



## Marion Utilities

1540 N Washington St.

Marion, IN 46952

[www.marionutilities.com](http://www.marionutilities.com)

## Service Board

### **BOARD MINUTES OF THE OCTOBER 3, 2024 MEETING**

The Marion Utility Service Board held their meeting on Thursday, October 3, 2024 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: Robert Logan, Chairman; Kristy Barney; Doug Carl; Bill Dorsey; Isaiah Fuller; and Herschel Lewis. Al Green was absent.

Also present at the meeting were: Robin Shrader, Director; Pat Pinkerton, Assistant Director for Engineering & Solid Waste; Erika Devine, Council Liaison; Tiffany Snyder, Accounting/Billing Coordinator; and Mike Conner, Attorney.

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

There were no additions or deletions.

#### **APPROVAL OF MINUTES**

Mr. Lewis moved, seconded by Ms. Barney, to approve the minutes of the September 5, 2024 meeting. All board members present voted aye. Motion carried unanimously.

#### **FINANCIALS**

Mrs. Snyder presented the August 2024 financials. She explained that sales for all utilities showed growth over 2022 and 2023 which was attributed to the rate increases and the timing of billing. On the expense side, Operations & Maintenance expenses increased over 2023 for all utilities. Stormwater had the largest increase due to the timing of payroll; some July expenses being paid in August, and other increases in expenses. Mrs. Snyder said Solid Waste expenses were lower in August due to the bi-monthly payment of landfill fees. Overall, there was an increase in net operating receipts over 2023 for Wastewater, Stormwater, and Solid Waste. Water experienced a loss as the disbursements exceeded the receipts. Mr. Logan asked if there were any questions. There being none, Mr. Carl moved, seconded by Mr. Lewis, to approve the financials as presented. All board members present voted aye. Motion carried unanimously.

#### **UPDATE ON PROJECTS**

Mr. Pinkerton reported that the 37<sup>th</sup> & Nebraska Street storm sewer project was completed. Restoration was being completed. Mr. Pinkerton said all of the other project updates were on the SRF projects. According to Mr. Pinkerton, the lead service line replacement area was  $\frac{1}{4}$  of the way through the green area on the map Mr. Pinkerton presented. Mr. Pinkerton said that as expected calls have increased to participate in the project once residents saw crews working in the area. Mr. Pinkerton said that there were still a few however that have refused to participate. The number was significantly lower though. As far as the two tank projects, the Butler Street Tank Project was completed, and the tank was back in service. The Meridian



Street Tank was out of service and undergoing prep work. Mr. Lewis asked if the logos on the tank were decals or painted. Mrs. Shrader said that there was a template, but the logos were painted by the contractors. Mr. Pinkerton said that the Water Distribution Project replacing 7,250 feet of existing water main and 90 water services was complete. The contractor was going to mill over the Western Avenue area and then pave on Saturday. The project had gone smooth with the exception of striking a gas service. CenterPoint was called as someone thought they smelled gas. AEP then shut the power down from State Road 18 to 17<sup>th</sup> from Baldwin to Nebraska Street. Mrs. Shrader said that according to CenterPoint it was warranted. Mr. Pinkerton said the explosive limit was well exceeded. Most of the power was turned on quickly, but there were some areas where the gas company had to work overnight to repair and restore services. Mr. Pinkerton stated that the contractor couldn't pothole the area when doing the directional drilling. The contractor's price would probably reach \$80,000 to \$100,000 for repairs. Mr. Pinkerton said other than that the project went well. Mr. Logan asked if the billing would go to the contractor. Mr. Pinkerton answered yes, the bill would go to the contractor. Mr. Lewis asked if the contractor had insurance. Mr. Pinkerton said yes, the contractor was required to have insurance. The contractor was licensed and bonded so the Utility was covered. As far as the meter project, there were 1,300 meters installed. A large volume of those had to be reprogrammed. Mr. Lewis asked if the flow to the house would change. Mrs. Shrader said it shouldn't. Mr. Lewis said that a new meter was installed in his house and the flow appeared to be better. Mr. Pinkerton said that if the old meter was worn out, perhaps the flow was restricted some. Mr. Logan said it sounded as though crews and contractors were keeping busy as the fall rolled around.

#### **ASSISTANT DIRECTOR FOR OPERATIONS & MAINTENANCE**

Mrs. Shrader summarized the process for the record. The position was posted in May. There were two candidates. One of the candidates was quickly eliminated. The other applicant went through the full process. The Personnel Committee made a recommendation that the process be investigated a little more. A minor change was made to the job description and the position was then posted again. Mrs. Shrader explained that after the second posting nationally, three more candidates applied. The Personnel Committee had interviewed the three additional candidates and went through the Leadership Assessment with Adam Binkerd from 240 Solutions. The candidates also met with the potential director reports and Senior Leadership Team. Mr. Dorsey spoke on behalf of the Personnel Committee. Mr. Dorsey said that while the candidates were all qualified and satisfactory; the focus was how easy would the candidate blend into the organization and keep processes moving. Given this, Mr. Dorsey said that the Personnel Committee's recommendation would be to hire Chad Guyer as the Assistant Director for Operations & Maintenance. Mr. Dorsey moved, seconded by Mr. Lewis, to hire Chad Guyer. All board members present voted aye. Motion carried unanimously. Mr. Lewis asked what would be done with Mr. Guyer's position. Mrs. Shrader said that the other candidates would be notified tomorrow as well as employees. Mr. Guyer's position would be posted on Monday. Mrs. Shrader said that the position could be posted internally and externally at the same time or internally for seven days before posting externally if needed as was the normal procedure. Ms. Barney stated that the position should follow normal posting procedures and be posted internally for seven days first. Mrs. Shrader said that the position would be posted internally for seven days and if needed, would then be posted externally. Mr. Dorsey thanked everyone for coming in and putting a lot of thought and effort into the process.

