



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: January 14, 2019
Re: Agenda for January 17, 2019 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, January 17, 2019 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. **ELECTION OF 2019 CHAIRMAN & VICE-CHAIRMAN APPOINTMENT**
- IV. **APPROVAL OF MINUTES**
 - A. Regular meeting of December 20, 2018
- V. **FINANCIALS**
- VI. **OLD BUSINESS**
 - A. Update on Projects – Pinkerton





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VII. NEW BUSINESS

- A. Transfers & Pay Requests - Department Managers
- B. Training Room Presentation- Binkerd
- C. Approval of Annual Lawson Fisher Contract- Shrader
- D. Final 2018 Budget Revision Requests- Senior Leadership Team
- E. Disposal of Pick-Up Truck- Binkerd

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, February 7, 2019

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 JANUARY 17, 2019 MEETING

The Marion Utility Service Board held their meeting on Thursday, January 17, at 5:30 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; Doug Carl; Bill Dorsey; Al Green; Von Jackson; and Herschel Lewis. Mike Barney 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; Mike Conner, Attorney; Shana Martin, Accounting & Billing Coordinator; and Misty Humphries, Board Secretary.

Mr. Logan announced that the City Council appointed Mike Barney as a replacement for Kristy Barney who moved out of the service area.

ELECTION OF 2019 CHAIRMAN & VICE-CHAIRMAN APPOINTMENT

Mr. Carl nominated Bob Logan for the 2019 Chairman. Mr. Lewis seconded the nomination. All board members present, with the exception of Mr. Logan who abstained, voted aye. Motion carried. Mr. Logan thanked the Board for their support. Mr. Logan then appointed Mr. Carl as Vice-Chairman.

APPROVAL OF MINUTES

Mr. Lewis moved, seconded by Mr. Green, to approve the minutes of the regular meeting of December 20, 2018. All board members present voted aye. Motion carried unanimously.

FINANCIALS

Ms. Martin presented the December financials. She stated that there were some losses in Water, Wastewater, and Solid Waste. The losses were due year end payments. Ms. Martin explained that at the end of the year, staff pay as many invoices as possible so that expenses are taken out of the correct budget year. She stated that there were some losses in Water, Wastewater, and Solid Waste. Usually, staff pays 80 claims, but this check run 130 claims were paid. Ms. Martin stated that some of the claims paid included the URT Tax for the fourth



quarter in the amount of \$11,600 which is paid out of Water Operations as well as a garage door invoice for \$14,000. Ms. Martin said that there were also project payments such as the Wastewater Long Term Control Plan project payment in the amount of \$113,000 to Watson Excavating for the Home Avenue project. There was also a payment of \$52,000 of the bond funds. This was the last of the construction payments to be paid out of the bond. Ms. Martin concluded by stating that a bond interest payment for \$126,000 was also paid. Mr. Lewis moved, seconded by Mr. Carl, to approve the financials as presented. All board members present voted aye. Motion carried unanimously.

UPDATE ON PROJECTS

Mr. Pinkerton said it was the slow time of year for projects. He reported that Mr. Glessner was working on the design for the 46th Street & Carey storm water project. Hopefully, the project will begin in the spring with construction to begin in the summer.

TRANSFERS & PAY REQUESTS

Mr. Pinkerton presented a pay request payable to United Survey in the amount of \$21,300 for the Certificate of Completion and retainage release on the Boots Creek CSO Cured-in-Place project at 9th Street. Mrs. Shrader presented a request for transfer of \$150,000 from the Water Depreciation Cash account to the Water Operations Cash account to ensure the minimum operating balance is in place. Mr. Lewis moved, seconded by Mr. Green, to approve the pay and transfer requests. All board members present voted aye. Motion carried unanimously.

TRAINING ROOM PRESENTATION

Mr. Binkerd explained that plans for a training area and new board room have been designed. This room presents some challenges. It operates as a part-time office space and board room. When State Board of Accounts is here it is used for their purposes which then creates issues for the Board. There is some space in the former Engineering space across the driveway. Mr. Binkerd presented drawings of the open concept space with different seating configurations for different needs. There is about 1,800 square feet that will be available. Mr. Binkerd said that Halstead Architects had been working on the space. In doing so, Halstead was incorporating Utility branding colors. There will also be technology available to use during board meetings as suggested by Mr. Jackson. Mr. Binkerd also pointed out a map of the City on the wall. The map would be functional art in that project areas could be highlighted. Mrs. Shrader said that the bids would come in on February 14th. Mr. Carl clarified that the Board would meet in the space. Mr. Binkerd said yes. Mr. Jackson said space would be similar to an area at Ft. Wayne Utilities. Fort Wayne has a kiosk where visitors can press play to see what employees have been working on and to learn about what the Utilities does. Mr. Jackson asked if this would be the goal for the space as well. Mr. Binkerd said yes. Mr. Binkerd added that the space would also be available for community use such as Neighborhood Association or special training events. Mr. Binkerd added that this would also be the new polling space during elections which would provide a better space for the voters as well as polling staff. Mr. Conner asked if the space would be available for groups to use for their own business or if the business would need to be concerning Utility matters. Mr. Binkerd said that he thought something could be worked out with groups that wanted to use the space for their own purposes. Mr. Logan added that I&M used to have a large community room available for use when they previously occupied a downtown building. Mr. Binkerd added that the space would accommodate 95 people without tables.

