



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: April 16, 2018
Re: Agenda for April 19, 2018 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, April 19, 2018 at 5:30 p.m. in the conference room of the Marion Utilities Administration Building at 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 March 15, 2018
- V. **FINANCIALS**
- VI. **OLD BUSINESS**
 - A. Update on Projects – Pinkerton
 - B. Policy & Personnel Manual - Binkerd





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VII. NEW BUSINESS

- A. Transfers & Pay Requests - Department Managers
- B. Southeast Marion Phase II Sewer Separation- Pinkerton
- C. Collections & Online Utility Exchange- Binkerd

VIII. STAFF 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, May 3, 2018

Robert Logan, Chairman
Marion Utility Service Board

cc: News Media
City Administration/Council
Department Heads





Marion Utilities

SERVICE BOARD

BOARD MINUTES OF THE APRIL 19, 2018 MEETING

The Marion Utility Service Board held their meeting on Thursday, April 19, 2018, at 5:30 p.m. in the conference room of the Administration building at Marion Utilities, 1540 N. Washington Street, Marion, Indiana.

Roll was called and those board members present were: Robert Logan, Chairman; Kristen Barney; Adam Binkerd; Doug Carl; Bill Dorsey; Von Jackson; and Herschel Lewis.

Also present at the meeting were: Chuck Binkerd, Director; Pat Pinkerton, Assistant Director for Engineering & Solid Waste; Robin Shrader, Assistant Director for Operations; Shana Martin, Accounting Billing Coordinator; Mike Conner, Attorney; Alan Miller, Council Liaison; and Misty Humphries, Board Secretary.

CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS

There were no additions or deletions.

APPROVAL OF MINUTES

Mr. Lewis moved, seconded by Mr. Carl, to approve the minutes of the March 15, 2018 board meeting. All board members present voted aye. Motion carried unanimously.

FINANCIALS

Ms. Martin reported that the financials were for January, February, and March. January had nothing to note specifically. There was a gain in January. Ms. Martin stated that in February some adjustments were done. The Solid Waste Utility showed a loss because of the repayment of the \$150,000 Wastewater Loan. There was also a transfer to the capital lease account and a payment made on the capital lease. In March, there was a gain shown. Mr. Chuck Binkerd noted that the financials were balanced at this time. Mr. Logan noted that there was an overall gain throughout the three-month period. Mr. Lewis moved, seconded by Mr. Carl, to approve the financials. All board members present voted aye. Motion carried unanimously.

UPDATE ON PROJECTS

Mr. Pinkerton reported that the Southeast Sewer Separation project would begin within the next two weeks as long as the weather holds. Dave's Excavating has finished a short storm sewer extension on Kem Road east of Manor Drive. The City is paving this year so Dave's finished the short extension before the paving began.

PRESENTATION OF PERSONNEL & POLICY MANUAL

Mr. Binkerd presented the Board with the Personnel and Policy Manual. Mr. Binkerd explained that the Personnel Committee had met and reviewed the manual as well as the employee representatives. There was some good discussion amongst the groups. Mr. Chuck Binkerd noted that the manual now includes an organizational structure on page two of the document which provided a brief summary of who the board is as well as the history of the Utility Board. Mr. Chuck Binkerd said he hopes this helps new as well as tenured employees. Mr. Chuck Binkerd also noted that employees are encourage to grieve to their direct Supervisor; however, if they do not feel comfortable doing so, any member of the Leadership Team will be happy to hear them out. Mr. Binkerd highlighted other changes in the manual including the section regarding an Inactive Pay Status/Job Abandonment/Extended Leave Policy. The first draft of the Inactive Pay Status policy used a term of 16 weeks which had now been changed to 12 weeks. Mr. Dorsey said that the Personnel Committee reviewed the policy and tried to temper the conversation with the employees. He felt as though the Committee was successful in this endeavor. Mr. Conner noted that there is nothing illegal regarding the Inactive State/Job Abandonment/Extended Leave Policy, but he did wonder why 12 weeks was used. Mr. Chuck Binkerd said that the policy is matching the Family Medical Leave Act. Mr. Carl moved, seconded by Ms. Barney, to approve the employee handbook. All board members present voted aye. Motion carried unanimously.

TRANSFERS & PAY REQUESTS

There were no transfer or pay requests at this time.

