



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: April 29, 2019
Re: Agenda for May 2, 2019 Utility Service Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, May 2, 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. **CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS**
- IV. **APPROVAL OF MINUTES**
 - A. Regular meeting of April 18, 2019
- V. **OLD BUSINESS**
 - A. Update on Projects- R. Shrader





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VI. NEW BUSINESS

- A. Transfers & Pay Requests – Senior Leadership Team
- B. Summer Help Wage Scale- C. Binkerd
- C. Safety Glasses Program- C. Binkerd
- D. Online Sales Policy- R. Shrader
- E. Incentive Program Presentation- C. Binkerd

VII. STAFF REPORTS

- A. Assistant Director for Operations & Maintenance- R. Shrader
- B. Utility Director- C. Binkerd

VII. BOARD MEMBERS' COMMENTS

IX. CHAIRMAN'S REMARKS

X. NEXT MEETING

Thursday, May 16, 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 MAY 2, 2019 MEETING

The Marion Utility Service Board held their meeting on Thursday, May 2, 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; Mike Barney; Doug Carl; Bill Dorsey; Al Green; Von Jackson; and Herschel Lewis.

Also present at the meeting were: Chuck Binkerd, Director; Robin Shrader, Assistant Director for Operations & Maintenance; Mike Conner, Attorney; Alan Miller, Council Liaison; Misty Humphries, Board Secretary; and Mark Theel, Marion Utilities.

CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS

Mr. Lewis moved, seconded by Mr. Carl, to add the Training Room Project Change Order under new business. All board members present voted aye. Motion carried unanimously.

APPROVAL OF MINUTES

Mr. Lewis moved, seconded by Mr. Barney, to approve the minutes of the regular meeting of April 18, 2019. All board members present vote aye. Motion carried unanimously.

UPDATE ON PROJECTS

Mrs. Shrader reported that last year's projects are being finished. A lot of calls regarding storm water issues have been received due to excess water. She also reported that the details on the parking lot have been for the training room area are almost complete. The advertising on the parking lots should happen soon. Mrs. Shrader also stated that Watson Excavating has been cleaning, grading, seeding the area at the Home Avenue CSO Phase I project location. The paving on the project has been pushed back due to the pipe situation that will be fixed soon.

TRANSFERS & PAY REQUESTS

There was no transfer or pay requests.

SUMMER HELP WAGE SCALE

Mr. Binkerd said it had been several years the summer wage was reviewed. Currently, first year workers are paid \$9.00 an hour and second year workers are paid \$10 an hour. Mr. Binkerd said in order to stay



competitive, he would like to increase the wage by \$1.00 an hour. This would mean the first-year workers would be paid \$10.00 an hour and second year workers would be paid \$11.00 an hour. Mr. Logan asked if there have been issues getting help. Mr. Binkerd said yes. In fact, a candidate was to start this week and did not because they received a better offer. Mr. Jackson asked if there were any skilled jobs or if the positions were manual labor jobs. Mr. Binkerd said the jobs were general labor jobs such as grass cutting and weed eating. Mr. Lewis asked how many months the jobs lasted. Mr. Binkerd said usually just the summer and there are no benefits. Mrs. Shrader added that the Utility purchases safety equipment for the workers though. Mr. Lewis moved, seconded by Mr. Barney, to approve the increase to the summer wages. All board members present voted aye. Motion carried unanimously.

