



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 2, 2018
Re: Agenda for January 4, 2018 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, January 2, 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. **ELECTION OF 2018 CHAIRMAN & VICE-CHAIRMAN APPOINTMENT**
- IV. **APPROVAL OF MINUTES**
 - A. Regular meeting of December 7, 2017
- V. **FINANCIALS**
- VI. **OLD BUSINESS**
 - A. Update on Projects – Pinkerton
 - B. 2523 W. 9th Street Leak Adjustment Request-Binkerd
 - C. 131 N. Bradner Avenue Leak Adjustment Request- Binkerd





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VII. NEW BUSINESS

- A. Transfers & Pay Requests - Department Managers
- B. Award of Southeast Sewer Separation Project-Pinkerton
- C. Administration Parking Lot Change Order-Shrader

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, January 18, 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 4, 2018 MEETING

The Marion Utility Service Board held their meeting on Thursday, January 4, 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; Adam Binkerd; Kristen Barney; Bill Dorsey; Von Jackson; and Herschel Lewis. Doug Carl was absent.

Also present at the meeting were: Pat Pinkerton, Assistant Director for Engineering & Solid Waste; Robin Shrader, Assistant Director for Operations; Shana Martin, Accounting Billing Coordinator; Herb Spitzer, Attorney; Alan Miller, Council Liaison; and Cindy Cunningham.

ELECTION OF 2018 CHAIRMAN & VICE-CHAIRMAN APPOINTMENT

Mr. Dorsey moved, seconded by Mr. Binkerd, to elect Mr. Logan as the 2018 Chairman position. All board members present voted aye. Motion carried unanimously. Mr. Logan appointed Doug Carl as the Vice-Chairman for 2018.

APPROVAL OF MINUTES

Ms. Barney moved, seconded by Mr. Dorsey, to approve the minutes of the December 7, 2017 board meeting. All board members present voted aye. Motion carried unanimously.

FINANCIALS

Ms. Martin presented the financials for July, August, September, October, and November. She explained that the financials were being presented now due to a delay caused by the interaction of the UMS and CYMA software systems. She stated that there were some gains, but mostly losses were seen due to the volume of projects being completed. However, there were no unusual transactions or occurrences to note. The December financials will be presented at the next meeting. Mr. Logan asked if

any transactions stood out. Ms. Martin said that in July there was a loan between Wastewater and Solid Waste. There being no further questions or comments, Mr. Binkerd moved, seconded by Mr. Jackson, to approve the financials for July, August, September, October, and November as presented. All board members present voted aye. Motion carried unanimously.

UPDATE ON PROJECTS

Mr. Pinkerton reported that with the holidays and weather there are not a lot of projects going on right now. He did state that United Surveying would be in town next week to begin work on the 28th Street cured-in-place project. Kokosing will also start on the Stonecrest Lift Station project next week.

2523 W. 9th STREET & 131 N. BRADNER LEAK ADJUSTMENT REQUEST

Mr. Dorsey reported on behalf of the Water Committee. He explained that requests exceed what could be done. Mr. Dorsey explained that the Water Committee reviewed the records over the last 15 years, and there was no indication that more than one leak adjustment had been granted within one year's time which would address the request for 2523 W. 9th Street. Again, the records over the last 15 years had been reviewed concerning the request at 131 N. Bradner. Mr. Dorsey reported that the board has consistently denied any leak adjustments due to leaky toilets. The determining factors were that the toilet was indoors, under the control of the tenants or landlord, the tenants knew about the problem, and that lack of precedent. Mrs. Shrader stated that Mr. Chuck Binkerd wanted to offer a payment plan of up to six months to the customers as a sign of good will. Mr. Logan stated that he would agree with the payment plan. Ms. Barney asked that the Board receive confirmation of correspondence to the customers regarding the Board's decisions as well as a payment plan. Mr. Dorsey moved, seconded by Ms. Barney, to accept the recommendations of the Water Committee regarding the leak adjustment requests. All board members present voted aye. Motion carried unanimously.

TRANSFERS & PAY REQUESTS

Mr. Pinkerton presented the third pay request for the 4th Street Sweetser to Shunk Street Storm Sewer project completed by Dave's Excavating in the amount of \$86,182.05. Mr. Pinkerton said there should be one more small pay request on this project in the spring. Mr. Lewis moved, seconded by Mr. Binkerd, to approve the pay request as presented. All board members present voted aye. Motion carried unanimously.

