

# LEBANON UTILITY SERVICE BOARD

## Lebanon, Indiana

June 23, 2021

Council Chambers

5:00 P.M.

Board:

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

Staff:

Ed Basquill, General Manager  
Jeff Greeno, Electric Ops Manager  
Sandra Morgan, CFO  
Danielle Butts, Exec Assistant  
Jeff Jacob, Legal Counsel  
Ryan Ottinger, W/WW Ops Manager  
Seth Byrd, IT Manager

Guests:

Steve Clark, Sondhi Solutions  
John Lightner, BF&S  
Joyce Douglas

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1. Chairman Neil Taylor called the June 23, 2021, meeting of the Lebanon Utility Service Board to order at 5:00 P.M.
  2. Pledge of Allegiance to the American Flag was observed.
  3. Vice Chairman Stoner made a motion to approve the June 9, 2021, minutes. Member Hudson seconded the motion. 4-1 Motion carried.
  4. Telecommunications Manager, Seth Byrd presents options for a phone system upgrade. Seth stated that the current phone system that Lebanon Utilities has is over 5 years old, a new phone system will not only provide updated hardware and software but also provide some needed redundancy and other user quality. Lebanon Utilities received 3 quotes for this project, which they compared to each other to find the best price. Although Metronet had that lowest up-front cost, the recurring charges over time made it the more expensive option over a 5-year time. Similarly, with Grandstream had the highest recurring charges, Seth pointed out that while TWT had the highest upfront cost they had the lowest recurring costs. Seth stated that our current IT provider Sondhi Solutions recommended the TWT proposal for the new phone system. Vice Chairman asked if this was just for the Lebanon Utilities or if the City of Lebanon was included. Seth responded saying that it there are 2 separate proposals for the Lebanon Utilities and the City of Lebanon. Vice Chairman Stoner asked how much the quote was for the City of Lebanon. Steve Clark with Sondhi Solutions stated that the City of Lebanon has more extensions however use fewer minutes per month and that the City of Lebanon will be billed separately from the Lebanon Utilities. Chairman Taylor asked if we are currently using a voice over IP. Seth confirmed that the current system we are using is Mitel system and the back end is an IP flex line. Seth explained that while the new system will be new phones running on our already existing internet lines that are used for general internet. Member Smith asked Legal Counsel Jeff Jacobs if he has reviewed the TWT service agreement and found it to be suitable. Legal Counsel Jeff Jacobs stated that he has reviewed it and has a few items that need to be changed. Vice Chairman made a motion to approve the agreement with TWT to purchase a 3CX phone system and the appropriate handsets for a not to exceed of \$7,107.00 for the hardware along with the recurring monthly service charge subject to legal review and execution of the quote. Secretary Urban seconded the motion. Motion carried.
  5. Water & Wastewater Operations Manager Ryan Ottinger explained that Lebanon Utilities conducted a RFP for the development service contract for the future Abner Longley Water Storage Facility. This RFP was advertised on May 12<sup>th</sup> & 19<sup>th</sup>; Lebanon Utilities received proposals on May 26<sup>th</sup> from 4

contractors. A scoring committee consisting of General Manager Ed Basquill, W/WW Operations Manager Ryan Ottinger and Member Tim Hudson met to score the proposals based off the grading criteria provided in the RFP advertisement. The scoring committee recommended that the Board authorize negotiations with Bowen Engineering for a development services contract. After a public hearing, this contract will be brought back before the Board. Member Smith asked what the public hearing details were. John Lightner with BF&S stated that a public hearing needs to be advertised 7 days prior and if approved the public hearing will be on July 6, 2021. Member Hudson stated that there were 4 high quality contractors that all responded to this RFP. He stated that it shows the working relationship that Lebanon Utilities has with these contractors. John Lightner thanked Tim Hudson for his input on the scoring committee for this project. Member Hudson made a motion to approve the authorization of negotiation with Bowen Engineering for a Development Services Contract for the Abner Longley Water Storage Facility. Member Smith seconded the motion. Motion carried.

