is not a budgeted item. Manager Ottinger stated the water main goes underneath the creek so with the bridge expansion the concrete footer for the road and sidewalks will be too close to our water main. Once Community Crossings grant is awarded there is a limited window of time for the City to get everything done, Lebanon Utilities wants to make sure that we are good partners with the City and we do not hold up the process. Chairman Taylor stated since this is a grant project for the City, we should go on record requesting reimbursement for some of our costs if the project comes under their grant budget. Member Hudson made a motion to support \$26,100 in design costs for the Witt Street (Road) water main relocation through Butler, Fairman & Seufert. Member Smith seconded the motion. Motion carried.
7. Water/Wastewater Manager Ryan Ottinger asked the Board for permission to authorize Butler, Fairman & Seufert to solicit quotes for tree clearing for the Abner Longley Water Storage Tank Project. John Lightner from Butler, Fairman & Seufert added these will be virtual opening bids. Member Smith made a motion to approve Butler, Fairman & Seufert to solicit quotes for tree clearing as part of the Abner Longley Water Storage Tank Project. Member Hudson seconded the motion. Motion carried.
8. Legal Counsel Jeff Jacob asked the Board to accept the Sanitary Sewer Easement with Patterson Street Partners for the property located at 320 N Patterson Street. Legal Counsel Jacob stated this was the old Prairie Industry site and many years ago there was a blanket utility easement acquired on this site, meaning in theory Lebanon Utilities could install anywhere that we wanted. This site has plans to construct a new building and we have worked with the property owner to specifically locate that easement and it has been reduced to 30 feet which is all the Utilities will need. Property owners have appropriately asked that we release the easement on the remainder of the property which is unneeded and unused by the Utilities. Member Smith made a motion to accept the Sanitary Sewer Easement and authorize the Partial Release of Easement with Patterson Street Partners for the property located at 320 N Patterson Street, authorizing GM Ed Basquill to sign all necessary documents to finalize the transaction. Member Hudson seconded the motion. Motion carried.
9. Electric Manager Jeff Greeno asked the Board to approve Butler, Fairman & Seufert 2021 On-Call Electrical Project Management Assistance Agreement for an amount not to exceed \$10,000.00. Manager Greeno stated this agreement will allow Butler, Fairman & Seufert to assist Lebanon Utilities on projects and provide project management. Chairman Taylor asked if this was like agreements we've had every year. Manager Greeno answered yes, like the one we had last year. General Manager Basquill added in the past we have worked with other firms that did not have civil engineering capabilities and they would contract other civil engineers, that caused problems like working outside the easement or not getting enough easement. We decided as a better project delivery method to work with the electrical engineers and use our own civil engineer because we have a great relationship based on water and wastewater with Butler, Fairman & Seufert. Member Hudson made a motion to approve 2021 Butler, Fairman & Seufert On-Call Project Management Assistance for an amount not to exceed \$10,000.00. Secretary Urban seconded the motion. Motion carried.
10. Electric Manager Jeff Greeno asked the Board to approve Butler, Fairman & Seufert to provide services that will assist Lebanon Utilities with the RFP Assistance Agreement for an amount not to exceed \$4,800.00. Manager Greeno stated our current contract with Anixter is set to expire in 2021. Indiana code requires the use of a properly advertised request for proposals processed in order to procure a vendor. Secretary Urban made a motion to approve Butler, Fairman & Seufert Electric Department

Vendor Inventory Management Program RFP Assistance Agreement for an amount not to exceed \$4,800.00, and authorization to send out the requests for proposals. Member Hudson seconded the motion. Motion Carried.

John Lightner from Butler, Fairman & Seufert asked for authorization to send out the requests for proposals after motions were taken, therefore motion was amended for that approval.

11. Electric Manager Jeff Greeno asked the Board to retroactively approve the Alpha Line Design quote for Fordice Road for an amount not to exceed \$9,000.00. Manager Greeno stated this is for electrical engineer work for us to redesign, we have poles in conflict with Fordice Road Project. Chairman Taylor asked if this work has already been completed or have we already committed. Legal Counsel Jeff Jacob said this is a cleanup item until we can get a master service agreement to streamline this process, from a State Board of Accounts standpoint we need to clean up and have a corresponding contract. Member Hudson made a motion to retroactively approve (Pursuant to IC 36-1-4-16) the Fordice Road Line Relocation for an amount not to exceed \$9,000.00. Secretary Urban seconded the motion. Motion Carried.
12. Electric Manager Jeff Greeno asked the Board to retroactively approve Alpha Engineering quote for Electrical Engineering services for Line Design at Cedar Ridge for an amount not to exceed \$7,500.00. Manager Greeno stated this request is for Alpha Engineering to do a line design for Cedar Ridge Subdivision. Member Smith made a motion to retroactively approve (Pursuant to IC 36-1-4-16) the Cedar Line Relocation quote for an amount not to exceed \$7,500.00. Secretary Urban seconded the motion. Motion Carried.
13. Electric Manager Jeff Greeno asked the Board to retroactively approve Alpha Engineering quote for Electrical Engineering services for Line Design at Witt Road for an amount not to exceed \$8,000.00. Member Smith made a motion to approve (Pursuant to IC 36-1-4-16) the Witt Road Line Relocation quote for an amount not to exceed \$8,000.00. Member Hudson seconded the motion. Motion Carried.
14. Member Smith made a motion to approve the claims dated February 3, 2021 in the amount of \$645,842.12. Secretary Urban seconded the motion. Motion carried.
15. Chairman Taylor asked for any other business that may be brought before the Board. General Manager Ed Basquill verified again he received no emails or comments from the public.

Member Smith asked Legal Counsel Jeff Jacob for an update on Ulen Easement situation. Legal Counsel Jacob stated presently we have received all the recorded and necessary easements to move forward with rear yard installation and accordingly General Manager Basquill moved forward with authorizing the bid for Winhoven. Legal Counsel Jacob is working with General Manager Basquill to provide a detailed 4 phase letter of explanation to the various residents of the Town of Ulen as to how that process will proceed.

Legal Counsel Jeff Jacob stated the Board needed to make a motion involving 2 items that were approved for trade in from the 1/20/21 meeting. Member Smith made a motion to declare the 2006 Case Front Loader and 2003 Backhoe as surplus items. Member Hudson seconded the motion. Motion Carried.

12. Chairman Taylor opened the floor for public comment. No further comments were received.
13. The next Utility Board meeting will meet as scheduled on February 17, 2021 at 5:00pm.
14. Hearing of no further business to be brought before the Board motions were made to adjourn the meeting, unknown due to technology error. Motion carried.

The meeting was adjourned at 6:13 P.M.

APPROVED THIS 17 DAY OF February 2021

CHAIRMAN OF THE BOARD

ATTEST:

SECRETARY OF THE BOARD

*LUSB approved these minutes on 2/17/21, due to virtual meetings because of Covid-19 pandemic they will be signed at a later date.