

# LEBANON UTILITY SERVICE BOARD

## Lebanon, Indiana

March 3, 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  
Jeff Jacob, Legal Counsel  
Seth Byrd, Telecom Manager

Guests:

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1. Chairman Neil Taylor called the March 3, 2021 meeting of the Lebanon Utility Service Board to order at 5:00 P.M.
  2. Chairman Taylor requested comments or changes to the February 17, 2021 minutes. Vice Chairman Stoner made a motion to accept the minutes as written. Secretary Urban seconded the motion. Motion carried.
  3. General Manager, Ed Basquill asked the Board to approve the Broadband Feasibility Study with Vantage Point Solutions. Member Smith asked for clarification on the focus of this study. General Manager, Ed Basquill explains that the focus of the Broadband Study is to look to the potential of Lebanon Utilities telecom company, Ilines. Member Hudson agreed with Member Smith however also stated he agreed for the need of the Feasibility Study to understand the possibilities for Ilines. Vice Chairman Stoner stated the importance to start with the first step of the proposed study. Member Smith would prefer to approve the first step being the Competitive Analysis for \$5,500.00 and approving the additional steps as the study progresses instead of approving the full \$30,000.00. Vice Chairman Stoner made a motion to approve the Broadband Feasibility Study with Vantage Point Solutions in the amount not to exceed \$5,500.00. Member Hudson seconded the motion. Motion carried 4-1.
  4. Legal Counsel, Jeff Jacobs presents information on what items are to come before the Board, Lebanon Utilities Signing Authority & Purchasing Policy. The goal of this discussion was to refine the working sessions and board meeting presentations.

Chairman Taylor wanted to welcome back Danielle Butts to the Lebanon Utilities, adding during his time on the Board there has been multiple times he has had compliments from the public about how knowledgeable Danielle Butts is. Vice Chairman Stoner agreed with Chairman Taylor.

General Manager, Ed Basquill asked when the Board would like to begin in person Board meetings. Member Smith stated that he would like to meet in person immediately. Chairman Taylor stated the tentative in person meetings beginning in April still adhering to Coronavirus guideline. General Manager, Ed Basquill sited the decline in Covid-19 cases and available vaccines as the reason to begin in person meetings again in April. Member Stoner agreed to begin in person meetings with masks in

April. Board discussed moving the meetings in April to avoid being in the same week as spring break. Board decided to move the Board meetings to April 14, 2021 and April 28, 2021.

5. Water/Wastewater Manager, Ryan Ottinger shares plan to begin the Spring Hydrant Flush and will be notifying the proper agencies and departments before the beginning of the process.
6. Water/Wastewater Manager, Ryan Ottinger updated the Board of an emergency tank clean out at the Chicago Street Water Plant. This tank had not been cleaned out in many years and while conducting daily checks crews found a leak into the well side where electrical components are located. The tank needed to be cleaned out in order to locate and repair the leak. Water/Wastewater Manager, Ryan Ottinger plans to include clean out for the Chicago Street Water Plant in the budget in the future.
7. Water/Wastewater Manager Ryan Ottinger asked the Board to approve the purchase of a front deck mower. Manger Ottinger describes benefits of front deck mower verses zero turn type mowers in terms of safety for crews mowing in certain grades. Vice Chairman Stoner made a motion to approve the purchase of a new Kubota front deck mower from Booth Machinery for the Wastewater Treatment Plant in the amount not to exceed \$24,954.69. Member Smith seconded the motion. Motion carried.
8. Water/Wastewater Manager Ryan Ottinger asked the Board to declare the current Wastewater Treatment Plant mower as surplus. Mower will be used for trade in value for purchase of new front deck mower. Vice Chairman Stoner made a motion to approve the request to declare the Wastewater Treatment Plant's 2012 front deck Kubota F3080 riding mower as surplus. Member Smith seconded. Motion carried.
9. Electric Operations Manager, Jeff Greeno asked the Board to approve the award of the Vendor Inventory Management contract to Anixter. Manager Ed Basquill explains the value of contract with Anixter over the other submitted bid. Secretary Urban moved to approve the award of the Vendor Inventory Management contract to Anixter subject to legal review and finalization of the contract, authorizing General Manager, Ed Basquill to sign all necessary documents. Vice Chairman Stoner seconded. Motion carried.
10. Vice Chairman Stoner made a motion to approve the claims dated March 3, 2021 in the amount of \$828,230.41 for claims and payroll and \$6,392,713.94 for transfers. Member Smith seconded the motion. Motion carried.
11. Chairman Taylor asked for any other business that may be brought before the Board. General Manager Ed Basquill wanted to let the Board know that the Water & Wastewater crews received a shout out at the Board of Works meeting for assisting in snow removal.

Water/Wastewater Manager Ryan Ottinger wanted to let the Board know that a customer came in to personally thank Chad Charles of the Water Distribution center for the customer service that he provided on an afterhours call.

Member Smith took the opportunity to say the Lebanon Utilities is a municipal utility with neighbors serving neighbors.

CFO, Sandra Morgan wanted to update the Board regarding the public comment from Chad Kyker at the February 17, 2021 Board meeting regarding adding an ACH payment option for Lebanon Utilities

customers. CFO, Sandra Morgan stated they signed an agreement with and are in process of implementing this new payment option with our current bill pay company. CFO, Sandra Morgan also let the Board know that we will be posting about this new option for customers on Instagram, Facebook & Twitter as well as an insert into the bills. CFO, Sandra Morgan explained that there is no cost to implement the ACH payment option however will cost \$0.10 per transaction which is cheaper than a credit card transaction. Also, since changing credit card vendors the cost per transaction is half of what it was before. Jeff Jacobs reminds the Board this is a result of stepping out of our agreement with Paymentus.

12. 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.
17. The next Utility Board meeting will meet as scheduled on March 17, 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 Member Hudson. The motion was seconded by Member Smith. Motion carried.

The meeting was adjourned at 6:35 P.M.

APPROVED THIS 17 DAY OF March 2021

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CHAIRMAN OF THE BOARD

ATTEST:

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SECRETARY OF THE BOARD

\*LUSB approved these minutes on 3/17/21, due to virtual meetings because of Covid-19 pandemic they will be signed at a later date.