



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 4, 2018
Re: Agenda for September 6, 2018 Utility Board Meeting

Dear Board Member:

This is to inform you of our special Board Meeting to be held Thursday, September 6, 2018 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. **CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS**
- IV. **APPROVAL OF MINUTES**
 - A. Regular meeting of August 2, 2018
- V. **FINANCIALS**
- VI. **OLD BUSINESS**
 - A. Update on Projects – Binkerd





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VII. NEW BUSINESS

- A. Transfers & Pay Requests - Department Managers
- B. Water Testing Laboratory Fees- Shrader
- C. Approval of Vehicular Maintenance Garage Overhead Door Quotes- Shrader
- D. Approval of Pick-Up Truck Quotes- Shrader
- E. Hiring of a Wastewater Operator-Shrader

VIII. STAFF REPORTS

- A. Assistant Director for Engineering & Solid Waste- Binkerd
- 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, September 20, 2018

Robert Logan, Chairman
Marion Utility Service Board

cc: News Media
City Administration/Council
Department Heads





SERVICE BOARD

BOARD MINUTES OF THE SEPTEMBER 6, 2018 MEETING

The Marion Utility Service Board held their meeting on Thursday, September 6, 2018, at 5:30 p.m. in the conference room of the Administration building at Marion Utilities, 1540 N. Washington Street, Marion, Indiana.

Roll was called and those board members present were: Robert Logan, Chairman; Kristy Barney; Doug Carl; Von Jackson and Herschel Lewis. Adam Binkerd and Bill Dorsey were absent.

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

CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS

There were no additions or deletions at this time.

APPROVAL OF MINUTES

Mr. Carl moved, seconded by Mr. Lewis, to approve the minutes of the August 2, 2018 board meeting. All board members present voted aye. Motion carried unanimously.

FINANCIALS

Mr. Binkerd explained that this is not a normal meeting where the financials would be presented. He explained that since the second meeting in August was rescheduled, the July financials are now being presented. The financials are in good shape. Mr. Binkerd noted that the health claims were not paid this month and so a double payment will be reflected in the August financials. Mr. Logan asked if there was a reason why the health claims were not paid. Mr. Binkerd explained that there was an administrative hiccup in the processing. Mr. Binkerd also noted that there were three Long Term Control Plan expenditures. Mr. Lewis moved, seconded by Mr. Carl, to approve the financials as presented. All board members present voted aye. Motion carried unanimously.

UPDATE ON PROJECTS

Mr. Binkerd reported on behalf of Mr. Pinkerton who was on vacation. The Second Street Storm Sewer Separation is going well. Keith Sullivan has completed restoration with the exception of asphalt. The Southeast Sewer Separation Project, which has two phases, is still ongoing. Phase I has the storm sewer installed, and Watson is working on the sanitary sewer. This is progressing well. The final completion date is the second week of November and is on track. Phase II was worked on by Atlas. They have finished the work and are working on restoration. Final completion is scheduled for the second week in November.

TRANSFERS & PAY REQUESTS

Mr. Binkerd presented the fifth pay request on the Home Avenue Phase I was submitted by Watson Excavating in the amount of \$75,404. \$1,913,137 was the total project cost. A pay request for Phase II of the Home Avenue Project was also submitted. It was payable to Atlas in the amount of \$272,680. This was the fourth pay request. The total project cost was \$1,067,539. Keith Sullivan also presented a pay request for the Second Street Storm Separation. This was the first request and was in the amount of \$46,195. The project total was \$124,152.30 project. Mr. Lewis moved, seconded by Mr. Jackson, to approve the pay requests. All board members present voted aye. Motion carried unanimously.

WATER TESTING LABORATORY FEES

Mrs. Shrader said that the Laboratory Coordinator brought to her attention that the costs for water testing supplies have increased significantly. When originally put in place, the cost of the testing would pay for the supplies. However, eleven years later, the same amount for tests is being charged. Mrs. Shrader recommended a 20% increase in customer charges which would allow for the same profit margin as it did in 2007. The increase would mean that pool tests will now be \$30 instead of \$25. Well tests that were \$15 and \$20 would now cost \$18 and \$24 respectively. Mr. Binkerd added that the costs were comparable to independent lab charges. He also stated that the testing conducted by the lab has been a benefit to the Utilities through the years. Mr. Lewis moved, seconded by Ms. Barney, to approve a 20% increase in customer charges as recommended by Mrs. Shrader. All board members present voted aye. Motion carried unanimously.

APPROVAL OF VEHICULAR MAINTENANCE GARAGE OVERHEAD DOOR QUOTES

Mrs. Shrader reminded the Board that the Distribution crew was moved to the 1400 building. The location previously occupied by the Distribution crew is an ideal space for the Vehicular Maintenance Coordinator who has been working out of the Transfer Station. The building will need some modifications though. There are four smaller doors that the trash trucks won't fit through. The approaches and the doors will need to be replaced. Two quotes were received on the work that needs done. JG Bowers' quote was \$30,972 and Kingdom Construction's quote was \$28,500. Mrs. Shrader said that financing for this project was not a part of the 2018 budget. However, there have been some budgeted items that have not been done so there is money in the budget available. Mrs. Shrader recommended Kingdom Construction was the low quote. Mr. Carl asked if Kingdom Construction had done work for the Utilities before. Mrs. Shrader said yes. Mr. Jackson asked if they were local. Mrs. Shrader said yes. Mr. Lewis moved, seconded by Mr. Carl, to approve the quoted of Kingdom Construction. The Board voted as follows: Ms. Barney, aye; Mr. Carl, aye; Mr. Jackson, aye, Mr. Lewis, aye; Mr. Logan, abstained. Motion carried by a majority.

