



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: November 13, 2018
Re: Agenda for November 15, 2018 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, November 15, 2018 at 5:45 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 November 1, 2018
- V. **FINANCIALS**
- VI. **OLD BUSINESS**
 - A. Update on Projects – Pinkerton
 - B. 2019 Budgets- Binkerd
 - C. Hydrant Usage Policy- Shrader





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VII. NEW BUSINESS

- A. Transfers & Pay Requests - Department Managers
- B. Approval of 11-15-18 Executive Session Memorandum
- C. Request for Banking RFP- Binkerd
- D. Transfer Station Holiday Hours- Pinkerton

VIII. STAFF REPORTS

- A. Assistant Director for Engineering & Solid Waste- 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, December 6, 2018

Robert Logan, Chairman
Marion Utility Service Board

cc: News Media
City Administration/Council
Department Heads





SERVICE BOARD

BOARD MINUTES OF THE NOVEMBER 15, 2018

The Marion Utility Service Board held their meeting on Thursday, November 15, 2018, at 5:45 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; Kristy Barney; Doug Carl; and Von Jackson. Bill Dorsey and Herschel Lewis were absent.

Also present at the meeting were: Pat Pinkerton, Assistant Director for Engineering & Solid Waste; Robin Shrader, Assistant Director for Operations; Mike Conner, Attorney; Shana Martin, Accounting & Billing Coordinator; Misty Humphries, Board Secretary; and Carolyn Muyskens, The Chronicle-Tribune.

CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS

There were no additions or deletions to the agenda.

APPROVAL OF MINUTES

Mr. Carl moved, seconded by Mr. Jackson, to approve the minutes of the regular meeting of November 1, 2018. All board members present voted aye. Motion carried unanimously.

FINANCIALS

Ms. Martin presented the October financials. There were no unusual items to report. All of the Utilities showed a gain. The Wastewater Utility had a lot of activity for the Long Term Control Plan which was located out at Home Avenue. There were no bond payments, but there will be one made in December. Mr. Carl moved, seconded by Ms. Barney, to approve the October financials. All board members present voted aye. Motion carried unanimously.

UPDATE ON PROJECTS

Mr. Pinkerton reported that the cured in place project in Brinker Heights and Marshall area has had preliminary work completed by Inland Marine. There was a protruding tap that is causing some issue, but crews will take care of that before they are here for lining. They will be back next week to finalize the schedule. Watson Excavating is finalizing the Home Avenue Phase I area. Restoration should be done by the end of next week hopefully.

2019 BUDGETS

Mrs. Shrader said that no adjustments have been made since the last presentation. Mrs. Shrader said that everything remains the same as of the last meeting. Mr. Carl moved, seconded by Mr. Jackson, to approve the 2019 Budgets as presented. All board members present voted aye. Motion carried unanimously. Mr. Logan thanked everyone for their hard work on the budgets.

HYDRANT USAGE POLICY

Mrs. Shrader reminded the board that the Hydrant Usage Policy was presented at the last meeting. It is a policy that would help to ensure that equipment used for hydrant operation is used responsibly, returned timely, and allows for cost recovery if there are expenses incurred due to the rental. Mrs. Shrader said she would be happy to answer any questions. There being none, Mr. Jackson moved, seconded by Mr. Carl, to approve the Hydrant Usage Policy. All board members present voted aye. Motion carried unanimously.

TRANSFERS & PAY REQUESTS

Mrs. Shrader presented a transfer request for Water Operations as it is just under the required balance. She requested to transfer \$100,000 from Water Depreciation to Water Operations account. Mrs. Shrader also noted that the Wastewater Depreciation account had dwindled. She asked to transfer \$80,000 Wastewater Construction to Wastewater Depreciation. Mr. Pinkerton presented a transfer request of \$70,000 from Storm Water Construction to Storm Water Operations to maintain the minimum balance required. Mr. Pinkerton said that Solid Waste Operations was healthy so he requested to transfer \$50,000 from Solid Waste Operations to Solid Waste Depreciation. Mr. Carl moved, seconded by Ms. Barney, to approve the transfer requests. All board members present voted aye. Motion carried unanimously.

