



## Marion Utilities

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

## Service Board

Memo To: All Utility Board Members  
From: Bob Logan, Chairman  
Date: December 4, 2018  
Re: Agenda for December 6, 2018 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, December 6, 2018 at 5:45 p.m. in the conference room of the Marion Utilities Administration Building at 1540 North Washington Street, Marion, Indiana.

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 November 15, 2018
- V. **OLD BUSINESS**
  - A. Update on Projects – Pinkerton





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### **VII. NEW BUSINESS**

- A. Transfers & Pay Requests - Department Managers
- B. Approval of the 12-6-18 Executive Session Memorandum- Binkerd
- C. IT Position Description Reviews- Shrader
- D. 2018 Christmas Party Requests- Binkerd
- E. 2018 Budget Revision Requests- Senior Leadership Team

### **VIII. STAFF 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, December 20, 2018**

Robert Logan, Chairman  
Marion Utility Service Board

cc: News Media  
City Administration/Council  
Department Heads





Marion Utilities

## SERVICE BOARD

### BOARD MINUTES OF THE DECEMBER 6, 2018 MEETING

The Marion Utility Service Board held their meeting on Thursday, December 6, 2018, at 5:45 p.m. in the board room of the Administration building at Marion Utilities, 1540 N. Washington Street, Marion, Indiana.

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

Also present at the meeting were: Chuck Binkerd, Director; Pat Pinkerton, Assistant Director for Engineering & Solid Waste; Robin Shrader, Assistant Director for Operations; Mike Conner, Attorney; Alan Miller, Council Liaison; Misty Humphries, Board Secretary; and Emily Russell, The Chronicle-Tribune.

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

There were no additions or deletions to the agenda.

#### **APPROVAL OF MINUTES**

Mr. Lewis moved, seconded by Mr. Carl, to approve the minutes of the regular meeting of November 15, 2018. All board members present voted aye. Motion carried unanimously.

#### **UPDATE ON PROJECTS**

Mr. Pinkerton reported that there were not a lot of projects underway at this time. Phase I of the Home Avenue project was wrapped up by Watson Excavating. They will be back in the spring to finish paving due to the weather and drop in temperatures. The cured-in-place project in the Brinker Heights and Marshall areas will be delayed until January.

#### **TRANSFERS & PAY REQUESTS**

Mrs. Shrader presented a pay request to Kingdom Construction in the amount of \$28,500 for work done the Vehicular Maintenance Garage. There was no retainage on this project. Mrs. Shrader said that the work was done satisfactorily. Mr. Lewis moved, seconded by Mr. Jackson, to approve the pay request. All board members present voted aye. Motion carried unanimously.

## **APPROVAL OF THE 12-6-18 EXECUTIVE SESSION MEMORANDUM**

Mr. Carl moved, seconded by Mr. Lewis, to approve the Executive Session Memorandum. All board members present voted aye. Motion carried unanimously.

## **IT POSITION DESCRIPTION REVIEWS- SHRADER**

Mrs. Shrader presented the board with two job descriptions. One was the IT Coordinator and the other was the IT Specialist. Mrs. Shrader explained that there was an IT Coordinator on staff; however, he was being paid at the IT Specialist range as listed on the job description. Mrs. Shrader said that with increasing demand for security and a growing network, the IT needs are growing. Mrs. Shrader said that the 2019 budget included another position at the wage Range 18 for the IT Coordinator position. The IT Coordinator then would fall in line with the other two coordinator positions. The IT Specialist would be an extra set of hands for our growing IT workgroup and would also provide consistency with the other coordinator positions that have specialists to assist them. Mr. Lewis asked if the Specialist was under the Coordinator. Mrs. Shrader said in a manner of speaking. The Coordinator will have purview over the specialist as well as providing guidance and direction over the Specialist. Mrs. Shrader would conduct the annual evaluation with input from the Coordinator. Mr. Carl asked if there was one position open. Mrs. Shrader answered yes. Mr. Dorsey clarified that the Coordinator position would change Ranges so the position would be posted internally for three days. The other position would then be posted should our current employee be selected for the IT Coordinator position. Mr. Lewis asked if the Coordinator position would be posted internally. Mr. Binkerd said yes, but he was not sure about the Specialist. Ms. Barney clarified that the Coordinator position was already filled, but the position had to be filled since the Range was changed. Mr. Dorsey said that was correct. Ms. Barney moved, seconded by Mr. Lewis, to approve new range for IT Coordinator and to approve the IT Specialist position as presented. All board members present voted aye. Motion carried unanimously.

