



## Marion Utilities

1540 N Washington St.  
Marion, IN 46952  
[www.marionutilities.com](http://www.marionutilities.com)

## Service Board

Memo To: All Utility Board Members  
From: Bob Logan, Chairman  
Date: November 14, 2017  
Re: Agenda for November 16, 2017 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, November 16, 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 November 2, 2017

IV. **OLD BUSINESS**

A. Update on Projects – Pinkerton

B. DeBoard 2440 W. 11<sup>th</sup> Street Request (Lien Forgiveness Request)- Conner

C. 2018 Budget Presentation- Binkerd





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### **VII. NEW BUSINESS**

- A. Transfers & Pay Requests - Department Managers
- B. 2523 W. 9<sup>th</sup> Street Leak Adjustment Request-Wine
- C. Approval of Chemical Bids- Shrader
- D. Update of Job Descriptions- Binkerd
- E. Denmark Report- 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, December 7, 2017**

Robert Logan, Chairman  
Marion Utility Service Board

cc: News Media  
City Administration/Council  
Department Heads





## SERVICE BOARD

### **BOARD MINUTES OF THE NOVEMBER 16, 2017 MEETING**

The Marion Utility Service Board held their meeting on Thursday, November 16, 2017, at 5:30 p.m. in the conference room of the Administration building at Marion Utilities, 1540 N. Washington Street, Marion, Indiana.

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

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

#### **APPROVAL OF MINUTES**

Mr. Carl moved, seconded by Mr. Dorsey, to approve the minutes of the November 2, 2017 board meeting. All board members present voted aye. Motion carried unanimously.

#### **UPDATE ON PROJECTS**

Mr. Pinkerton reported that the 4<sup>th</sup> Street Storm Sewer project is completed and paved. United Survey has completed the 9<sup>th</sup> Street project and will move onto to the 28<sup>th</sup> Street project. He stated that Kokosing will start on the Stonecrest lift station after Thanksgiving and bids on the southeast drainage area of the Long Term Control Plan will go out as well. There has been some post monitoring on the Boots Creek CSO project that was completed a year ago. Traces of a sanitary sewer have been found in what will be the storm sewer. The area was narrowed down to the Westwood strip mall and Welch Packaging. Those were then removed and additional testing will be completed. Mr. Logan asked if Western Avenue by the hotel was a utility project or the hotel developers. Mr. Pinkerton said that the developer ran a storm sewer down Western as INDOT won't let them connect in to theirs. It was not a utility project. Mr. Carl asked why INDOT wouldn't approve the storm sewer connection. Mr. Pinkerton said the long story short was that it didn't go there before so INDOT wouldn't let it now. It puts the utility in a bind as it went into a 10" storm sewer. The only option was to run 300 feet down Western to a storm sewer there. INDOT made the developers do a study and then upon the study's completion denied the request. The developer paid for the extension as well as the design of the extension.

### **DEBOARD 2440 W. 11<sup>TH</sup> STREET REQUEST (LIEN FORGIVENESS REQUEST)**

Mr. Conner said that by operation of law the three liens were extinguished as of the date of the tax sale. Anything that were to occur after the tax sale would be Mr. DeBoard's responsibility. Mr. Conner notified Mr. DeBoard of the forgiveness by mail. Mr. Conner said that some government liens are not extinguished but these liens were not one of those. Mr. Conner said that in the past, Mrs. Cox would routinely bring him liens, and he would advise her when liens were extinguished. Mr. Conner said that he would check on the status of the letter to Mr. DeBoard.

### **2018 BUDGET PRESENTATION**

Mr. Chuck Binkerd reminded the board that the budget committees had met and reviewed the budgets. They were submitted to the board at the last meeting. Mrs. Shrader said that after the opening of the chemical bids there were some changes to the budget. Specifically, the 500 section of the Wastewater budget would change. Line 501 (Alum) increased by \$3,000 and the Polymer line 505 would decrease by \$3,000. Alum is now \$75,000 and Polymer is now budgeted at \$5,000. Similarly, in Water budget there was an increase to Polymer by \$3,000 and decrease to Lime by \$3,000. The budgeted amount for Lime is now \$287,000 and Polymer is \$23,600. Mr. Chuck Binkerd said the insurance committee was meeting tomorrow to discuss renewal numbers. The anticipated increase is 32%. He said that he thinks that can be brought down to 12% if reasonable concessions are made. Mr. Binkerd recommend passing the budgets with those changes Mrs. Shrader just made. Mr. Lewis moved, seconded by Mr. Adam Binkerd, to approve the 2018 budgets. All board members present voted aye. Motion carried unanimously.

