



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: October 30, 2020
Re: Agenda for November 5, 2020 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, November 5, 2020 at 5:30 p.m. in the Training Center Building 101 at Marion Utilities, 1540 North Washington Street, Marion, Indiana. Due to the current health crisis, you may also join the meeting via Zoom by visiting:

<https://us02web.zoom.us/j/82755270071> Enter Meeting ID: 863 5517 4232

To join via conference, dial 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 October 1, 2020
- V. **FINANCIALS**
 - A. Update on Progress
- VI. **OLD BUSINESS**
 - A. Update on Projects – P. Pinkerton
 - B. COVID-19 Update - C. Binkerd
 - C. Property Acquisition Update- M. Conner





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CONTINUATION OF OLD BUSINESS

D. Approval of the 2021 Budgets- C. Binkerd

VII. NEW BUSINESS

A. Transfers & Pay Requests - Senior Leadership Team

B. Resolution 2-2020 Amending the Vehicle Allowance Resolution 2-2017 - C. Binkerd

C. Employee Request FMLA Extension- P. Pinkerton

D. Approval of Chemical Bids – R. Shrader

E. Long Term Control Plan Presentation- C. Binkerd

F. Water Loss Audit Validation Proposal- 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, November 19, 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 NOVEMBER 5, 2020 MEETING

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

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; Tiffany Snyder, Accounting Billing Coordinator; Misty Humphries, Secretary; and Mark Theel, Marion Utilities.

CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS

There were no additions or deletions at this time.

APPROVAL OF MINUTES

Mr. Lewis moved, seconded by Mr. Jackson, to approve the regular meeting of the October 1, 2020 meeting. All board members in attendance voted aye. Motion carried unanimously.

FINANCIALS

The financials for July, August, and September were presented to the Board. Mr. Binkerd explained that the format for the financials is a new format. Mr. Binkerd pointed out that the Operating Funds are going down from month to month. He said that was part of the transition from Crowe assisting with preparation to Mrs. Snyder's hiring. Mr. Binkerd said that as the funds are received in the UMS billing software, they are exported to the CYMA accounting software, and then are disbursed. Mr. Binkerd said that that in the future, the cash disbursements will be made to the appropriate fund before the financials will be presented. Mr. Logan asked if the Board would like to review the financials, bring them back to the next board meeting, and then potentially approve them at the next meeting especially since there is a new format. The consensus of the board was to bring the financials back to the next meeting. Mr. Binkerd asked the Board to please call him if there were any questions.

UPDATE ON PROJECTS

Mr. Pinkerton said that the Phase III of the CIPP was awarded about a month ago. The contractor had been here, prepped, and was scheduled to begin the lining process on Monday. There were no other projects to report on.



COVID-19 UPDATE

Mr. Binkerd reported that there were several cases amongst employees. He was happy to report that everyone was back to work, doing well, and was healthy. Mr. Binkerd said Leadership is doing everything that they can to mitigate any spread of the virus.

PROPERTY ACQUISITION UPDATE

Mr. Conner reported that the Commissioners passed the resolution to assign the tax certificates to the Board. The Marion Board of Works also passed their resolution. The next step is to give notice to the adjoining land owners within the next 90 days. Mr. Conner stated the last steps would be to file a tax deed to put the property in the name of the City and for the City to then pass the property to the Utilities.

APPROVAL OF THE 2021 BUDGETS

Mr. Binkerd reminded the Board that they have had the budgets for a few weeks. He said the only tweaks made to the budgets were the chemical bids. He also mentioned that the Water budget was \$415 over budget. One of the depreciation projects was cleaned up so everything is balanced. Lastly, Mr. Binkerd noted that the payroll line item reflects a 1.3% COLA. Mr. Green moved, seconded by Mr. Lewis, to approve the 2021 budgets as presented. All board members present voted aye. Motion carried unanimously.

TRANSFERS & PAY REQUESTS

There were no transfer or pay requests.

RESOLUTION 2-2020 AMENDING THE VEHICLE ALLOWANCE RESOLUTION 2-2017

Mr. Binkerd reported that in 2017, the Board passed a resolution that did away with take home vehicles for Senior Leadership Team members. A \$350 monthly vehicle allowance was established in that same resolution. Mr. Binkerd said that \$350 does not support a reliable vehicle being provided and maintained. Mr. Binkerd said the current resolution supports an increase to \$700 monthly for the vehicle allowance. Mr. Lewis moved, seconded by Mrs. Erickson, to approve Resolution 2-2020 Amending the Vehicle Allowance. All board members present voted aye. Motion carried unanimously.

EMPLOYEE REQUEST FMLA EXTENSION

Mr. Pinkerton reported that one of his employees has had a couple of issues this year and has ran out of FMLA leave. The employee is back at work as of yesterday. Mr. Pinkerton requested an extension of leave for two weeks to cover the end of the FMLA thru his return this week. Mr. Pinkerton stated that this was standard practice. Mr. Lewis moved, seconded by Mr. Dorsey, to approve the employee request. All board members present voted aye. Motion carried unanimously.

