

**PERU UTILITIES  
MINUTES OF THE PERU UTILITIES SERVICE BOARD MEETING OF  
APRIL 18, 2018**

The Peru Utilities Service Board held a meeting at the Peru office at 335 East Canal Street, Peru, Indiana, on Wednesday, April 18, 2018. Mr. Akers called the meeting to order 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, J. Chance, B. Tillett, J. Clark, M. Svantner, J. Beisiegel, B. Zartman and T. Alley-City Council Liaison.

**1.) APPROVAL OF BOARD MINUTES OF APRIL 4, 2018:**

*Mr. Ward moved to accept the minutes of April 4, Board meeting. Mrs. Edwards seconded the motion. Ms. Costin abstained from voting since she was not present at that meeting. The motion passed with Mr. Akers, Mr. Ward, Mr. Burnell, and Mrs. Edwards voting in favor and Ms. Costin abstaining.*

**2.) PAYMENT OF CLAIMS:**

*Mrs. Edwards moved to approve the claims as presented. Mr. Burnell seconded the motion and the motion carried.*

**3.) NEXT REGULAR MEETING:**

The next regular meeting will be held Wednesday, May 2, 2018, at 4:00 p.m. in the Utility Service Boardroom.

**4.) PUBLIC COMMENT: None**

**5.) OLD BUSINESS: None**

**6.) NEW BUSINESS:**

**A.) APPROVAL OF DISBURSEMENT REQUESTS #17, #18, #19 AND OCRA CLAIM VOUCHER FOR THE PERU WATER UPGRADES:**

The Board considered the following disbursement requests #17, #18 & #19 and OCRA Claim Voucher for the Peru Water Upgrades.

Disbursement #17, Deichman Excavating, the primary contractor, for \$199,441 for the Peru Water Upgrades.

Disbursement #18, Wessler Engineering, design engineers for the State Revolving Fund (SRF) projects, for \$9,029 for the Peru Water Upgrades.

Disbursement #19, Kokosing Industrial, contractor for the Peru Filtration Plant rehab for the State Revolving Fund (SRF) projects, for \$32,040 for the Peru Water Upgrades.

OCRA Claim Voucher, for \$6,650 for the Peru Water Upgrades.

To date, the SRF Disbursement requests total \$1,105,583 leaving a balance of \$6,693,417, of the original loan amount of \$7,799,000. The OCRA Grant has a balance of \$534,250.

*Mr. Ward made a motion to approve disbursement requests #17, #18 and #19 and the OCRA Claim Voucher for the Peru Water Upgrades. Mr. Burnell seconded the motion. The motion carried.*

**B.) USE OF UTILITY PROPERTY FOR CIRCUS FESTIVAL:**

In the past, the Circus City Festival has made use of our property east of the switching station to stage their horse teams on parade day. Mr. Chance asked the board again this year to consider letting the Circus City Festival make use of the property for the July 2018 parade day.

*Mrs. Edwards made a motion to approve their use of our property. Mr. Ward seconded the motion with all members voting in favor. The motion carried.*

7.) **CITY ADMINISTRATION UPDATE:** None

8.) **CITY ATTORNEY'S UPDATE:** None

9.) **MANAGER'S REPORT:**

**NATIONAL LINEMAN APPRECIATION DAY – APRIL 18:**

Mr. Chance stated April 18 has been designated as National Lineman Appreciation Day and it is a time to express our utmost appreciation to the linemen that work so hard for us every day. Mr. Chance read aloud the official *Governor's Proclamation* and noted that it is also on Peru Utilities' Facebook and website. To celebrate Peru Utilities held a lunch for the lineman. Mr. Akers stated on behalf of the Board he wanted to thank the lineman for the many ways that they contribute.

**AMI UPDATE:**

Mr. Chance reported total AMI submittals through Signature Bank are for the following: electric meters totaling \$1,272,000, Peru water metering totaling \$1,411,000 and for Grissom water, meters totaling \$352,000. He said that the associated equipment and base stations have been received and most of the electric residential meters but we are still waiting to receive industrial meters. We have \$1.3 million available for installation, pancake adapters, and related equipment. We have installed 284 water meters in the existing underground pits and able to access consumption data generated by the new technology. Mr. Zartman said thanks to the new equipment the leak detection technology identified and located a 45,000-gallon water leak the past weekend in a vacant home due to a broken water line. He explained that advanced metering quickly alerts us to

problems that drive up costs for our utilities and our customers. There was a discussion about how water or energy use information collected by the new meters can show you how your home is using water or electricity and help you manage your energy costs. Recently a customer padlocked their meter base to avoid a meter change out. After discussing the situation with the customer, they approved of the change out. Originally, they wished to opt out of the new meter installation but this is something we are not allowing.

