



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: October 31, 2017
Re: Agenda for November 2, 2017 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, November 2, 2017 at 5:30 p.m. in **Meeting Room B of the Marion Public Library at 600 South 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 October 19, 2017
- IV. **OLD BUSINESS**
 - A. Update on Projects – Pinkerton
 - B. DeBoard 2440 W. 11th Street Request (Lien Forgiveness Request)- Water Committee
 - C. Sponsorship Request Policy- Binkerd





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VII. NEW BUSINESS

- A. Transfers & Pay Requests - Department Managers
- B. Update of Accounting Job Descriptions- Binkerd
- C. 2018 Budget Presentation- Binkerd

VIII. MANAGER'S REPORTS

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

IX. BOARD MEMBERS' COMMENTS

X. CHAIRMAN'S REMARKS

XI. NEXT MEETING

Thursday, November 16, 2017

Robert Logan, Chairman
Marion Utility Service Board

cc: News Media
City Administration/Council
Department Heads





Marion Utilities

SERVICE BOARD

BOARD MINUTES OF THE NOVEMBER 2, 2017 MEETING

The Marion Utility Service Board held their meeting on Thursday, November 2, 2017, at 5:30 p.m. in Meeting Room B of the Marion Public Library at 606 South Washington Street, Marion, Indiana.

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

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

APPROVAL OF MINUTES

Mr. Dorsey moved, seconded by Mr. Jackson, to approve the minutes of the October 19, 2017 board meeting. All board members present voted aye. Motion carried unanimously.

UPDATE ON PROJECTS

Mr. Pinkerton reported that the Fourth Street Storm Sewer Extension project was complete exempt for restoration. Dave's Excavating had started putting in the base asphalt the other day. Mr. Pinkerton said hopefully it would be done by Thanksgiving. He also reported that United Survey showed up in town to work on the 9th Street and 28th Street projects. They should be done in two weeks.

DEBOARD 2440 W. 11TH STREET REQUEST (LIEN FORGIVENESS REQUEST)

Mr. Chuck Binkerd said the Water Committee has looked over the item as well as Mr. Conner. Mr. Binkerd said he did not have an opportunity to talk with Mr. Conner prior to the meeting. Mr. Binkerd asked that the item be tabled until the next meeting. The item was tabled.

SPONSORSHIP REQUEST & POLICY

Mr. Chuck Binkerd explained that each year organizations come to the board and request sponsorship of their events. The board has supported different entities and organizations over the years. Each year more requests are received. The Management Team thought it might be easier to have a policy in place that would define some specific criteria and to have an application process. The Outreach group would review the requests to ensure the request met the established criteria. The Board would then be presented with those requests that have met the established criteria, review those requests brought

before it, and decide whether or not to approve the requests. Mr. Dorsey said he had a question on the first bulleted item that stated the Board would not consider sponsorship of political or religious activities and /or events. He asked how the NAACP's annual request would be handled. Mr. Chuck Binkerd said he didn't consider the NAACP a political organization. Mr. Binkerd explained that he was referencing a group such as the Democratic Party. He thinks it would be in the best interest of the Board to not affiliate itself with any particular political party. Mr. Dorsey then asked about the Mission and how a request by them would be affected. Mr. Binkerd said he didn't believe the Mission was affiliated with any particular church and so a request by them would be considered. Mr. Dorsey asked if the Board would have final determination on whether to approve the request or not. Mr. Chuck Binkerd said yes. Mr. Carl reiterated that the Outreach group would only vet the requests to ensure that the request had met the established criteria before coming to the Board for review. Mr. Dorsey moved, seconded by Mr. Jackson, to approve the sponsorship policy. All board members present voted aye. Motion carried unanimously.

TRANSFERS & PAY REQUESTS

Mr. Pinkerton presented a pay request for the first phase of the cured-in-place project on 9th Street which is part of the Boots Creek Project. It is for the certification of completion and release of retainage to Insituform Technology for \$24,900. Mr. Dorsey moved, seconded by Mr. Adam Binkerd, to approve the pay request. All board members present voted aye. Motion carried unanimously.

