

# LEBANON UTILITY SERVICE BOARD

## Lebanon, Indiana

March 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  
Jeff Jacob, Legal Counsel  
Seth Byrd, Telecom Manager  
Danielle Butts, Exec. Assistant  
David Bailey, Metering Supervisor

Guests:

Dirk Garriott, IMPA  
Bryan Brackemyre, IMPA  
Scott Miller, Baker Tilly

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1. Chairman Neil Taylor called the March 17, 2021 meeting of the Lebanon Utility Service Board to order at 5:00 P.M.
  2. Vice Chairman Stoner made a motion to accept the minutes as written. Secretary Urban seconded the motion. Motion carried.
  3. General Manager, Ed Basquill introduced Bryan Brackemyre & Dirk Garriott with IMPA to explain the IMPA Power Supply Agreement Extension. Dirk Garriott explains the history of IMPA and the relationship with Lebanon Utilities since 1982. Dirk describes the long-term benefits of the power supply agreement extension as well as the current and proposed termination notice. IMPA Board of Commissioners recommended to extend power sales agreement from 2042 to 2050 with a termination notice of 30 years. Member Smith expresses the need for Lebanon Utilities to agree to this extension. Jeff Jacob explains the approval process of the resolution needing to be brought before the City Council. Jeff Jacob asks the Board if they would like to move forward with this process. Aaron Smith endorses the agreement. Jeff Jacob states that they will begin this process.
  4. Metering Supervisor, David Bailey asks the Board to declare 38 Electric Meters as surplus property. Tim Hudson asks if these are new meters that have been fully depreciated. Metering Supervisor, David Bailey explains that the meters were installed 3 years ago and have since not been functional because of damage or other issues. Vice Chairman, Stoner made a motion to approve the requested 38 listed electric meters as surplus salvage and for them to be destroyed of in accordance with IC 5-22-22. Member Hudson seconded the motion. Motion carried.
  5. Legal Counsel, Jeff Jacob presents a Master Services Agreement with Baker Tilly for projects current and in the future. Jeff Jacob explains that Lebanon Utilities has worked with Baker Tilly before with project specific agreements however because of multiple projects a Master Service Agreement was the best option instead of project-by-project contracts. Scott Miller agrees that in the past Baker Tilly had individual contracts for each project; the benefit of the Master Services Agreement is to cut down on the administrative time in reviewing each contract. Going forward Baker Tilly would provide a Scope of Work and the fee for necessary projects. Member Smith commends the working relationship that CFO, Sandra Morgan, and Scott Miller have that benefits the Lebanon Utilities. Scott Miller expresses his satisfaction and enjoyment in working with the Lebanon Utilities. Jeff Jacob recommends that the board approve the Master Services Agreement with Baker Tilly. Member Smith made a motion to

approve the Master Services Agreement with Baker Tilly allowing General Manager, Ed Basquill to sign on behalf of the utility. Secretary Urban seconded the motion. Motion carried.

Scott Miller stated that the City of Lebanon has a separate Master Services Agreement with Baker Tilly for any projects. Member Smith asks if the same Baker Tilly employees work with the City of Lebanon and the Lebanon Utilities. Scott Miller said that they are not the same employees.

6. Legal Counsel, Jeff Jacob asks the Board to approve the Baker Tilly Financial Advisory Services for the Water SRF Bonds. Member Smith made a motion to approve the agreement with Baker Tilly to perform financial advisory services in conjunction with the Water State Revolving Fund Bonds for a not to exceed amount of \$50,000.00 in addition to annual Arbitrage Monitoring Services. Member Hudson seconded the motion. Motion carried.
7. CFO, Sandra Morgan describes the need to clarify all Lebanon Utilities non-recurring charges and fees for each one of the utilities. Jeff Jacob seeks to organize the current fee ordinances. CFO Sandra Morgan explains the difficulty of searching through multiple amended ordinances when looking for information. Sandra Morgan lists what “Non-Recurring Charges” are as penalty, NSF, reconnect, disconnect, after hours and tampering fees. Member Smith explains that he is not looking to increase these fees but to ensure that they are fair. Member Smith asks if the Board should expect to see a new ordinance regarding the non-recurring fees for all the utilities. Jeff Jacob clarifies that there will be a different ordinance for each utility as some have different processes of approval. Scott Miller endorses having a separate ordinance for each utility for clarity in the future. Member Smith made a motion to approve the agreement with Baker Tilly to update the Non-Recurring fees for the Electric, Water, Wastewater and Telecommunication utilities for a not to exceed amount of \$17,500.00. Member Hudson seconded the motion. Motion carried.
8. CFO, Sandra Morgan presented a PowerPoint depicting the Year-end Financial Report of the Utilities as of Year-end 2020. Member Smith asked if it would be possible to pay off the Telecommunications loan in 2 years. CFO Sandra Morgan states there is a potential to have the loan paid off in 2 years especially when ilines has been increasing customers by 10%.
9. Vice Chairman Stoner made a motion to approve the claims dated March 17, 2021 in the amount of \$1,852,334.90 for claims and payroll and \$1,339,986.94 for transfers. Member Smith seconded the motion. Motion carried.
10. Chairman Taylor asked for any other business that may be brought before the Board. Member Smith stated that he visited the Wastewater Treatment Plant to see the office remodel. Randy Rose & Bob Akers lead the remodel that was completed in winter 2020 by Chad Charles, Chad Nance, John Hemmerle, Cameron Kearney, Jacob Pearl, Cory Rowland, & Bobby Taylor. Member Smith stated the remodel included plumbing improvement, painting, flooring, lighting, and other electric work. Materials were all purchased locally and remodel work by our crew saved the utilities in labor. Member Smith commended the work that the crew did on the office remodel.
11. 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 Wednesday, April 14, 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 Smith. The motion was seconded by Member Hudson. Motion carried.

The meeting was adjourned at 6:25 P.M.

APPROVED THIS 14 DAY OF April 2021

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CHAIRMAN OF THE BOARD

ATTEST:

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SECRETARY OF THE BOARD