

**LEBANON UTILITY SERVICE BOARD**  
**Lebanon, Indiana**

April 9, 2020

Council Chambers

5:00 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 9, 2020 meeting of the Lebanon Utility Service Board to order at 1:00 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 March 4, 2020 minutes. Vice Chairman Bill Stoner made a motion to accept the minutes as written. Member Dan Lamar seconded the motion. Motion carried.
4. The Electric Capital Improvements Projects and the Lighting Study were suspended by a motion from Secretary Jim Urban and seconded by Vice Chairman Stoner due to a hold on capital spending until the effects of the Pandemic are realized. Motion carried.
5. Wastewater Department Manager Ryan Ottinger and Managing Engineer John Lightner of Butler, Fairman & Seufert asked the Board to award the contract for the Hendricks Drive Sewer Force Main Project. The bids were opened in accordance with the new guidelines by video conferencing. Bids were received from three contractors: Midwest Mole, Clark Excavation, and TPI Utility Construction. Midwest Mole was the lowest, responsible bidder. Legal counsel Jeff Jacob requested an immediate notice to proceed. Member Aaron Smith made the motion to award the Hendricks Drive Sewer Force Main project to Midwest Mole, Inc, for a not to exceed \$72,343.00 and authorize General Manager Basquill as signatory for all pertinent documents. The Agreement is to approved by Legal Counsel before execution by General Manager Basquill. Secretary Urban seconded the motion. Motion carried.
6. General Manage Basquill asked the Board to table any action regarding the 69kV Change Order from Gaylor due to insufficient information. Vice Chairman Stoner made the motion and Member Lamar seconded to table this Agenda Item. Motion carried.

7. General Manager Basquill asked the Board to table action to the Spectrum Invoice Overage to allow more time to review the documents. Vice Chairman Stoner made the motion and Secretary Urban seconded to table this Agenda Item. Motion carried.
8. Water Wastewater Manager Ryan Ottinger and John Lightner of BF&S presented a Deductive Change Order from Kokosing, Inc. in order to close out Kokosing's project. The deducted amount from Kokosing's Guaranteed Savings Contract will be taken from retainage from the Water Treatment Project to pay INDOT for services they provided for the Indianapolis Avenue Project. Member Smith made a motion to approve Kokosing's Deductive Change Order #1 in the amount of \$13,898.65, with the intent that \$13,898.65 of retainage from the Water Treatment Improvement Project Phase 2&3 be routed to the City of Lebanon to utilize payment to INDOT thru the City's Indianapolis Avenue Road Project. Member Lamar seconded the motion. Motion carried.
9. Human Resource Manager Sandra Morgan presented two policies related to the COVID-19 Pandemic and informed the Board of the Utilities procedures taken before and since to be in accordance with the Families First Coronavirus Response Act and the Employee Family Medical Leave Act. Member Smith made a motion seconded by Vice Chairman Stoner to approve the Families First Coronavirus Response Act Supplemental Policy for Lebanon Utilities. Motion carried.

Vice Chairman Stoner made a motion seconded by Secretary Urban to approve Lebanon Utilities COVID-19 Pandemic Leave Policy. Motion carried.

10. Secretary Urban made a motion to retroactively approve the claims dated March 18, 2020 for \$1,917,254.55 pursuant to Indiana Code 31-1-4-16. Member Smith seconded the motion. Motion carried.
11. Vice Chairman Stoner made a motion to approve the claims dated April 9, 2020 for \$690,350.10 and authorized General Manager Basquill to sign on behalf of the Board. Member Smith seconded the motion. Motion carried.
12. Chairman Taylor asked for any other business that may be brought before the Board

General Manager Ed Basquill presented a Power Point addressing how the Utilities is operating during the current pandemic situation.

- Payments are still due although no disconnects will be made
- Tap water is safe
- Electric demands show little to no change
- Receivables are beginning to show a decrease
- Flushable wipes are not flushable
- Crews still at work – winds down power lines

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

Ryan Ottinger offered his thanks and appreciation to everyone, especially the employees for their unprecedented sacrifices to work during this crisis. The Board also praised all for their efforts to continue to work under adverse circumstances.

13. Chairman Taylor opened the floor for public comment. No comments were received. Manager Basquill provided an e-mail address that Utility customers can send questions to that they may have. [comments@lebanon-utilities.com](mailto:comments@lebanon-utilities.com)

14. The next Utility Board meeting will meet as scheduled on April 22, 2020 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 2:03 P.M.

APPROVED THIS 22 DAY OF April, 2020

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CHAIRMAN OF THE BOARD

ATTEST:

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SECRETARY OF THE BOARD