

**PERU UTILITIES
MINUTES OF THE PERU UTILITIES SERVICE BOARD MEETING OF
DECEMBER 16, 2020**

The Peru Utilities Service Board held a meeting at the Peru office at 335 East Canal Street, Peru, Indiana, and virtually through video conferencing via Zoom, on Wednesday, December 16, 2020. Chairperson Mary Costin called the meeting to order at 4:00 p.m. pursuant to notice as required by law. The following Board members were present Ms. Mary Costin, and Mr. Dave Van Baalen. Board Member Mr. Richard Donoho and Attorney Dustin Kern attended virtually. Board Members Mrs. Jami Edwards and Mr. Chris McKinney attended virtually but logged into the meeting after Agenda Items A-E had been voted upon. Others present Mayor Miles Hewitt, Mr. Josh Chance, Mrs. Brenda Tillett, Mr. Lee France, Ms. Joyce Clark, and Mr. Jamin Beisiegel.

1.) APPROVE BOARD MINUTES OF DECEMBER 2, 2020:

*Mr. Donoho moved that the minutes of December 2, 2020, be approved.
Ms. Costin seconded the motion. Mr. Van Baalen did not vote because he was not present at that meeting, Ms. Costin and Mr. Donoho voted in favor, Mr. Van Baalen abstained, motion passed.*

2.) PAYMENT OF CLAIMS:

Mr. Donoho moved to approve the claims as presented. Mr. Van Baalen seconded the motion. The vote was unanimous, motion passed.

3.) NEXT REGULAR MEETING:

The next regular meeting will be held on-site Wednesday, January 6, 2021, at 4:00 p.m. in the Team Teaching Room and virtually through Zoom video conferencing. The link to join the meeting will be advertised in the Peru Tribune before the meeting date.

4.) PUBLIC COMMENT: None

5.) OLD BUSINESS: None

6.) NEW BUSINESS:

A.) APPROVE DISBURSEMENT REQUESTS #24 & #25 for the GRISSOM WATER SYSTEM IMPROVEMENTS PROJECT:

The Board considered the following disbursement requests #24 and #25 for the Grissom Water System Improvements.

Disbursement Request #24, Thieneman Construction, for contract construction work for the period of 10/29/20 – 11/30/20, for \$428,648.00, less retainage of \$42,865.00 for the total amount of \$385,783.00.

Mr. Van Baalen made a motion to approve Disbursement Request #24 to Thieneman Construction, for contract construction work for the period of 10/29/20 – 11/30/20, for the amount of \$428,648.00, less retainage of \$42,865.00 for the total amount of

\$385,783.00 for the Grissom Water System Improvements. Mr. Donoho seconded the motion. The vote was unanimous, motion passed.

Disbursement #25, NV Grant Services, for professional services rendered for Labor Standards for \$900.00.

Mr. Van Baalen moved to approve Disbursement Request #25 to NV Grant Services for \$900.00, for the Grissom Water System Improvements. Mr. Donoho seconded the motion. The vote was unanimous, motion passed.

B.) APPROVE SALE OF 2002 DIGGER DERRICK TRUCK:

Mr. Chance presented the Board with a plan to dispose of the 2002 Digger Derrick Truck. He noted that the replacement for this truck was purchased a year ago; the new truck had many problems, which were addressed. Mr. Chance felt that now it is a good time to offer the 2002 Digger Derrick Truck for sale with a minimum bid price of \$30,000.00. Mr. Van Baalen wondered about the bid advertising process. Mr. Chance indicated that Utility Truck Equipment was not interested in advertising the truck on their website, but they would reach out to other vendors to help us with the sale. We will also advertise in the Peru Tribune and on our website. Mr. Donoho inquired what would happen if no one met the minimum bid price. Mr. Chance responded that he would have to return to the Board to get approval to establish a lower minimum bid price.

Mr. Donoho made a motion to bid the 2002 Digger Derrick Truck for sale to the public for the minimum bid price of \$30,000.00. Mr. Van Baalen seconded the motion. The vote was unanimous, motion passed.

C.) RECOMMEND CONTRACTOR FOR CASS STREET BOTTLENECK PROJECT:

Mr. Chance explained that we received three bids from contractors for the Cass Street Bottleneck Project. The following are the respective bid amounts submitted by the three vendors:

Atlas Excavating	\$486,080.00
Cleary Construction	\$498,200.00
Deichman Excavating	\$407,939.00

Mr. Chance stated that both Ms. Ewer and Mr. Beisiegel recommend awarding the contract to Deichman Excavating. This contractor has worked for us in the recent past and has performed well.

Mr. Van Baalen made a motion to award the contract to Deichman Excavating for \$407,939.00. Mr. Donoho seconded the motion. The vote was unanimous, motion passed.

