

# LEBANON UTILITY SERVICE BOARD

## Lebanon, Indiana

August 4, 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:

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  
David Bailey, Metering Supervisor

Guests:

Steve Clark, Sondhi Solutions

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1. Chairman Neil Taylor called the August 4, 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 July 21, 2021, minutes. Vice Chairman Stoner seconded the motion. Motion carried.
  4. Metering Supervisor David Bailey asked the board to declare 800 water meter as surplus. Member Smith asked if this will be a private sale. David stated that the company that Lebanon Utilities purchases the new meters from are also buying the old ones back. Secretary Urban made a motion to declare the listed 800 water meters as surplus and for them to be sold in accordance with IC 5-22-22. Vice Chairman Stoner seconded the motion. Motion carried.
  5. General Manager proposed to the board the Cybersecurity upgrade plan with Sondhi Solutions for the amount \$2,375.00 per month. Vice Chairman Stoner made a motion to approve the contract with Sondhi Solutions to provide cybersecurity in the amount of \$2,375.00 per month. Member Hudson seconded the motion. Motion carried.
  6. Electric Operations Manager, Jeff Greeno explained the invoices with ElectriCom LLC for electric line relocations apart of an IDOT project on SR 39 South and Enterprise Drive. Jeff explained that both Lebanon Utilities and Boone REMC were on the poles that were needing to be raised for the traffic signals being installed. Jeff stated that his staff and Boone REMC met to plan this project, it was determined that Boone REMC would move Lebanon Utilities lines due to limited space to work and traffic control issues. Jeff continued with stating the verbal estimate that was given was less than what the end invoices were due to Boone REMC using a 3<sup>rd</sup> party company to conduct the work. General Manager Ed Basquill stated Lebanon Utilities has since put a new contract process in place. Vice Chairman Stoner asked if the ElectriCom invoices have been paid or if they are waiting for approval. Ed and Jeff answered that the invoices are still outstanding. Member Smith asked if Lebanon Utilities is moving away from verbal agreements. Ed confirmed they are having written signed contracts from now on. Vice Chairman made a motion to retroactively approve the ElectriCom invoices in the amount of \$18,683.42 in accordance with IC 36-1-4-16. Secretary Urban seconded the motion. Motion carried.

7. Jeff Greeno presented the Osmose contract for the 69kv loop transmission pole testing. These poles were last tested between 2002-2005, normally poles are to be tested every 10 years to be in compliance with the NESC (National Electric Safety Code). There are 261 transmission pole that are in need of testing in the 69kv loop. We determined the process Osmose uses is the best process for the type of poles that we have. Jeff stated the average cost would be \$100 per pole and due to the size of the poles Jeff added a 10% contingency to the total bill because the total diameter of the poles varies. Jeff stated this testing is in the 2021 Budget under contractual services and testing. Vice Chairman Stoner asked where on the quote it stated \$100.00 per pole. Jeff stated it is stated in the packet from Paul Brewster from Osmose. Stoner asked if the quote was only for the testing of the transmission poles. Jeff Greeno stated the quote is for testing and the treatment of the transmission poles and added the contingency because some poles may require more work than others. Member Smith asked what the contingency included. Jeff Greeno stated the diameter of the poles is not all the same and because of this Osmose may have to use more product or conduct more excavating around the pole. Legal Counsel Jeff Jacob stated the price break down is an average cost per pole depending on what the pole needs. Member Hudson stated the contract needs to list what is included in the \$100.00 and what services will get into the contingency because each poles condition is going to be different. Jeff Jacobs advised there will be edits to the contract to list as the board has requested. Member Hudson made a motion to approve the contract with Osmose to perform pole testing of our 69kv transmission loop for a not to exceed amount of \$28,710.00 and for all documents to be signed by General Manager Ed Basquill upon legal review of contract. Vice Chairman Stoner seconded the motion. Motion carried.
8. Legal Counsel Jeff Jacob requested that the Board approve Resolution No. 2021-06 allowing Lebanon Utilities to transfer the 2001 GMC Truck to the Lebanon Parks Department that has used it for multiple years. Jeff clarified this item is for the bucket truck only and not the chipper which will be brought before the board at a later date. Jeff Jacob read Resolution 2021-06 aloud. Vice Chairman Stoner asked if this would need to go to the Lebanon City Council. Legal Counsel stated usually the city would need to accept it and that he will be sending it to the City of Lebanon's attorney. Secretary Urban made a motion to approve Resolution No. 2021-05, a joint resolution transferring a vehicle between Lebanon Utilities and the City of Lebanon Parks Department. Member Hudson seconded the motion. Vice Chairman stated that he will abstain from the vote because he is the fleet manager for the City of Lebanon. Motion carried
9. Jeff Jacob explained the State Board of Accounts recommend that we adopt a policy for virtual board attendance. Jeff stated that it has been pointed out by Member Smith that the public law has been codified with additional requirements. Jeff Jacob asked to table this item and for guidance as to how the Board would like to proceed with this item. Jeff Jacob stated the resolution provided has restrictions as to what can be voted on and restrictions on attendance as well as a time period of notice for virtual attendance. Member Smith stated there is a section that allows for total virtual meeting when there is a state of emergency declared which has been extended to August 31, 2021. Member Smith also stated when attending virtually would require roll call votes for each motion. Member Stoner asked if the virtual person counted toward the quorum required. Member Smith explained the law stated there must be a majority physically present. Jeff Jacob agreed and stated he will be working to adjust this resolution to fit the Lebanon Utilities Service Board. Vice Chairman Stoner made a motion to table Resolution No. 2021-06, A resolution allowing board members to attend board meeting electronically/virtually. Member Smith seconded the motion. Motion carried.
10. Chief Financial Officer Sandra Morgan discuss the current credit card usage by Lebanon Utilities employees. Sandra explained that the bank will still offer us a corporate account however will not issue new credit cards without the employee's name on the card as authorized users. The reason for this change is because of fraud although Lebanon Utilities has not been affected by fraud. Member Smith asked how many employee names will be on the cards. Sandra stated that they will start with asking each department head who would be traveling and in need of a card. Also, they will confirm with the employee that they are comfortable with their name being on the card. Member Smith asked if the cards will be kept locked away when not in use. Sandra confirmed that they are required to keep a log when

