

LEBANON UTILITY SERVICE BOARD
Lebanon, Indiana

February 17, 2021

Council Chambers

5:00 P.M.

Board:

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

Staff:

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

Guests:

John Lightner, BF&S
Chad Kyker

-
1. Chairman Neil Taylor called the February 17, 2021 meeting of the Lebanon Utility Service Board to order at 5:00 P.M.

Due to a public request to speak Vice Chairman Stoner made a motion to move public comment to the beginning of the meeting. Member Hudson seconded the motion. Motion carried.

Chairman Taylor welcomed Chad Kyker to virtual meeting. Mr. Kyker thanked the Board for the opportunity to come before them. Mr. Kyker requested the Boards consideration in implementing an ACH payment option for Lebanon Utilities Customers. Chairman Taylor asked Mr. Kyker if he was familiar with our Smarthub app yet, Mr. Kyker stated he was not. CFO, Sandra Morgan stated Lebanon Utilities works with a third party vendor, a lot of financial institutions will not work with third parties. CFO Morgan stated she will talk to NISC and the third party vendor and see how they could possibly set it up, she advised it may take her a couple weeks to get answers. Chairman Taylor asked CFO Morgan to follow up with Mr. Kyker and let the Board know what she finds out. Mr. Kyker thanked everyone for the opportunity to speak.

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. Vice Chairman Stoner made a motion to accept the minutes as written. Secretary Urban seconded the motion. Motion carried.
3. Chairman Taylor requested comments or changes to the February 3, 2021 minutes. Vice Chairman Stoner abstained as he was not in attendance at the February 3rd meeting. Secretary Urban made a motion to accept the minutes as written. Member Smith seconded the motion. Motion carried.
4. CFO, Sandra Morgan asked the Board to continue to fund the Defined Benefit Plant at an annual contribution level of \$450,476.00. CFO Morgan stated in January we received our actuarial valuation for 2020 and the results of that showed that our minimum required annual contribution is \$274,522.00, the past several years we have been overfunding the plan in effort to minimize the unfunded liability portion on the plan. Vice Chairman Stoner suggested we should address the pension plan again, after much discussion Chairman Taylor stated we should discuss again at some point, but it will not hurt to

try to get our funding up in this liability that we have to the current participants if our budget allows, at least for this year and we can evaluate that year to year. Chairman Taylor stated this will be discussed again later this year. Secretary Urban made a motion to approve Lebanon Utilities to continue funding Defined Benefit Plan contribution for 2021 for \$450,476.00 to be allocated appropriately between all utilities. Member Smith seconded the motion. Motion carried.

5. Facilities Manager, Rick Hale asked the Board to approve an agreement with Automated Logic in the amount of \$17,060.00 to replace 25% of the control panels in the Municipal Building as a 4-part HVAC Control upgrade. Facilities Manager Hale stated our HVAC needs upgrades or repairs, we are going into our 16th year in this building and things are outdated, components are not just getting depleted they are not being made anymore, so when something goes down we must switch over and upgrade. City has agreed to reimburse the Utilities 43% of the cost which would be \$7,335.80. Vice Chairman Stoner made a motion to approve the agreement with Automated Logic in the amount of \$17,060.00 to replace 25% of the control panels in the Municipal Building. This approval is subject to the City reimbursing us for 43% (\$7,335.80). Member Hudson seconded the motion. Motion carried.
6. Water/Wastewater Manager Ryan Ottinger asked the Board to approve the Guaranteed Savings Contract for Syracuse Drive Water Main Improvements in an amount not to exceed \$1,391,000.00. Manager Ottinger stated we have had numerous breaks in this main including one a couple years ago that caused major property damage. Vice Chairman Stoner made a motion to approve Kokosing Industrial, Inc. Guaranteed Savings Contract for Syracuse Drive Water Main Improvement in an amount not to exceed \$1,391,000.00. Secretary Urban seconded the motion. Motion carried.
7. Water/Wastewater Manager Ryan Ottinger asked the Board to approve Water Departments purchase of property located at 501 E Noble Street from the Lebanon Utilities Electric Department. Manager Ottinger stated part of the land swap agreement is to swap this parcel (501 E Noble Street) with the City for the Parks Department for us to get two acres of land in Abner Longley Park for our water storage tank. Our agreement with the Parks Board was to demolish the house and garage on the property. Since it is a Water Department project we need to purchase from Electric Department then swap with the Parks Department. CFO, Morgan stated this property is an asset on the books of the Electric Utility, for Water Utility to be able to use it as leverage to swap property with the City we need to get the property over on the books. Vice Chairman Stoner made a motion to approve the purchase transfer of the property located at 501 E. Noble Street from the Lebanon Utilities Electric Department for the Lebanon Utilities Water Department for the price of \$168,995.00. Member Hudson seconded the motion. Motion carried.
8. Water/Wastewater Manager Ryan Ottinger asked the Board to approve D&S Tree Service to clear trees in Abner Longley park on the future site of the Abner Longley Water Storage Facility. Manager Ottinger stated we received five quotes with the lowest being from D&S Tree Service, everything was password protected and the virtual opening went very well. This will allow them to go ahead and take down trees and get ready for pre-construction. We have been working with The City and John Messenger who has been great to work with about getting this process started and we have shown them everything that is going to be taking down, they are happy and have no objections. Vice Chairman Stoner made a motion to award the contract to D&S Tree Service for \$17,500.00 to clear trees in the future site of the Abner Longley Water Storage Facility. General Manager Ed Basquill is authorized to sign the Notice of Award and the subsequent Service Contract and Notice on this project to proceed upon legal review. Member Smith seconded the motion. Motion carried.

