



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: March 13, 2018
Re: Agenda for March 15, 2018 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, March 5, 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. **APPROVAL OF MINUTES**
 - A. Regular meeting of February 15, 2018
- IV. **OLD BUSINESS**
 - A. Update on Projects – Pinkerton
 - B. Policy & Personnel Manual Final Draft- Binkerd





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V. NEW BUSINESS

- A. Transfers & Pay Requests - Department Managers
- B. Approval of Street Sweeper Quotes- Pinkerton
- C. Position Reclassification- Binkerd

VI. STAFF REPORTS

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

VII. BOARD MEMBERS' COMMENTS

VIII. CHAIRMAN'S REMARKS

IX. NEXT MEETING

Thursday, April 5, 2018

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 MARCH 15, 2018 MEETING

The Marion Utility Service Board held their meeting on Thursday, March 15, 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; Doug Carl; Bill Dorsey; and Von Jackson. Those absent were: Kristy Barney, Adam Binker, and Hershel Lewis.

Also present at the meeting were: Chuck Binker, Director; Pat Pinkerton, Assistant Director for Engineering & Solid Waste; Robin Shrader, Assistant Director for Operations; Mike Conner, Attorney; and Misty Humphries, Board Secretary.

APPROVAL OF MINUTES

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

UPDATE ON PROJECTS

Mr. Pinkerton reported that the sewer separation project in the southeast area at 22nd Street & Home Avenue was awarded to Watson Excavating. Watson is looking to begin work at the end of this month or the beginning of next month depending on the weather.

PRESENTATION OF PERSONNEL & POLICY MANUAL FINAL DRAFT

Mr. Binker said there was nothing for the Board to take action on. He left it on the agenda for discussion. Mr. Binker said Mrs. Humphries would be contacting the Personnel Committee for some possible meeting dates.

TRANSFERS & PAY REQUESTS

Mr. Pinkerton presented the second and final pay request to United Surveying for the Boots Creek Cured-in-Place project in the amount of \$70,852; and the first and final pay request to United Surveying for the 28th & Meridian Cured-in-Place project in the amount of \$120,997. He noted that a certificate of

completion was received. Mr. Pinkerton also presented the first and final pay request to Kokosing for Rehabilitation of the Stonecrest lift station in the amount of \$67,176. A certificate of completion was also received on this project. Mr. Dorsey moved, seconded by Mr. Carl, to approve the pay and transfer requests as presented. All board members present voted aye. Motion carried unanimously.

APPROVAL OF STREET SWEEPER QUOTES

Mr. Pinkerton presented a quote tab. He stated that they asked Jack Doheny, Best Equipment, and Brown Equipment for quotes. Brown did not submit a quote. Doheny submitted a quote for a 2018 Elgin Crosswind for the amount of \$219,898. Mr. Pinkerton said that Best Equipment quoted Tymco 600 which is the same sweeper as crews use now for the amount of \$229,876. Mr. Pinkerton explained that Doheny, in quoting the Elgin, had a lot of exceptions to the spec. One of the exceptions included an alteration to the engine to avoid some emission controls in place. There are new regulations that would not allow this coming out next year, and Mr. Pinkerton said he was not interested in purchasing something that Doheny would not be interested in maintaining. He also noted that the Elgin quote included a liner and not the stainless-steel hopper included in the spec. Mr. Pinkerton said that the 2006 and 1997 sweepers would be traded in. Mr. Pinkerton said that while Doheny's price is better, it doesn't meet the specification. Mr. Carl asked if enough was budgeted. Mr. Pinkerton said yes. Mr. Jackson moved, seconded by Mr. Carl, to approve the quote of Best Equipment. All board members present voted aye. Motion carried unanimously.

POSITION RECLASSIFICATION

Mr. Binkerd reminded the Board that some things had been moved around in the Customer Service Group. Mr. Binkerd said the management function was added to Mrs. Humphries' job description but, the Customer Service Manager position was not eliminated. Mr. Binkerd asked that the Customer Service Manager be eliminated and that it be replaced with a Customer Service Representative. The job description is already in place. Mr. Binkerd stated that he wanted to ensure that there were the same number of Customer Service Representatives in place to service customers. Mr. Dorsey moved, seconded by Mr. Carl, to approve the elimination of the Customer Service Manager and the addition of a Customer Service Representative. All board members present voted aye. Motion carried unanimously.

STAFF REPORTS

P. Pinkerton, Assistant Director for Engineering & Solid Waste

Mr. Pinkerton reported that the Solid Waste is continuing. The newer Labries are working out well. A lot of loads are being brought into the transfer station. Currently, there are 3 tons less per day than in January, 2017. However, those numbers may change though. Mr. Pinkerton said it was surprising as more loads in pick-ups and trailers are coming in. He stated that maybe the loads out in the system are down. Mr. Binkerd added that Mr. Pinkerton's group has been working with the City to provide clean ups.

R. Shrader, Assistant Director for Operations

Mrs. Shrader noted that she has been doing more interviews as people retire. She interviewed two different candidates for the position of Wastewater Electrical Technician as there was a resignation. Mrs. Shrader said she offered the preferred candidate the position at a Step-1. However, the salary of a Step-1 will not meet his needs. She would recommend offering the candidate a Step-4. Mr. Dorsey asked what his current wage was. Mrs. Shrader said \$28 per hours. She stated that the candidate is only a few minutes from the plant and that she hoped our benefits would help to meet his needs. Mr. Dorsey moved, seconded by Mr. Carl, to hire the candidate at a Step-4.

Mrs. Shrader reported that crews have also been hauling a lot of sludge. Staff is also working to get caught up and rearrange building spaces to ensure that there are adequate spaces for the move to the 1400 building for three groups. The Environmental Resource staff is also getting ready to move into their new spaces. Mr. Dorsey asked if Mrs. Kirklin would come and talk with the Board about items she has planned or will be working on. Mrs. Shrader said that she would speak with Mrs. Kirklin about meeting with the Board.

C. Binkerd, Director

Mr. Binkerd provided copies of the preliminary financials to the Board. He explained that the bank said there was \$5,000 less in the bank than what the software says. The software company has given us a work around on an issue. Mr. Binkerd said that by the end of the year the issues should be resolved as we are notifying the software company of issues as soon as they are seen. Mr. Binkerd also explained that the Senior Leadership Team is developing projects for the Long Term Control Plan which will incur costs. Before the end of 2019, there will probably be discussion about another bond issue. Mr. Binkerd stated that the \$3 million reflected on the financials is a lot of money, but it will be gone by the end of the year due to the upcoming projects. Mr. Binkerd also noted that the lease payment and the repayment of the Wastewater loan came out of the Solid Waste Utility which resulted in the loss shown.

In closing Mr. Binkerd noted that there were two employees retiring, Doug Montgomery and Chuck Nettleton. He asked the Board to approve the traditional gifts of \$125 each along with incidentals for cake and punch. Mr. Jackson moved, seconded by Mr. Dorsey, to approve the gifts of \$125 each along with the cost of incidentals for cake and punch. All board members present voted aye. Motion carried unanimously.

BOARD MEMBER COMMENTS

There were no comments at this time. However, Mr. Conner suggested that we add an item to the agenda that would allow for any additions or deletions to the agenda.

CHAIRMAN'S REMARKS

Mr. Logan thanked everyone for their attendance.

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

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

Meeting adjourned at 5:59 p.m.

Robert Logan, Chairman
Marion Utilities Service Board

ATTEST

Misty Humphries

Its Secretary