UPDATE OF ACCOUNTING JOB DESCRIPTIONS

Mr. Binkerd explained that there is an organizational restructuring situation that he would like the Board to consider. He stated that there has been a transitional period in the billing/customer service group. Management has been evaluating what changes may be necessary in order to meet our goals and service our customers best. After much review, it has been discovered that it would be best to move the billing function out of the customer service area and into the accounting area. Mr. Binkerd reminded the Board that there is an Accounting Assistant position and an Accounting Specialist position. Both of those descriptions have been rewritten to reflect the billing functions. He stated that the Accounting Specialist position, now entitled the Accounting Billing Coordinator, would also encompass some supervisory functions. Both of the positions went through the point factoring process. The Accounting Billing Coordinator was pointed out at a 17 which is the same as the other supervisors. The position was previously pointed at a Range 14. The Accounting Assistant description was really light in terms of function and responsibilities before. The position will now will truly help in accounting responsibilities and the billing process now. After the point factoring process, it moved from a Range 9 to a Range 12. Mr. Dorsey said he didn't see any language in the Accounting Billing Coordinator position that referred to evaluating others as a supervisor might do in that position. Mr. Chuck Binkerd referenced the second paragraph on the second page of the job description. He explained that the person would be monitoring and documenting others' work. He would like the management level individual to actually sign off on the final review. Mr. Binkerd said that there are other management positions that are the final sign off on performance reviews within the organization. Mr. Dorsey said he would like to discuss the job

description more. Mr. Carl said that it could be approved subject to the approval of the Chair of the Personnel Committee. Mr. Dorsey moved, seconded by Mr. Adam Binkerd, to approve both job descriptions subject to the final review by Mr. Binkerd and Mr. Dorsey. Mr. Chuck Binkerd stated that he would be bringing back the Executive Assistant position description at the next board meeting. He would like for the Executive Assistant to be the management level person over the administrative and customer service group.

2018 BUDGET PRESENTATION

Mr. Chuck Binkerd explained that all the budget committees have met. The budgets have been updated to reflect 2017 Expenditures Year to Date. Mr. Carl asked if the insurance issue was known at the time of preparation. Mr. Binkerd said no, but that he was meeting with the insurance agents next Tuesday. Mr. Carl said that the group should review the budgets and let Mr. Chuck Binkerd know if there were any questions.

MANAGERS' REPORTS

P. Pinkerton, Assistant Director for Engineering & Solid Waste

Mr. Pinkerton reported October was a little lighter month for solid waste. Solid Waste is still processing four to five tons more per day this year than last year. In the first 10 months of this year, 840 more tons of solid waste was hauled to the landfill than last year. That is quite a few man hours. Mr. Pinkerton said that last year there were some different challenges such as getting people to use the toters. Mr. Carl asked if people were still having issues with the use of the toters. Mr. Pinkerton said not really. He was in the area of 11th & D and there were some televisions still set out. Mr. Carl asked if there were leaves in the trash. Mr. Pinkerton said no. It is going smooth. Mr. Pinkerton also reported that Labrie was onsite today going over the truck that had been having the issues. It is having some electrical issues. Labrie thinks it is because of a bad monitor. The truck will be fine and then there will be an issue. Once the truck is shut down and started back up, the issue doesn't present itself.

C. Binkerd, Utility Director

Mr. Binkerd had nothing further to report.

BOARD MEMBER COMMENTS

There were no board member comments at this time.

VICE CHAIRMAN'S REMARKS

Mr. Carl thanked everyone for their attendance and for all of the work that had been done on the budgets.

The next meeting is scheduled for November 16, 2017 at 5:30 p.m. in the conference room at the Administration Building.

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

Meeting adjourned at 5:55 p.m.

Robert Logan, Chairman
Marion Utilities Service Board

ATTEST

Misty Humphries
Its Secretary