SOUTHEAST MARION PHASE II SEWER SEPARATION

Mr. Pinkerton explained that he was presenting Phase II of the Sewer Separation project in the 28th to 30th Street & Meridian to the Home Avenue area. The project is part of the Long Term Control Plan. There were three contractors that submitted bids. Atlas Excavating bid \$1,067,539; Watson Excavating bid \$1,139,698; and Keith Sullivan bid \$1,466,807.70. Mr. Pinkerton recommended awarding the project to Atlas Excavating as they are the low bidder. Mr. Pinkerton said this would complete the area for the Long Term Control Plan. Mr. Carl asked what the budget for the project was. Mr. Pinkerton said this project was not included in the 2018 budget. However, Phase I came in so low that Phase II was prepared and bid. There is cash available to cover the cost of the project. Mr. Adam Binkerd asked if the bid tab was a comprehensive itemized list of all costs. Mr. Pinkerton said it was not as they were broken down to unit numbers. Mr. Adam Binkerd asked that the numbers please be reviewed. Mr. Chuck Binkerd requested that the bid be approved subject to a final review of the bids. Should the Atlas bid not calculated correctly, the bids would then be brought back to the Board for final review. Mr. Lewis

moved, seconded by Ms. Barney, to award the bid to Atlas subject to a final review and verification of the bid tabulations. All board members present voted aye. Motion carried unanimously.

COLLECTIONS & ONLINE UTILITY EXCHANGE

Mr. Chuck Binkerd said this was an informational matter. There are sometimes questions regarding how collections and credit checks are completed. Mr. Chuck Binkerd explained that when customers come in to establish a new account, a soft credit check can be completed to determine the waiver of a deposit. The company Online Utility Exchange will also conduct collections on our behalf for no additional costs. This is built into our new software and is just an added benefit that is now available to assist our Customer Service staff.

STAFF REPORTS

P. Pinkerton, Assistant Director for Engineering & Solid Waste

Mr. Pinkerton reported that the Storm Water Utility has paid the majority of the residents' or property's ditch assessment bill when they pay a storm water fee. Mr. Pinkerton stated that the County has informed him that this can't be done. The County advises that a municipality can either pay all of the ditch assessments or none of the assessments. Mr. Pinkerton said that there are some issues because there are some locations that do not pay a storm water bill. The County said that they needed to know what to do that day- meaning was the Storm Water Utility going to pay all of the ditch assessments or none of the ditch assessments. Mr. Pinkerton advised them to put the ditch assessments back on the property owners for this year until further investigation could be done. If property owner's need to be reimbursed, the Storm Water Utility will reimburse them. Mr. Pinkerton said that he would like the Storm Water Committee to meet to discuss this issue further. Mr. Pinkerton said he is not sure what this may do to the Storm Water financials, but he would like the Committee to discuss this as well as what the best method for reimbursement to customers would be.

R. Shrader, Assistant Director for Operations

Mrs. Shrader stated that crews are catching up on some items that had been set aside. She also reported that Leadership Training was continuing. Training has also been opened to the Leadership Team which consists of the Supervisors group. Mrs. Shrader stated that the next Leadership Trainings are scheduled for next Tuesday and Friday. There have also been three interns who have contacted us regarding three possible interns. Two of the interns are focused more on engineering or CADD and the other is interested in Solid Waste.

C. Binkerd, Director

Mr. Binkerd explained that there has been an influx of new employees. Mr. Chuck Binkerd stated that pictures have been added to the organizational chart. He hopes this will help employees to get to know names and faces. Mr. Binkerd thanked the Board for coming early to have their pictures taken. He also reported that the software implementation is continuing to improve. Staff is starting to realize and use more of the shortcuts and different processes that are available. Mr. Binkerd said Crowe Horwath is going to meet with staff to help realize some of the suggestions that State Board of Accounts made with

the latest audit. Mr. Binkerd stated that there a couple of new faces in the Customer Service area. They have gotten up to speed and are doing an excellent job. A customer service representative was also moved to the 1400 building to assist with solid waste traffic and to improve the dumping process for those customers bringing loads into us. Mr. Binkerd said that a group of Purdue University students have been working on a renewable energy project that we may be interested in pursuing. The Mayor and his Chief-of-Staff are interested and will be attending the final project presentation next Thursday.

BOARD MEMBER COMMENTS

Mr. Miller stated that two weeks ago the Council approved the Neighborhood Restoration Ordinance. However, on Tuesday, they failed to approve the fee ordinance which included the fees for the Neighborhood Restoration Ordinance. Unfortunately, this means that the Neighborhood Restoration Ordinance cannot be enforced at this time.

Ms. Barney thanked the Board, employees, and staff for their kind words and codependences for her family's loss.

CHAIRMAN'S REMARKS

Mr. Logan thanked everyone for their attendance. He stated it was wonderful to see everyone.

The next meeting is scheduled for May 3, 2018 at 5:30 p.m. in the conference room at the Administration Building.

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

Meeting adjourned at 6:12 p.m.

Robert Logan, Chairman

Marion Utilities Service Board

ATTEST

Misty Humphries

Its Secretary