APPROVAL OF PICK-UP TRUCK QUOTES

Mrs. Shrader reminded the board that a dump truck was budgeted for the Distribution crew. However, they have said a pick-up truck would be more beneficial at this time. Mrs. Shrader said that quotes were sought and two were received from Southworth Ford and Mike Anderson Dodge. Southworth quoted \$23,565.36 and Mike Anderson quoted \$22,634. Mrs. Shrader said that there was a little bit of a catch with the quotes. Dodge could

not provide the vinyl seats as the spec called for. Dodge said it would cost \$900 to a retrofitted seat cover. Mrs. Shrader recommended that the Ford quote be accepted since the price difference was only \$937. Another issue was delivery time. Dodge said delivery would be in four to eight months. Ford said delivery would be by the end of the year. Mr. Lewis moved, seconded by Ms. Barney, to accept the quote of Southworth Ford. All board members present voted aye. Motion carried unanimously.

HIRING OF A WASTEWATER OPERATOR

Mrs. Shrader reported that Jerry Bishir was promoted to the Wastewater Supervisor which left his position vacant. Mrs. Shrader interviewed an applicant with a WT2 Water Certification and a Class IV Wastewater Certification. The applicant also has a Bachelor's in Engineering Technology. Mrs. Shrader said if we can convince this applicant to come, it would be incredibly helpful. The starting wage is Range 10 at Step 1 which is \$16.50 or \$34,320 annually. Mrs. Shrader said she would like to offer the candidate a starting wage at Step 6 which is \$19.13 per hour or \$39,790 annually. She explained that the applicant was currently employed in Carmel and was making a lot more. The applicant would still take a pay cut should he would choose to accept the position at a Step 6. Mr. Binkerd said a Step 6 would be a fair offer given his qualifications and the opportunity to advance in the future. Mr. Binkerd said if he was willing to come in as an Operator, learn the plant, and then advance; there would be a potential for advancement. Ms. Barney asked if the applicant was living in Grant County or was willing to move to Grant County. Mrs. Shrader said he had indicated there was an interest in moving to Grant County. Mrs. Shrader added that this candidate was currently handling lab testing and procedures as well as operating the second half of the day. Mr. Binkerd added that the applicant has the highest certification available and that only he and Mrs. Shrader have the certification currently. Mrs. Shrader said if selected she could see this applicant moving up and having a long career here. Ms. Barney said it seems like the applicant was interested in growth. Mr. Logan asked if the applicant would still have some room for growth in the position. Mr. Binkerd and Mrs. Shrader answered yes. Mr. Lewis moved, seconded by Mr. Carl, to approve the hiring of the Wastewater Operator at Range 10 Step 6. All board members present voted aye. Motion carried unanimously.

STAFF REPORTS

C. Binkerd, for P. Pinkerton Assistant Director for Engineering & Solid Waste

Mr. Binkerd had nothing further on behalf of Mr. Pinkerton.

R. Shrader, Assistant Director for Operations & Maintenance

Mrs. Shrader reported that she was continuing to interview candidates for open positions. She was closing in on workgroups being fully staffed before the next wave of retirements. She reported that there were two openings, and she interviewed four people the other day. Crews were finishing the diffusers at the South Plant. She also stated that there was a lot of training going on due to the new wave of hires.

C. Binkerd, Utility Director

Mr. Binkerd reminded the Board that there was an incentive for customers who pay through the online portal. Mr. Binkerd said that from January through August \$94,000, almost \$95,000, was collected through the portal. As of now \$133,000 had been collected. The last column is indicative of the amount of people who still want

to pay for checks. Mr. Binkerd said that the winners for August will be drawn and reported at the next meeting. Mr. Binkerd said that the kiosk for a second payment lane is still in the works. The Communication Specialists have provided information for graphics to the manufacturer. Mr. Binkerd said he hoped to hear about a delivery date within the next few weeks. Mr. Binkerd said he has been looking at hiring and employee numbers. Approximately, 25% of employees have been hired over the last two years and about 40% of employees were hired over the last five years. Mr. Binkerd said he doesn't get to get face to face with people a lot. However, on September 14th, Mr. Pinkerton; Mrs. Shrader; Mrs. Humphries; and himself are going to work with the crews for the day. Mr. Binkerd invited the Board to be a part of a workgroup team if they so desired. Mr. Binkerd said this would continue each quarter. Mr. Logan said years ago Board members rode along in the Vac trucks and it was very informative.

BOARD MEMBERS' COMMENTS

Mr. Miller commended the Leadership Team for finding people that are of high quality to hire. He said that the labor market is challenging.

CHAIRMAN'S REMARKS

Mr. Logan thanked everyone for their attendance.

The next meeting is scheduled for September 20, 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. Lewis moved, seconded by Ms. Barney, that the meeting be adjourned. All board members present voted aye. Motion carried unanimously.

Meeting adjourned at 6:16 p.m.

Robert Logan, Chairman

Marion Utilities Service Board

ATTEST

Misty Humphries

Its Secretary