



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: February 1, 2019
Re: Agenda for February 7, 2019 Utility Board Meeting

Dear Board Member:

This is to inform you of our board meeting to be held Thursday, February 7, 2019 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 January 17, 2019
- V. **OLD BUSINESS**
 - A. Update on Projects – Pinkerton





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VI. NEW BUSINESS

- A. Transfers & Pay Requests - Department Managers
- B. 807 N. Quarry Rd. Adjustment Request- Binkerd
- C. MUSB Committee Assignment- Logan
- D. Performance Management Assignment to Committee Request-Binkerd
- E. Approval of Scissor Lift Quotes- Shrader
- F. Approval of 4-Post Vehicle Lift Quotes- Shrader
- G. H2O Community/United Way Agreement- Binkerd
- H. Approval of Wastewater Small Utility Vehicle Quote- Shrader

VII. STAFF REPORTS

- A. Assistant Director for Engineering & Solid Waste- P. Pinkerton
- B. Assistant Director for Operations & Maintenance- R. Shrader
- C. Utility Director- C. Binkerd

VIII. BOARD MEMBERS' COMMENTS

IX. CHAIRMAN'S REMARKS

X. NEXT MEETING

Thursday, February 21, 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 FEBRUARY 7, 2019 MEETING

The Marion Utility Service Board held their meeting on Thursday, February 7, at 5:30 p.m. in the board room of the Administration building 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; Bill Dorsey; Al Green; 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; Mike Conner, Attorney; Misty Humphries, Board Secretary; and Heather Cox, The Chronicle-Tribune.

Mr. Logan took a moment to officially introduce Mike Barney and welcome him to the Marion Utility Service Board.

CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS

There were no additions or deletions.

APPROVAL OF MINUTES

Mr. Lewis moved, seconded by Mr. Green, to approve the minutes of the regular meeting of January 17, 2019. All board members present vote aye. Motion carried unanimously.

UPDATE ON PROJECTS

Mr. Pinkerton reported that the Marshall Street and Brinker Heights area project will start next week. The project should take one week.

TRANSFERS & PAY REQUESTS

Mr. Binkerd said there were some revenue allocation requests. Mr. Pinkerton said they were adjusting allocations to keep the required balances in the operations funds. The requested adjustments were marked in red. Mr. Lewis moved, seconded by Mr. Carl, to approve the revenue allocation requests. All board members present vote aye. Motion carried unanimously.



807 N. QUARRY RD. ADJUSTMENT REQUEST

Mr. Binkerd presented a request for an adjustment at 807 N. Quarry Rd. They have a high bill as of late. Mr. Binkerd said that testing has been done and a reason for the high bill is illusive. Mr. Binkerd asked that the item be assigned to the Water Committee for review. Mr. Logan assigned the item to the Water Committee.

MUSB COMMITTEE ASSIGNMENT

Mr. Logan stated that the 2019 Committee Assignments were in the packets. If there are any concerns, Mr. Logan asked that the members please notify Mr. Binkerd or Mr. Pinkerton so that adjustments could be made.

PERFORMANCE MANAGEMENT ASSIGNMENT TO COMMITTEE REQUEST

Mr. Binkerd requested that the Personnel Committee look at the Performance Management Program. He explained that over the years the employee evaluation program had been looked over. The current program is based on a five point rating scale. It is good, but it could be better. Mr. Binkerd said he would like to look at other options that would encourage employee education and development. He furthered that he would like each team member to have the opportunity for continuing development. Mr. Logan assigned the item to the Personnel Committee.

APPROVAL OF SCISSOR LIFT QUOTES

Mrs. Shrader presented the board with quotes for a scissor lift. She reported that the scissor lift quoted is 19 feet and could fit through a door. A scissor lift is needed quite often and has been rented in the past. Rental of this equipment can be more expensive than purchasing it. Mrs. Shrader said that there were two lifts that were newer than the older quote. Mrs. Shrader recommended the purchase of the MacAllister-CAT with 145 hours for \$8,000. Mr. Carl asked if it was budgeted. Mr. Binkerd said yes. Mr. Lewis moved, seconded by Mr. Green, to approve the purchase of a MacAllister scissor lift for \$8,000. All board members present vote aye. Motion carried unanimously.

APPROVAL OF 4-POST VEHICLE LIFT QUOTES

Mrs. Shrader explained that the Vehicular Maintenance Coordinator maintains the fleet. He has moved to the former Distribution Garage from the 1300 building. Now that he has moved, it is apparent that a lift for the larger vehicles would be incredibly helpful. Quotes were sought and there were three submitted. Of the three quotes, BendPak offered the lowest price at \$26,748. Mrs. Shrader added that this item was budgeted from a couple of different funds as it would be a shared resource. Mr. Lewis moved, seconded by Mr. Green, to approve the BendPak quote of \$26,748. All board members present vote aye. Motion carried unanimously.

