



Marion Utilities

1540 N Washington St.
Marion, IN 46952
www.marionutilities.com

Service Board

Memo To: All Utility Board Members
From: Bob Logan, Chairman
Date: February 26, 2021
Re: Agenda for March 4, 2021 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, March 4, 2021 at 5:30 p.m. in the Training Center Building 101 at Marion Utilities, 1540 North Washington Street, Marion, Indiana. Due to the current health crisis, you may also join the meeting via Zoom by visiting:

<https://us02web.zoom.us/j/86240517838> Enter Meeting ID: [862 4051 7838](https://us02web.zoom.us/j/86240517838)

To join via conference, dial 1.312.626.6799

The following will be the agenda:

- I. **ROLL CALL**
- II. **INTRODUCTION OF GUESTS**
- III. **CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS**
- IV. **APPROVAL OF MINUTES**
 - A. Regular meeting of February 4, 2021
- V. **FINANCIALS**
 - A. December 2020
- VI. **OLD BUSINESS**
 - A. Update on Projects – P. Pinkerton
 - B. COVID-19 Update - C. Binkerd





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VII. NEW BUSINESS

- A. Transfers & Pay Requests - Senior Leadership Team
- B. COVID-19 Preparedness Plan Approval- C. Binkerd
- C. On Call Pay- R. Shrader
- D. Phone System- C. Binkerd

VIII. SENIOR LEADERSHIP REPORTS

- A. Assistant Director for Engineering & Solid Waste- P. Pinkerton
- B. Assistant Director for Operations & Maintenance- R. Shrader
- C. Utility Director- C. Binkerd

IX. BOARD MEMBERS' COMMENTS

X. CHAIRMAN'S REMARKS

XI. NEXT MEETING

Thursday, March 18, 2021

Robert Logan, Chairman
Marion Utility Service Board

cc: News Media
City Administration/Council
Department Heads





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Service Board

BOARD MINUTES OF THE MARCH 4, 2021 MEETING

The Marion Utility Service Board held their meeting on Thursday, March 4, 2021 at 5:30 p.m. in the L.E.A.D. Center, Building 101, at Marion Utilities, 1540 N. Washington Street, Marion, Indiana. A Zoom option was also available.

Roll was called and those board members present were: Bob Logan, Chairman; Doug Carl, Vice Chairman; Bill Dorsey; Mia Erickson; Al Green; Von Jackson; and Herschel Lewis.

Also present at the meeting were: Chuck Binkerd, Director; Pat Pinkerton, Assistant Director for Engineering and Solid Waste; Robin Shrader, Assistant Director for Operations and Maintenance; Mike Conner, Attorney; Misty Humphries, Secretary; and Mark Theel.

CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS

Mr. Dorsey moved, seconded by Mr. Carl, to add item E Approval of Electrical Quotes to the agenda. All members present voted aye. Motion carried unanimously.

APPROVAL OF MINUTES

Mr. Carl moved, seconded by Mr. Dorsey, to approve the regular meeting of February 4, 2020 meeting. All members present voted aye. Motion carried unanimously.

FINANCIALS

Mr. Binkerd stated that the December 2020 were being presented in the new format. The first page presented was a summary with the detailed analysis on the following pages. The Water, Wastewater, and Storm Water Utilities experienced a loss. The Water Utility had two months' worth of lime invoices which contributed to its loss. The Wastewater Utility paid an invoice totaling over \$88,000 for the Long Term Control Plan, and the Storm Water Utility paid Dave's Excavating over \$90,000 for the Cured-in-Place Project Phase 3. Mr. Carl asked if there was progress on the software system. Mrs. Humphries added that staff from UMS and CYMA had a conference call with the Utilities' IT Coordinator, Mrs. Humphries, and Mrs. Snyder. Mrs. Humphries said that she hopes that with everyone working together the issues might be resolved. Mr. Carl asked if Mr. Binkerd was comfortable with the financials, and if he thought there would be any more adjustments. Mr. Binkerd said he was comfortable with the numbers as Jennifer Wilson had really taken the time to review the transactions during December. Mr. Carl moved, seconded by Mr. Dorsey, to approve the financials. All members present voted aye. Motion carried unanimously. Mr. Logan thanked everyone for their hard work.



