

LEBANON UTILITY SERVICE BOARD

Lebanon, Indiana

November 22, 2023,

Council Chambers

5:00 P.M.

Board:

Neil Taylor, Chairman
Bill Stoner, Vice Chairman
Tim Hudson, Secretary (Absent)
Aaron Smith, Member
Anne Patterson, Member

Staff:

Ed Basquill, General Manager
Jeff Jacob, Legal Counsel
Sandra Morgan, Chief Financial Officer
Danielle Bannourah, Executive Assistant
Ryan Ottinger, W & WW Operations Manager
Jeff Greeno, Electric Operations Manager

Guests:

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1. Chairman Taylor called the November 22, 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 November 8, 2023, minutes. Member Patterson seconded the motion. Motion carried.
 5. Board Chairman Neil Taylor asked the Board to approve the officers for 2024. Member Smith made the motion seconded by Member Patterson; motion carried to approve the following slate of officers for the Utility Board for 2024:
 - Chairman Neil Taylor
 - Vice Chairman Bill Stoner
 - Secretary Tim Hudson

Member Patterson made the motion, Vice Chairman Stoner second, and the motion carried to approve the following Board Liaison's:

- Electric Utility Tim Hudson
- Wastewater Utility Aaron Smith
- Water Utility Bill Stoner
- ILines Anne Patterson
- Administration Neil Taylor

Vice Chairman Stoner made the motion, Member Smith seconded and the motion carried to approve the following Board Committees:

- Finance Committee Neil Taylor
Aaron Smith
- Personnel Committee Tim Hudson
Bill Stoner

6. Utility Board Meeting Dates for 2024 were approved as presented by a motion from Member Patterson and seconded by Vice Chairman Stoner. Motion carried.

7. Chief Financial Officer, Sandra Morgan presented the City of Lebanon's request that the Lebanon Utilities Service Board approve Lebanon Utilities to pay a portion of the City Salaries and Wages. Vice Chairman Stoner made a motion to approve the Lebanon Utilities portion of the 2024 salaries & wages for City employees. Member Patterson seconded the motion. Motion carried. 3-1. Member Smith opposed due to City Council Resolution 2010-07 that allows the City to automatically demand every year that Lebanon Utilities use ratepayer dollars to pay into the City's General Fund the maximum legally-allowed Payment In Lieu Of Taxes – and that the City should take the requested 2024 City salaries share of \$78,812 out of this year's \$674,319 total PILOT payments. Vice Chairman Stoner would like to seek clarification as to why we pay a portion of the Deputy Clerk wage. Member Patterson stated she would like to possibly discuss this with the City before it is brought before the Board next year.
8. Electric Operations Manager, Jeff Greeno requested the board's approval to start the advertising request for quotes to start the RFP process for 2024 Tree Trimming. Member Smith made a motion to approve the advertising request for quotes to begin the RFP process for the 2024 Tree Trimming. Vice Chairman Stoner seconded the motion. Motion carried.
9. Electric Operations Manager, Jeff Greeno requested the board's approval to start the advertising request for quotes to start the RFP process for 2024 Electric Conduit Installation. Vice Chairman Stoner made a motion to approve the advertising request for quotes to begin the RFP process for 2024 Electric Conduit Installation. Member Patterson seconded the motion. Motion carried.
10. Electric Operations Manager, Jeff Greeno requested the board approve the 2024 BF&S GIS Assistance. Member Patterson made a motion to approve the 2024 Electric GIS Assistance for the not to exceed amount of \$20,000.00 and to have General Manager Ed Basquill sign all documents. Motion carried.
11. Electric Operations Manager, Jeff Greeno requested the board approve the 2024 On-Call Electrical Project Management Assistance. Member Patterson made a motion to approve the 2024 On-Call Electrical Project Management Assistance for the not to exceed amount of \$10,000.00 and to have General Manager, Ed Basquill to sign all documents. Vice Chairman Stoner seconded the motion. Motion carried.
12. Vice Chairman Stoner made a motion to approve the claims/payroll/transfers dated November 22, 2023, in the amount of \$3,001,345.69 for claims and payroll and \$8,298,583.33 for transfers. Member Patterson seconded the motion. Motion carried.
13. Chairman Taylor asked for any other business that may be brought before the Board. Member Smith stated the mission of Lebanon Utilities is to provide our community with reliable, economical, and high-quality services in a friendly and courteous manner. This mission is accomplished in a manner that we often describe as neighbor serving neighbor. Many of our neighbor employees have a unique combination of physical capability combined with considerable professional knowledge. One such valued neighbor employee is our Facilities Manager, Rick Hale. Aaron said he had the pleasure of meeting with Rick this past August 7th to better understand what he does for the City and Lebanon Utilities as Facilities Manager. Aaron continued, first of all, Rick has a varied professional background. He began his work career as a licensed journeyman plumber. He subsequently joined our Lebanon Police Department, eventually becoming our Police Chief. Rick has been our Facilities Manager since 2005. Rick's primary duties involve the upkeep of our Municipal Building. He also helps to keep the Vincennes Building air compressor and the Electric Garage water softener in good working order. Rick is basically on call 24 hours a day year-round. Our total electric Municipal Building has 36,000 square feet with three air handlers, two sewage pumps, two surface water pumps, and a storm water surface collector pit. These various building systems are monitored with alarms that have fiber and internet connections which are inspected regularly. Rick has established good working relationships with a mechanical contractor, a HVAC control system contractor, a janitorial contractor, a floor cleaning contractor, a ground maintenance contractor, an elevator and dumb waiter contractor, a sprinkler

system and fire alarms contractor, and an electrical contractor. Rick makes a point to observe these contractors at work so that he can best understand how to keep our Municipal Building in good shape. On top of all this, Rick himself removes snow from the Municipal Building parking lots. If Rick were to have one wish granted, it would be that he had a reliable backup for emergencies when he is not immediately available. We probably cannot justify an Assistant Facilities Manager position, but we would be well-served if we had someone in line that has been trained to take Rick's place should he decide to retire. Aaron stated he is honored to recognize Rick Hale as one more excellent example of how we have neighbors serving neighbors.

14. Chairman Taylor opened the floor for public comment. No comments were received.
11. The next Utility Board meeting will meet as scheduled on Wednesday December 6, 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 Vice Chairman Stoner. Motion carried.

The meeting was adjourned at 5:38 P.M.

APPROVED THIS 6 DAY OF December 2023

CHAIRMAN OF THE BOARD

ATTEST:

SECRETARY OF THE BOARD