



## Marion Utilities

1540 N Washington St.  
Marion, IN 46952  
[www.marionutilities.com](http://www.marionutilities.com)

# Service Board

## **BOARD MINUTES OF THE JUNE 16, 2022 MEETING**

The Marion Utility Service Board held their meeting on Thursday, June 16, 2022 at 5:30 p.m. in the L.E.A.D. Center, Building 101, at Marion Utilities, 1540 N. Washington Street, Marion, Indiana.

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

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; Tiffany Snyder, Accounting/Billing Coordinator; and Misty Humphries, Secretary; Mark Theel; and Nekoda Cox.

### **CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS**

There were no additions or deletions to the agenda.

### **APPROVAL OF MINUTES**

Mr. Lewis, seconded by Mr. Dorsey, to approve the minutes of the May 19, 2022 regular meeting. All board members present voted aye. Motion carried unanimously.

### **FINANCIALS**

Mrs. Snyder presented the April, 2022 financials. Mrs. Snyder said that the financials are somewhat deceiving. The expense graphs on page 10 showed that operating expenses were higher than average for all the utilities in the month of April. This was mostly due to salaries and wages as well as benefits increasing since there were five Fridays in the month of April. This meant that the Water payroll increased by \$64,000 over the 2022 average. Wastewater payroll increased by \$96,000. Storm Water payroll increased by \$25,000, and Solid Waste payroll increased by \$28,000. Mrs. Snyder continued stating that while sales were slightly higher than average for water, sewer, and storm, the increased sales didn't offset the increased expenses so that the net operating receipts (page 11) was lower for all utilities. Solid Waste sales were slightly below average and with increased expense, the net operating receipts was negative. In the case of Water and Solid Waste, the Net Operating Receipts were both negative so the capital funds for those Utilities had to give back to the operating funds to keep at the minimum balances. Mr. Logan thanked Mrs. Snyder for a thorough report on the financials. Mr. Lewis moved, seconded by Mr. Jackson, to approve the April financials. All board members present voted aye. Motion carried unanimously.

### **UPDATE ON PROJECTS**

Mr. Pinkerton said that other than the usual time and material projects which are usually for inlets and sink holes, there was nothing really moving at this time. The CIPP project cannot be awarded due to

technological difficulties. Mr. Jackson asked if there had been an increase in sink holes. Mr. Pinkerton said not necessarily. The sink holes seem to come in waves and in conjunction with a lot of rain. Mr. Pinkerton said he can't say that he's seen more than normal, and when they do occur it is usually due to service lines.

### **TRANSFERS & PAY REQUESTS**

Mrs. Shrader presented pay request number 11 payable to James Jackson Construction in the amount of \$242,839 which represented 73.4% of the project completion. Mr. Lewis moved, seconded by Mr. Jackson, to approve the pay request. All board members present voted aye. Motion carried unanimously.

### **2214 S. WASHINGTON STREET REFUND REQUEST**

Mr. Binkerd introduced Mr. Cox to the Board and explained that Mr. Cox is requesting a refund for his property at 2214 S. Washington Street. Mr. Cox stated that when the property was bought, he was just transferring the property and water into his name. Mr. Cox stated that he was only to pay the storm water charge. Mr. Cox explained that the house is very old and has been under repair including a new roof even. Mr. Cox stated that he and his wife set up their bills on autopay and did not realize that he was paying \$70 a month until he came in to turn his water service on last month. Mr. Cox said that he has had zero usage for the past two years. Mr. Cox stated that he would also like a refund for the trash services as he and his wife have not used the trash services. He and his wife had been renting dumpsters for the house renovation and had only used those for their personal trash as well. Mr. Cox brought receipts for his dumpster rental as well as his water and wastewater usage reports which were zero over the last approximately two years. Mr. Lewis asked if any of the balances were carried over from the previous owner. Mr. Cox answered no. Mr. Logan assigned the issue to the Water and Solid Waste Committee for review. The Board thanked Mr. Cox for his attendance. Mr. Binkerd said that he hoped to bring this issue back at the next Board meeting.

### **BLACK DRAGON SOLID WASTE SERVICE REQUEST**

Mr. Pinkerton explained that a request was received from the Black Dragon's motorcycle club. There is an event on July 9<sup>th</sup>. The Black Dragons are requesting twenty toters for their event instead of having Republic Services provide trash services. The event is to benefit The Training Center. Mr. Pinkerton said that there is a second event in September that the Black Dragons are also requesting toters for as well. Mr. Pinkerton said that charitable community events have received Solid Waste Services in the past. However, with multiple requests coming in, Mr. Pinkerton asked if the Board would like to assign this to the Solid Waste Committee to establish some guidelines for future events. The Board agreed that it would be a good idea to have the Solid Waste Committee review the requests. Mr. Logan assigned this item to the Solid Waste Committee for review.

