

LEBANON UTILITY SERVICE BOARD

Lebanon, Indiana

December 6, 2023,

Council Chambers

5:00 P.M.

Board:

Neil Taylor, Chairman

Bill Stoner, Vice Chairman

Tim Hudson, Secretary

Aaron Smith, Member (Absent)

Anne Patterson, Member

Staff:

Ed Basquill, General Manager

Jeff Jacob, Legal Counsel

Sandra Morgan, Chief Financial Officer

Danielle Bannourah, Executive Assistant

Guests:

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1. Chairman Taylor called the December 6, 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. Legal Counsel read comments from Member Aaron Smith. BF&S has purposed an \$82,000.00 lump sum service agreement for Water Source Connection Modeling. According to a verbal agreement the City has with the IEDC, the IEDC has agreed to the additional water infrastructure needed within the city limits that the City needs to deliver from the new IEDC water sources to the LEAP district. The BF&S service agreement is part of what the IEDC should pay to meet its LEAP district water needs. Member Smith stated he can see how Lebanon Utilities benefits from a planning stand point that we pay upfront for the service agreement but we must recoup the \$82,000.00 cost as part of the final formal agreement that replaces the verbal agreement that the City has with the IEDC.
 4. Vice Chairman Stoner made a motion to approve the November 22, 2023, minutes. Member Patterson seconded the motion. Motion carried.
 5. Chief Financial Officer Sandra Morgan presented the 2024 Employee Advancement Program. Vice Chairman Stoner made a motion to approve a 5% increase to the Lebanon Utility Employee Advancement Program as presented and allow the General Manager to work within the program throughout the year. Secretary Hudson seconded the motion. Motion carried.
 6. Chief Financial Officer Sandra Morgan presented the new Finance Software. Secretary Hudson made a motion to approve Acumatica as the new financial system for Lebanon Utilities for a not to exceed \$96,000.00 for implementation in addition to yearly hosting/maintenance payment estimated to be approximately \$33,706.00 for the 1st year. Vice Chairman Stoner seconded the motion. Motion carried.
 7. General Manager Ed Basquill requested the Board to approve the 2024 BF&S Master Service Agreement. Vice Chairman Stoner to approve the Master Service Agreement from Butler Fairman & Seufert subject to final legal review. Member Patterson seconded the motion. Motion carried.

8. General Manager Ed Basquill requested the Board to approve the 2024 BF&S Engineering Service Agreements. Member Patterson made a motion to approve the following Engineering Service Agreements with Butler Fairman & Seufert: On-Call Water/Wastewater Project Management Assistance – Not to Exceed \$50,000.00, TAC and Plan Review Assistance - Not to Exceed \$40,000.00, On-Call Water/Wastewater Construction Inspection – Not to Exceed \$50,000.00, Lebanon City Standards Update – Not to Exceed \$25,000.00, Water Source Connection Modeling - \$82,000.00, Water/Wastewater Systems GIS Mapping Updates - \$188,900.00. Vice Chairman Stoner seconded the motion. Motion carried.
9. Vice Chairman Stoner made a motion to approve the claims/payroll/transfers dated December 6, 2023, in the amount of \$623,605.37 for claims and payroll and \$157,160.00 for transfers. Secretary Hudson seconded the motion. Motion carried.
10. Chairman Taylor asked for any other business that may be brought before the Board. No other business were received.
11. 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 20, 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 Vice Chairman Stoner. The motion was seconded by Member Patterson. Motion carried.

The meeting was adjourned at 5:26 P.M.

APPROVED THIS 20 DAY OF December 2023

CHAIRMAN OF THE BOARD

ATTEST:

SECRETARY OF THE BOARD