

**PERU UTILITIES
MINUTES OF THE PERU UTILITIES SERVICE BOARD MEETING OF
MAY 6, 2020**

The Peru Utilities Service Board held a meeting virtually through video conferencing via Zoom, on Wednesday, May 6, 2020. Ms. Costin called the meeting to order at 4:00 p.m. pursuant to notice as required by law. The following Board members were present: M. Costin, R. Donoho, C. McKinney, and J. Edwards. Others present Attorney Dustin Kern, J. Chance, B. Tillett, L. France, J. Clark, J. Beisiegel, B. Zartman, B. Hall, and T. Eckelbarger.

1.) APPROVE BOARD MINUTES OF MARCH 18, 2020:

Mr. Donoho moved that the minutes of March 18, 2020, be approved. Mrs. Edwards seconded the motion. The motion passed unanimously.

2.) PAYMENT OF CLAIMS:

Mr. Donoho moved to approve the claims as presented. Mr. McKinney seconded the Motion. The motion passed unanimously.

3.) NEXT REGULAR MEETING:

The next regular meeting will be held Wednesday, May 20, at 4:00 p.m.

4.) PUBLIC COMMENT: None

5.) OLD BUSINESS:

CASS STREET IMPROVEMENTS PROJECT:

Mr. Donoho inquired about the status of the Cass Street Improvements Project. Mr. Beisiegel explained that the project is still moving forward but it will be months before the engineering is completed.

6.) NEW BUSINESS:

A.) ELECTION OF OFFICERS:

ELECTION OF CHAIRPERSON:

Mr. Donoho made a motion to nominate Ms. Costin as Chairperson to replace Mr. Akers who resigned. Following a second by Mr. McKinney, it was voted unanimously that Ms. Costin be Chairperson for the remainder of 2020.

ELECTION OF SECRETARY:

Mr. McKinney moved to nominate Mrs. Edwards as Secretary to replace Ms. Costin for the remainder of 2020; Mr. Donoho seconded the nomination and the motion passed.

B.) APPROVE DISBURSEMENT REQUESTS #1, #2, #3, #4 and #5 FOR THE GRISSOM WATER SYSTEM IMPROVEMENTS:

The Board considered the following disbursement requests #1, #2, #3, #4 and #5 for the Grissom Water System Improvements.

Disbursement #1, Dentons Bingham Greenebaum LLP, 20, for services rendered related to the State Revolving Fund Loans (SRF), for \$7, 216.

Disbursement #2, Baker Tilly Municipal Advisors, LLC, for services rendered with the analysis of the Grissom Water Utility rates and charges, for \$36,451.

Disbursement #3, Baker Tilly Virchow Krause, LLP, for services rendered with the preparation of a parity test report, for \$9,570.

Disbursement #4, Ice Miller LLP, for professional services for Waterworks Revenue Bonds, for \$36,000.

Disbursement #5, Attorney Dustin Kern, for legal services for the SRF Grissom Waterworks Bond Loan, for 30,000.

Mr. McKinney made a motion to approve disbursement requests #1, #2, #3, #4 and #5 for the Grissom Water System Improvements. Mr. Donoho seconded the motion. The motion passed unanimously.

C.) CONSIDER BID RECOMMENDATION FOR UNDERGROUND ELECTRIC INFRASTRUCTURE INSTALLATION AND BACK-UP CIRCUITRY FOR ARIZONA ISOTOPE:

Mr. Chance explained that the project includes extending the two distribution feeders that serve the industrial park to provide service to Arizona Isotope. The line extensions are part of the long-range plan to provide a looped distribution feeder around the South Industrial Park to serve future commercial and industrial customers in the area. The following are the respective bid amounts submitted by the five vendors:

	Total
TGB Unlimited, Inc.	\$134,680.00
Premier Power Maintenance	\$207,902.00
Gaylor Electric, Inc.	\$227,700.00
J & J Electric of Indiana, Inc.	\$297,439.00
The L.E. Myers Co.	No Bid

Mr. Chance recommended awarding the project to TGB Unlimited, Inc. at \$134,680. This contractor recently completed the installation of the transformer at Substation #2 – the project went smoothly.

Mrs. Edwards moved to award the contract for infrastructure installation and back-up circuitry for Arizona Isotope for \$134,680 to TGB, Unlimited Inc. Mr. McKinney seconded the motion. The motion passed unanimously.