**FEBRUARY FINANCIAL REPORT:**

Mr. Burnell inquired about this month's water lost compared to the previous month. Mr. Chance explained that the water loss this month had decreased from 48% to 17%, which is abnormal. There were numerous water leaks this past month; water loss is difficult to measure due to different water pressures and because of that, losses are either overestimated or underestimated.

**STRATEGIC GOALS FOR PERU WATER, WASTEWATER, GRISSOM WATER, WASTEWATER, TECHNICAL SERVICES, ADMINISTRATION, AND SAFETY:**

Mr. Chance summarized the strategic goals for the Division Water Management, Technical Services, Administration, and Safety. He noted major purchases and projects and described how and when steps will be taken. This will change each year, depending on how the Strategic Plan is progressing, including prioritization of, and funding for related projects. Mr. Akers inquired how the plan results were determined. Mr. Chance reported that management and staff compiled the data over a period of time, which allowed us to establish the criteria with regard to future improvements.

Summarized as follows:

- **Peru Water** - AMI, leak detection testing, Water Plant upgrade, replace aging service lines, tower inspections, tower painting/refurbishing, well inspections and refurbishing, valve exercising and repair or replacement, hydrant flow testing, GIS System, river crossings, vehicle replacement, replace lead line services, surge suppression, Jet-Vacuum Truck purchase from Peru Wastewater, training/Licensing and Certification acquirement and fulfillment
- **Peru Wastewater** – separation projects, sewer lining, downspout disconnection, manhole lining, sewer system modeling, final project, raise CSO weirs, flow monitoring equipment, lift station pump replacement, lift station elevators, slurry cup upgrades, wastewater SCADA upgrade, refurbish sludge return pump, lab testing equipment upgrades, update vehicle fleet, and training/licensing and certification acquirement and fulfillment
- **Grisson Water** – AMI, leak detection testing, rate study, water plant improvements, well maintenance refurbish, hydrant flow testing, valve exercising and repair/replacement, GIS System, tower inspections, tower painting/refurbishing, update vehicle fleet, portable generator, (Jet-Vacuum Truck purchase from Peru Wastewater), training/licensing and certification acquirement and fulfillment

- **Grissom Wastewater** – Wastewater specialist investigation of operations, WWTP operational changes, engineer phosphorus chemical treatment, construct phosphorus chemical treatment, lift station upgrades and pump replacement, update vehicle fleet, portable generator, sewer lining, (Jet-Vacuum Truck purchase from Peru Wastewater), training/licensing and certification acquirement and fulfillment
- **Stormwater** - lift station pump replacement, update vehicle fleet, portable generator, separation projects, inlet, and manhole lining
- **Technical Services** – updating VMware software/hardware, printer consolidation, computer replacement, security/risk assessment IT infrastructure, upgrade to integrated system, update security cameras main office, badge reader system, security camera upgrade substations, wells, water tower, new gates line department and power plant entrance, cashier area safety barrier, meter inventory software, accuracy of new water & electric meters, complete water/electric meter installation, reduce eliminate PT Meter Readers hours and move FT Meter Readers to Technical Services, assessment/evaluation of current fiber optics, update documentation and mapping, cross-train members of the TSD, maintain fiber connectivity to DWM and T & D assets, black start generator maintenance, upgrade handheld and mobile/truck radios, tablets in trucks for service orders, and train T & D employees to navigate AMI/Sensus Analytics software.
- **Safety** – orientation training, monthly safety meetings, specialized safety training, security drills, safety drills, update SDS sheets and digital access, HAZCOM
- **Administration** – maintain timely meter reads, AMI system training, market AMI to public, move meter readers to Technical Services, management training series, establish technology training room, Skill Paths, cross-training, increase rate to support current expense, Cost of Service Study, Preliminary Engineering Report, research systems, participate in system demonstrations, purchase or upgrade integrated system, installation and training, cashier safety barrier, additional customer parking, update customer service entrance, remodel bathrooms

Mr. Chance indicated he would appreciate the Board's feedback, and that he is always available for questions.

**10. ADJOURNMENT:**

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

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Geoff Ward, Secretary Peru Utilities Service Board