Mrs. Shrader presented a transfer request to move \$100,000 from the Water Operations Cash Account and \$100,000 from the Water Construction Cash Account into the Water Depreciation Cash Account to correct a deficit. Similarly, she requested to transfer \$300,000 from the Wastewater Construction Cash Account. Mrs. Shrader would like \$200,000 transferred into the Wastewater Depreciation Account and \$100,000 into the Wastewater Operations account in order for those accounts to reach the minimum balances and clear any deficits. Ms. Barney moved, seconded by Mr. Lewis, to approve the transfer requests. All board members present voted aye. Motion carried unanimously.

AWARD OF SOUTHEAST SEWER SEPARATION PROJECT

Mr. Pinkerton explained that this project was a part of the Long Term Control Plan for the Home Avenue and Lincoln Boulevard area. Bids were opened on December 19, 2017. There were three bids. Watson Excavating bid \$1,913,137; Deichman Excavating bid \$2,161,458.75; and Atlas Excavating \$2,584,416. Mr. Pinkerton recommended the bid submitted by Watson Excavating. Ms. Barney asked when the project would be completed. Mr. Pinkerton said by next fall. Mr. Binkerd moved, seconded by Mr. Lewis, to approve the low bid submitted by Watson Excavating. All board members present voted aye. Motion carried unanimously. Mr. Logan commented that this was one of the projects that would be completed under the Long Term Control Plan and was also paid for in part by the \$2.00 rate increase each January.

ADMINISTRATION PARKING LOT CHANGE ORDER

Mrs. Shrader explained that during the renovation of the Administration Parking Lot Project there were some unforeseen but necessary changes. One of the changes, the elimination of a fire hydrant bollard, resulted in a deduction. The additional costs resulted from the pipe the goes from the outfall and into the river required two additional sections in order to meet the design \$6,344; an increase in base asphalt; and an increase in surface asphalt. These were due to a miscalculation in the design and the correction of that miscalculation. The total change order resulted in an increase of \$23,301.85. Mrs. Shrader stated that some changes were anticipated. Ms. Barney asked if this change order was outside of the budgeted amount. Mrs. Shrader that the project itself bid out higher than the budgeted amount. However, there are funds available to cover the project and additional costs. Mr. Dorsey moved, seconded by Mr. Binkerd, to approve the change order in the amount of \$23,301.85. All board members present voted aye. Motion carried unanimously. Mr. Logan stated that he thought the flow of the parking lot was very nice.

STAFF REPORTS

P. Pinkerton, Assistant Director for Engineering & Solid Waste

Mr. Pinkerton reported that for the month of December Solid Waste averaged 39 tons of trash per day. He said this was comparable to 2016. For the year, 4.5 to 5 tons per day were averaged. He reported that the new Labries were working out well. Mr. Binkerd asked if the difference in tonnage was due to the transfer station allowing drop offs. Mr. Pinkerton said in part and that the transfer station was open for a full year in 2017, and it was not in 2016. Mr. Logan gave a nod to the gentleman working on the back of the rear loader as the temperatures have been so low.

R. Shrader, Assistant Director for Operations

Mrs. Shrader noted that crews were working in the South Annex building in preparation for the move of the departments. The Water crews are renovating the bathrooms in the Administration Building. Mrs. Shrader also reported that she is preparing to interview for a Wastewater Maintenance Technician and a Program Support Coordinator position. In other news, the CHP engine has been working properly which

is great news. Mrs. Shrader reported that the group that offered her the opportunity to go to Denmark has requested an opportunity for us to host an Energy Conservation seminar in February. The group will take care of everything including lunch and scheduling. We would provide the location. Ms. Barney asked if the Board could attend the seminar. Mrs. Shrader said yes and that she would send an e-mail with more information. Ms. Barney then asked if there were any internal applicants for the open positions. Mrs. Shrader said that there were not for the Maintenance Technician position, which is not unusual, but there were two internal candidates for the Program Support Coordinator position.

BOARD MEMBER COMMENTS

There were no board member comments at this time.

CHAIRMAN'S REMARKS

Mr. Logan thanked everyone for their attendance. He wished a speedy recovery for Mr. Chuck Binkerd who was out due to illness.

The next meeting is scheduled for January 18, 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 Ms. Barney, that the meeting be adjourned. All board members present voted aye. Motion carried unanimously.

Meeting adjourned at 6:03 p.m.

Robert Logan, Chairman

Marion Utilities Service Board

ATTEST

Misty Humphries

Its Secretary