### **TRANSFERS & PAY REQUESTS**

Mr. Pinkerton presented two pay requests to J.G. Bowers for the 1400 N Washington Street project. The first request was the fourth and final payment in the amount of \$34,271.50. The second was the release of retainage and certification of completion on the 1400 N Washington Street building in the amount of \$21,072.74. Ms. Barney moved, seconded by Mr. Carl, to approve the pay requests as presented. All board members present voted aye. Motion carried unanimously.

### **2523 W. 9<sup>th</sup> STREET LEAK ADJUSTMENT REQUEST**

Mr. Chuck Binkerd presented a request submitted by Mr. Chris Wine for the property at 2523 W. 9<sup>th</sup> Street. Mr. Chuck Binkerd said it is not unusual for a property owner to have a high bill due to a break. Mr. Wine had an issue at this property back in March. He is requesting another adjustment at this same property. Mr. Binkerd said that the request was brought to the Board as this was beyond our authority to make a decision as a management team. Mr. Chuck Binkerd asked that this be reviewed by the Water Committee. Mr. Logan assigned this to the water committee for review. Mr. Lewis asked what customers are responsible for. Mr. Binkerd said customers are responsible for the area from the shut off valve to the home.

### **APPROVAL OF CHEMICAL BIDS**

Mrs. Shrader presented the chemical bid sheet. Mississippi Lime and Lhoist North America bid on the lime. Mississippi Lime was the low bidder. For the Alum, Chemtrade Chemicals and USALCO were the bidders. Chemtrade was the low bidder at .0897 per wet pound. They were the ones we used this year at .0868. There was only one bidder on the Carbon Dioxide. Air Products bid \$84 per ton. Hexagon bid on the Polymer and is the same company we used this year. The bid was \$2.15 per pound on the Ad-230EP and \$2.18 per pound on the AD-20EP. This year's price was \$2.08. Chlorine and sulfur dioxide both had two bidders. JCI Jones bid \$409 per ton on chlorine and \$100 per 150# cylinder on sulfur. Brenntag bid \$498 on chlorine and \$82.50 per 150# cylinder on sulfur. Mrs. Shrader said that JCI Jones was the lower bidder. Mrs. Shrader recommended the acceptance of the low bids as presented. Mr. Lewis, seconded by Mr. Jackson, to approve the low bids. All board members present voted aye. Motion carried unanimously.

### **UPDATE OF JOB DESCRIPTIONS**

Mr. Chuck Binkerd said he had really been looking at areas within the organization. He reminded the board that the Accounting Specialist and Accounting Assistant positions had been at the last meeting as the billing function will move under the accounting group. Mr. Binkerd said he thought the move would help reduce the stress level on some employees. Mr. Chuck Binkerd then presented the Executive Assistant position description. He stated that with the combining of different functions some management purview over these areas was now needed. Mr. Binkerd stated that the combined areas would now fall under the Executive Assistant. The updated the job functions are defined in the job description. The accounting and customer service job duties are also enfolded within the job description. Mr. Chuck Binkerd said he had spoken with Mr. Dorsey a couple of times regarding the changes. Mr. Binkerd also explained that other job descriptions would be brought before the board as the restructuring is completed. Mr. Lewis asked if this is a new position. Mr. Binkerd said no. Mr. Binkerd also reported that the Accounting Assistant position was filled from within. The Administrative Support Assistant position is now posted. Mr. Binkerd said with the fulfillment of the Administrative Support Assistant he feels that support would be in place for the Executive Assistant. Ms. Barney moved, seconded by Mr. Lewis, to approve the update to the Executive Assistant's position. All board members present voted aye. Motion carried unanimously.

