



Marion Utilities

1540 N Washington St.

Marion, IN 46952

www.marionutilities.com

Service Board

BOARD MINUTES OF THE NOVEMBER 7, 2024 MEETING

The Marion Utility Service Board held their meeting on Thursday, November 7, 2024 at 5:30 p.m. in the L.E.A.D. Center, Building 101, at Marion Utilities, 1540 N. Washington Street, Marion, Indiana.

The meeting began with a moment of silence in honor of Mr. William Dorsey.

Roll was called and those board members present were: Robert Logan, Chairman; Isaiah Fuller; Al Green and Herschel Lewis. Doug Carl and Kristy Barney were absent.

Also present at the meeting were: Robin Shrader, Director; Pat Pinkerton, Assistant Director for Engineering & Solid Waste; Chad Guyer, Assistant Director for Operations & Maintenance; Erika Devine, Council Liaison; Tiffany Snyder, Accounting/Billing Coordinator; Misty Humphries, Secretary; and Mike Conner, Attorney.

CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS

There were no additions or deletions.

APPROVAL OF MINUTES

Mr. Lewis moved, seconded by Reverend Green, to approve the minutes of the October 3, 2024 meeting. All board members present voted aye. Motion carried unanimously.

FINANCIALS

Mrs. Snyder presented the September 2024 financials. She explained that sales for all Utilities showed growth with the exception of Stormwater which was steady with prior years. Solid Waste saw an increase in revenue due to the rate increase. Water and Solid Waste saw increases in expenses. Mrs. Snyder said that Water's increase in materials and supplies was related to the Northeast Generator Project. Mrs. Snyder also reported that Wastewater and Stormwater saw reductions in expenses. In closing, Mrs. Snyder commented that approximately \$100,000 in bank interest had been earned as of September 30, 2024. Mr. Logan commended leadership for putting money into account that allowed for interest earning. There being no further questions or comments, Mr. Lewis moved, seconded by Reverend Green, to approve the financials as presented. All board members present voted aye. Motion carried unanimously.

UPDATE ON PROJECTS

Mr. Pinkerton reported that the SRF projects were the only projects underway. As far as the Distribution System projects went, the installations of mains and restoration were complete. The Lead Service Line project was still being worked on and had reached the half-way point. Mr. Pinkerton said the Meter Replacement project was progressing a little on the slow side, but the pace would pick up soon. Mr. Guyer reported on the Water Tank projects. He stated that there



were some fence repairs and yard work to complete at the Butler Tank. The contractor was working on the interior of the Meridian Street tank which was on track to be completed by the middle of the following week. Mr. Guyer said the plan was to blast the exterior and get a zinc primer on the tank in case if the weather fell apart. This would allow the contractor to come back if needed. Mr. Logan asked about the work on the bypass. Mr. Pinkerton and Mr. Guyer said that the Distribution crew was chasing a leak at Winona. Mr. Pinkerton said the 6" water main was installed in the 1940s while the 16" main was installed in 1969. The as build drawings were not accurate. Mr. Guyer added that the 6" main was split at the valve where it goes into the 16" main. Because of the location, a clamp could not be put on and the valve would have to be pulled. Mr. Guyer said as there was only one house on the 6", they were thinking about tapping the house onto the 16" and abandoning the 6". Mr. Lewis asked why there were a lot of pallets at the tower. Mr. Guyer explained it was spent sand used in blasting. It had to be sent out for testing before disposal at a landfill.

VACATING CLARK STREET

Mr. Pinkerton said that Commonwealth was on site earlier today to look at the plans which were approximately 30% done for the CSO remediation at Home & Lincoln. Mr. Pinkerton presented a slide depicting the area. He explained that the side of the slide was a design illustrating where the tank placement was recommended. Mr. Pinkerton said that the next step would be to vacate Clark Street so that the tank could be located across Clark Street which was illustrated on the right side of the slide. There was only one house located on Clark Street so access would not be eliminated to residents. Mr. Pinkerton said with the Board's permission he would proceed with the paperwork to be presented to City Council. Reverend Green moved, seconded by Mr. Lewis, to approve proceeding with City Council to vacate Clark Street. All board members present voted aye. Motion carried unanimously.

TRANSFERS & PAY REQUESTS

Mr. Pinkerton presented two pay requests. The first was to Keith Sullivan in the amount of \$51,139.75 for the Storm Sewer at 37th & Nebraska with release of retainage in the amount of \$5,100. The second pay request was also to Keith Sullivan in the amount of \$3,038.45 for the 11th Street Sanitary Sewer project completed in 2023 along with the retainage of \$2,605.18. Mr. Lewis moved, seconded by Reverend Green, to pay the requests as presented. All board members present voted aye. Motion carried unanimously.