7.) CITY ADMINISTRATION UPDATE: None

8.) CITY ATTORNEY'S UPDATE:

Attorney Dustin Kern asked that Mr. Zartman send him a copy of the RFP originally sent to Clawson Communications. Attorney Dustin Kern was in negotiations with Clawson Communications and felt that the situation could be resolved reasonably.

9.) MANAGER'S REPORT:

STAN AKERS, BOARD CHAIRMAN:

Mr. Chance reported that long-time Peru Utilities Service Board Chairman, Stan Akers has decided to retire from his duties as Chairman. At this, time Peru Utilities Service Board and staff would like to thank him for his faithful service and wise counsel and wish him well in all his future endeavors.

GRISSOM WATER PROJECT:

Initially, we delayed the first closing date in case any Stimulus money became available. Now we are closing on 5/14, we have 24 months to complete the project.

FINANCIALS:

Mr. Chance discussed each department's financial status with the Board noting that we are not receiving our normal revenue from customer payments due to the resolution that the Board approved March 18, which bans residential utility shut-offs during the pandemic. We estimate we will recover 80% of the arrearage. Mr. Chance noted that the COVID-19 pandemic has complicated our project planning causing budget cuts to every department and program. If it is not something that has to be done, we are not doing it at this time. He discussed that the electric funds have declined somewhat because we had transferred from the Electric Depreciation Fund to the Grissom Water Depreciation Fund \$500,000 to maintain a positive cash account balance while expending money in preparation of the State Revolving Fund (SRF) loan to finance the Grissom Water System Improvements Project. Mr. Chance said that our bank accounts are robust this is just a temporary setback. Mr. Chance stated that there are two months past due payments for all utilities and that a COVID-19 Utility Assistance Program letter will be included with all of May's bills to customers as an insert, this information will also be posted to Facebook and our website. Mrs. Edwards offered suggestions concerning ongoing communication with customers regarding their past due bills. It was noted, that customers are still responsible for paying their bills at some time.

WABASH RIVER MAIN CROSSINGS:

Mr. Chance stated that we received just one bid from Atlas Construction at \$2.3 M for the construction of two river crossings to replace existing crossings. The engineers had estimated the cost would be \$1.2 - \$1.3 M for the whole project. Mr. Chance said that he will be asking the Board to reject the bid for this project at the May 20 Board meeting.

LONG-TERM COVID RESPONSE:

Mr. Chance said some customers are concerned about paying their utility bills on time. He said that because our janitor also works at the hospital, we have asked him not to come back for a while. Employees have been cleaning, bleaching, and keeping all areas including company vehicles cleaned daily. Mr. Chance said he wanted to do something nice for all employees when this is all over because of their dedication. The second two-week rotation of employees begins 5/11 and ends on 5/22. At this time, it is planned that all employees will return to work on 5/26. Mr. Chance said that he is not a fan of scrapping the current way that employees are working, we are only getting the basic needs of our customers done, and it is tough to get some things done. Mr. Chance asked the Board's opinion about the two-week work cycle. Mr. McKinney felt that the current plan was working great and it was the best way to eliminate exposure to workers. He felt that it would be a bad idea to discontinue that plan at this time due to the conditions in Cass County and surrounding communities. Because Peru Utilities is essential to the City and its citizens, we would not want to come back too early and become an issue with the COVID-19. The Board all agreed that they entrusted Mr. Chance and staff with the ability to assess the situation and return to a full work schedule when the time is right. Mr. Chance asked the Board their feedback to Board meetings held via Zoom conferencing. All the Board members were in favor and felt that since we have the technology available we should use it and not take any unnecessary risks, everyone agreed to conduct the May 20 Board meeting via Zoom conferencing. It was felt this the method was successful under the circumstances.

FACEMASKS:

Peru Utilities has donated N95 facemasks to the hospital and we have applied for an allotment of masks from AWWA and FEMA/APPa, we are providing our employees with the proper Personal Protective Equipment (PPE).

HELPING HANDS DONATION:

Mr. Chance thanked everyone who helped with the \$1,000 donation and shopping cart of food to Helping Hands.

10.) ADJOURNMENT:

There being no further business to bring before the Board, Mr. Donoho made a motion to adjourn. Mr. McKinney seconded the motion. The motion passed, the meeting adjourned.

Jami Edwards, Secretary Peru Utilities Service Board