### **DENMARK REPORT**

Mrs. Shrader presented a slide show on her trip to Denmark. She reported that Denmark has 5.6 million people. It is a constitutional monarchy. It is also the world's happiest nation. She explained that State of Green was the first stop on Monday morning. It was located in Copenhagen. Mrs. Shrader stated that Denmark wants to be world leader in water and energy use. Some of the interesting locations she visited included the Solrodgard wastewater facility which was built entirely underground. The top of the facility was a park. Some of the new technology included a belt filter instead of a primary. The Merselisborg plant was roughly the same size as our Marion facility and produces 150% of the energy they need to operate the facility. Mrs. Shrader said they have the same blowers that were just installed at our plant. They also had a CHP that worked well. Another interesting sight was an actuator on a valve. This was interesting because they are usually huge and this one is slim line. The Ega plant had an incredible grit

removal system. Mrs. Shrader concluded by stating that the Danish Hydraulic Institute is a think tank. They have 140 different countries represented. They have a modeling software available to them to try concepts before taking them on. Mrs. Shrader said this organization have figured out how to maximize the plant according to what is being put in. The main manufacturers that talked with Mrs. Shrader were Danfoss, Linak an actuator group, Landia, Grundfos that makes smart pumps, Nissen who focuses on CHPs. Mrs. Shrader also took a picture and reported that street sweepers were tiny and solid waste trucks were tall. Mrs. Shrader thanked the board for the opportunity.

## **STAFF REPORTS**

### **P. Pinkerton, Assistant Director for Engineering & Solid Waste**

Mr. Pinkerton reported that sewer maintenance was scheduled to sweep Washington Street tomorrow in preparation for the Christmas parade on Saturday. He also received a message from Mr. Graft stating that E&B will not pave Western Avenue this year. The street cut will be repaired when Harbor Freight is paved.

### **R. Shrader, Assistant Director for Operations**

Mrs. Shrader called the Board's attention to the progress in the parking lot. She reported that the customer service staff should be back in the office within the next week or so. The temporary billing office has been a hardship on the customer service representatives, but they are doing a fantastic job. She also reported that the in-house installation of the blowers was amazing. A start up contractor stated that he usually deals with outside contractors who do this. Municipalities usually botch this up. This is better than most he has seen. Mrs. Shrader also reported that staff is going into a planning phase for next year.

### **C. Binkerd, Utility Director**

Mr. Binkerd stated that he has been working through the IDEM rate case issue. There is 8,000 pages of testimony and exhibits. The lawyers are talking strategy now. He also reported that the health insurance committee will meet tomorrow. Hopefully, they will be able to come up with good choices that minimizes impact. There will be some concessions that need to be made. Mr. Binkerd stated that Brittany Riner is not interested in continuing on in a full-time position with us. Mr. Binkerd thought he had someone interested in a full-time position but that did not work out. Mrs. Riner is interested in part-time work, and we are engaging with her to do that for 20 hours per week. Mr. Binkerd said that there was another person who was interested in part-time work. Staff is going to try and combine the talents of the two individuals to fulfill the need as both individuals have high qualifications. Mr. Binkerd said we will try this and see how it goes. Both positions will continue at the same rate of pay but with no benefits. Mr. Binkerd said that other organizational elements are being looked at. In the past, there has been discussion about hiring the right people with the backgrounds and skills for future growth. Mr. Binkerd explained that the budget included an Environmental Resource Coordinator position. We are looking at how it may serve us and our community. Mr. Binkerd said that would be brought back to the Board. Other positions are also being looked at to support the Environmental Resource Coordinator position as well. Mr. Dorsey asked if the part-time person went through the competitive process. Mr.

Binkerd said that has not been done in the past with part time positions. Mr. Binkerd said he was not asking the board to establish the position as a full-time part-time position. Ms. Barney asked about the current open position. Mr. Chuck Binkerd said that there are a few. He named the positions that were posted in-house as most of the open positions were internal right now.

### **BOARD MEMBER COMMENTS**

There were no board member comments at this time.

### **CHAIRMAN'S REMARKS**

Mr. Logan thanked everyone for their attendance and for all of the work that had been done on the budgets. He wished everyone a Happy Thanksgiving

The next meeting is scheduled for December 7, 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. Adam Binkerd, that the meeting be adjourned. All board members present voted aye. Motion carried unanimously.

Meeting adjourned at 6:30 p.m.

Robert Logan, Chairman  
Marion Utilities Service Board

ATTEST

Misty Humphries  
Its Secretary



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