



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: May 1, 2017
Re: Agenda for May 4, 2017 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, May 4, 2017 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 April 20, 2017
- IV. **OLD BUSINESS**
 - A. Update on Projects – Pinkerton





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V. NEW BUSINESS

- A. Transfers & Pay Requests - Department Managers
- B. Approval of CIPP Bids- Pinkerton
- C. Vehicle Allowance Policy- Binkerd
- D. Employee Leave Request- Shrader

VI. MANAGER'S REPORTS

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

VII. BOARD MEMBERS' COMMENTS

VIII. CHAIRMAN'S REMARKS

IX. NEXT MEETING

Thursday, May 18, 2017

Robert Logan, Chairman
Marion Utility Service Board

cc: News Media
City Administration/Council
Department Heads





SERVICE BOARD

BOARD MINUTES OF THE MAY 4, 2017 MEETING

The Marion Utility Service Board held their a meeting on Thursday, May 4, 2017, at 5:30 p.m. in the conference room of the Marion Utilities Administration Building at 1540 North Washington Street, Marion, Indiana.

Those board members present were: Bob Logan, Chairman; Kristen Barney; Doug Carl; Bill Dorsey; Von Jackson; and Herschel Lewis. Adam Binkerd was absent.

Also present at the meeting were: Chuck Binkerd, Director; Pat Pinkerton, Assistant Director for Engineering and Solid Waste; Robin Shrader, Assistant Director for Operations; Mike Conner, Attorney; Alan Miller, Council Liaison; and Misty Humphries, Secretary.

AMENDMENT OF AGENDA

Mr. Lewis moved, seconded by Mr. Carl, to amend the agenda by adding Item E entitled Establishment of Roll Off Truck Fee under new business. . All board members present voted aye. Motion carried unanimously.

APPROVAL OF MINUTES

Mr. Lewis moved, seconded by Mr. Carl, to approve the minutes of the April 20, 2017 meeting. All board members present voted aye. Motion carried unanimously.

UPDATE ON PROJECTS

Mr. Pinkerton reported that he heard back from INDOT on the 4th Street Storm Sewer project. INDOT had some comments on the submittal, and those comments are being responded to now. Mr. Pinkerton said he hopes to hear back from them in two weeks. The 9th Street cured- in-place project was awarded to Insituform and they will start work on May 17th.

TRANSFERS & PAY REQUESTS

Mrs. Shrader presented two pay requests. The first was from Classic Protective Coatings for work on the High School Tank. It was the first pay request in the amount of \$120,255.75. The second request was

from S&K for working on the turbo blower equipment. It was the second pay request in the amount of \$93,000. Mr. Lewis moved, seconded by Ms. Barney, to approve the pay requests. All board members present voted aye. Motion carried unanimously.

APPROVAL OF CIPP BIDS

Mr. Pinkerton presented the bids for the Boots Creek CSO Sewer Lining project. Mr. Pinkerton said it was in the same area where Insituform is working. The first project had great pricing so the decision was made to do more. Mr. Pinkerton said another 6,000 feet would be lined from 9th Street Miller to Alabama and also 8th & 9th Streets from Forest to Lenfesty. There were six bidders. United Surveying from Oakwood Village, Ohio bid \$223,778; Insituform from Indianapolis bid \$248,889.10; Lane Inliner from Orleans, Indiana bid \$255,198; Inland Waters from Detroit, Michigan bid \$266,229; Miller Pipeline out of Indianapolis bid \$294,033.65; and Corby Energy from Belleville, Michigan bid \$295,103. Mr. Pinkerton said everything checked out with United Survey and would recommend awarding the bid to them. Mr. Lewis moved, seconded by Mr. Dorsey, to award the bid to United Survey. All board members present voted aye. Motion carried unanimously.

VEHICLE ALLOWANCE POLICY

Mr. Binkerd said the take home vehicle policy was reviewed as some of the take home vehicles are in need of replacement. Mr. Binkerd reminded the board that this had been discussed over the years. Mr. Binkerd said he was asking the board to do away with the board vehicle take home policy so the board would not purchase cars and provide those to management staff. Mr. Binkerd said the benefit does have some value as part of the management's compensation package asked that in lieu, of the take home vehicle the board to consider Resolution 2-2017. This would allow a \$350 monthly allowance for a vehicle allowance as opposed to an actual vehicle being provided. Mr. Binkerd explained that the resolution details reimbursement to management is to be made for business travel and expense. It would cover all local and regional use of the employee's personal vehicle during utility related business. Mr. Binkerd said a regional radius for travel to Indianapolis was considered. Any miles traveled over 180 miles would be reimbursable at the allowable IRS State reimbursable rate. The resolution requires management to provide proof of insurance with specified coverages from the Utility's insurance carrier so that liability would not fall back onto the Utilities. Mr. Binkerd said he had spoken to Personnel Committee members and Mr. Logan. Mr. Dorsey added that there were a total of only three employees that would be affected by this, those employees would have to pay taxes on the allowance, and the current take home vehicles would be used for employee travel to conferences and training until they are no longer drivable. Mr. Binkerd said Mr. Dorsey was correct. There is one pool car that is 15 years old and it would be sold along with the take home vehicle used by Mr. Pinkerton. The cars Mrs. Shrader and Mr. Binkerd use would be kept for staff to use when they have meetings or trainings to attend. Mr. Dorsey reiterated that the two cars would be a small number of cars used by employees for travel. Mr.