H2O COMMUNITY/UNITED WAY AGREEMENT

Mr. Binkerd explained that the H2O Community is a program that was started about five years ago. It provides assistance to those that are struggling to pay their utility bill. Historically, water utilities have not offered a program like this while the gas and electric utilities have. The program was started and has been maintained through employee payroll check contributions. There have been grants received from the Moorehead Family Foundation as well. The program has been able to assist people with up to \$75 on their bill. Mr. Binkerd said there is a desire to transition to working with groups in our community that take a more holistic approach to helping people. One such local chapter of a national organization is Circles of Grant County which is directed by Andrew Sprock. The organization does a

really good job of getting into the lives of those that are struggling or have fallen on hard times. Circles provides mentoring and help in developing a plan for getting back on track. Mr. Binkerd proposed transitioning help to Circles with the assistance being funded through the United Way. Circles would identify a family in need, a plan would be presented, the Utility would give the final approval, and funds would be released to Circles for assisting the family. The family would have their Utility bill or a portion thereof paid which would free up funds to be used elsewhere. Mr. Binkerd said that the other portion to this request was partial funding of the program by the Board. Mr. Jackson asked if this was a one-time assistance or if this would be on-going. Mr. Binkerd said he is asking for a \$5,000 Board contribution as a one-time contribution this year. The employee contributions would be a continues contribution though. Mr. Carl asked for clarification as to whether the families would receive the funds before or after completion of the program. Mr. Binkerd said that Andrew Sprock would identify a family, a plan would be presented, a request for assistance would then be submitted by Circles to the United Way which would be presented after the Utility committee approves the plan. Mr. Dorsey asked if Mr. Binkerd was asking for a request not to exceed \$5,000 to Circles. Mr. Binkerd said no, he was asking for a \$5,000 contribution to the H2O Community Program. Mr. Logan said that his only concern is whether the charitable group would manage the fund. Mr. Binkerd clarified that the program would be administered through the United Way. The United Way would ensure that reporting and tracking were done. However, the team at the Utility would have the final say as to whether to disburse funds or not. Mr. Dorsey asked if this would open the door for other 501(c)(3)s to ask for funding. Mr. Binkerd said no, because this program was started by the employees at Marion Utilities. Mrs. Shrader added that the Circles program has additional qualifying criteria that is incredibly strict. This is in opposition to some of the families that have used the H2O Community Program as a frequent source of bill payment. The families in Circles have and are currently seeking skills and help to change their circumstance. Mr. Logan asked for a motion to approve. Mr. Lewis moved, seconded by Mr. Dorsey, to approve the agreement between the H2O Community Program and the United Way along with providing a one-time \$5,000 contribution for 2019. All board members present vote aye. Motion carried unanimously. Mr. Logan stated that Duke Energy in Peru has a line on their bills for customers to round their payment up, and the rounded difference goes to an assistance program. Mr. Binkerd said that the Utility will have the ability to do this with the current software. There are plans to implement this as progress is made with the software.

APPROVAL OF WASTEWATER SMALL UTILITY VEHICLE QUOTE

Mrs. Shrader presented the board with a quote on a small utility vehicle quote for the Wastewater Utility. She noted a typo as both vehicles are 2019s. Mrs. Shrader said she would recommend the quote of \$9,920.98. The purchase was budgeted at \$10,000. However, for an additional \$500, an optional four-year warranty could be purchased which would still allow the Maximum Power Sports to be the lower price. Mr. Jackson moved, seconded by Mr. Lewis, to approve the small utility vehicle quote for the Wastewater Utility for the amount of \$9,920.98 along with the optional four-year warranty for an additional \$500. All board members present vote aye. Motion carried unanimously.

STAFF REPORTS

P. Pinkerton, Assistant Director for Engineering & Solid Waste

Mr. Pinkerton reported that a new roll-off truck was ordered. It may be ready for pick up next week. The Storm Water Utility paid for the roll-off truck. Mr. Pinkerton said a new combination truck was budgeted for Sewer Maintenance as well. The specifications should be sent out shortly. The Solid Waste Utility had a lot of frozen trash that was sent to and back from the landfill. Crews were able to

get caught up by running four loads on Saturday. Mr. Logan thanked those that worked and helped to keep things running last week.

R. Shrader, Assistant Director for Operations & Maintenance

Mrs. Shrader thanked the crews for doing such an amazing job. There were crews onsite at the Water and Wastewater Plants last week working in the weather. There were buddies assigned to help keep everyone safe. Mrs. Shrader thanked the Board for that opportunity. The Water Plant had been under some stress because of breaks and leaks with the flexing of the ground. The plant has recovered this week though.

C. Binkerd, Executive Director

Mr. Binkerd presented a thank you letter from Linda Wilk for the support that employees provided at Christmas time. He said truck loads were hauled to them. Mr. Binkerd thanked the employees and the board for their generosity and support of this organization.

BOARD MEMBERS' COMMENTS

Mr. Barney asked if the Utility had always rented a scissor lift. Mrs. Shrader said yes, in her time here. He asked if there was someone in house that could service the equipment. Mrs. Shrader said yes, except for the most specialized pieces. He also asked if there was a safety checklist available for employees to sign off on each time it is operated. Mrs. Shrader said there was.

CHAIRMAN'S REMARKS

Mr. Logan thanked everyone for their attendance.

The next meeting is scheduled for February 21, 2019 at 5:30 p.m. in the Board Room of the Administration Building at Marion Utilities, 1540 N. Washington Street.

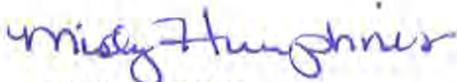
There being no further business before the board, Mr. Lewis moved, seconded by Mr. Green, that the meeting be adjourned. All board members present voted aye. Motion carried unanimously.

Meeting adjourned at 6:14 p.m.

Robert Logan, Chairman

Marion Utilities Service Board

ATTEST



Misty Humphries

Its Secretary