UPDATE ON PROJECTS

Mr. Pinkerton reported that the work on the 1300 building's garage floor has not started due to scheduling conflicts. Mr. Pinkerton expects that it would begin within the next two weeks. There are some smaller T&M projects out now. Mr. Pinkerton stated that the Long Term Control Plan improvements to the chlorination/de-chlorination process and CSO storage tank projects were out for bid and were due in within the next month.

COVID-19 UPDATE

Mr. Binkerd said that the State website shows Grant County as blue. The Grant County Health Department shows the County as yellow. Mr. Binkerd stated that the lobby has not been opened yet. The lobby would normally plan on Monday. However, there are some phone issues, which Mr. Binkerd said he would address later on the agenda, which would make it difficult for the Customer Service Representatives to service the drive thru, phone, and walk in traffic. For these reasons which would be addressed in further detail later in the agenda, Mr. Binkerd stated that the lobby would need to remain closed for now.

TRANSFERS & PAY REQUESTS

There was no transfer or pay requests.

COVID-19 PREPAREDNESS PLAN APPROVAL

Mr. Binkerd explained that the COVID-19 Preparedness Plan contains all of the procedures and processes under which the Utilities have been operating since day one of the pandemic. Terri Couse, Safety Coordinator, took the lead on this. She incorporated guidance from the CDC, OSHA, State, and County to develop the plan. The plan would serve as the Board's official plan for addressing COVID-19 and placed on file as required. Mr. Carl said that the plan was very well done. Mr. Lewis asked if everyone affected had recovered. Mr. Binkerd said that there were several employees were affected by COVID-19. Luckily, everyone had recovered. Mr. Dorsey moved, seconded by Mr. Lewis, to approve the COVID-19 Preparedness Plan. All members present voted aye. Motion carried unanimously. Mr. Logan thanked Ms. Couse for putting the plan together.

ON CALL PAY

Mrs. Shrader explained the phone system crashed. When this happened, all of the afterhour calls were handled by the On Call Distribution Technician. This affected two members. Mrs. Shrader shared a detailed spreadsheet of the number of calls received by the Technicians. The number of calls were excessive. The first technician answered 248 and the second technician answered 199 calls. These calls were taken when neither Technician was clocked in and working on other issues that had been reported. Mrs. Shrader said given the unusual and excessive volume of calls taken, she would recommend that they be compensated at \$2 per call. For Technician K that would be \$496 and for Technician C it would total \$398. Mrs. Shrader reiterated that the calls received while clocked in and working were not counted in the total calls. Mrs. Erickson asked what the normal volume of calls was. Mrs. Shrader said approximately seven calls and that would be distributed over several days. Mrs. Erickson asked how it was determined where to draw the line. Mrs. Shrader explained that the line was drawn when a temporary fix for afterhours calls went into effect. Mrs. Shrader said that both Technician K and Technician C were troopers and were excellent at handling the excessive call volumes. Mr. Dorsey moved, seconded by Mr. Lewis, to approve the additional compensation for the answering of afterhours calls by Technician K and Technician C at a rate of \$2 per call. All members present voted aye. The motion carried unanimously.

PHONE SYSTEM

Mr. Binkerd reported that the phone system went down over three weeks ago. The phone system was managed by a company that gave us great service in the past. The company has let our account manager go and now the company was nonresponsive. Mr. Binkerd said that several directions to determine what kind of system might be functional and best serve our needs have been investigated and considered. Mr. Binkerd said that three companies were met with and provided quotes on a new phone system. Those companies were Level 365, Metronet, and Free PBX. Level 365 had a total up front cost of \$14,000. There would also be an early termination fee for the Metronet contract in the amount of \$9,000 bringing the total up front cost to \$23,000. In addition, Level 365 would have a monthly fee for the number of seats (or extensions) totaling \$1,800. A one year seat subscription to Level 365 would total \$21,600 and a five year seat subscription would total \$108,000. Metronet did not have an upfront cost for equipment. There would also not be an early termination fee. Metronet has a monthly cost of \$1550 for equipment rental. One year of equipment rental would total \$18,600 and five years of equipment rental would total \$93,000. Mr. Binkerd said that the Utilities' IT Team presented the freePBX option. FreePBX has been in business for 20 years and has a solid track record. Mr. Brainerd and Ms. Jessica Stewart, the IT Specialist, will have to get into the software and tailor it, but they have the expertise to make this happen. The upfront hardware costs from freePBX were \$5,852 plus some add on modules totaling \$275 brought the total upfront cost to \$6,127. There would be monthly recurring charges of \$317 with freePBX that would total \$3,804 and \$19,020 for five years. Mr. Binkerd added that the freePBX option would all the Utilities to get rid of two POTS lines that cost \$300 and two other services that cost us an additional \$300. The elimination of those services would result in a next savings of \$300. Mr. Binkerd said he has every confidence in the IT Workgroup. He added that the equipment would be in within 2-3 weeks which was the same timeframe that the other companies provided. Mr. Binkerd concluded that once the system was set up, the maintenance time would be minimal, and there are eight (8) servers available so redundancy wouldn't be an issue either. Mr. Lewis moved, seconded by Mr. Dorsey, to approve freePBX as the new provider for phone services. All members present voted aye. The motion carried unanimously.