9. Water/Wastewater Manager Ryan Ottinger asked the Board to approve the bid from Brenntag Mid-South Inc. for Ammonia Sulfate in the amount of \$.475 per pound. Vice Chairman Stoner made a motion to approve the bid from Brenntag Mid-South Inc. for Ammonia Sulfate in the amount of \$.475 per pound. Secretary Urban seconded the motion. Motion carried.

10. Water/Wastewater Manager Ryan Ottinger asked the Board to approve the bid from Brenntag Mid-South Inc. for Chlorine in the amount of \$0.33 per pound. Vice Chairman Stoner made a motion to approve the bid from Brenntag Mid-South Inc. for Chlorine in the amount of \$0.33 per pound. Secretary Urban seconded the motion. Motion carried.

11. Water/Wastewater Manager Ryan Ottinger asked the Board to approve the bid from Brenntag Mid-South Inc. for Phosphate in the amount of \$1.68 per pound. Vice Chairman Stoner made a motion to approve the bid from Brenntag Mid-South Inc. for Phosphate in the amount of \$1.68 per pound. Secretary Urban seconded the motion. Motion carried.

12. Water/Wastewater Manager Ryan Ottinger asked the Board to dismiss original polymer bids and allow Ryan to re-advertise bids. Manager Ottinger stated we received two polymer bids in the bid package, once bids were advertised he learned we needed more of a spec bid and with the help of Bob Holden from Wessler Engineering he submitted a specific bid for polymer tied to the characteristics that we need at the Wastewater Plant. Vice Chairman Stoner made a motion to approve the request to dismiss the original polymer bids and allow Ryan Ottinger to re-advertise bids for polymer at Wastewater Treatment Plant. Member Smith seconded the motion. Motion Carried.

13. Water/Wastewater Manager Ryan Ottinger asked the Board to approve the bid from Karle Enviro Organic Recycling, Inc. for biosolids hauling and disposal. Manager Ottinger stated we received two bids lowest being from Karle Enviro Organic, they have all the hauling permits and they are approved by IDEM. Member Smith asked Manager Ottinger why the total amount that we plan to spend on hauling for this year is more than we budgeted. Manager Ottinger answered he estimated the cost per ton to be less. Vice Chairman Stoner made a motion to approve the bid for biosolids hauling and disposal for Karle Enviro Organic Recycling, Inc. for \$32.50 per wet ton. Member Smith seconded the motion. Motion Carried.

14. Secretary Urban made a motion to approve the claims dated February 17, 2021 in the amount of \$1,648,449.97. Member Smith seconded the motion. Motion carried.

15. Chairman Taylor asked for any other business that may be brought before the Board. Electric Manager Jeff Greeno shared that David Bailey was promoted to Metering Supervisor and he wanted to congratulate him. Chairman Taylor added during his time on the Board there has been multiple times he has had compliments from the public about how knowledgeable David is. Member Smith stated he finds David to be an excellent source of information, he appreciates his service and congratulates him on his promotion.

General Manager Ed Basquill wanted to let the Board know a few months back he requested IMEA to do an independent safety audit on Lebanon Utilities. Dwayne Richardson conducted the audit and gave us a grade of A-, GM Basquill wanted to thank the staff. Information from that audit will be on Boardbookit for Board Members to review. Manager Ottinger stated he was happy to see our grade and thanked all the crews that are doing the right thing every day. Member Smith agreed with the good safety efforts made by our Electric Department.

Chairman Taylor added with the dire situation in Texas with the electricity being out during frigid temperatures, how important Utilities are and how easily it is taken for granted when everything is going well, we should be very proud of the job everyone is doing.

16. Chairman Taylor opened the floor for public comment. General Manager Ed Basquill verified he has not received any other emails or comments from the public.

CFO, Sandra Morgan wanted to acknowledge Rick Hale and our Water/Wastewater crew for digging out the Municipal Building from the snowstorm, she stated they did an awesome job.

Manager Ottinger stated his guys helped the Parks Department with removing an abundance of snow from the downtown square as well.

Member Smith stated another indication of how good our City owned Utility is.

17. The next Utility Board meeting will meet as scheduled on March 3, 2021 at 5:00pm.

18. Hearing of no further business to be brought before the Board a motion was made to adjourn the meeting by Secretary Urban. The motion was seconded by Member Smith. Motion carried.

The meeting was adjourned at 6:45 P.M.

APPROVED THIS 3 DAY OF March 2021

CHAIRMAN OF THE BOARD

ATTEST:

SECRETARY OF THE BOARD

*LUSB approved these minutes on 3/3/21, due to virtual meetings because of Covid-19 pandemic they will be signed at a later date.