GRANT COUNTY LEARNING CENTER PARTNERSHIP

Mrs. Shrader stated that a few weeks ago the Grant County Regional Career Center approached the Leadership Team and proposed a partnership to establish a work based and internship program. Mrs. Shrader read the request as follows:

"We are writing to propose a partnership between the Grant County Regional Career Center and Marion Utilities to establish a formal work based learning and internship program. Our internship allows students to gain valuable hands on experience in their chosen field while earning both high school and college credit. We believe that partnership with Marion Utilities would offer our students unique opportunities to learn from industry professionals and apply their classroom knowledge to real world projects. Additionally, we are interested in collaborating on our current home build project located at 2214 S Race Street in Marion. This project is a valuable learning experience for our students and a meaningful community service initiative. Upon completed, the

home will be provided to disabled low-income lifelong Marion resident. One of the primary challenges we are facing with the home build project is connecting the home to the City water and sewage system. The cost of the hook-up is a significant barrier to completing the project. We believe a partnership with Marion Utilities can help us overcome this obstacle and ensure the success of the project. Furthermore, many of our students who started this home over a year ago will graduate soon and eagerly anticipate the project's completion. A successful partnership with Marion Utilities would help us finish the house and give our students a sense of accomplishment and a lasting legacy. Thank you for your time and consideration. We look forward to working together to provide our students with meaningful internship experiences."

Mrs. Shrader said that the crux of the request was that if the request were just about an internship program it wouldn't be an issue. However, the house project was a special request. The program would provide the materials. However, the labor and expertise of actually making a water and sewer connect was the request for assistance. Mrs. Shrader stated that her understanding was in the past, the Utility had helped with other educational type projects like this. She did not think that favoritism would not be shown to a particular customer since the property had not been turned over yet. Mrs. Shrader said rather, we would be participating in an educational opportunity with this group of students. Mr. Pinkerton said earlier this week, the System Maintenance group met with 8-10 students to view the televising of the infrastructure in order to locate the sewer connection. Mrs. Shrader said essentially the request was whether to assist in making the connections. Mr. Lewis asked if this was a financial or physically assist. Mrs. Shrader said it was both as it would be the labor for install as well as the expertise for the install. Mr. Lewis said we would send someone out from the Utilities to perform the install. Mrs. Shrader said that was correct. Students would be onsite actively watching, but they would not be in a hole performing the work. Mr. Lewis asked if this was something we would normally do. Mrs. Shrader said not normally as this would be the responsibility of the homeowner. This was a learning opportunity to help with an educational endeavor. Mr. Lewis moved, seconded by Reverend Green, to approve the project and stated that this would be a great program and opportunity. Mr. Lewis noted specifically that this was a lot better opportunity to help than just giving \$100 here or there. Mr. Logan echoed the sentiment. Mrs. Shrader commented that this was another way to add value. All board members present voted aye. Motion carried unanimously. Mr. Fuller said that this was a great opportunity.

1208 W NATIONAL AVENUE REQUEST

Mrs. Humphries presented three customer requests and asked that they all be assigned to Committee for further review and discussion. The first request was for 1208 National Avenue. This occurred as there was a medical emergency. The customer hit their head while preparing to get into the shower. The customer was not found for 24 hours and the water continued to run. Mr. Logan assigned the request to the Water Committee. The second request was for 3032 N Blue Heron Trace. The customer at this location has an irrigation system that was tied into his domestic service. Unfortunately, there were some issues including a leak with the system. The customer was having some issues in finding someone to look and possibly repair the service due to the time of the year. The customer has shut off the service but was requesting an adjustment. The third and final request came from Café Valley. Mrs. Shrader explained that that Café Valley sent a Letter of Appeal related to a recent invoice sent to them for a BOD surcharges invoice that Café Valley felt was too high. BOD stands for Biological Oxygen Demand which was a measure of the wastewater strength. Mrs. Shrader said here at the plant there was a certain capacity available to treat a certain strength of wastewater. The background concentrations were regularly evaluated in the

entire collection system to know how much we can allow industries to give to us without overtaxing the system at the plant. When you go over those limits, according to the ordinance there is an extra fee. The industries have the choice to install pretreatment facilities at the industrial site and pay for it there or send it to the Wastewater plant and pay for it by the way of surcharges. Mrs. Shrader said that after recent testing, double checking math, and having additional eyes look over the data, Café Valley believes the charge was extraordinary. Mrs. Shrader said that we believe it is correct as Café Valley has added a couple of different lines for cupcakes. Their process has changed significantly. Mrs. Shrader recommended that this request be moved to the Wastewater Committee for additional discussion and review. Mr. Logan assigned the 3032 N Blue Heron Trace and Café Valley requests to the Wastewater Committee.

