

# LEBANON UTILITY SERVICE BOARD

## Lebanon, Indiana

April 5, 2023,

Council Chambers

5:00 P.M.

Board:

Neil Taylor, Chairman (Absent)

Bill Stoner, Vice Chairman

Tim Hudson, Secretary

Aaron Smith, Member

Anne Patterson, Member

Staff:

Ed Basquill, General Manager

Sandra Morgan, CFO

Ryan Ottinger, W & WW Ops Manager

Jeff Jacob, Legal Counsel (Absent)

Danielle Bannourah, Exec. Assistant

Jeff Greeno, Electric Ops Manager

Cameron Kearney, WW Collections

Anthony Ridolfo, Legal Counsel

Guests:

Kyle Williams, Brown  
Equipment

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1. Vice Chairman Stoner called the April 5, 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. Vice Chairman Stoner opened the floor for public comment. No comments received.
  4. Secretary Hudson made a motion to approve the March 22, 2023, minutes. Member Patterson seconded the motion. Motion carried.
  5. Sandra Morgan, Chief Financial Officer presented a PowerPoint depicting the Year-end Financial Report of the Lebanon Utilities as of Year-end 2022.
  6. Jeff Greeno, Electric Operations Manager & Sandra Morgan, Chief Financial Officer asked the board to declare our old security cameras as surplus. Sandra stated the old system had been here since the opening of the Municipal Building and had increased issues. Member Patterson made a motion to declare 19 security cameras as surplus property and allow Rick Hale to dispose of the items in accordance with IC 5-22-22-8. Secretary Hudson seconded the motion. Motion carried.
  7. Jeff Greeno, Electric Operations Manager requested the board approve the purchase of the land easement for the Annexation Loop Feed Project. This project entails building a three-phase circuit to create a loop feed to the Annexation area. This project will provide more reliable service for both customers on Prairie Worth Rd & Indianapolis Rd areas. As well as help with the power demand when the Waterford Project begins. Secretary Hudson asked if this would get our lines to the highway. Jeff stated this easement should take Lebanon Utilities from Canterbury to the interstate. Secretary Hudson made a motion to approve the purchase of the Land Easement from Canterbury House-Lebanon LP for \$29,300.00 and have General Manager Ed Basquill sign all documents. Member Smith seconded the motion. Motion carried.
  8. Jeff Greeno, Electric Operation Manager asked the Board to approve Berry It Inc to complete 5 street light bores and one 4" drain bore; all which require boring under driveways, sidewalks and roads. Jeff Greeno commented that the winter weather delayed these projects. Member Patterson asked what the timing is for these projects. Jeff answered that they should be done within days of each other. Secretary

Hudson made a motion to approve the six boring jobs to be done by Berry It, Inc. with the total cost not to exceed \$26,215.00. Member Patterson seconded the motion. Motion carried.

9. Ryan Ottinger, Water & Wastewater Operation Manager asked the Board to approve the purchase of a new Sewer Vac Truck. He stated the Request for Proposals was properly advertised with the help of BF&S on February 28, 2023, and again on March 7, 2023, in both the Indianapolis Star and Lebanon Reporter. Based on the advertised request for proposals we had 5 companies that obtained the plans and 2 vendors responded with bids. Ryan stated Brown Equipment Company was the lowest bid and met all expectations on the RFP including a June 30, 2023, delivery date. Vice Chairman Stoner asked if Brown Equipment Company has the chassis in stock. Ryan confirmed that they do have them in stock as of this meeting. Ryan explained the crews had multiple demonstrations for different vac trucks. Vice Chairman Stoner expressed concern over not having 3 bids. Ryan stated they had 5 vendors reach out to get the specs and only 2 bids were received. He doesn't know why they other 3 did not respond. Ryan explained how vendors do not have to meet all specifications and can submit with substitutions or notes. Secretary Hudson asked what the driving factor was for the June 30<sup>th</sup> delivery date specification. Ryan stated staff felt with the issues they are having with the current vac truck and when the dry season came along, they wanted to be able to take advantage of having the new truck in. Crews felt that was a realistic delivery date based off the feedback from the demonstrations. Ryan stated that there is training included in the Brown Equipment bid. Vice Chairman Stoner asked if there is training in both bids. Ryan stated he is unsure if the other received bid included training. Member Smith asked Kyle to explain the warranties on this vac truck. Kyle Williams, Brown Equipment Co. stated there is a standard 1-year warranty on everything. Some specialty items have longer warranties, debris tank & water tank has 10-year warranty. There is 1-year warranty on the chassis through the manufacturer Freightliner. Secretary Hudson mentioned Lebanon Utilities could rebid to give a larger timeframe so that we could receive more bids. Member Patterson asked why Ryan believes we did not receive more bids for this vac truck. Ryan stated that he does not know why we didn't receive more bids because vendors do not have to follow every specification. He stated that it is difficult for vendors to meet every specification. Vendors can submit bids with specifications with substitutions or without them. Vice Chairman Stoner asked if Ryan could get another bid. General Manager asked Kyle what his experience working with other agencies typical bid response is. Kyle said that 1-3 bid responses is typical however bids are becoming less common and are more from source wells for these specialty vehicles. Member Patterson asked what the current status and condition of the current vac truck is. Ryan stated last year the Vac Truck was out of service due to mechanical issues for 6 months of 2022, he said they have spent roughly \$50,000.00 in repairs. Ryan stated there was a pin hole leak in the debris tank. Member Smith asked Cameron Kearney if the new truck had more capabilities than the current truck or other demonstrated trucks. Cameron said that a benefit of the Brown Equipment truck is the crew can operate it in neutral while the other trucks must engage the parking brake and shift into drive and engage the Work mode. Cameron stated there is a safety hazard with the other trucks and the Brown Equipment Co truck is very operator friendly. Member Smith made a motion to approve the purchase of a Vacuum Truck from Brown Equipment Company in an amount not to exceed \$562,377.00. Member Patterson seconded the motion. Motion carried.
10. Secretary Hudson made a motion to approve the claims dated April 5, 2023, in the amount of \$679,759.18 for claims and payroll and \$163,727.00 for transfers. Member Patterson seconded the motion. Motion carried.
11. Vice Chairman Stoner asked for any other business that may be brought before the Board. Jeff Greeno, Electric Operations Manager mentioned that electric crews assisted Frankfort Utilities due to the storm damage from this past week's storm. Jeff wants to thank the crews and customer service for all their hard work helping customers and getting the power back on. Ed Basquill shouted out Sandra Morgan for her work on the Financial Review. There is a lot of work into completing the Year-end.
12. Vice Chairman Stoner opened the floor for public comment. No comments were received.

11. The next Utility Board meeting will meet as scheduled on Wednesday April 19, 2023, at 5:00pm.
12. Hearing of no further business to be brought before the Board a motion was made to adjourn the meeting by Member Patterson. The motion was seconded by Secretary Hudson. Motion carried.

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

APPROVED THIS 19 DAY OF April 2023

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CHAIRMAN OF THE BOARD

ATTEST:

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SECRETARY OF THE BOARD