## **TRANSFERS & PAY REQUESTS**

There were no transfers or pay requests.

## **CLOSING OF THE OFFICE FOR ACTIVE SHOOTER TRAINING**

Mrs. Shrader stated that several years ago, Dottie Davis came in and did a risk assessment. After the assessment, Ms. Davis recommended some Active Shooter training. At that time, the local authorities assisted with the training. Recently during the annual safety training, IPEP invited Christine Mannina from the Indianapolis Police Department to present some topics. Mrs. Mannina was a retired homicide detective and was specially trained in A.L.I.V.E. training. She has offered to conduct a two part training onsite. The first portion would be a table top exercise. The second portion would be a simulation. The training would be primarily for administrative personnel who come into contact with a larger volume of people. Mrs. Shrader said that there were panic buttons, bullet resistive glass, and locks currently in place; however, additional training was always a positive to have. Mrs. Shrader said that the offices close at 3:30 p.m. on Wednesdays for additional training. Mrs. Shrader requested that the offices close at 2:30 p.m. on Wednesday, October 9<sup>th</sup> for the classroom portion of the training as it was a two hour training. If the offices were closed, overtime costs would not be incurred. Mr. Logan said that he understood the reasoning especially if employees had young families or other responsibilities in the evening. Mr. Lewis moved, seconded by Mr. Dorsey, to close the offices at 2:30 p.m. on Wednesday, October 9<sup>th</sup> to allow for the Active Shooter Training. All board members present voted aye. Motion carried unanimously. Mr. Lewis stated that it was a shame that training like this was needed in this day and age. Mr. Fuller asked if the simulation would be a surprise or scheduled. Mrs. Shrader said that it would be scheduled so as not to take customers off guard. Mrs. Shrader said that a lot of people carry these days and if a drill was done without warning, a customer carrying might react. Mr. Conner asked if local law enforcement would be notified of the drill. Mrs. Shrader answered yes.

## **SENIOR LEADERSHIP REPORTS**

### **M. Humphries, Executive Assistant & Administrative Manager**

Mr. Logan explained that Mrs. Humphries was out of the office due to an emergency illness.

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

Mr. Pinkerton reported that in August, there were 885 tons that went through the Transfer Station which averaged 52.09 tons per day. In September, there were 859 tons brought through the Transfer station with a daily average of 50.5 tons. Mr. Pinkerton said interesting enough the numbers were both at pre-COVID levels. Mr. Dorsey said that the numbers were surprisingly close. Mrs. Devine asked if Mr. Pinkerton thought the neighborhood clean-ups had helped. Mr. Pinkerton said that he thought those were helping. However, even January and February's numbers were lower, but he wasn't sure why. Mr. Logan stated that he often notices that the Recycling Center was very busy on Mondays with some waiting outside for the doors to open. It was nice to see the community using the services provided.

### **R. Shrader, Utility Director**

Mrs. Shrader stated that she had a few things to report. The United Way Day of Action had quite a few employees enthusiastically ready to help. Unfortunately, there was some degree of disorganization right up until the moment of activity. Mrs. Shrader stated that a closer examination for next year would be done. Mrs. Shrader said that she thought it was a great idea and a good

way to be in the community. Mrs. Shrader said that there would be some form of participation next year whether with the United Way or another organization. Mr. Dorsey asked if there were more visible jackets or shirts that employees could wear. Mr. Dorsey commented that he sees everyone out working, but the logo wasn't easily visible. Mrs. Shrader said that items with a larger logo on the back could be looked into. Mrs. Shrader then reported that the WEFTEC Conference was going to be held in New Orleans this year. Mrs. Shrader said normally only the Chicago conference was attended. However, as part of the State IWEA Board, it was strongly suggested to Mrs. Shrader that she should attend the conference. Mrs. Shrader explained that the conference would be of benefit to attend. IWEA was paying a large portion of the conference expense so it would not all fall on the Utility. Mrs. Shrader said that she only hoped the storm in the area didn't turn into another hurricane as that could be devastating. Mrs. Shrader reminded the Board that the Utilities were hosting a Trunk-or-Treat event on Halloween during the treating hours of 5 p.m. to 7 p.m. in the 1400 building. Mrs. Shrader stated that there were 15-16 employees that were volunteering at the event. This was an initiative suggested by an employee brain storming committee. Mr. Dorsey asked if this could be done more in the center of the City. Mrs. Shrader said that with this being the first year, it was easier to do it here and if inclement weather occurs, the event would be under roof. Ms. Barney clarified that this would be done on Halloween. Mrs. Shrader said that was correct. Lastly, Mrs. Shrader stated that with budget time upon us, chemical providers would be contacted and chemical bids would be sought. The hope was to have those coming in by the first week of November so that budgets could be prepared and brought to the Board. Mr. Logan said that New Orleans was a great place to visit and to hold meetings.

#### **BOARD MEMBERS' COMMENTS**

There were no comments at this time.

#### **CHAIRMAN'S REMARKS**

Mr. Logan thank everyone for their attendance. He said it was wonderful to see everyone after a break.

The next meeting was scheduled for 5:30 p.m. on Thursday, October 17, 2024.

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

Meeting adjourned at 5:58 p.m.

Robert Logan, Chairman  
Marion Utilities Service Board

ATTEST



Misty Humphries  
Its Secretary