Mr. Pinkerton then presented a pay request to Keith Sullivan for the Storm Sewer 2nd Street & F Street project. This is the second and final pay request in the amount of \$71,186.50. Mr. Pinkerton said he would also like to approve the Certificate of Completion and release the retainage in the amount \$5,100. Mr. Pinkerton then presented a pay request for Phase II of the Home Avenue project. It is the sixth and final request in the amount of \$135,097.90 payable to Atlas Excavating. Mr. Pinkerton asked for a release of retainage in the amount of \$53,400. The final pay request presented by Mr. Pinkerton was the sixth pay to Watson Excavating for work on Phase I of the Home Avenue project in the amount of \$678,270 and brings them close to completion. Ms. Barney moved, seconded by Mr. Jackson, to approve the pay requests as presented. All board members present voted aye. Motion carried unanimously.

APPROVAL OF 11-15-18 EXECUTIVE SESSION MEMORANDUM

Mr. Carl moved, seconded by Mr. Jackson, to approve the Executive Session Memorandum. All board members present voted aye. Motion carried unanimously.

Mr. Conner interjected that the board would need a motion to approve the settlement agreement itself. Ms. Barney moved, seconded by Mr. Carl, to add item F as Approval of Settlement Agreement. All board members present voted aye. Motion carried unanimously.

APPROVAL OF SETTLEMENT AGREEMENT

Ms. Barney moved, seconded by Mr. Carl, to approve the settlement agreement and authorize Mr. Logan to sign it. All board members present voted aye. Motion carried unanimously.

REQUEST FOR BANKING RFP

Mrs. Humphries stated that it has been customary practice to review our banking provider's fees. If the fees, an RFP would be sought from local banking institutions to see how our needs could best be met in the most cost-effective manner. This has not been done for six years. Ms. Martin has brought attention to increasing fees from our provider. For instance, in October of 2017, the Utility paid \$0.08 per item for deposits and checks. In October of 2018, the Utility pays \$0.40 to \$0.10 per item for deposits and checks. Mrs. Humphries said that the Senior Leadership Team thought it might be a good idea to seek RFPs from local providers. The current local provider has been recently purchased by a bank up north and contacts have already changed. Mrs. Humphries stated that after RFPs are received, they would be brought to the Board for review. Mr. Carl moved, seconded by Ms. Barney, to request an RFP from local banking institutions. All board members present voted aye. Motion carried unanimously.

TRANSFER STATION HOLIDAY HOURS

Mr. Pinkerton mentioned that there is a reduction in staff between the Christmas and New Year's holidays. Mr. Pinkerton asked permission to close the Transfer Station to the public for those few days between the Christmas and New Year's holiday. Ms. Barney moved, seconded by Mr. Carl, to approve the closing of the Transfer Station to the public between Christmas and New Year's. All board members present voted aye. Motion carried unanimously.

STAFF REPORTS

P. Pinkerton, Assistant Director for Engineering & Solid Waste

Mr. Pinkerton met with a Neighborhood Watch group who wanted to talk about recycling. Mr. Pinkerton said the group is also going to leave door hangers on houses in their neighborhoods that have couches and other items in the front yard. The group really wants to assist with clean-up efforts.

R. Shrader, Assistant Director for Operations & Maintenance

Mrs. Shrader said that construction is half way done on the 206 building at the Water plant. This is the building where the Christmas party was held in the past. Mrs. Shrader also reported that some new employees are beginning to get their CDLs. There is one person left to get permitted. In closing, she reported that Friday was another work day for the Senior Leadership Team. The Team will spend the day in different workgroups.

C. Binkerd, Utility Director

Mrs. Humphries reported for Mr. Binkerd. She stated that October was the final month for the credit card campaign. When the campaign began, credit card usage was at 10%. Over the months, the credit card usage went up to 12%. Checks are still at 43.8% and are the preferred payment method. Mrs. Humphries said that an ACH campaign is beginning soon. If customers sign up for ACH, they will receive a goody bag filled with promotional items. Currently ACH customers total 2,573. Recurring credit card customers total 115. Mr. Carl asked what percentage of customers are ACH customers. Mrs. Humphries stated it is 10.5%.

BOARD MEMBERS' COMMENTS

Ms. Barney reported that she intends to resign at the end of January as she is moving to Virginia. Ms. Barney stated that Mr. Phil Morgan has mentioned interest in the Board.

CHAIRMAN'S REMARKS

Mr. Logan thanked Mr. Carl for covering while he was out. He wished everyone a Happy Thanksgiving.

The next meeting is scheduled for December 6, 2018 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. Carl moved, seconded by Ms. Barney, that the meeting be adjourned. All board members present voted aye. Motion carried unanimously.

Meeting adjourned at 6:13 p.m.

Robert Logan, Chairman

Marion Utilities Service Board

ATTEST

A handwritten signature in cursive script that reads "Misty Humphries".

Misty Humphries

Its Secretary