



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 15, 2020
Re: Agenda for September 17, 2020 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, September 17, 2020 at 5:30 p.m. in the Training Center Building 101 at Marion Utilities, 1540 North Washington Street, Marion, Indiana. Social distancing measures will be in place.

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 20, 2020
- V. **FINANCIALS**
 - A. Update on Progress
- VI. **OLD BUSINESS**
 - A. Update on Projects – P. Pinkerton
 - B. COVID-19 Update - C. Binkerd





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VII. NEW BUSINESS

- A. Transfers & Pay Requests - Senior Leadership Team
- B. Approval of Pipe Insulation Quotes- R. Shrader
- C. Approval of CIPP Phase III Quotes- P. Pinkerton
- D. Approval of Property Acquisition- M. Conner
- E. CARES ACT Reimbursement- C. Binkerd
- F. Approval of Administration Building Door Quotes- R. Shrader

VIII. 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

IX. BOARD MEMBERS' COMMENTS

X. CHAIRMAN'S REMARKS

XI. NEXT MEETING

Thursday, October 1, 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 SEPTEMBER 17, 2020 MEETING

The Marion Utility Service Board held their meeting on Thursday, September 17, 2020 at 5:30 p.m. in the L.E.A.D. Center, Building 101, at Marion Utilities, 1540 N. Washington Street, Marion, Indiana.

Roll was called and those board members present were: Bob Logan, Chairman; Doug Carl; Bill Dorsey; Mia Erickson; Al Green; Von Jackson; and Herschel Lewis.

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

CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS

There were no additions or deletions at this time.

APPROVAL OF MINUTES

Mr. Carl moved, seconded by Mr. Dorsey, to approve the regular meeting of the August 20, 2020 meeting. All board members in attendance voted aye. Motion carried unanimously.

FINANCIALS

Mr. Binkerd provided an update on the status of the financials. He explained that the data has not been able to transfer from the UMS billing software into the CYMA accounting software. Today, the software developers were able to do a manual export and import of the data. Jennifer Wilson, with Crowe, will begin looking at the data tomorrow. Mr. Binkerd said she would be working on the July financials.

UPDATE ON PROJECTS

Mr. Pinkerton reported that there were no current projects underway. However, a project would be awarded later in the agenda. Mr. Pinkerton stated that Indiana State Highway has contracted to replace some concrete panels along the bypass and is the reason for the orange barrels. After the south end of Western Avenue is completed, work will continue from 4th Street to Huntington State Road 9.

COVID-19 UPDATE

Mr. Binkerd said this item had been left on the agenda for update purposes. While there have been family members of employees testing positive; as of then, no employees had tested positive. Thankfully, the family members of employees have also recovered and are doing well.



TRANSFERS & PAY REQUESTS

There was no transfer or pay requests.

APPROVAL OF PIPE INSULATION QUOTES

Mrs. Shrader reminded the Board that earlier in the year all of the asbestos was removed from the pipes in the Wastewater Plant. The pipes now need to be insulated properly. Two quotes were received. Shambaugh quoted \$29,500 and NU Insulation quoted \$44,640. Mrs. Shrader is not sure why the difference was so high even with contingencies built in. She stated that this was not a budgeted item. However, due to COVID some projects cannot be completed. This would take the place of one of those budgeted projects. Mrs. Shrader recommended Shambaugh as the low quote. Mr. Lewis moved, seconded by Mr. Carl, to approve the quote submitted by Shambaugh. All board members in attendance voted aye. Motion carried unanimously.

APPROVAL OF CIPP PHASE III QUOTES

Mr. Pinkerton presented the quotes for Phase III of the cured-in-place projects. He explained that the projects were dispersed throughout the City, but the total lined feet would be 4,000 feet. Mr. Pinkerton stated that five companies responded. Insituform quoted \$136,910; Insight Pipe quoted \$123,203.50; Inland Water Pollution quoted \$150,098; Granite Inliner quoted \$153,132; and Miller Pipeline quoted \$156,000. The low quote was Insight who also completed Phases I & II. Mr. Pinkerton said he was very happy with Insight's work. Mr. Logan clarified that CIPP stands for Cured-in-Place-Pipe. Mr. Carl asked if this project would be done this year. Mr. Pinkerton said yes. Mr. Jackson asked if Insight did well on the first two Phases. Mr. Pinkerton said yes, Insight did the work quickly and well. Mr. Green moved, seconded by Mr. Lewis, to approve the low quote of Insight Pipe. All board members in attendance voted aye. Motion carried unanimously.

