

**PERU UTILITIES
MINUTES OF THE PERU UTILITIES SERVICE BOARD MEETING OF
MAY 16, 2018**

The Peru Utilities Service Board held a meeting at the Peru office at 335 East Canal Street, Peru, Indiana, on Wednesday, May 16, 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, and M. Burnell. Absent: J. Edwards. Others present, D. Kern J. Chance, B. Tillett, R. Kline L. France, and B. Hall.

1.) APPROVAL OF BOARD MINUTES OF MAY 2, 2018:

Mr. Ward moved to accept the minutes of May 2, Board meeting. Mr. Burnell seconded the motion. The motion carried.

2.) PAYMENT OF CLAIMS:

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

3.) NEXT REGULAR MEETING:

The next regular meeting will be held Wednesday, June 6, 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 #20, #21, #22 AND OCRA CLAIM VOUCHER FOR THE PERU WATER UPGRADES:

The Board considered the following disbursement requests #20, #21 & #22 and OCRA Claim Voucher for the Peru Water Upgrades.

Disbursement #20, Deichman Excavating, the primary contractor, for \$300,665.00 for the Peru Water Upgrades.

Disbursement #21, Kokosing Industrial, contractor for the Peru Filtration Plant rehab for the State Revolving Fund (SRF) projects, for \$40,000.00 for the Peru Water Upgrades.

Disbursement #22, NV Grant Services, subcontractor for Cornerstone Grants Management, for \$750.00 for the Peru Water Upgrades.

OCRA Claim Voucher, for \$6,559.98 for the Peru Water Upgrades.

To date, the SRF Disbursement requests total \$1,446,248.00 leaving a balance of \$6,352,002.00, of the original loan amount of \$7,799,000. The OCRA Grant has a balance of \$525,690.02.

Mr. Ward made a motion to approve disbursement requests #20, #21 and #22 and the OCRA Claim Voucher for the Peru Water Upgrades. Ms. Costin seconded the motion. The motion carried.

B.) APPROVAL OF REVISED POLICY 11-2017, SETTING GUIDELINES FOR SAFETY MEETINGS, QUARTERLY SAFETY LUNCHEAS AND EMPLOYEE SAFETY RECOGNITION:

Mr. Chance said that the Board had copies of both the current policy and the proposed revised policy. The policy sets guidelines for the safety meetings and quarterly safety lunches and employee safety recognition. The current policy revised in 2017 had increased the safety award amount from \$10 to \$20 and changed from Chamber Bucks to debit cards. Mr. Chance said that debit cards charge a post-sale fee of \$6 - \$7 at the time of purchase, which increases the cost of the card and does not benefit Peru Utilities or its employees. He noted also, that the proposed policy follows OSHA’s Code of Federal Regulations, which states that you cannot discharge or in any matter discriminate against any employee for reporting a work related injury or illness. It is felt that an employee might not report an injury because they might feel that it will cause the department to lose a safety award/lunch. Because of that, the proposed policy allows for a \$20 Chamber Certificate or equivalent at the Safety Manager’s discretion and the policy has been revised to an “at-fault” accident. An employee that has an at fault accident according to the revised policy will not receive a \$20 safety award for that quarter, but the group will still receive their safety award based on their personal safety.

Mr. Burnell made a motion to approve the proposed changes to Policy #11-2017 Setting Guidelines for Safety Meetings, Quarterly Safety Lunches, and Employee Safety. Mr. Ward seconded the motion. The motion carried.

C.) Approval of 3rd Quarter 2018 Electric Rates – Tracker Adjustment:

Mr. Chance asked for acceptance of the 3rd Quarter 2018 Electric Rates-Tracker Adjustment. For the 3rd quarter 2018, the tracker decreased an average of (\$0.00199) cents per kWh. The average customer using 750 kWh of electricity will see their bill decrease by about \$0.97. The 3rd Quarter 2018 Electric Rates Tracker Adjustment filing will be on the City Council’s June agenda for their consideration.

A motion was made by Mr. Ward to accept the 3rd Quarter 2018 Electric Rates – Tracker Adjustment and seconded by Mr. Burnell. The motion carried.

7.) CITY ADMINISTRATION UPDATE: None

8.) CITY ATTORNEY’S UPDATE:

Attorney Dustin Kern stated he had made recommendations to Mike Walsh regarding a Mobility Pole Attachment contract. He has not received a return from Mobility showing any additional redlines discussing what we will or will not accept in the language. When information is received, he will let the Board know.

9.) MANAGER’S REPORT:

SENSUS ANALYTICS:

Mr. Chance gave a tour of the Sensus Analytic Website, which, shows water and electric information for each customer and has the ability to detect any leaks or problems that a customer might have. There are currently 1,426 advanced water meters installed of which, 1,318 are active and 153 electric meters installed. He noted several problems recently detected on the customer side for water and electric. In addition, it will be necessary for our employees to monitor the S.A. alerts on a daily basis; S.A. will eventually be an important customer service tool. He noted that the customer would also have the ability to view the same information.

LEAH STARKEY’S RETIREMENT:

Mr. Chance stated Mrs. Starkey would be honored for her contributions in a farewell reception to be held in the Team Teaching Room at 2:00 – 3:30 p.m. on Friday, May 18. He invited the Board to extend their good wishes to Leah in her new endeavors.

GEORGE STREET PROJECT:

Mr. Chance presented a map of the George Street upgrade, which is part of the State Revolving Fund (SRF) project. He explained to the Board that it was originally thought the existing water main was an 8”, but it turned out to be a 1-inch line due to inaccurate and old maps. The 1” water main feeds eight residences, which is inadequate. Due to the material of the water line being galvanized, the contractor does not wish to handle it. Mr. Chance stated that Wessler would put together a proposal for the cost to install a 6-inch water line. When we have the actual cost of the upgrade, the matter will be subject to Board approval and SRF approval as a valid Change Order to the project.

DIGGER DERRICK TRUCK:

Mr. Chance said the Board will be asked to approve the purchase of a new Digger Derrick truck at the June 6 Board. Because it takes a year to manufacture a Digger Derrick truck, it will be ordered in 2018, received, and paid for in 2019.

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.

Geoff Ward, Secretary Peru Utilities Service Board