## **2018 CHRISTMAS PARTY REQUESTS- BINKERD**

Mr. Binkerd said the Christmas luncheon would be on December 21st at the Garden House. The City has graciously allowed us to use the Garden House without charge. Mr. Binkerd reminded the board that they traditionally have gifted a card to each employee in the amount of \$30. Other requests included the seven certificates for eight hours off with pay, the losing of office from 11:30 a.m. to 1:30 p.m. so that staff may share fellowship. Ms. Barney suggested increasing the gift cards to \$40 this year and consider another increase to the cards five years. Mr. Logan asked if the budget could support an increase. Mr. Binkerd said that thought so. Mr. Logan asked if the gift cards were for local vendors. Mr. Binkerd said yes. Mr. Lewis moved, seconded by Ms. Barney, to approve gift card in the amount of \$40 for each employee, to close office from 11:30 a.m. to 1:30 p.m. on Friday, December 21st, and seven certificates for eight hours off with pay. All board members present voted aye. Motion carried unanimously.

## **2018 BUDGET REVISION REQUESTS- SENIOR LEADERSHIP TEAM**

Mr. Binkerd explained that the budget is a spending plan. The budget has never been overspent. There are times when a line within a budget may be over the budgeted amount and another that is under the budgeted amount. The board was presented with a list of line items that needed to be transferred to another line item. The items were only transferred to another line within the same Utility. Mr. Logan said these were housekeeping items, and the board did not need to go through them individually as a detailed

review would be done at year end. Mr. Lewis moved, seconded by Mr. Carl, to approve the budget revision requests as presented. All board members present voted aye. Motion carried unanimously.

## **STAFF REPORTS**

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

Mr. Pinkerton said that street sweeping was done for the year. There was 1,200 tons of debris from the streets picked up. Every street was swept twice or more. In Solid Waste news, the loads averaged 43.5 tons last month. The summer months seem to average more. Mr. Pinkerton said loads seem to drop off more at the end of the year.

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

Mrs. Shrader stated that the Water Distribution was on another main break. The breaks were starting early this year. Mrs. Shrader explained that this is a new crew, and they are doing a fantastic job. She also reported that Kingdom Construction finished the Vehicular Maintenance Garage work. Crews are now moving to work inside and are working on housekeeping items.

### **C. Binkerd, Utility Director**

Mr. Binkerd said that Unite HealthCare has provided open enrollment information to Mrs. Humphries. She will assemble the information for employees so they may review it. Open enrollment begins January 1, 2019 so meetings would be scheduled after the holidays. Mr. Binkerd also reported that there is work underway on the Customer Web Portal. CUSI has been working on scenarios to make customer payments online easier. Customer Service can also expect some permissions that will allow them to serve customers better. In closing Mr. Binkerd reported that the kiosk is still on track. As a reminder, it will provide a second line of service. The kiosk should be through manufacturing soon and then will be transferred to Arkansas for testing. Mr. Binkerd said that the weather may delay installation until spring. Lastly, Mr. Binkerd is working on an RFP for banking services.

## **BOARD MEMBERS' COMMENTS**

Ms. Barney thanked everyone for allowing her to serve on the board. Mr. Logan thanked Ms. Barney for her service and said she would be missed. Mr. Miller asked if there was anyone who has contacted the Utility or board members expressing their interest in possibly serving on the board. He said if they are to please pass the information along. Mr. Miller also reported that the last street sweeping in Shady Hills was two to three weeks ago. The leaves then fell and the street sweeper was back in the area. Mr. Miller said that was never expected, but he wanted to thank Mr. Pinkerton for the clean-up. Mr. Pinkerton said it was actually a benefit to the Storm Water Utility as well. It would hopefully prevent flooding due to leaf build up.

## **CHAIRMAN'S REMARKS**

Mr. Logan thanked everyone for their attendance. He welcomed Mr. Green and said it was nice to have a full compliment on the board.

The next meeting is scheduled for December 20, 2018 at 5:30 p.m. in the Board Room of the Administration Building at Marion Utilities, 1540 N. Washington Street.


There being no further business before the board, Mr. Carl moved, seconded by Mr. Lewis, that the meeting be adjourned. 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 cursive script that reads "Misty Humphries".

Misty Humphries

Its Secretary