

LEBANON UTILITY SERVICE BOARD

Lebanon, Indiana

January 18, 2023,

Council Chambers

5:00 P.M.

Board:

Neil Taylor, Chairman
Bill Stoner, Vice Chairman

Tim Hudson, Secretary
(Virtual)
Aaron Smith, Member
Anne Patterson, Member

Staff:

Ed Basquill, General Manager
Jeff Greeno, Electric Ops Manager
Ryan Ottinger, W & WW Ops Manager
Jeff Jacob, Legal Counsel

Danielle Bannourah, Exec. Assistant
David Bailey, Metering Supervisor

Guests:

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1. Chairman Neil Taylor called the January 18, 2023, 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. Chairman Taylor opened the floor for public comment. No comments received.
 4. Vice Chairman Stoner made a motion to approve the January 4, 2023, minutes. Member Patterson seconded the motion. Motion carried.
 5. General Manager, Ed Basquill presented a subscription to our current Board information provider, Govenda. Ed explained how Lebanon Utilities utilizes Govenda to send information out to its Board members and staff. Vice Chairman Stoner made a motion to approve the subscription of the Govenda Software for 2023 in the amount of \$15,619.60. Member Patterson seconded the motion. Motion carried.
 6. Facilities Manager, Rick Hale, requested the Board approve the second phase of the Municipal Buildings HVAC Control system upgrade. The City will split the cost of the upgrade 57% Utilities and 43% City. Jeff Jacob confirmed that the City has already approved their portion of the upgrade. Member Patterson made a motion to approve the agreement with Automated Logic in the amount of \$16,000.00 to replace 25% of the control panels for the Lebanon Municipal Building. Vice Chairman Stoner seconded the motion. Motion carried.
 7. Electric Operations Manager, Jeff Greeno asked the Board to retro actively approve the purchase of the Probewell ST-3/XT3 Tester for the Metering Department to conduct testing on electric meters and other equipment. Jeff stated he has had this item budgeted in the 2022 and 2023. Vice Chairman Stoner made a motion to retroactively approve in accordance with IC 36-1-4-16, Ratification of Actions of Officers or employees the purchase of the Probewell Meter Tester in the amount of \$15,543.12 and allow General Manager Ed Basquill to sign all documents. Member Patterson seconded the motion. Motion carried.
 8. Electric Operations Manager, Jeff Greeno requested the Board approve the start of the RFP process for the Electric Conduit Installation. Jeff stated that this is a budgeted item and will be billed for each individual project. Member Smith asked if we can set this for multiple years and how many. Legal Counsel, Jeff Jacob stated this one will be for 3 years and that is the industry comfortability. Vice

Chairman Stoner made a motion to approve the request to advertise the RFP for the Electrical Conduit Installation Project. Member Patterson seconded the motion. Motion carried.

9. Electric Operations Manager, Jeff Greeno requested the Board approve the start of the RFP process for Tree Trimming. Jeff stated that this is a budgeted item. Jeff explained it takes 3-4 years after trimming full grid before needing to revisit areas. Vice Chairman Stoner made a motion to approve the request to advertise the RFP for Tree Trimming. Member Smith seconded the motion. Motion carried.
10. Electric Operations Manager, Jeff Greeno requested the Board approve the start of the RFP process for Wood Pole Inspections. Jeff stated that this is a budgeted item. Jeff explained this will conclude the wood pole inspections for a while. Vice Chairman Stoner made a motion to approve the request to advertise the RFP for Wood Pole Inspections. Member Patterson seconded the motion. Motion carried.
11. Water & Wastewater Manager, Ryan Ottinger asked the Board to retroactively approve emergency water main work completed by Kokosing on the Witt Rd Bridge. Ryan stated that this work did not delay the work on the Witt Rd Bridge. Member Patterson made a motion to approve in accordance with IC 36-1-4-16, Ratification of actions of officers or employees, approval be given for the payment of \$17,769.00 to Kokosing Industrial for the emergency work done on the Witt Rd. Water Main Installation. Vice Chairman Stoner seconded the motion. Motion carried.
12. Water & Wastewater Manager, Ryan Ottinger requested the Board to approve the Reese Park Lift Station – Supplemental Agreement No. 3. Member Smith asked about when can they expect Phase 2. Ryan stated they are still working on easement issues. Member Smith made a motion to approve the Reese Park Lift Station – Supplemental Agreement No. 3 in the amount of \$6,475.00, bringing the total from \$527,145.00 to the total not to exceed \$533,620.00. Vice Chairman Stoner seconded the motion. Motion carried.
13. Vice Chairman Stoner made a motion to approve the claims dated January 18, 2023, in the amount of \$2,804,498.19 for claims and payroll and \$2,323.14 for transfers. Member Patterson seconded the motion. Motion carried.
14. Chairman Taylor asked for any other business that may be brought before the Board. Member Smith mentioned that he visited the Edgewood Liftstation Project. This project is changing out the control panel and upsizing the pumps. Smith stated that the collections crew have done a job well done.
15. Chairman Taylor opened the floor for public comment. No comments were received.
10. The next Utility Board meeting will meet as scheduled on Wednesday February 8, 2023, at 5:00pm.
11. 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 Patterson. Motion carried.

The meeting was adjourned at 5:37 P.M.

APPROVED THIS 8 DAY OF February 2023

CHAIRMAN OF THE BOARD

ATTEST:

SECRETARY OF THE BOARD