Lewis asked what happens when those cars are no longer in service. Mr. Binkerd said the issue would be brought back to the board at that time. Mr. Logan said he would assume the allowance would go into effect right away. Mr. Binkerd said it would be effective upon passage. Mr. Dorsey asked where the money would come from in the budget. Mr. Binkerd said it would come from benefits block of the budget. Mr. Jackson moved, seconded by Ms. Barney, to pass and adopt Resolution 2-2017. All board members present voted aye. Motion carried unanimously.

EMPLOYEE LEAVE REQUEST

Mrs. Shrader stated that there is an employee who is in need of a maximum of 12 weeks of leave without pay. This is an instance that would normally qualify under the FMLA; however, the employee does not qualify for leave under FMLA as she has not worked 1,250 hours. Mr. Lewis asked if the employee's duties would be covered. Mr. Binkerd said that has been worked out and her duties would be met. Mrs. Shrader added that the request is a maximum and the 12 weeks may not all be needed. Mr. Lewis said if it is not causing a hardship, he doesn't see a problem with it. Mr. Conner added that the legislation encourages employers to offer more leave when needed so approving this would be consistent with that as well. Mr. Lewis moved, seconded by Mr. Dorsey, to approve the employee leave request. All board members present voted aye. Motion carried unanimously.

ESTABLISHMENT OF ROLL OFF TRUCK FEE

Mr. Pinkerton said as the Solid Waste Utility continues to grow, people have called in about dumpster offerings. Mr. Pinkerton said that the Utility was to the point where that service could be offered. Mr. Pinkerton said before dumpster fees can be established, the board needed to establish a roll off truck fee which is the cost of the delivery of the dumpster. Some others in town charge \$200. Mr. Pinkerton said he thinks \$150 is reasonable. The Solid Waste Utility pays \$180 for recyclables. Mr. Carl asked if the Utility has the dumpsters. Mr. Pinkerton said yes. Mr. Dorsey asked how long customers could have the dumpster sitting on their property. Mr. Binkerd said that the City's ordinance addresses that and the Utility would have to live by that ordinance. Mr. Miller added that there is an ordinance that addresses that situation. Mr. Conner said that language could be added that would address how long the customer could keep the dumpster, and the language could be shorter than the language in the City's ordinance. Mr. Miller said he believes that there is a permit that is required as well. Ms. Barney asked if a dumpster would be delivered without proof of a permit if a permit is required. Mr. Binkerd said staff would definitely ask about a permit. Mr. Lewis said that a time limit could be established. Ms. Barney said that she doesn't want to see someone holding a dumpster for 6 months so it is not available for use when needed. Mr. Binkerd said he doesn't want to see the Utility unfairly over charging people for the dumpsters but wants to ensure that the dumpsters are available for use when needed. He does not want to be so limited that the ability to generate more business is affected. Mr. Lewis asked if the Utility would be in competition with others in the area. Mr. Binkerd said yes. Mr. Jackson said in penetrating the market rules regarding length of use would have to be established. Mr. Binkerd said there are some properties that have had dumpsters on there for 10 years. Mr. Conner said if it is in the

right of way the ordinance should be followed; if it is on private property then a time limit of 30 days for example could be established. Mr. Conner offered to write a resolution for the next board meeting. Mr. Logan stated that this item will be continued until the next meeting. Mr. Jackson asked if the Utility was going to serve Grant County or only the City. Mr. Binkerd said only areas within the City limits would be served initially although he hopes the business would grow eventually.

MANAGERS' REPORTS

P. Pinkerton, Assistant Director for Engineering & Solid Waste

Mr. Pinkerton said other than some localized streets and intersections things have been draining well given the amount of rain and the ground saturation. The 4th & Nebraska Street area was experiencing difficulties but that is INDOT's system. Staff did help with the issue though. Mr. Carl asked what issues are caused by the river flooding. Mr. Binkerd said the plant is only required to treat so much flow. The issues would come if the river crests at 14' and comes into the plant.

R. Shrader, Assistant Director for Operations

Mrs. Shrader reported that in March there were 3.61 inches of rain total; April had 4.38 inches; and there was 2.9 inches from this morning to 2 p.m. which means in seven hours more than an inch of rain was gained. Mrs. Shrader said 10 feet is the notification or action state for river monitoring. The river is predicted to crest on Saturday afternoon. There are some rain delays on projects. The tank project will have some issues as the workers move from the inside to the outside. F.O.G station has been halted as digging is not advisable since the plant is so close to the river.

C. Binkerd, Utility Director

Mr. Binkerd reported that State Board of Accounts is here. They are digging in to their work. They are doing a full blown audit this year which has not been done in the past. Mr. Binkerd said staff is spending a lot of time answering questions and generating or completing reports. They will be here through June most likely. The first First Fridays event is tomorrow with the Cancer walk scheduled to take place. The walk will be held rain or shine. Mr. Binkerd invited the board to stop by the Utilities' tent.

BOARD MEMBER COMMENTS

Mr. Dorsey reported that former board member, Roger Smith, was ill and asked that the board send him some flowers. Mr. Logan agreed that a gift of cheer and to say get well soon should be sent from the board.

CHAIRMAN'S REMARKS

Mr. Logan thanked everyone for their attendance. He stated that State Board of Accounts had an entrance interview and will have an exit interview. In the past, they completed an examination. Now they are doing a full blown audit under GAAP. This means it will be longer, and there will be more expense. Mr. Logan said he didn't know if there will be an additional benefit seen this year, but it has

been different. There was no explanation as to what or why the audit was prompted, but they are trying to do more full blown audits now. Mr. Logan said there was no reason to suspect any wrong doing.

The next meeting is scheduled for Thursday, May 18, 2017 at 5:30 p.m. in the conference room at the Administration Building.

There being no further business before the board, Mr. Jackson 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