SAFETY GLASSES PROGRAM

Mrs. Humphries presented a break down of the current safety glasses program and explained that \$55.00 is offered for frames; \$61.00 is offered for lenses; and \$100 is offered for progressive lenses. The current offerings have been in effect since 2003. The problem with the program is that the program offerings have not kept up with price increases. Mrs. Humphries said that after a review of pricing, leadership would now propose that the Utility pay 2/3 of the cost of glasses up to \$230. This would allow for extras such as transition lenses, antireflective lenses, and scratch resistant coating to be added to the safety glasses. Mrs. Humphries said that employees are allowed to get frames every two years. Mr. Logan asked who the provider was. Mrs. Humphries said VPG, or Vision Partners Group, and provided a listing of the many locations. Mr. Carl asked how many people participate. Mrs. Humphries said the number was increasing as the workforce ages. Mrs. Humphries added that another difficulty with the current program is budgeting. A number of employees eligible for safety glasses each year is known, however the costs can vary from \$55.00 to \$175.00 per pair of glasses. Mr. Dorsey asked where the safety glasses were budgeted. Mrs. Humphries said under safety supplies. Mr. Logan asked if the Utility would pay up to 2/3 of \$230. Mrs. Humphries said that the cap on the cost of glasses would be \$230 and the Utility would pay 2/3 of the costs. Mr. Dorsey said glasses are expensive. Mr. Logan asked if \$230 was an adequate dollar amount. Mr. Byrd, the VPG representative, assured us that employees would be able to get quality glasses with more features for \$230. Mr. Barney said that \$230 didn't seem like a lot of money. Mr. Binkerd said that a lot of choices on frames are offered for \$55.00. The \$230 would be set as a limit and still provide employees with a lot of choices. Employees could get a good pair of glasses for \$230. If an employee wants to add additional options or benefits, they could, but it would be at the employee's costs. Mr. Lewis moved, seconded by Mr. Jackson, to approve the revision to the safety glasses program. All board members present voted aye. Motion carried unanimously.

ONLINE SALES POLICY

Mrs. Shrader stated that from time to time, assets are accumulated that have exceeded their useful life. Those assets need to be rid of in a productive way. Some of those items include a slide projector, old screen, and old furniture. Mrs. Shrader presented Attachment C from the Indiana Code which includes approved sites for disposal of items. E-Bay is at the top of the list. Mrs. Shrader said that Ms. Martin contacted State Board of Accounts regarding record keeping. State Board of Accounts provided parameters. Based upon those parameters, the Resolution 3-2019 was developed. Mrs. Shrader said this will help us stay compliant with Indiana Code. She then explained that Attachment A gives directions as to how the disposal process would be carried out. It includes collecting items, logging them, presenting them on E-Bay, and ensuring payments are processed. Attachment B will be used for record keeping thereby

creating the required record keeping. Mr. Binkerd said that Mr. Conner has reviewed the Resolution and attachments. Mr. Conner said that Attachment C answered his only question as far as what sites are acceptable. Mr. Dorsey asked if E-Bay had been used before. Mr. Binkerd said yes. State Board of Accounts is now requiring a policy to be in place. Mr. Logan said that he remembers a time when the location radius for bidders was limited. This is no longer the case and E-Bay will give us a much wider audience for disposal of items. Mr. Lewis moved, seconded by Mr. Green, to approve Resolution 3-2019. All board members present voted aye. Motion carried unanimously.

INCENTIVE PROGRAM PRESENTATION

Mr. Binkerd said that there have been conversations off and on about providing certification opportunities. The Senior Leadership Team met with the Board's Personnel Committee a few times. A three-tier program has been developed. The different levels of certification pay are based upon education, experience, examinations required, and continuing education requirements. Mr. Binkerd presented the board with some examples of certifications that may qualify under each tier. It would include a Class IV Wastewater Operator's Certification down to OSHA certifications. Mr. Binkerd said staff wanted to ensure that opportunities for all employees were provided. There is something for bookkeeping, payroll, IT people, CDL drivers, and the list continues. The list is very inclusive of the different positions. Mr. Binkerd emphasized that the bullet points are examples. If an employee is interested in a certification program not listed, they may bring the Senior Leadership Team material describing the program and certification so that it may be determined if the program is aligned with the program and if so, what tier it may fall into. There are some certifications that may not require an exam but do require a certain number of hours. Under a program like this, the employee may apply for a one-time incentive pay of \$100. The tiers relating to certification incentive pay are \$1,500; \$1,000; and \$500. There are continuing education compensation levels as well at \$500 for Tier One; \$300 for Tier Two; and \$100 for Tier III. Mr. Binkerd said he wanted to make it clear that some of the positions require certifications. If the job description states that a certification is required, the employee does not qualify for certification pay as it is already included in their pay grade. The certification has to be for something outside of the job description. Mr. Binkerd said that there was some discussion about offering part-time employees a reduced benefit. However, he would like them to receive the same benefit. Mr. Binkerd said that employees may only receive one certification bonus in a twelve-month period. The benefit does not apply toward college degree or classwork. The Utility already has an education reimbursement policy and to offer certification pay on top of this would be a double dip. Mr. Jackson asked if the certification had to be from a certain vendor. Mr. Binkerd said no, but the vendor has to be a valid and quality program. The policy also provides that the Utility will pay for the cost of training and cost of the test. Mr. Dorsey added that the program will be reviewed before permission is granted to ensure the validity of the program before an employee enters starts it. Mr. Carl added that there are quite a few people eligible for retirement in the coming years. A lot of the retirements will come from Leadership Roles. Mr. Carl said that there will be a definite need in the future. This policy will help to ensure that Leadership manages the next retirement wave well. He encouraged Mrs. Shrader to present the succession planning presentation to the board. She said she would as soon as the training center is opened. Mr. Lewis moved, seconded by Mr. Carl, to approve the certification incentive pay policy as presented. All board members present voted aye. Motion carried unanimously.

