



## 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: May 1, 2020  
Re: Agenda for May 7, 2020 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, May 7, 2020 at 5:30 p.m. Due to the current health crisis, the meeting will be held via Zoom. In order to join the meeting, visit:

<https://us02web.zoom.us/j/82755270071>

Enter Meeting ID: 827 5527

You may also join via conference call by dialing 1.312.626.6799

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 April 16, 2020
- V. **OLD BUSINESS**
  - A. Update on Projects – P. Pinkerton
  - B. COVID-19 Update- C. Binkerd





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### VI. NEW BUSINESS

- A. Transfers & Pay Requests - Senior Leadership Team
- B. Approval of Docket- C. Binkerd
- C. Collections Agreement- C. Binkerd

### VII. SENIOR LEADERSHIP REPORTS

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

### VIII. BOARD MEMBERS' COMMENTS

### IX. CHAIRMAN'S REMARKS

### X. NEXT MEETING

Thursday, May 21, 2020

Robert Logan, Chairman  
Marion Utility Service Board

cc: News Media  
City Administration/Council  
Department Heads





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## Service Board

### BOARD MINUTES OF THE MAY 7, 2020 MEETING

The Marion Utility Service Board held their meeting on Thursday, May 7, 2020 at 5:30 p.m. via Zoom. In order to join the meeting, the public was invited to visit <https://us02web.zoom.us/j/82755270071> and enter Meeting ID: 827 5527 0071 or by calling 1.312.626.6799.

Roll was called and those board members present were: Bob Logan, Chairman; Mike Barney; Doug Carl; Al Green; and Von Jackson. Bill Dorsey was unable to join due to technical issues. Herschel Lewis was absent.

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

#### **CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS**

There were no additions or deletions to the agenda.

#### **APPROVAL OF MINUTES**

Mr. Carl moved, seconded by Mr. Green, to approve the regular minutes of the April 16, 2020 meeting. A roll call vote was called. Voting aye were: Mr. Barney, Mr. Carl, Mr. Green, Mr. Jackson, and Mr. Logan. Motion carried unanimously.

#### **UPDATE ON PROJECTS**

Mr. Pinkerton reported that the cured-in-place sewer lining projects awarded at the last meeting would be starting in approximately 30 days. The official notice to proceed is May 18, 2020 with completion scheduled for November. Mr. Pinkerton noted that he did not expect to see the vendor for another two weeks.

#### **COVID-19 UPDATE**

Mr. Binkerd stated that in light of the Governor's Back on Track plan a strategy for returning to work had been developed. Mr. Binkerd said that everything would stay status quo until Monday, May 18, 2020. On Monday, May 18, 2020, everyone would return to working in the office and the plant. At that time, social distancing and PPE will be in place to ease the burden of trying to accomplish things that had to be put on hold earlier. The public will not be received into the facilities unless it is by appointment only. Customer Service will continue to service customers through the drive thru, over the phone, and by assisting with online inquiries. Mr. Binkerd said that employees would continue to work a straight eight-hour shift with a paid 20-minute lunch. The Customer Service Workgroup will split into shifts so that the hours from 7:30 a.m. to 4:30 p.m. will be available to assist customers. Two representatives will work 7:30 a.m. to 3:30 p.m. and two others will work from 8:30 a.m. to 4:30 p.m. The Transfer Station will also open to customers on May 18<sup>th</sup>. The Recycling Center will also open to the public on May 18<sup>th</sup>. Mr. Binkerd said that on June 14<sup>th</sup>, the lobbies will be open to customers with social distancing in place and continued use of PPE.

#### **TRANSFERS & PAY REQUESTS**

There was no transfer or pay requests.



## **APPROVAL OF DOCKET**

Mr. Logan stated that the docket was sent out prior to the meeting. He asked if there were any questions regarding items on the docket. Mr. Binkerd reported that there was a large annual workers' compensation insurance payment made. There being no other questions, Mr. Carl moved, seconded by Mr. Jackson, to approve the docket. A roll call vote was called. Voting aye were: Mr. Barney, Mr. Carl, Mr. Green, Mr. Jackson, and Mr. Logan. Motion carried unanimously.