D.) RECOMMEND CONTRACTOR FOR WABASH RIVER WATER MAIN CROSSING - REBID:

Mr. Chance explained that the Wabash River Main Crossings was initially bid as part of the Peru Water Upgrade Project. However, we did not get a bid for this particular portion of the upgrade at that time. The project was rebid in April 2020, and we received only one bid. We thought we would offer the project up for bid one more time, hoping to get competing bids. Three bids were received with various bid alternatives. We anticipated that the cost of both water main crossings to be around \$1,200,000. The lowest bid to do both water main crossings was \$2,249,965. This is more than our budget can support, of the two lines, the Wayne Street crossing is more vulnerable to damage. Computed total bid for the three contractors as follows:

- Yardberry Landscape Co. \$2,249,965
- Atlas Excavating \$2,255,505
- HRP Construction, Inc. \$2,392,320

Bid Alternatives No. 2 and No. 4 (Installation of Wayne Street crossing using directional drill method)-Atlas Excavating of Lafayette, Indiana, was the apparent low bidder with deducts of \$51,750.00 for Bid Alternative No. 2 and \$1,078,615.00 for Bid Alternative No. 4. This leads to a total project cost of directionally drilling the Wayne Street crossing of \$1,125,140.00.

Mr. Chance recommended that the Board approve the bid from Atlas Excavating with Bid Alternatives No. 2 and No. 4 to construct the Wayne Street water main crossing by directional drill method for the total amount of \$1,125,140.00. We will use \$600,000.00 of the remaining State Revolving Funds to fund the project. The remaining cost of this project is included in the upcoming year's budget.

Mr. Donoho made a motion to accept the bid from Atlas Excavating to construct the Wayne Street water main crossing by directional drill method for \$1,125,140.00. Mr. Van Baalen seconded the motion. The vote was unanimous, motion passed.

Mr. Chance stated that the engineer's cost was more than was anticipated and that going forward we need to establish leverage with engineering firms when we bid out our projects and hold them to a higher standard so that we have a clearer view of what projects are going to cost.

**E.) RECOMMEND ENGINEER FOR WABASH RIVER WATER MAIN CROSSING
CONSTRUCTION ADMINISTRATION:**

Mr. Chance explained that for every large project we have an engineer that oversees the project to ensure that the contractor's work is done properly. Mr. Chance recommended to the Board to hire Commonwealth Engineers, Inc., to provide construction administration for the Wayne Street Crossing by directional drill method for a fee not to exceed \$45,600.00.

Mr. Van Baalen made a motion to accept the bid from Commonwealth Engineers, Inc. to provide construction administration for the Wayne Street Crossing for a fee not to exceed \$45,600.00. Mr. Donoho seconded the motion. The vote was unanimous, motion passed.

7.) CITY ADMINISTRATION UPDATE:

Mayor Miles Hewitt reported that the City police department retired their canine Fargo because of health issues and released him to his partner. He wished everyone a Merry Christmas and Happy New Year.

8.) CITY ATTORNEY'S UPDATE:

Attorney Dustin Kern reported he was working with Mike Walsh to obtain an easement across our Well #7 property at Grissom for AZI from Health and Human Services. He explained that after six months of correspondence HHS has finally given us a secondary avenue by writing a letter of permission so that Peru Utilities can cross the property with our underground equipment.

9.) MANAGER'S REPORT:

COVID-19 UPDATE/VACCINES:

Mr. Chance provided the Board with an update regarding COVID-19 cases among Peru Utility employees. Mr. France reported he had submitted a formal request to the Miami County Health Department to include Peru Utility employees in the Phase 1-B COVID vaccinations because we are part of the critical infrastructure workforce as defined by Cyber Security & Infrastructure Security Agency, which includes water, wastewater, and electric departments.

ARIZONA ISOTOPE UPDATE:

Mr. Chance reported that Arizona Isotope's redundant circuitry is completed. We are awaiting to hear from them in regards to making their equipment live.

2021 PROJECT PRIORITY LIST:

Mr. Chance stated that the purpose of the Project Priority List is to note the number of projects in the order of their importance. It helps staff to plan. Mr. Chance

asked if the Board had any questions regarding any of the projects.

Ms. Costin inquired about the Boardroom renovation and the window replacement project. She felt the Boardroom needed to be increased in size. Mr. Van Baalen felt with the significant monetary challenges that Peru Utilities will have to face in the next 3-5 years that should not be at the top of the priority list. After a lengthy discussion, all the Board members felt that it would be best to continue to pursue the Boardroom renovation as originally planned. Mr. Chance noted that the mold remediation was completed in the Boardroom for a cost of \$1,755.52.

There was discussion about Board meetings being held in the Teach Teaching Room. Mr. Chance stated that he would like to move the PUBS meetings back to the Boardroom eventually, but due to the current pandemic and the Boardroom repairs, it will be something we look forward to in the future. There was concern about outsiders attending PUBS meetings during COVID-19, Mr. Donoho pointed out that during his time on the Board there had not been much outside participation in Board meetings. It was noted that the public could participate in meetings connecting to a Zoom link, which is advertised in the Peru Tribune and on our website. Mr. Chance stated that the Team Teaching Room is always available for meetings even after the COVID situation ends.

Mr. Chance stated that he will be out of the office and will return on January 4, 2021.

Ms. Costin and Mr. Donoho wished everyone and their families a Merry Christmas and Happy New Year.

10.) ADJOURNMENT:

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

Jami Edwards, Secretary Peru Utilities Service Board