



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: September 18, 2017
Re: Agenda for September 21, 2017 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, September 21, 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 August 17, 2017
- IV. **OLD BUSINESS**
 - A. Update on Projects – Binkerd





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VII. NEW BUSINESS

- A. Transfers & Pay Requests - Department Managers
- B. Approval of Wastewater Truck Quotes- Shrader
- C. Accounts Payable Policy- Binkerd
- D. Electrical Maintenance Technician Position- Shrader
- E. Policies & Personnel Manual Update- Binkerd

VIII. MANAGER'S REPORTS

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

IX. BOARD MEMBERS' COMMENTS

X. CHAIRMAN'S REMARKS

XI. NEXT MEETING

Thursday, October 5, 2017

Robert Logan, Chairman
Marion Utility Service Board

cc: News Media
City Administration/Council
Department Heads





SERVICE BOARD

BOARD MINUTES OF THE SEPTEMBER 21, 2017 MEETING

The Marion Utility Service Board held their a meeting on Thursday, September 21, 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: Bob Logan, Chairman; Kristy Barney; Adam Binkerd; Doug Carl; Bill Dorsey; Von Jackson; and Herschel Lewis.

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

APPROVAL OF MINUTES

Mr. Lewis moved, seconded by Mr. Carl, to approve the minutes of the August 17, 2017 board meeting. All board members present voted aye. Motion carried unanimously.

UPDATE ON PROJECTS

Mr. Chuck Binkerd reported that the 4th Street Storm Sewer Extension project would proceed once INDOT finished their work. The Home Avenue project had a couple of modifications to the project. It will be soon ready to go out for bids. Mr. Chuck Binkerd also reported that the Mezzanine Project in the 1400 Building was moving along nicely. The last few touches were being made and the space would soon be ready to occupy.

TRANSFERS & PAY REQUESTS

Mrs. Shrader presented three pay requests. The first pay request was for the Mezzanine offices. It was the second payment to JG Bowers for the amount of \$119,119.61. Mrs. Shrader said this payment brings us to 59% financial completion. The two payment requests were to Bragg Excavating. The first pay request to Bragg was the final payment on the F.O.G. Receiving Station in the amount of \$14,052.03. The second pay request to Bragg was the first payment in the amount of \$90,140.91 for the work on the administration parking lot. Mr. Carl moved, seconded by Mr. Lewis, to approve the pay requests as presented. All board members present voted aye. Motion carried unanimously.

APPROVAL OF WASTEWATER TRUCK QUOTES

Mrs. Shrader said that upon the second sending of the quotes there were three responses. Mike Anderson, Gas City, quoted \$22,892.78 on a 2018 Chevy Silverado 1500; Mike Anderson, Marion, quoted \$21,771 on a 2018 Dodge Ram 1500; and Southworth Ford, Marion, quoted \$23,778 on a 2018 Ford F150. Mrs. Shrader recommended the Dodge. Mr. Lewis moved, seconded by Mr. Adam Binkerd, to approve the low quote submitted by Mike Anderson, Marion. All board members present voted aye. Motion carried unanimously.

ACCOUNTS PAYABLE POLICY

Mr. Chuck Binkerd said that there have been a couple of times when items have come up for payment on an off week where the board is not meeting. The policy is that the Board must review all items before payments are released. There are a few exceptions that are allowed such as utility bills, credit cards, payments to other government entities, and insurance premiums. Mr. Binkerd explained this issue came up with the purchase of the new solid waste trucks. A check for \$500 was needed for an application fee. Mr. Chuck Binkerd said he gave authorization for the check to be cut, since the board had already approved the purchase, so that the new trucks could be delivered. Mr. Binkerd said that staff researched older minutes and there was not a policy in place that would allow for checks to be issued on a week when there was not a board meeting. Mr. Binkerd stated that a policy would be developed for the next meeting in the form of a resolution. Mr. Conner would be asked to review the resolution before it is presented to the board. The item was tabled until the next meeting.

ELECTRICAL MAINTENANCE TECHNICIAN POSITION

Mrs. Shrader explained that a candidate was interviewed a few weeks ago for the electrical maintenance position at the Water Utility. This was a strong candidate with a strong resume. The candidate has also been recommended by a couple of current employees including the Wastewater Supervisor. Mrs. Shrader said she would like to offer him a starting position at Range 14 Step 3 instead of a Range 14 Step 1. Mrs. Shrader said she felt this offer would meet his financial needs and allow him to join the staff. Mr. Logan stated that when the right candidate is found a competitive salary should be offered. Ms. Barney asked what would happen in the coming years. Mr. Dorsey explained that there is a step plan that maxes out at Step 8. Mrs. Shrader stated that she also presented the candidate with a copy of the compensation plan and the health benefits. Together the salary and the health benefits would meet his needs. Mr. Dorsey said he did not have a problem hiring the candidate in at a Step 3. Ms. Barney asked what happened if current employees found out the new employee is hired at a higher step than they might have hired in at. Mr. Conner explained that it is legal to offer a qualified candidate a higher pay grade than current employees if our policy does not base movement through the steps upon time. The compensation does not base movement upon time. Mr. Adam Binkerd asked how the candidate scored on the point system. Mr. Chuck Binkerd explained that the point system was used to assign ranges to the position and not necessarily the individual. Mr. Dorsey added that in interview scoring, it is possible for one candidate to score higher than another and still have the candidate with the lesser score be selected if they are the right candidate. Mr. Lewis moved, seconded by Ms. Barney,

to approve the hiring of the electrical maintenance technician at Range 14 Step 3. All board members present voted aye. Motion carried unanimously.

