



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 6, 2019
Re: Agenda for September 12, 2019 Utility Service Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, September 12, 2019 at 5:30 p.m. in the Training Center Building 101 at Marion Utilities, 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 1, 2019
- V. **FINANCIALS**
 - A. July, 2019
- VI. **OLD BUSINESS**
 - A. Update on Projects- P. Pinkerton





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VII. NEW BUSINESS

- A. Transfers & Pay Requests – Senior Leadership Team
- B. Internal Control Policy- C. Binkerd
- C. Approval of Internet & Phone Service Contract- C. Binkerd
- D. Re-establishment of Revenue Allocations- C. Binkerd
- E. Kiosk Promotion- C. Binkerd

VIII. STAFF REPORTS

- A. Assistant Director for Engineering- 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 3, 2019

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 12, 2019 MEETING

The Marion Utility Service Board held their meeting on Thursday, September 12, 2019 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; Mike Barney; Doug Carl, Vice Chairman; Bill Dorsey; Von Jackson; and Herschel Lewis. Al Green 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 & Maintenance; Mike Conner, Attorney; Alan Miller, Council Liaison; Colleen Adkins, Administrative Support Assistant; Mark Theel, Marion Utilities; and Paul Milford.

CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS

There were no additions or deletions to the agenda.

APPROVAL OF MINUTES

Mr. Lewis moved, seconded by Mr. Jackson, to approve the minutes of the regular meeting of August 1, 2019. All board members present voted aye. Motion carried unanimously.

FINANCIALS

Mr. Binkerd presented the July, 2019 financials. He stated that the June financials showed revenue was down a bit. In July, the revenue was up a bit. There were no unusual disbursements. Mr. Lewis moved, seconded by Mr. Barney, to approve the July financials. All board members present voted aye. Motion carried unanimously.

UPDATE ON PROJECTS

Mr. Pinkerton reported that the L.E.A.D. parking lot project was complete. The 46th & Carey project is underway. There is about 1,500 feet of the 3,200 feet installed. Hopefully, it will be completed and paved in October.

TRANSFERS & PAY REQUESTS

Mr. Pinkerton presented the first payment to Dave's Excavating for the parking lot project in the amount \$54,860.80 with \$6,100 to be held in retainage. Mrs. Shrader presented the fifth payment to Muhlenkamp \$60,473.57 with \$10,685.34 still in retainage. Mr. Lewis moved, seconded by Mr. Carl, to approve the pay request. All board members present voted aye. Motion carried unanimously.



INTERNAL CONTROL POLICY

Mr. Binkerd said the State Board of Accounts finished the audit a few weeks ago. State Board stated that there should be a formal Board policy regarding the financial internal controls. Mr. Binkerd explained that Resolution 6-2019 was drafted to meet State Board of Accounts recommendation. He then read Resolution 6-2019. Mr. Lewis asked if the policies were being followed. Mr. Binkerd explained that the policies were in writing and were being followed; however, there was not an officially approved Board policy regarding the controls. Mr. Carl moved, seconded by Mr. Lewis, to approve the Internal Control Policy. All board members present voted aye. Motion carried unanimously.

APPROVAL OF INTERNET & PHONE SERVICE CONTRACT

Mr. Binkerd explained that the utilities are more reliant on internet service. There have been some issues with the provider lately that are affecting business processes. Mr. Binkerd said that different companies have been contacted about possibly running fiber optics the utilities. MetroNet submitted a very good proposal. The monthly charge would be \$645.25. Currently, the cost is \$550 or around that range. There is a small increase in cost, but the utilities would receive the same services with more reliability and greater speed. The contract period would be 60 months for the service. Mr. Binkerd explained that communications with lift stations and other areas for which a fee is currently paid to a third provider could be established and would result in additional savings. Mr. Logan asked who has been consulted regarding this proposal. Mr. Binkerd answered that the IT Coordinator has played in intricate part in researching this possibility. Mr. Carl stated that The Collins Group began using MetroNet and has been pleased with their service and the service has been reliable. Mr. Dorsey moved, seconded by Mr. Lewis, to approve the proposal submitted by MetroNet. All board members present voted aye. Motion carried unanimously.

RE-ESTABLISHMENT OF REVENUE ALLOCATIONS

Mr. Binkerd reminded the board that the incoming revenue is split amongst the utilities and moved into different funds. He said at the first of the year the numbers were going to be changed at a board meeting. The percentage numbers listed on the financials were updated; however, the request was not brought before the board. Ms. Martin could not change the allocations since the board had not approved the re-allocation. Mr. Binkerd asked the Board to approve re-allocating the revenue percentages so that the action may match the percentages that are listed on the left side of the financials.

Mr. Carl moved, seconded by Mr. Jackson, to re-establish the revenue allocations as requested. All board members present voted aye. Motion carried unanimously.

KIOSK PROMOTION

Mr. Binkerd explained that the kiosk is up and running. It provides customers the opportunity to access their account 24 hours seven days a week. Mr. Binkerd said that staff would like host a promotion like the one that was done to encourage credit card use. The promotion would run for three months. Any customer that uses the kiosk to make a payment would be entered to win a \$50 gift card. There would be one winner drawn each month for three months. Mr. Dorsey suggested adding the promotion on social media so that customers are aware of the promotion. Mr. Binkerd said that was a great idea. Mr. Lewis moved, seconded by Mr. Barney, to approve the

kiosk promotion as presented. All board members present voted aye. Motion carried unanimously.

STAFF REPORTS

P. Pinkerton, Assistant Director for Engineering & Solid Waste

Mr. Pinkerton stated that the second pass of street sweeping was almost done for the year. Solid Waste receivable tons for August averaged 50 tons a day.

R. Shrader, Assistant Director for Operations & Maintenance

Mrs. Shrader reported that crews have been working on the plant. Wastewater maintenance has been working very hard power washing and performing some necessary up keep. Mrs. Shrader called the Board's attention to the sphere and commented how well it looks. There has been a lot of work with residuals as well. The compost turner is helping with lime drying. It is making the lime more desirable to local farmers. Bio-solids is just shy of 3 million gallons for the year. A third of that has been dewatered bio-solids.

C. Binkerd, Utility Director

Mr. Binkerd said that the 2020 budgets are being worked on. Mrs. Humphries will be in touch to schedule committee meetings. Mr. Binkerd said that the new lobby hours started last week and is going well. The one hour of uninterrupted focus has allowed staff to participate in training that otherwise would have been hard to schedule and complete as one group.

BOARD MEMBERS' COMMENTS

There were no board member comments.

CHAIRMAN'S REMARKS

Mr. Logan thanked everyone for their attendance. He also thanked Mr. Miller, Mr. Theel, and Mr. Milford for their attendance.

The next meeting is scheduled for October 3, 2019 at 5:30 p.m. in the L.E.A.D. Center, Building 101, at Marion Utilities, 1540 N. Washington Street.

There being no further business before the board, Mr. Lewis moved, seconded by Mr. Jackson, that the meeting be adjourned. 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