6. Water & Wastewater Operations Manager Ryan Ottinger presented the Sugar Creek backwash tank clean out. Ryan explains that per IDEM the cleaned-out debris needs to be handled in a specific way to ensure that it is dumped properly. Ryan states that the last time the tank was cleaned out in 2019 and would like to continue cleaning out on a 2-year cycle. Ryan recommends that the board approves the quote from Eco Infrastructure Solutions. Vice Chairman asked what if the project goes over the \$40,000.00. Ryan answer that there are 2 different options to do. First, they can stop at the \$40,000.00 mark meaning not do a complete clean out and know in 2 years to budget more, or second, he can bring a change order before the board for overage. Ryan explained that at the end of each day Eco Infrastructure will notify him of how much was spent per load so that he knows where the balance is. Secretary Urban made a motion to approve the quote from Eco Infrastructure Solutions in an amount not to exceed \$40,000.00. Member Smith seconded the motion. Motion carried.
7. Water & Wastewater Operations Manager Ryan Ottinger presented the Witt Road Bridge Water Main Relocation. The reason for moving this water main is the City of Lebanon is planning to widen the Witt Road and the concrete braces for the bridge are going to be on top of where the waterline is. Member Hudson asked if Williams St water main was budgeted or like this item was not budgeted. Vice Chairman made a motion to approve the award of the Witt Road Bridge Water Main Relocation Project to TPI Utility Construction, LLC in an amount not to exceed \$40,000.00. Member Hudson seconded the motion. Motion carried.
8. Vice Chairman Stoner asked the transfers amount was a miss print. Member Smith stated that it is the correct amount. Vice Chairman Stoner made a motion to approve the claims dated June 23, 2021, in the amount of \$2,753,191.32 for claims and payroll and \$1,081.00 for transfers. Member Smith seconded the motion. Motion carried.
9. Chairman Taylor asked for any other business that may be brought before the Board. Member Hudson asked what happened with the electric outage in the past week. Electric Operations manager answered that because of the storm a large tree branch fell onto the power lines. Customers were out of power for about 2 hours while the crews repaired the damage. The electrical outage was posted on Lebanon Utilities social media for the public's information.

Legal Counsel Jeff Jacobs gave an update on the Ulen project. Jeff stated that the electrical department have completed the installation throughout the Ulen subdivision approximately a month and a half ago. That began the timeline for Ulen to complete their side of the project by August 10, 2021. On June 11, 2021, we received a revised plan from Ulen representative, indicating that they would be starting the phase 2 of the project on June 14, 2021. Lebanon Utilities reviewed the revised plan and notified the Town of Ulen that they were not compliant to Lebanon Utilities standards. Jeff Jacobs describes the issues with the current plan due to some lines being in certain places 50 years old or being direct buried meaning not in conduit. Lebanon Utilities advised the Town of Ulen that the plan was not approved by Lebanon Utilities. The Town of Ulen issue is that there are multiple things that they will have to work around and is expensive to complete this project as initially proposed. Legal Counsel Jeff Jacobs spoke

with the Town of Ulen's engineer and contractor and he estimated that the project is 100 days from completion of secondary system and energized.

10. Chairman Taylor opened the floor for public comment. Joyce Douglas from 409 N. Meridian St. Lebanon, IN 46052 came before the Board to express her concern about the SSO's in Lebanon in her area. Ms. Douglas is concern about the historic district that her home is located pipes are undersized. Ms. Douglas stated that the new Ironman property was proposed to have a large stormwater pipe going to Chicago St. to divert water to a larger capacity pipe to the plant. However, she stated that it has now been change to tie into Meridian St. line. She would like clarification on this project as well as how projects this size can be built when there are still issues with infiltration. Ms. Douglas is also concerned about the traffic into the alley near her home.
17. The next Utility Board meeting will meet as scheduled on Wednesday, July 7, 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 Vice Chairman Stoner. The motion was seconded by Secretary Urban. Motion carried.

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

APPROVED THIS 7 DAY OF July 7, 2021

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CHAIRMAN OF THE BOARD

ATTEST:

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SECRETARY OF THE BOARD