APPROVAL OF ELECTRICAL QUOTES

Mrs. Shrader said a new slaker would be added at the Water Division. A large amount of money \$500,000 was budgeted for the slaker. Mrs. Shrader stated that as a part of the slaker money, she would like to get the electrical upgraded as well. There were two quotes received. J&J Electric quoted \$70,059 and Rex Collins bid \$76,180. Mrs. Shrader explained that the two companies had differing methodologies for installation. Rex Collins wanted complete installation over the weekend and by shutting down. Minimal staff would be on hand to assist during this time. J&J Electric wanted to complete installation during the week and patch in with generators while there was full staff available. Mrs. Shrader recommended J&J Electric because of their quote and installation plans. Mr. Logan reiterated that this was budgeted since it was directly related to the slaker project. Mrs. Shrader said that Mr. Logan was correct. Mr. Lewis moved, seconded by Mr. Carl, to approve the quote submitted by J&J Electrical. All members present voted aye. The motion carried unanimously.

SENIOR LEADERSHIP REPORTS

P. Pinkerton, Assistant Director for Engineering & Solid Waste

Mr. Pinkerton reported that the Street Sweepers would be out next week if the weather holds. Solid Waste had a slow month in February. They averaged 37 tons per day. The first few days in March have averaged 50 tons per day. Mr. Pinkerton said that recycling also slowed down but has since picked up. The first semi-trailer was loaded last week. Mr. Pinkerton stated that the majority of the load was bailed and would have

equaled four semi loads so the bailer was definitely saving money. Mr. Conner added that he had brought some materials to the Recycling Center and had some positive feedback and suggestions for Mr. Pinkerton.

R. Shrader, Assistant Director for Operations & Maintenance

Mrs. Shrader reported that in 2019 the NPDES permit was renewed. There was a concern over lead and copper at that time. Mrs. Shrader said it had to be monitored and sent out weekly which was a considerable cost. Mrs. Shrader stated that this requirement was going to be lifted and quarterly testing could resume. Mrs. Shrader also reported that the INAWWA Conference would be held in French Lick in person. Precautionary measures will be taken while attending the conference.

C. Binkerd, Utility Director

Mr. Binkerd stated that there were some new regulatory issues coming down. The Senior Leadership Team has been looking at the lead and copper regulations that are changing and affect the Water Division. Most of the services that are located throughout the community were put in many, many decades ago. Some of the services still have lead pipes. Mr. Binkerd stated that hasn't been an issue because of the way the chemistry is managed by staff. There is essentially a coating on the lead pipes that prevents leaching into the water. However, the regulations are tightening. Mr. Binkerd said the Senior Leadership Team has been looking at what it might take to attack the issue. The bottom line is that it will cost money. There will most likely be a significant financial impact. Mr. Binkerd has spoken with the Mayor, Brad Luzadder, and will speak with Deb Cain on Monday. Mr. Binkerd also reported that on April 1st at 7 a.m. there would be an employee appreciation breakfast with precautions still in place. Mr. Binkerd invited the Board to attend as well.

BOARD MEMBERS' COMMENTS

Mr. Carl asked if there was any update on the Bond. Mr. Binkerd said that within the next one to two weeks, the bond rating should be received.

CHAIRMAN'S REMARKS

Mr. Logan thanked everyone for their attendance. He reminded of everyone of daylight savings time and wished everyone well.

The next meeting was scheduled for Thursday, March 18, 2021.

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

Meeting adjourned at 6:16 p.m.

Robert Logan, Chairman
Marion Utilities Service Board

ATTEST



Misty Humphries
Its Secretary