APPROVAL OF CHEMICAL BIDS

Mr. Guyer presented the chemical bids for 2025. Mr. Guyer stated that the bids were opened on Tuesday, November 5th. A listing of the chemicals and vendors was presented for review. Mr. Guyer explained that the highlighted bids were the low winning bid. He also explained that the Chlorine & Sulfur Dioxide bids were the only two chemicals seeing a decrease in price. Mr. Guyer added that all of the low bids were submitted by current vendors. Mr. Lewis moved, seconded by Reverend Green, to approve the low bids. All board members present voted aye. Motion carried unanimously.

SENIOR LEADERSHIP REPORTS

M. Humphries, Executive Assistant & Administrative Manager

Mrs. Humphries reported that there 11,054 bills were mailed out in October. Quite a few had to be estimated due to the programming of new meters and inaccessibility. As far as illegal usage went, there were only four meters pulled in October. Mrs. Humphries said that this was a fantastic number. Staff sent out 159 service disconnections due to non-payment with 94 reconnections from delinquents after payments were made (65 remained disconnected). Unfortunately, there were also 14 payment arrangements that were broken/unpaid. Mrs. Humphries presented a breakdown of payments as well. The breakdown was:

Payment Type	October	Grand Total
Credit Cards (Autopay)	\$98,046.16 (677 transactions)	
Credit Cards (Kiosk)	\$730.48 (8 transactions)	
Credit Cards (Customer Portal)	\$421,866.13 (3,237 transactions)	
Credit Cards (Phone)	\$83,357.03 (813 transactions)	
Credit Cards (Cashier)	\$28,976.25 (251 transactions)	\$632,976.05 (4,986 transactions)
Money Orders	\$3,788.78 (43 transactions)	\$3,788.78 (43 transactions)

Checks (Autopay)	\$160,492.25 (1,274 transactions)	
Checks (Lockbox)	\$383,755.85 (2,164 transactions)	
Checks (Cashier)	\$121,026.39 (642 transactions)	\$665,274.49 (4,080 transactions)
Cash	\$85,462.57 (895 transactions)	\$85,462.57 (895 transactions)
VANCO (Other Locations)	\$90,838.33 (1,022 transactions)	\$90,838.33 (1,022 transactions)
Total Payments		\$1,478,340.22

*From Customer Payment History Report

P. Pinkerton, Assistant Director for Engineering & Solid Waste

Mr. Pinkerton reported Solid Waste had 946 tons go through the Transfer Station last month through. There was one extra day of operations that month and equated to 49.8 tons per day. Mr. Pinkerton said this was not the biggest day. Mr. Pinkerton also reported that the third quarter revenue was \$88,000 at the end of September which was about one-third less than what it was in 2023. Mr. Pinkerton said that Solid Waste had 975 tons previously. As far as curb side pick-up, Mr. Pinkerton said that it was 7% less than what was were picking up at the curb previously.

C. Guyer, Assistant Director for Operations & Maintenance

Mr. Guyer started by thanking the Board for the opportunity to serve in this position. All of the subsequent positions that opened due to his change in position have been filled. Mr. Lewis asked who the new O&M Supervisor was. Mr. Guyer said that Mark Theel was promoted to Water Supervisor. Mrs. Shrader explained that Mr. Theel had often attended the Board meetings in the past.

R. Shrader, Utility Director

Mrs. Shrader stated that there were 220 kids that came through the Trunk-or-Treat event. It went really well and would be a scheduled event for 2025 as well. Mrs. Shrader explained that the 2025 Budgets were available for review and Committee meetings would be scheduled soon. She pointed out that the COLA announcement had been made so a 2.5% COLA was included in the budgeted salary figures. Chemical bids were also included. In closing, Mrs. Shrader explained that the health insurance for employees would need to transition back to a fully insured plan with Anthem. A self-insured plan was tried and unfortunately, it didn't work as hoped.

BOARD MEMBERS' COMMENTS

Mr. Lewis wanted to make sure that something would be sent to Mr. Dorsey's family. Mrs. Humphries stated that an arrangement from the Board would be sent in addition to one from the employees.

CHAIRMAN'S REMARKS

Mr. Logan thank everyone for their attendance. He said it was wonderful to see everyone after a break. A quorum is very important.

The next meeting was scheduled for 5:30 p.m. on Thursday, November 21, 2024.

There being no further business before the Board, Mr. Lewis moved, seconded by Reverend Green, to adjourn the meeting. All board members present voted aye. Motion carried unanimously.

Meeting adjourned at 6:13 p.m.

Robert Logan, Chairman
Marion Utilities Service Board

ATTEST

A handwritten signature in black ink that reads "Misty D. Humphries". The signature is written in a cursive style and is positioned above the printed name of the secretary.

Misty Humphries
Its Secretary