

**PERU UTILITIES  
MINUTES OF THE PERU UTILITIES SERVICE BOARD MEETING OF  
JANUARY 3, 2018**

The Peru Utilities Service Board held a meeting at the Peru office at 335 East Canal Street, Peru, Indiana, on Wednesday, January 3, 2018. The meeting was called to order by Mr. Akers at 4:00 p.m. pursuant to notice as required by law. The following Board members were present: S. Akers, M. Costin, G. Ward, M. Burnell and J. Edwards. Others present Attorney D. Kern, J. Chance, J. Beisiegel, and B. Zartman.

**1.) APPROVAL OF BOARD MINUTES OF DECEMBER 6, 2017:**

*Mr. Burnell moved that the minutes of December 6, 2017, be approved. Mrs. Edwards seconded the motion. The motion passed with Mr. Akers, Mr. Burnell and Mrs. Edwards voting in favor, and Ms. Costin and Mr. Ward abstaining.*

**2.) APPROVAL OF BOARD MINUTES OF DECEMBER 20, 2017:**

*Mr. Ward moved that the minutes of December 20, 2017, be approved. Ms. Costin seconded the motion. The motion passed.*

**3.) PAYMENT OF CLAIMS:**

*Ms. Costin moved to approve the claims as presented. Mr. Ward seconded the motion and the motion passed.*

**4.) NEXT REGULAR MEETING:**

The next regular meeting will be held Wednesday, January 17, 2018, at 4:00 p.m. in the Utility Service Boardroom.

**5.) PUBLIC COMMENT: None**

**6.) OLD BUSINESS:**

Mrs. Edwards thanked all who extended condolences. With the suffering that the school had just experienced, she needed to be with the students.

**7.) NEW BUSINESS:**

**A.) ELECTION OF OFFICERS:**

CHAIRMAN: *Ms. Costin made a motion to nominate Stan Akers as Board Chairman for 2018, seconded by Mr. Burnell. It was voted unanimously that Mr. Akers be Board Chairman for 2018.*

SECRETARY: *Ms. Costin made a motion to nominate Mr. Ward as Board Secretary for 2018, seconded by Mrs. Edwards. The vote was unanimous, the motion passed.*

**B.) ANNUAL REVIEW OF PERU SERVICE BOARD POLICY STATEMENT CONCERNING BOARD RESPONSIBILITIES AND FUNCTIONS:**

Mr. Akers noted that no changes had been made to the Board Policy Statement concerning responsibility and functions that was established in 1994.

*Mr. Ward made a motion to accept the Board Policy Statement as presented. Ms. Costin seconded the motion. The motion passed.*

**C.) APPROVAL OF DISBURSEMENT REQUESTS #9, #10 & #11 AND THE DRAWDOWN FOR CORNERSTONE GRANT ADMINISTRATIVE SERVICES FOR THE PERU WATER UPGRADES:**

The Board considered the following disbursement requests #9, #10, #11 and the Cornerstone Grant Administrative Services drawdown for the Peru Water Upgrades.

Disbursement Request #9, Ice Miller, for professional services rendered through December 6, 2017, in the amount of \$9,056.71.

Disbursement Request #10, H. J. Umbaugh & Associates, LLP, for professional services rendered in connection with the issuance of Waterworks Revenue Bonds in the amount of \$5,080.00.

Disbursement Request #11, Wessler Engineering, for professional services for the period 11/1/17 to 11/30/17 in the amount of \$7,000.00.

Cornerstone Grant Management for \$5,800 for Grant Administrative Services applicable to the OCRA Grant.

Mr. Chance asked the Board if they wanted to receive the invoices along with the SRF Request form or just the form. The Board elected to receive only the SRF Request form.

*Mrs. Edwards made a motion to approve disbursement requests #9, #10, #11 and for the Cornerstone Grant Administrative Services drawdown request for the Peru Water Upgrades. Mr. Burnell seconded the motion and Disbursement Requests #9, #10, #11 and the Cornerstone Grant Administrative Services draw down request was approved.*

8.) CITY ADMINISTRATION UPDATE: None

9.) CITY ATTORNEY'S UPDATE: None

10.) MANAGER'S REPORT:

**LEADERSHIP TRAINING:**

Mr. Chance summarized that Custom Training Solutions will conduct 4 sessions of leadership training during the next couple of months. The first session starts January 10,

from 9:00 a.m. – 1:00 p.m. Board members are welcome to attend. Please let Mr. Chance know if you will be attending.

**AMI PROJECT:**

Mr. Chance reported we have received 5,600 iPERL residential meters for the AMI Project. We have a few of the larger commercial meters; 9 of the 6-inch Omni meters and 21 of the 3-inch Omni meters, which are currently being stored in the Line Department. We hope to receive the data collector/base stations by the end of January and have them installed in February.

**2018 RETIREES:**

Mr. Chance reported that Peru Utilities recently paid farewell to three long-time employees to retirement. January 2, 2018, was the last day Kevin Shives, Nan Orpurt and Linda Lester worked. They were an integral part of the structure of Peru Utilities and will be missed.

**12-INCH WATER MAIN LEAK AT THE POWER PLANT DEMOLITION SITE:**

Mr. Chance reported the water leak at the power plant demolition site was repaired Friday, December 22 at 11:00 p.m. Our crews assisted Deichman in performing the repair because we do not have the needed equipment. Crews got the job done safely and correctly with no boil water advisory. Safety is our number one objective on any project and in our daily operations, both for ourselves and the property that we are working on. Mr. Chance complimented Mr. Beisiegel and Mr. Kline and crews for working on the water leak and noted it had not yet been decided on what to do for employee recognition for a job well done.

Mr. Beisiegel reported there were three leaks since then and crews worked hard and were successful in repairing them. Crews were out Monday midnight until 4:00 a.m. working in negative temperatures to fix a leak on Graham. Our confined space trailer is set up with salamanders so that crews can get warmed up when needed. Mr. Chance noted that the employees genuinely care about the community.

Mrs. Edwards said someone had shared Peru Utilities Facebook page with her which included cold weather tips. Mr. Chance stated Peru Utilities is moving forward and building a successful Facebook page and we hope to engage all of our customers.

Ms. Costin inquired how to prevent water pipes in the home from freezing and what to do if they do freeze. Mr. Beisiegel recommended to either close the whole house shut off valve or run water faucets (preferably on outside walls) to prevent freezing and if at all possible turn up the temperature in the house to get enough heat into pipes to prevent freezing. If the meter is frozen Utility employees can thaw the meter .

**SEXUAL DISCRIMINATION TRAINING:**

Mr. Ward inquired about sexual harassment training in place for inappropriate behavior language or actions. We are currently researching online training programs.

**ORGANIZATIONAL CHART:**

Mr. Akers inquired about the employee organizational chart. It was noted that a new one is pending.

**11.) ADJOURNMENT:**

*There being no further business to bring before the Board, Mr. Ward made a motion to adjourn. Mrs. Edwards seconded the motion. The meeting adjourned.*

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Geoff Ward, Secretary Peru Utilities Service Board