POLICIES & Personnel Manual Update

Mr. Chuck Binkerd said he was not asking for any board action at this time. He wanted to present a draft copy to the board and Mr. Conner so that some review and discussion could occur. Mr. Chuck Binkerd said that the last time the manual was rewritten was in the early 2000s. He also stated that the board would be provided with a summary of the substantial changes in the near future. To present the board with a redline version would have been to present them with only redlines since this was a significant rewrite. Mr. Chuck Binkerd said that some meetings with the Personnel Committee would also be scheduled.

MANAGERS' REPORTS

R. Shrader, Assistant Director for Operations

Mrs. Shrader reported that the parking lot project was going very well. The temporary billing office is working well and serving its purpose. The crews working on the project are motivated to finish it quickly since the weather is still nice. The fire hydrant painting project is finished and went well. Mrs. Shrader stated that there was a slight delay with the blower installation. We were waiting on some piping for it. The piping was being manufactured in Florida.

Mrs. Shrader said she spent some time at a career fair at Indiana State University yesterday and Indiana Purdue Fort Wayne today. She said that she is trying to drum up some interest in internships and future job opportunities with the impending retirement situation. Mrs. Shrader said that within three years there will be 30% of our workforce eligible to retire. Mrs. Shrader said she has a list of seven employees that have named a date within the next couple of years. She added that there would most likely be a lot of shuffling of positions as some will be able to move up to other positions. Ms. Barney asked if there were training sessions for employee development and if the board could attend the sessions. Mrs. Shrader said there is a succession plan in place with some leadership training being offered. Mrs. Shrader said she would invite the board to the next couple of sessions. They are usually on Tuesdays and Thursdays at 10 a.m. and 2 p.m. Mr. Jackson asked if there was a cross training program. Mrs. Shrader said that there is an opportunity to cross train because staff numbers are lean. Mr. Chuck Binkerd stated that one of the benefits of implementing the pointing system a couple of years ago was the evaluation of skills that were needed across several similar positions. Mr. Chuck Binkerd said that there have been some situations where a lead has had to act as a temporary supervisor due to a leave. In those cases, the lead is temporarily assigned to a new pay grade.

C. Binkerd, Utility Director

Mr. Chuck Binkerd reported that the two solid waste trucks came in earlier this week. They have been on the road and are working well. The drivers are a little slower as the alignment on the arm is slightly different. By the end of the week, their speed and accuracy will be up. Mr. Chuck Binkerd said he spoke with a couple of drivers and the trucks are easy to operate and comfortable to drive. The billing software is still being worked on and issues are being addressed. The big thing for issue has been that when the

meter reads are brought in the system is not reading those correctly. The other issue is integrating the billing and the accounting side. Those communication issues are being worked on and will be fixed soon. Mr. Binkerd said that staff has stepped up and done a great job.

Mr. Chuck Binkerd also reported that I&M is looking at a rate increase which would mean an additional cost of \$100,000-\$200,000 annual to the utilities. There is a time frame where we can make comments, and Mr. Binkerd said he thought the Utility would want to be a part of the discussion. Mr. Binkerd said he has reached out to the mayor on this as well. There have been a couple of opportunities to present to community groups. He presented to the Audubon Society on Tuesday. Mr. Chuck Binkerd stated that he was attending the SWANA conference in Baltimore to learn more about solid waste processing and renewable energy opportunities. There is also other staff scheduled to attend WEFTEC in Chicago. Mr. Logan stated that he went to WEFTEC years ago. It is amazing to go and see new equipment, new technologies, and new processes available. Mr. Logan encouraged board members to attend local shows when they present themselves.

BOARD MEMBER COMMENTS

Mr. Miller said he noticed that Loretta Tappan was helping out while Mrs. Riner was out of the office.

Mr. Lewis stated that he attended and enjoyed the employee picnic.

CHAIRMAN'S REMARKS

Mr. Logan thanked everyone for their attendance.

The next meeting is scheduled for October 5, 2017 at 5:30 p.m. at an offsite location. Mr. Logan explained that he and Mr. Carl will both be out of town. There is a good chance that the meeting will be rescheduled. He asked the members to look for more information on that as the date approaches.

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

Meeting adjourned at 6:08 p.m.

Robert Logan, Chairman
Marion Utilities Service Board

ATTEST

Misty Humphries
Its Secretary