APPROVAL OF ANNUAL LAWSON FISHER CONTRACT

Mrs. Shrader explained that this contract was similar to the Cleland Engineering contract approved at the last meeting. Mrs. Shrader stated that there weren't any changes to rates. The scope of the work is slightly different because of the items they are asked to work on each year. Mr. Logan asked if there were any questions. There were none. Mr. Lewis moved, seconded by Mr. Carl, to approve the Cleland Engineering contract. All board members present voted aye. Motion carried unanimously.

FINAL 2018 BUDGET REVISION REQUESTS

Mr. Binkerd explained that this was an annual procedure. The revision requests are done in order to ensure that the budget lines are balanced at the end of the year. Mr. Logan explained that the transfers are not normally read line by line, and if there were any questions to please speak now. There were none. Mr. Carl moved, seconded by Mr. Lewis, to approve the final 2018 budget revision requests. All board members present voted aye. Motion carried unanimously.

DISPOSAL OF PICK-UP TRUCK

Mr. Binkerd explained that a 2007 Chevy pick-up truck has been replaced. The truck has 122,000 miles on it. The new replacement truck is in. Mr. Binkerd said that he has spoken with the Mayor regarding equipment that is ready to be disposed of. The Mayor is interested in equipment that we may be ready to get rid of. Mr. Binkerd recommended that the Board transfer ownership of the vehicle to the City as a nominal amount would be gained by selling it. Mr. Lewis moved, seconded by Mr. Green, to approve the disposal of the 2007 Chevy pick-up truck. All board members present voted aye. Motion carried unanimously.

STAFF REPORTS

P. Pinkerton, Assistant Director for Engineering & Solid Waste

Mr. Pinkerton presented a graphical representation of Solid Waste tonnage collected over the last three years. In 2016, 38.9 tons per year. In 2017, 43.41 tons per day were collected. In 2018, 45.04 tons were collected. The graph on the right represented the total haul for the year. Mr. Pinkerton said that between 2016 and 2018, crews hauled 1,300 tons more to the landfill which equates to 100 more trips in 2018. Mr. Dorsey asked if the increase was due to construction debris. Mr. Pinkerton said that would account for a percentage of the increase. Mr. Pinkerton reviewed the total cost of recycling versus the total tons recycled. There were 33 tons collected, and the cost was \$33,000 after including the blue bags and tipping fees for recycling. Mr. Pinkerton said that other options would be considered. He doesn't believe that there will be another option that will cost less than \$33,000 though. Mr. Carl asked if there were still a lot of people using blue bags for regular trash. Mr. Pinkerton said yes. Mr. Binkerd explained that the industry has undergone a lot of changes. Mr. Binkerd said a recycling conversation and discussion will have to happen not only with the board but also with our community. Mr. Binkerd said he didn't know what the end result may look like, but there at least needs to be a conversation. Mr. Jackson said that, in other words, there needs to be some R&D to form a group with community members to study this. Mr. Binkerd said Mr. Jackson was correct. Mr. Carl asked of the 33 tons that were recycled, how many tons did people think would be recycled. Mr. Binkerd said he didn't have a good way to tell, but there is a lot of contamination in recycling bags. Probably half of the bags were contaminated. Mr. Jackson asked if the recyclables had to come in clean. Mrs. Shrader said yes. She explained that the process

to clean the recycling once it is received that the facility is so intricate and costly that recyclables must be clean when they come into the recycling facilities.

R. Shrader, Assistant Director for Operations & Maintenance

Mrs. Shrader said that there has been a lot of work on year end items and reports. She added that crews have been moved inside as the maintenance workers are working on some space in customer service. The Wastewater crew have been taxed with the demolition of the former engineering space that will be used for the new training area and board room. The Distribution crew has faced several breaks. This is a new crew, but they have handled the breaks like seasoned professionals. Mrs. Shrader said that there is an opportunity to work with the IWEA Workforce Development Committee. It's a state level committee focused on hiring and maintaining a new workforce as well as providing additional training for current employees. It is also an opportunity to participate in an industry rebranding.

C. Binkerd, Executive Director

Mr. Binkerd stated that the Indiana AWWA conference would take place next week. The conference will last approximately three days. Professional credits will be available by attending. Sessions would include technical courses, legislative, and governmental changes.

BOARD MEMBERS' COMMENTS

There were no comments at this time.

CHAIRMAN'S REMARKS

Mr. Logan thanked everyone again for their vote of confidence to lead the Board in 2019. He stated that the Board is a pleasure to work with. Mr. Logan then wished everyone safety and warmth during the impending cold weather.

The next meeting is scheduled for February 7, 2019 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. Lewis moved, seconded by Mr. Carl, that the meeting be adjourned. All board members present voted aye. Motion carried unanimously.

Meeting adjourned at 6:12 p.m.

Robert Logan, Chairman

Marion Utilities Service Board

ATTEST



Misty Humphries

Its Secretary