the credit cards are checked in and out. Member Hudson asked if there will be a cost associated with the number of cards we need. Sandra stated that currently we do not pay an annual fee however the State Board of Accounts has approved us to pay an annual fee if needed. Chairman Taylor asked if we require receipts for every transaction made by employees. Sandra confirmed that credit cards usage must have the receipts and they can not be used to bypass the accounting system. Vice Chairman Stoner asked how many times we predict the credit cards will be used. Sandra analyzed the log for the last 3 years, and on average the credit cards are checked out 100 times per year. Vice Chairman Stoner asked if staying with expense reports would be better than the credit cards. Sandra stated that due to the cost that could amount when travelling it may not be possible for some employees. Chairman Taylor asked if there is something that prohibits personal expenses even if the employee intends or stated that they will reimburse Lebanon Utilities. Sandra explained that it is stated in the Resolution as well as the State Board of Accounts guidelines and Lebanon Utilities internal credit card policy that nothing personal may be purchased with company credit cards. Sandra explained when a credit card is checked out the employee must sign our Lebanon Utilities credit card rules. Secretary Urban asked if a Board member were to go to a conference would they get a company credit card. Sandra stated she would need to know a few weeks in advance to be able to order the card with the employee or members name on it. Member Hudson asked why not get every employee a company credit card with their name on to start with. Sandra stated that per the guidelines the credit card needs to be requested. Jeff Jacob stated there may be some employee that may not want their name on the Lebanon Utilities credit card, and if they were to travel would personally pay and seek reimbursement from Lebanon Utilities. Vice Chairman Stoner stated he believes the expense report is the best way. Jeff Jacob advised the procedure in place of checking in and out the credit cards help to remind employees of the rules for their use. Jeff Jacob read Resolution No. 2021-07, A resolution approving the use and issuance of employee credit/procurement cards. General Manager Ed Basquill asked if the tipping amount was 20% or 18%. Sandra stated that the current credit card policy is 18% however if this resolution is adopted, they will update to 20% tip. Member Hudson stated he believes there needs to be a second person who is authorized and accountable for the policy. Sandra stated she will have to check with the bank to see that is possible but has no problem adding another authorized person to issue credit cards. Jeff Jacob stated he will change the language in the resolution to reflect a second designated user and suggested to table this item until the language is corrected. Member Hudson made a motion to table Resolution No. 2021-07, A resolution approving the use and issuance of employee credit/procurement cards. Vice Chairman Stoner seconded the motion. Motion carried.

11. Secretary Urban made a motion to approve the claims dated August 4, 2021, in the amount of \$644,509.73 for claims and payroll and \$163,557.00 for transfers. Vice Chairman Stoner seconded the motion. Motion carried.
12. Chairman Taylor asked for any other business that may be brought before the Board. Member Smith stated that he had the opportunity to speak with the Customer Service Supervisor Alissa Taylor. The Customer Service department is currently updating the late pay exempt customers, the list of storm water property owners and the Customer Service handbook. Member Smith stated that he sat with customer service representative Jalynn Johnson, and observed her processing a payment, pay agreement, completion of an emergency line order, and initiation of new service. Member Smith explained that the customer service department made a good impression on him and stayed true to “neighbors serving neighbors”.
13. Chairman Taylor opened the floor for public comment. General Manager Ed Basquill verified there was no public comments or questions.
17. The next Utility Board meeting will meet as scheduled on Wednesday, August 18, 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 Member Hudson. Motion carried.

The meeting was adjourned at 6:05 P.M.

APPROVED THIS 18 DAY OF August 2021

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CHAIRMAN OF THE BOARD

ATTEST:

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SECRETARY OF THE BOARD