TRAINING ROOM CHANGE ORDER

Mrs. Shrader reminded the board that there was a change order a couple of meetings back for the drains in the new Training Room area. Once the concrete was cut into, more problems were found. Specifically, the

foundation of the other portion of the building has issues that must be addressed. Mrs. Shrader presented a change order in the amount of \$3,464.50 for additional concrete work and the labor for the added work. Mr. Green moved, seconded by Mr. Lewis, to approve the change order in the amount of \$3,464.50. All board members present voted aye. Motion carried unanimously.

STAFF REPORTS

R. Shrader, Assistant Director for Operations & Maintenance

Mrs. Shrader stated that she had met with two candidates for the summer positions. One took another job, and the other is to call us back regarding the offer. She then reported that the Training Room project is moving along well. The drywall work is completed, and the contractor is painting. The cabinets will be ordered and the brick for the vestibule will be here soon. Mrs. Shrader said that Pro Prints is coming on board for the signage. In other news, Mrs. Shrader reported that Earth Day was successful. There were over 300 people in attendance. There was a steady crowd and lots of new vendors. Thankfully the weather was also beautiful. Mrs. Shrader thanked everyone who participated.

C. Binkerd, Executive Director

Mr. Binkerd stated that staff has been working to procure banking services. Five responses to the request for proposals were received. Mr. Binkerd said that a meeting with Mr. Logan and Mr. Carl would be scheduled to nail down or eliminate some proposals. He also stated that there seems to be some favorable opportunities. Mr. Binkerd reported that lingering software issues were being reviewed. The software is functioning; however, there were a few things lingering which kept staff from looking at the uncollectible accounts. Mr. Binkerd said that the uncollectable accounts were being reviewed and would be brought back soon. Mr. Binkerd reminded the Board that Community Day will be held June 8th. He hopes it will be as big of a success as Earth Day was. He did say that things will be a little different this year. In years past, the event was used as a fundraiser for the H2O Community fund. The event has not been successful from that standpoint. Community Day is a success for community relations though. The most notable change is that this year everything will be free. People love the fishing event and that will remain free as well. Mr. Binkerd noted that Mr. Conner has come and participated in the past and invited the Board and Mr. Conner to attend this year. Mr. Binkerd said that there would be a few changes to keep things fresh. As always, there will be lots of volunteers to help people. There are a number of children who are fishing for the first time on this day. Mr. Binkerd reminded the Board that Cindy Cunningham will be retiring at the end of May. He asked for authorization for a retirement gift of \$125. Mr. Dorsey moved, seconded by Mr. Lewis, to approve the retirement gift of \$125. All board members present voted aye. Motion carried unanimously. Mr. Binkerd said that desserts would be provided to help celebrate Ms. Cunningham's years of service.

BOARD MEMBERS' COMMENTS

Mr. Miller reported that the City Council had suspended the rules on the first reading of the loan forgiveness ordinance, and accepted the offer to do away with the debt. Mr. Miller thanked the Board on behalf of himself and the City Council.

CHAIRMAN'S REMARKS

Mr. Logan thanked everyone for their attendance and thanked the members for their good service.

The next meeting is scheduled for May 16, 2019 at 5:30 p.m. in the Board Room of the Administration Building at Marion Utilities, 1540 N. Washington Street.

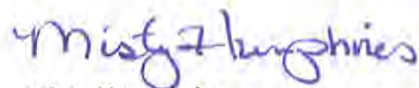
There being no further business before the board, Mr. Lewis moved, seconded by Mr. Carl, that the meeting be adjourned. All board members present voted aye. Motion carried unanimously.

Meeting adjourned at 6:15 p.m.

Robert Logan, Chairman

Marion Utilities Service Board

ATTEST



Misty Humphries

Its Secretary