

LEBANON UTILITY SERVICE BOARD

Lebanon, Indiana

August 18, 2021

Council Chambers

5:00 P.M.

Board:

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

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

Guests:

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1. Chairman Neil Taylor called the August 18, 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. Member Hudson made a motion to approve the August 4, 2021, minutes. Secretary Urban seconded the motion. Motion carried.
 4. Ryan Ottinger, Water & Wastewater Operations Manager presented the William St Bridge Change Order to the board. It was decided instead of going back at a later date to cut and cap the old line after the road was already newly paved that they would complete the work at that time. Additionally this prevented the work from affecting the bus schedules once schools began after spring break. Ryan stated that while this change order does go over the do not exceed amount the project is still under budget by over \$85,000 for the entire project. Secretary Urban made a motion to approve the change order with TPI Utility for the amount of \$5,000.00. Member Hudson seconded the motion. Motion carried.
 5. Ryan Ottinger, Water & Wastewater Operations Manager explained that the electric department has a different vendor for uniforms, however water, wastewater and Ilines use the current Royal Cleaners to launder their uniforms. Member Smith asked who are the current Telcom employees that wear the uniforms. Ryan answered that Seth Byrd and Nathan Newell wear the Royal Cleaners uniforms. Ryan stated he compared different vendors and looked at the different clothing policies. He also asked employees on their preferences. Ryan explained some employees would possibly need FR clothing which is a thicker material and needs to be laundered a specific way. The contract with Royal Cleaners was lower to 2 years from 3 years due to the amount of wear that occurs. Ed Basquill, General Manager asked if Ryan is happy with the level of service with Royal Cleaners. Ryan answered that he asked the crews specifically how their experience with Royal Cleaners has been and stated that majority of the crews were positive about their experience, timeliness, and local customer service provided by Royal Cleaners. Ryan stated that Lebanon Utilities and Royal Cleaners have had a 50-year relationship for uniforms. Member Hudson asked how much Lebanon Utilities spends per year on uniforms. Ryan explained the FR and regular clothing cost per year per employee. Sandra Morgan, Chief Financial Officer added that currently Royal Cleaners also provides the mats, mops, and rags for the Municipal Building and yearly we are charged around \$30-40,000.00 per year. Member Hudson asked if an RFP process was required for this type of contract. Legal Counsel, Jeff Jacob responded that it was an informal process, that Ryan received multiple quotes for this contract. Ed Basquill stated that any contract over \$50,000 requires a formal RFP process. Ryan stated that he met with 4 different vendors

for the uniforms. Member Hudson stated in the future Lebanon Utilities may need to investigate other uniform providers for a better price per uniform if there is a larger volume. Jeff Jacob stated that there was a non-substantive change made to section 5 that was the suppliers language. Member Smith made a motion to approve the clothing contract with Royal Cleaners with final contract review from legal counsel and approval from General Manager Ed Basquill. Secretary Urban seconded the motion. Motion carried.

6. Legal Counsel Jeff Jacob read the Resolution 2021-06, A resolution allowing board members to attend board meetings electronically/virtually. Member Smith stated Act 14-37 is the base of this resolution which was effective upon passing on April 20th when it was signed by the Governor. Jeff Jacob stated there were additional amendments may through July. Member Smith read excerpt from the Act, he continued that the Governor has Indiana under Emergency Declaration until August 31st. Member Smith asked if this resolution allows virtual/electronic participation outside of an emergency. Jacob confirmed. Member Smith asked if the public could see the meeting during the time when the board meetings were entirely virtual. Jeff Jacob stated the public could hear and see what was happening in the Lebanon Utilities Service Board Meetings. Ed Basquill confirms the public could participate in the virtual meetings. Jeff Jacob explained the procedure for a member of the public to participate in a virtual meeting. General Manager Ed Basquill stated it has been utilized as well. Aaron Smith asked if the Lebanon Utilities has improved the technology to allow for all members to be able to see and hear all participants. Ed Basquill stated he is working to improve the technology to make this possible. Member Smith stated he will be voting against this resolution because of the exceptions that are allowed, Member Smith believes that the best work of board members is done in person and that every matter handled is an important one. Member Smith clarified his stance when not in an emergency, meetings should be in person however does support virtual if in an emergency. Jeff Jacob commented this resolution can be more tailor to the Board if they would like. Chairman Taylor stated he would prefer a member attend virtually than not at all. Member Hudson stated he likes how this resolution has been edited. Secretary Urban stated that he also prefers to meet in person and does not completely agree with this resolution. Member Hudson made a motion to approve Resolution No. 2021-06, A resolution allowing board members to attend board meetings electronically/virtually. Secretary Urban seconded the motion. Motion carried. 2-1.
7. Chief Financial Officer Sandra Morgan explained the revisions that have been made to Resolution No. 2021-07, A resolution approving the use and issuance of employee credit/procurement cards. Member Smith asked if Sandra was planning to immediately be going to designate employee right away. Sandra Morgan stated that there will only be one additional employee able to issue credit cards from the bank. However, there will also be a few that are able to access bill, check in & out cards to employees etc. Member Hudson made a motion to approve Resolution No. 2021-07, A resolution approving the use and issuance of employee credit/procurement cards. Member Smith seconded the motion. Motion carried.
8. Secretary Urban made a motion to approve the claims dated August 18, 2021, in the amount of \$2,654,710.02 for claims and payroll and \$6,884,085.62 for transfers. Member Hudson seconded the motion. Motion carried.
9. Chairman Taylor asked for any other business that may be brought before the Board. Jeff Jacob updated the board about the Ulen reimbursement agreement. The completion date was to be set on August 10th however we are roughly a week past that original date. Jeff stated that there was an outage in Ulen that day due to damage of old lines. Jeff stated that he will be sending a letter to Ulen reminding them of the contract.

Ed Basquill praised the electric crews for their effort in fixing the outage in Ulen. Ed also stated that he attended IMPA for a meeting with vendors this day regarding the electrical transformers. He explained that the effects of COVID have delayed delivery or transformer as well as some metering equipment because of the supply shortage.

10. Chairman Taylor opened the floor for public comment. General Manager Ed Basquill expressed that Joyce Douglas requested information about the meeting schedule and board minutes.
17. The next Utility Board meeting will meet as scheduled on Wednesday, September 8, 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 5:58 P.M.

APPROVED THIS 8 DAY OF September 2021

CHAIRMAN OF THE BOARD

ATTEST:

SECRETARY OF THE BOARD