### **ABONMARCHE PROFESSIONAL SERVICES AGREEMENT**

Mr. Binkerd reported that the fixed asset management program has been under review. Regulations and rules have changed which now require a more formal plan and management of the plan. Mr. Binkerd explained that several software options have been reviewed. Abonmarche is a company that specializes in building fixed asset programs. Abonmarche will assist with building a platform on ESRI which would provide a transition to GIS. Abonmarche will help migrate the CADD data into GIS, as well as work with and talk to staff, find out how fixed assets are being managed, and what is needed. Mr. Binkerd stated that Abonmarche would then help build a system based upon our specific needs. The cost to engage with Abonmarche was \$18,000. Mr. Jackson asked if this would assist with manpower needs. Mr. Binkerd not in particular with the number of employees, but it would make things more efficient. Mr. Binkerd said this

would also assist with moving into the next phase of maintenance. Mr. Dorsey asked how long it would take to move the data. Mrs. Shrader said that initially there would be a 12 week process. Mr. Dorsey said that the fees would decrease thereafter. Mr. Jackson asked if this was budgeted. Mr. Binkerd said this expense would be covered by the budget. The additional phases would have to be budgeted into the next years' budgets. Mr. Green moved, seconded by Mr. Lewis, to approve engaging with Abonmarche. All board members present voted aye. Motion carried unanimously.

### **CIPP AWARD**

Mr. Pinkerton asked that this item be postponed until the next meeting. Mr. Pinkerton explained that there were a number of places throughout the City that were going to be lined. During the bidding process there were several questions. Mr. Pinkerton requested the postponement to ensure everyone was on the same page.

### **JUNETEENTH REQUEST**

Mr. Binkerd stated that the Juneteenth Celebration was back on after taking a break due to COVID. There was a request to support them. Mr. Binkerd said the last time the Board supported the event for the amount of \$250. Mr. Jackson moved, seconded by Mr. Lewis, to approve supporting the Juneteenth event in the amount of \$250. All board members present voted aye. Motion carried unanimously.

### **EMPLOYEE HANDBOOK UPDATE**

Mr. Binkerd said that each member should have received a copy of the handbook delivered to their home or place of business. There was a major rewrite in 2018. Since 2018, there have been minor changes. Mr. Binkerd said that there were some additions as laws have changed. Mr. Binkerd then explained some of the changes noted on the draft in red or highlighted in yellow. Mr. Dorsey recommended the removal of "common sense" from the language regarding policies on page 15. Under the bereavement leave section, niece and nephew were added. Aunts, uncles, and cousins were already included so it seemed to make sense to add niece and nephew. Mr. Binkerd called the Board's attention to call out pay. He explained the current levels and explained that the new recommendation is a Range 12 Step 4 so that way when the scale changes this would change automatically. The specific language regarding the life insurance policy benefit has been removed as the specifics are in the Employee Benefit Booklet which is updated annually. The Employee Assistance Plan language was changed to reflect three visits instead of \$500 which was the cost of three visits. The Tobacco Use and Vaping Policy which the board updated a few meetings ago was added to the employee handbook. Mr. Binkerd asked if there were any questions or suggestions regarding the Employee Handbook. There being none, Mr. Lewis moved, seconded by Mr. Jackson, to approve the updated Employee Handbook. All board members present voted aye. Motion carried unanimously.

### **SENIOR LEADERSHIP REPORTS**

#### **P. Pinkerton, Assistant Director for Engineering & Solid Waste**

Mr. Pinkerton reported that Solid Waste averaged 57.7 tons of solid waste per day out of the Transfer Station. There were also 185 cars that came through the Recycling Center in one day.

#### **R. Shrader, Assistant Director for Operations & Maintenance**

Mrs. Shrader presented pictures of the digester lid. She explained that the lid was supposed to be flat and floating on top of the liquid. On Memorial Day weekend, an incident happened which caused the lid to become wedged. Mrs. Shrader said that the incident was still under investigation and that the lid would have to be removed in order to make that determination and for repair purposes. The cost will be substantial. This lid is from the 1930s and will require a large crane in order to remove it. Mr. Logan asked if

Mrs. Shrader could give the board an estimate of what costs she expects to receive. Mrs. Shrader shared that she received a quote just for the crane of \$100,000 in addition to extra fees such as mobilization and a 9% fuel tracker. Mr. Binkerd said that the Board has been so good at making sure there are reserve cash balances and instances like this are why. The price of the project will hurt, but the money is there and available. Mrs. Shrader also shared that there are four people that have announced their retirement before the end of the year. Mrs. Shrader concluded by reporting that as part of succession planning, a Next Level Leadership Training Program had been developed and implemented along with a book club.

**C. Binkerd, Utility Director**

Mr. Binkerd shared that the Fishing Derby was held last Saturday. It was a great event. The crowd was smaller and the fishing wasn't great, but people stuck with it. Mr. Binkerd also stated that the Utility Receipts Tax issue would take effect September 1<sup>st</sup>, and there would be notices in the July and August bills.

**BOARD MEMBERS' COMMENTS**

There were no board member comments at this time.

**CHAIRMAN'S REMARKS**

Mr. Logan thanked everyone for their attendance. He also thanked those that worked on the handbook for their hard work.

The next meeting was scheduled for 5:30 p.m. on Thursday, July 21, 2022.

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

Meeting adjourned at 6:20 p.m.

Robert Logan, Chairman  
Marion Utilities Service Board

ATTEST



Misty Humphries  
Its Secretary