APPROVAL OF CHEMICAL BIDS

Mrs. Shrader presented the chemical bids for 2021 and noted that the boxes highlighted in yellow represented the low qualifying bids for each chemical. Mrs. Shrader said that everything was pretty straight forward. There was a situation with the alum. The low bidder, PVS Nolwood, required additional safety measures that seemed excessive. They have provided a written statement guaranteeing that there will not be any additional costs to us in manpower or supplies for these measures. Air Products was the only bidder on CO2. Hexagon has been the long-time provider of polymer. Solenis presented a bid that was considerably lower. A jar test was conducted to ensure that we will be able to use their product and produce the same water quality. Mrs. Shrader stated that the Chlorine and Sulfur Dioxide bids kind of went together. For 2021, JCI Jones was the low bidder. JCI Jones has been used before, and

there were no issues. Mrs. Shrader said that there was no increase to the budget. There were some rearrangements of the funds to accommodate the chemical projections. Those rearrangements were sent out with the agenda. Mr. Dorsey moved, seconded by Mr. Green, to approve the chemical bids as presented. All board members present voted aye. Motion carried unanimously.

LONG TERM CONTROL PLAN PRESENTATION

Mr. Binkerd said that he wanted to bring the presentation to the full board. There had been a lot going on with the Long Term Control Plan. The purpose of the plan is to mitigate combined sewer overflow into the river when it rains. Mr. Binkerd explained the system flow and how it is affected by excess rain which increases flow. The board then reviewed the presentation. Mrs. Erickson asked how much of the plan would be paid for in cash versus bonding. Mr. Binkerd said that \$2 million would be paid in cash and approximately \$8.5 million would be bonded. Mr. Logan reminded the Board that the rate increase enacted in 2010 allowed for a rate increase over 15 years at approximately \$2.00 each year. Mr. Logan added that bond rates are great for issuers at this time.

WATER LOSS AUDIT VALIDATION PROPOSAL

Mrs. Shrader explained that in 2015, water utilities produced about two billion gallons of water that was not revenue producing. An annual water loss audit is now required for water that is pumped, sold, and produces revenue. In May of this year, the Governor moved the submission deadline to January of 2021 due to COVID-19. Mrs. Shrader said that she has completed the water audit. However, to get it verified as required, Mrs. Shrader sent out a request for quote. Lawson Fisher provided a quote. However, Mrs. Shrader said that she doesn't have a number to compare the quote to as this is our first time being validated and this is their first time as validators. The approximation is \$6,000-\$7,000. Mr. Binkerd said that if the Board set a not to exceed amount of \$7,000, he would be comfortable. If the project nears that amount, it can be brought back to the board. Mr. Lewis moved, seconded by Mr. Jackson, to approve the Water Loss Audit Validation Proposal for an amount not to exceed \$7,000. All board members present voted aye. Motion carried unanimously.

SENIOR LEADERSHIP REPORTS

P. Pinkerton, Assistant Director for Engineering & Solid Waste

Mr. Pinkerton reported that in October, Solid Waste averaged 50 tons per day. There were a number of trucks with maintenance issues. All three side loader trucks needed the hydraulic arms replaced. He also reported that recycling was going well. There were 60-70 cars bringing recycling in on Mondays and 100 cars on Fridays. The amount of material received has more than doubled since discontinuing the blue bag system. Mr. Pinkerton stated that the quality of the recyclable products had also increased tremendously. Mr. Lewis asked if the repairs to trucks were done in house. Mr. Pinkerton said that the repairs that could be done in house are done by the Vehicle Maintenance Coordinator Scot Davis.

R. Shrader, Assistant Director for Operations & Maintenance

Mrs. Shrader said a lot of work has been done on the Long Term Control Plan and the new slaker project for next year. Staff have done a lot of residual hauling. Mrs. Shrader said that the valves on the bottom of the digester tanks were able to be repaired due to the volume of residuals that were hauled.

C. Binkerd, Utility Director

Mr. Binkerd thanked the employees publicly for filling in while others were out due to COVID-19. He also wanted to welcome to Mrs. Snyder who is doing a great job as the new Accounting and Billing Coordinator. She has stepped right in and is doing wonderful work.

BOARD MEMBERS' COMMENTS

There were no comments at this time.

CHAIRMAN'S REMARKS

Mr. Logan thanked everyone for attending. Thanked all of the employees for their help and assistance and wished everyone continued health.

The next meeting was scheduled for Thursday, November 19, 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. Dorsey, to adjourn the meeting. All board members in attendance voted aye. Motion carried unanimously.

Meeting adjourned at 6:19 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 dark ink on a light-colored background.

Misty Humphries
Its Secretary