



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 12, 2018
Re: Agenda for February 15, 2018 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, February 15, 2018 at 5:30 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. **APPROVAL OF MINUTES**

A. Regular meeting of January 18, 2018

IV. **FINANCIALS**

V. **OLD BUSINESS**

A. Update on Projects – Pinkerton

B. Presentation of Personnel & Policy Manual Final Draft- Binkerd





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VI. NEW BUSINESS

- A. Transfers & Pay Requests - Department Managers
- B. Approval of Solid Waste Pick-Up Truck Quotes- Pinkerton

VII. STAFF REPORTS

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

VIII. BOARD MEMBERS' COMMENTS

IX. CHAIRMAN'S REMARKS

X. NEXT MEETING

Thursday, March 1, 2018

Robert Logan, Chairman
Marion Utility Service Board

cc: News Media
City Administration/Council
Department Heads





SERVICE BOARD

BOARD MINUTES OF THE FEBRUARY 15, 2018 MEETING

The Marion Utility Service Board held their meeting on Thursday, February 15, 2018, at 5:30 p.m. in the conference room of the Administration building at Marion Utilities, 1540 N. Washington Street, Marion, Indiana.

Roll was called and those board members present were: Robert Logan, Chairman; Kristen Barney; Doug Carl; Von Jackson; and Herschel Lewis. Adam Binkerd was absent.

Also present at the meeting were: Chuck Binkerd, Director; Pat Pinkerton, Assistant Director for Engineering & Solid Waste; Robin Shrader, Assistant Director for Operations; Shana Martin, Accounting Billing Coordinator; Mike Conner, Attorney; and Misty Humphries, Board Secretary.

APPROVAL OF MINUTES

Mr. Jackson moved, seconded by Ms. Barney, to approve the minutes of the January 18, 2018 board meeting. All board members present voted aye. Motion carried unanimously.

FINANCIALS

Ms. Martin reported that she is running into some software related issues. In the accounting software, less money is being shown than what is in the bank. One of the issues is that the deposit charges are not showing. This means when a customer starts a new account, the deposit charges are not creating a general ledger transaction. Technical support is aware of the issue and is working to resolve it.

UPDATE ON PROJECTS

Mr. Pinkerton reported that Watson Excavating will begin their project in April. The second phase of that project will be bid in April as well. This means that there may be two contractors in the same area, but it will all be fine.

PRESENTATION OF PERSONNEL & POLICY MANUAL FINAL DRAFT

Mr. Binkerd presented the Board with the Final Draft of the revised Personnel and Policy Manual. Mr. Binkerd explained that this was essentially a rewrite. The Communication Specialists made a side by side comparison of the two manuals and noted any changes. Mr. Lewis asked if there was anything of significance that was

changed. Mr. Binkerd said that the manual was concise which was the largest change. The other major section that changed was the technology section. Mr. Binkerd said that Mr. Conner would be integral in the final review of the manual.

TRANSFERS & PAY REQUESTS

Mr. Pinkerton presented the fourth and final pay request to Dave's Excavating for the 4th Street & Shunk Storm Sewer project in the amount of \$9,632.17; he also presented the Certificate of Completion release of retainage on the same project in the amount of \$8,700. Mr. Pinkerton then presented a transfer request for \$20,000 from the Solid Waste Depreciation account to the Capital Lease Account for the lease payment. He said that there would be enough money at the end of February to make the payment, but it would be close. Mr. Pinkerton closed by presenting a request to repay the loan made from Wastewater to Solid Waste. He requested a transfer of \$150,000 from Solid Waste Depreciation to Wastewater Operations. The loan was made for the purchase of the two new collection trucks. Mr. Pinkerton said there was over \$300,000 in the Solid Waste Depreciation Account at the time of transfer request. Mr. Lewis moved, seconded by Ms. Barney, to approve the pay and transfer requests as presented. All board members present voted aye. Motion carried unanimously.

APPROVAL OF SOLID WASTE PICK-UP TRUCK QUOTES

Mr. Pinkerton reminded the board that a purchase of a new pick-up truck was budgeted for Solid Waste. Local dealerships submitted quotes. Matthews' quote was \$28,999.85; Mike Anderson Dodge quoted \$25,926; and Southworth Ford's quote was \$25,653. Mr. Pinkerton recommended Southworth's quote as it was only \$653 over the budgeted amount. Mr. Lewis asked the size of the truck. Mr. Pinkerton said it was a ¾ ton 4x4 F-250. Mr. Lewis moved, seconded by Mr. Jackson, to accept the quote of Southworth Ford. All board members present voted aye. Motion carried unanimously.

STAFF REPORTS

P. Pinkerton, Assistant Director for Engineering & Solid Waste

Mr. Pinkerton reported that the Solid Waste numbers for January are on trend with last year's numbers. There have been a lot of pick-ups and trailers this week coming into the transfer station.

R. Shrader, Assistant Director for Operations

Mrs. Shrader noted that crews have been focused on remodeling one of the wastewater buildings for the Environmental Resource Coordinator and Specialist as well as the IT Coordinator. Crews have also been working on the 1400 building so that staff can get ready to move in. Mrs. Shrader has been able to do some interviews from the job fair applicants. There were some good applicants. Mrs. Shrader stated that she is prepared to hire a new Water Maintenance Technician and a Wastewater Technician.

C. Binkerd, Director

Mr. Binkerd said that Lynne Fowler will be retiring in about three weeks after 15 years of excellent service. Mr. Binkerd asked the Board to approve the traditional retirement gift of \$125 along with the cost of refreshments at her retirement reception. Ms. Barney moved, seconded by Mr. Lewis, to approve the gift of \$125 along with costs for refreshments. All board members present voted aye. Motion carried unanimously.

Mr. Binkerd also reported that the I&M Rate Case has reached a settlement. He explained that the Utilities and City were intervenors in that case. The increase the Utilities will receive will be about 7% instead of the 25%-30% initially announced. I&M has released a press statement. They are referring to the new tax laws that went into effect as a reason for settlement. Mr. Binkerd said this was really the impetus. Some of the settlement terms that apply to the Utilities are a billing correction which will move us to the correct tariff; I&M will provide a one time settlement value of \$25,000; there will be a \$20,533 grant of unrestricted funds that will be bestowed to the City and the Utilities for the betterment of the community; a \$26,640 economic development grant; and there is another \$240,000 that is available to all the communities within I&M's territory that we will be allowed to apply for. The WSS tariff will increase only by about 4%. In the end, the net will be about a 2.24% decrease in our rate. Mr. Binkerd explained that the Utilities will actually pay less in the end. This will also ring true for the City with street lighting. Mr. Binkerd said that the representatives hired the right experts, and the settlement would be right for the community in the end. Mr. Binkerd also reminded the Board of the State of the City Address next week.

BOARD MEMBER COMMENTS

Mr. Carl thanked everyone for the cards, thoughts, and prayers with the passing of his mother.

CHAIRMAN'S REMARKS

Mr. Logan thanked everyone for their attendance.

The next meeting is scheduled for March 1, 2018 at 5:30 p.m. in the conference room at the Administration Building.

There being no further business before the board, Mr. Lewis moved, seconded by Mr. Carl, that the meeting be adjourned. All board members present voted aye. Motion carried unanimously.

Meeting adjourned at 6:02 p.m.

Robert Logan, Chairman

Marion Utilities Service Board

ATTEST

Misty Humphries

Its Secretary