## **COLLECTIONS AGREEMENT**

Mr. Binkerd explained to the Board that he would like to present an agreement with Atlas Collections. Atlas Collections would like to work assist with collecting aged receivables. Mr. Binkerd said that while some debt has been written off, the aged receivables are now at a point where some of the revenue may be collectible. Mr. Binkerd said that Mr. Conner had previously looked at the contract. Mr. Conner made a recommendation regarding indemnity, and Atlas agreed with Mr. Conner's recommendation. Mr. Binkerd stated that the initial contract would be for a year and then a month to month contract after that. There would be no fees to the Utilities. Atlas is allowed to charge up to a 30% fee from the debtor under Indiana Code so there is no fee to the Utilities. Mr. Binkerd said that this is a simple, standard agreement. Atlas would not be asked to begin collections at this time. Mr. Binkerd said he would like to give customers the opportunity to catch up on bills after returning to some normalcy. Mr. Carl asked if the Utilities would receive a payment less 30% or if the 30% fee could be added to the outstanding debt. Mr. Binkerd said that the collection agency would add their fee to the outstanding debt. Mr. Jackson asked if the debtor would negotiate with the collection agency or with us. Mr. Binkerd said the collection agency and the Board would have the final say on whether to accept the final payment amount. Mr. Logan asked if the 30% would be taken before we received our payment. Mr. Binkerd explained that the 30% would be added to the total debt and payments would be set based upon the total due which would include the 30% fee. Mr. Jackson asked with what frequency names would be added to the collections list. Mr. Binkerd stated that most accounts that the collections agency would pursue were inactive accounts. Mr. Carl asked if Atlas was recommended to us. Ms. Humphries stated that Atlas is a secondary collector for Marion General Hospital. Several other references were called and excellent reviews were received. Mr. Carl moved, seconded by Mr. Jackson, to approve the collections agreement with Atlas Collections. A roll call vote was called. Voting aye were: Mr. Barney, Mr. Carl, Mr. Green, Mr. Jackson, and Mr. Logan. Motion carried unanimously.

## **SENIOR LEADERSHIP REPORTS**

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

Mr. Pinkerton reported that the sewer maintenance crew has started street sweeping. There are about 75% through the Priority 1 areas which would include high traffic areas such as schools. The totals for Solid Waste in April, with the Transfer Station closed, was 49 tons per day. That is only down two tons from this time in 2019. Mr. Pinkerton stated that the last two weeks (the last week of April and the first week of May) have been brought in 55 tons per day. He also reported that the drive thru recycle center is ready to open on May 18<sup>th</sup>.

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

Mrs. Shrader stated that her crews have been busy operating the Water and Wastewater plants as well as hauling and spreading lime, biosolids, sand. Crews have hauled 500,00 gallons of biosolids, 1,600 tons lime has been spread on 600 acres, 500 tons sand, and 20 tons of compost have also been hauled. Mrs. Shrader also reported that the hiring process was completed. The new person starts a week Monday.

**C. Binkerd, Utility Director**

Mr. Binkerd announced that Ms. Terri Couse would be starting as the new Safety Coordinator on May 18<sup>th</sup>. She has been at the hospital in their communications department. She has also assisted with emergency planning, communications, and working with Grant County EMA. Ms. Couse has all of the qualifications we think will work well for us. Mr. Binkerd provided another “thank you” to all of the employees for their work, patience, and efforts during this time.

**BOARD MEMBERS' COMMENTS**

Mr. Luzadder stated that the possibility of establishing a Deputy Mayor role has been brought before the City Council. The topic has been moved to committee.

**CHAIRMAN'S REMARKS**

Mr. Logan thanked the board members for attending via Zoom or conference call. He also thanked the employees and staff for continuing their work, completing needed projects, and practicing social distancing during this unprecedented time.

The next meeting is scheduled for May 21, 2020 at 5:30 p.m. The manner of conducting the meeting will be announced with the next agenda.

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

Meeting adjourned at 6:04 p.m.

Robert Logan, Chairman  
Marion Utilities Service Board

ATTEST



Misty Humphries  
Its Secretary