APPROVAL OF PROPERTY ACQUISITION

Mr. Conner reported that he attended the tax sale on Tuesday. He was keeping an eye on some property that the Utility might be interested in. He was prepared to bid, but did not have to as no one bid on the property. Mr. Conner is working with Mr. Kyle Persinger who represents the Commissioners in order to obtain tax certificates. Mr. Conner recommended that the property be transferred to the City. The Mayor could then transfer the property via deed to the Utility. Mr. Conner explained the process. Mr. Conner said that it was fortunate that no one bid on the property. A title search is in process now to determine who the interested parties might do. Mr. Conner stated that this work will be done under his retainer. Mr. Logan asked how long this might take. Mr. Conner said that he anticipates the title search to be completed within the next week. He would like to send out the notices immediately so that the 90-day deadline is easily met. Mr. Conner clarified that had the Utility bid on the property, it would have been buying a lien and not the property. Mr. Conner explained that some people like to buy these properties because if the owner redeems the property the buyer gets their money back plus 10%. Mr. Binkerd reiterated that the next step would be for the notices to be sent out asking the Commissioners to transfer the property to the City. The Mayor could then sign the deed over to the Utility. Mr. Conner said he thought a motion to approve this process would be appropriate. Mr. Jackson moved, seconded by Mrs. Erickson, to approve the process described by Mr. Conner for the acquisition of the property. All board members in attendance voted aye. Motion carried unanimously.

CARES ACT REIMBURSEMENT

Mr. Binkerd said that this item was placed on the agenda without knowing where we might be in the reimbursement process. Mr. Binkerd said he would keep moving forward and put this back on the agenda once he knew what items might be reimbursable.

APPROVAL OF ADMINISTRATION BUILDING DOOR QUOTES

Mrs. Shrader reported that the main entrance at the Administration Building are in need of replacement. Two different companies were contacted for quotes. Marion Glass quoted \$7,801.85. Cunningham Glass failed to submit their quote. Mrs. Shrader said she had been in contact with Cunningham Glass several times and is not sure why the quote was not submitted. The new doors will look much like the current doors, but they will also include a card swipe like the ones located on interior doors. Mrs. Shrader said the doors would be handicap accessible. Mr. Binkerd said that this is an item that might be reimbursable under the CARES Act. Mr. Lewis moved, seconded by Mr. Carl, to approve the quote submitted by Marion Glass in the amount of \$7,801.85. All board members in attendance voted aye. Motion carried unanimously.

SENIOR LEADERSHIP REPORTS

P. Pinkerton, Assistant Director for Engineering & Solid Waste

Mr. Pinkerton stated that the staff hauled 917 tons out of the Transfer Station in August. This was in line with last year's numbers. Mr. Pinkerton said that last year's numbers may have been exceeded had the Transfer Station not been shut down due to COVID-19. Mr. Pinkerton also reported that the Recycling Center had taken in over 16 tons during the last three months. This was over twice the amount of material brought in through the blue bag system. Mr. Pinkerton added that this was good recycling material versus the contaminated material brought in before. He also shared that there had been a lot of positive comments especially since the new doors were installed. Mr. Logan said it was very convenient, and the staff is very helpful and friendly.

R. Shrader, Assistant Director for Operations & Maintenance

Mrs. Shrader shared that residual hauling season was starting and going well so far. The lab facility at the Water Plant is fully functional. All of the work was done inhouse. She said it was a beautiful and awesome space. Next week, the project to line the primary effluent channel in the south plant will begin. IDEM has been notified, and they in agreement with the plan. Mrs. Shrader also reported that the IWEA conference did not take place in August as it usually would. It had gone virtual. The networking opportunity was lost on everyone this year. Hopefully, it will be back to the usual format next year.

C. Binkerd, Utility Director

Mr. Binkerd stated that he had just gotten out of a meeting discussing renewable energy opportunities. He is learning some interesting things and seeing some good things. Mr. Binkerd also announced that Tiffany Snyder has been hired to fill the Accounting Billing Coordinator position. She has been with TLC in their accounting department and starts on October 5th.

BOARD MEMBERS' COMMENTS

There were no Board comments at this time.

CHAIRMAN'S REMARKS

Mr. Logan thanked everyone for attending. It mentioned that it was nice to see Mr. Luzadder and Ms. Cripe. The next meeting was scheduled for Thursday, October 1, 2020 at 5:30 p.m. in the L.E.A.D. Center at Marion Utilities.

There being no further business before the Board, Mr. Lewis moved, seconded by Mr. Carl, to adjourn the meeting. All board members in attendance voted aye. Motion carried unanimously.

Meeting adjourned at 5:58 p.m.

Robert Logan, Chairman
Marion Utilities Service Board

ATTEST

A handwritten signature in cursive script that reads "Misty D. Humphries". The signature is written in black ink on a light-colored background.

Misty Humphries
Its Secretary