



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 16, 2018
Re: Agenda for January 18, 2018 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, January 18, 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 4, 2018
- IV. **FINANCIALS**
- V. **OLD BUSINESS**
 - A. Update on Projects – Pinkerton





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VI. NEW BUSINESS

- A. Transfers & Pay Requests - Department Managers
- B. Hiring of the Environmental Resource Coordinator- Pinkerton
- C. 2017 Year End Budget Adjustments- Shrader & 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, February 1, 2018

Robert Logan, Chairman
Marion Utility Service Board

cc: News Media
City Administration/Council
Department Heads





Marion Utilities

SERVICE BOARD

BOARD MINUTES OF THE JANUARY 18, 2018 MEETING

The Marion Utility Service Board held their meeting on Thursday, January 18, 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 and Bill Dorsey were 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. Lewis moved, seconded by Ms. Barney, to approve the minutes of the January 4, 2018 board meeting. All board members present voted aye. Motion carried unanimously.

FINANCIALS

Ms. Martin presented the financials for December. She stated that each utility had a loss due to a third pay period in December as well as some additional claims as year-end was nearing. These two items made the disbursements more than usual. Ms. Martin called the Board's attention to Wastewater as there were several project payments and two payments related to the bond. Mr. Lewis asked what restricted funds were. Mr. Binkerd explained that restricted funds are funds, such as customer deposits, that the Utility is not allowed to spend. It would also include future bond payments. Mr. Lewis asked if it was similar to an escrow account. Mr. Binkerd said it was similar. Mr. Jackson moved, seconded by Mr. Lewis, to approve the financials as presented. All board members present voted aye. Motion carried unanimously.

UPDATE ON PROJECTS

Mr. Pinkerton reported that the 28th Street cured-in-place project has not started. The contractor has been in town though. The Stonecrest Lift Station Rehabilitation was completed this week. Mr. Pinkerton said he thought they still had the hatch and the top to put on, but it is essentially done.

TRANSFERS & PAY REQUESTS

There were no pay or transfer requests.

HIRING OF THE ENVIRONMENTAL RESOURCE COORDINATOR

Mr. Binkerd said that the Environmental Resource Coordinator position was approved at a previous board meeting. Pam Kirklin has applied for the position. Mr. Binkerd explained that Mrs. Kirklin worked for the Utilities for 13 years before leaving a year ago. She left to help an industrial company that has some issues with the EPA. Mrs. Kirklin left us in very good standing. Mr. Binkerd said that upon reviewing the job description, it is a perfect fit for her background and skills. Mr. Binkerd said that in talking with Mrs. Kirklin about her possible return, she would need to come in at a salary of \$60,000 and the same accrual rate as she left us. Mr. Binkerd asked that the board approve this. He noted that this is request is beyond the bargaining ability of the management, but it is one that the board could make. Mr. Carl asked if this had been done before. Mr. Binkerd said yes. Mr. Logan noted that Mrs. Kirklin is a very talented individual. Mr. Carl moved, seconded by Mr. Jackson, to approve the hiring of Mrs. Kirklin as a Range 18 Step 7 and at an accrual rate of 13 years. All board members present voted aye. Motion carried unanimously.

2017 YEAR END BUDGET ADJUSTMENTS

Mrs. Shrader presented the year end budget adjustments for the Water Utility. She explained that the budget was close but there were some adjustments needed. Mrs. Shrader noted that the debits and credits equal out so there was not a shift in the amount of money but rather its placement. Mrs. Shrader then presented the Wastewater budget transactions. Ms. Barney asked what the cell phone line was. Mrs. Shrader and Mr. Binkerd explained that the line dealt with our cell phones for employees, employee reimbursement for use of their personal cell phones, and hot spots for use in the field. Mr. Pinkerton presented the budget transactions for the Storm Water Utility. Ms. Barney asked about the temporary salary line. Mr. Pinkerton said that there were not any temporary employees hired in the Storm Water Utility. Mr. Pinkerton also presented the Solid Waste budget adjustments and noted that the debits and credits totaled \$23,532. He noted that all Utilities had to increase the amount in Professional Services and Legal Fees. Mr. Lewis moved, seconded by Mr. Jackson, to approve the 2017 year-end budget adjustments as presented. All board members present voted aye. Motion carried unanimously.

STAFF REPORTS

P. Pinkerton, Assistant Director for Engineering & Solid Waste

Mr. Pinkerton reported that a little over \$6,400 of gray toters; \$1,800 in Mega Bags; and a little over \$24,000 in extra tags and drop offs at the transfer station were sold last year. Mr. Pinkerton said that 105 toters were borrowed for community events along with 12 roll off boxes for community clean ups or City events without charge. Mr. Carl asked if people were still stealing toters. Mr. Pinkerton said it was not as bad as it had been, but there was still some theft. Most of the theft occurs when renters move. Mr. Pinkerton said 950 tons more trash was hauled to the landfill in 2017 than in 2016. This equated to about 70 more trips. Mr. Lewis asked as if that was desirable. Mr. Pinkerton said the revenue goes to the Solid Waste Utility, but 70 more trips results in higher landfill costs. Mr. Jackson asked if the clean-up of the transfer station occurs during work hours. Mr. Pinkerton said yes. He explained that the transfer station closes at 3 p.m. in order to allow for clean-up the last hour. Mr. Logan noted that the balance in Solid Waste shows a balance of \$838,000. Mr. Pinkerton reminded the Board that \$150,000 of that belongs to the Wastewater Utility. Mr. Logan asked if the equipment is holding up okay with the weather. Mr. Pinkerton said that the new Labries are running well. Mr. Binkerd said that the difficulty faced came from the loads freezing in the can so trash gets hauled up and back.

R. Shrader, Assistant Director for Operations

Mrs. Shrader noted that there have been some main breaks due to changes in the weather. There has also been some higher output as people are letting their faucets run. Today, two leaks were located that would account for higher water use as well. In other business, Mrs. Shrader has been doing a lot of interviewing. Jim Dalrymple has been hired as the Program Support Coordinator. There have been three internal applicants for his position. There will then be a trickle-down effect from the hiring of that position. Mrs. Shrader also reported that leadership training has been delayed due to some of the weather issues and breaks. It will resume at the end of the month though.

C. Binkerd, Director

Mr. Binkerd said staff is getting up to speed on the new software. This month there was a hiccup as bills were estimated and that had never done before. Some customers have already been contacted as they will see higher bills. Mr. Binkerd thanked all of the employees who have stepped up. There are a lot working out in the weather. The weather takes a toll on equipment, those keeping the plant running, those servicing customers, and those keeping our systems in working order. Mr. Binkerd said just a thank you to all. Mr. Logan also thanked everyone for their hard work.

BOARD MEMBER COMMENTS

Mr. Conner thanked the Board for servicing a friend. When the call was made, trucks came out and gave great service. Mr. Carl thanked Buck Simpkins for fixing a leak quickly.

CHAIRMAN'S REMARKS

Mr. Logan thanked everyone for their attendance. He also thanked all of the employees for their hard work and dedication in less than desirable conditions.

The next meeting is scheduled for February 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 5:58 p.m.

Robert Logan, Chairman
Marion Utilities Service Board

ATTEST

Misty Humphries

Its Secretary