



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, 2018
Re: Agenda for November 1, 2018 Utility Board Meeting

Dear Board Member:

This is to inform you of our special Board Meeting to be held Thursday, November 1, 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 October 4, 2018
- V. **FINANCIALS**
- VI. **OLD BUSINESS**
 - A. Update on Projects – Pinkerton





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VII. NEW BUSINESS

- A. Transfers & Pay Requests - Department Managers
- B. Approval of Chemical Bids- Shrader
- C. 2019 Budgets- Binkerd
- D. Cell Phone Policy- Binkerd
- E. Hydrant Usage Policy- Shrader

VIII. STAFF REPORTS

- A. Assistant Director for Engineering & Solid Waste- 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 15, 2018

Robert Logan, Chairman
Marion Utility Service Board

cc: News Media
City Administration/Council
Department Heads





Marion Utilities

SERVICE BOARD

BOARD MINUTES OF THE NOVEMBER 1, 2018 MEETING

The Marion Utility Service Board held their meeting on Thursday, November 1, 2018, at 5:30 p.m. in the engineering office of the Administration building at Marion Utilities, 1540 N. Washington Street, Marion, Indiana.

Roll was called and those board members present were: Doug Carl, Vice Chairman; Bill Dorsey; Von Jackson; and Herschel Lewis. Kristy Barney and Bob Logan were absent.

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 Carolyn Muyskens, The Chronicle-Tribune.

CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS

There were no additions or deletions at this time.

APPROVAL OF MINUTES

Mr. Lewis moved, seconded by Mr. Dorsey, to approve the minutes of the October 4, 2018 board meeting. All board members present voted aye. Motion carried unanimously. Lewis, Dorsey

FINANCIALS

Mr. Binkerd presented the financials. He noted that there was a \$383,000 loss in Wastewater. This was attributed to projects and equipment purchases. Everything else was looking good. Mr. Binkerd said that September was a month where there were lower receipts. This was cyclical as August had higher receipts. Mr. Binkerd said that they would assess the operation accounts and ask for percentage adjustments at an upcoming meeting. Mr. Lewis moved, seconded by Mr. Jackson, to approve the September financials as presented. All board members present voted aye. Motion carried unanimously.

UPDATE ON PROJECTS

Mr. Pinkerton said that Home Avenue Phase I being done by Watson Excavating was a little behind. They had about 200 feet of more pipe to get in. Mr. Pinkerton said that he hoped they would be able to

get the area paved before asphalt was done being made. The Brinker and Marshal Cured-In-Place project was to be lined within 1-2 weeks as the area was being prepped.

TRANSFERS & PAY REQUESTS

There were no transfers or pay requests.

APPROVAL OF CHEMICAL BIDS

Mrs. Shrader presented the chemical bid tabulation. She said in summary that from last year there was a slight increase in every item except for the sulfur dioxide. The highlighted items indicated the low bids in every category. In the polymer bid, the top bid was lower. However, the top bid was disqualified as the vendor failed to do the jar test as required in the spec. Mrs. Shrader explained that a jar test was completed by the vendor taking a sample of our process water to ensure that it will work with their polymer. Mr. Jackson moved, seconded by Mr. Lewis, to approve the chemical bids as presented. All board members present voted aye. Motion carried unanimously.

2019 BUDGETS

Mr. Binkerd presented the 2019 Budget Drafts and explained that each committee had met to review the budgets. He explained that numbers have been tweaked since the committees last met as some items such as the chemical bids were not in yet. Mr. Binkerd reported that the insurance numbers came back with a 5% increase instead of the anticipated 15%. Mr. Binkerd said that the final COLA was 2.8% increase which is reflected across all utilities. Mr. Binkerd stated that the next item on the agenda is also reflected in the budgets. He explained that instead of employees receiving a stipend, a one-time percentage increase of .5% was rolled into their pay as a cell phone reimbursement. Mr. Binkerd said that he, Mr. Pinkerton, and Mrs. Shrader would be available for questions as the Board reviews the budgets.

CELL PHONE POLICY

Mr. Binkerd stated that the cell phone policy currently allows certain employees to apply for a partial reimbursement on their cell phone bill. The reimbursement was capped at \$60. Mr. Binkerd said that as policies were reviewed it was discovered that this needed updated. When originally implemented, cell phone plans offered a certain number of minutes or a number of texts. Cell phone policies now allow for unlimited minutes and texts. Mr. Binkerd said he would like to allow for all employees to receive this so everyone will be on an even keel. Mr. Binkerd reiterated that under the new policy a one-time percentage increase of .5% was rolled into the pay scale a cell phone reimbursement. The IT Specialist would still be in charge of implementing security measures. Mr. Carl stated that he understood that the administration of the policy as previously could be somewhat of a nightmare. A revised policy would make administration much easier. Mr. Binkerd said that was correct. Mr. Lewis moved, seconded by Mr. Jackson, to approve the revised cell phone policy as presented. All members present voted aye. Motion carried unanimously.

HYDRANT USAGE POLICY

Mrs. Shrader explained that this policy is being introduced to help rectify a current policy. When contractors are working on a project, they come to get a hydrant meter and backflow prevention device. Contractors have been charged \$25 per month for a hydrant usage fee in addition to the bulk water charge. The issue is that the equipment is not always returned. Regulations state that we have to inspect the items at least once a year. Mrs. Shrader explained that sometimes the equipment is returned broken or malfunctioning which increases costs. She stated that the policy being introduced was in align with Marion Code 51.41 which states that the Utility has the ability to require a permit to be issued for one of these

devices. She asked that the board review the policy and pointed out the fourth page where check boxes could be found. The check boxes would require someone to indicate that they had read the policy, they received a copy of the policy, they agree to the requirements and the manner in which they should or should not use the equipment, and a training feature with a certified signatory sign off. The final sheet was a recommendation on rental fees for the various sizes that are available. Small scale or private fees are available for private individuals or organizations wishing to use the device for fundraising. The deposit is refundable if there is no damage to the equipment. The rental term was limited to one year to ensure that it is received back for inspection purposes. Mr. Jackson asked if the equipment was calibrated in house. Mrs. Shrader said yes, it was calibrated in house within reason. Mr. Carl asked the board to review the policy for further discussion and a vote at the next meeting.

STAFF REPORTS

P. Pinkerton Assistant Director for Engineering & Solid Waste

Mr. Pinkerton reported that the street sweeping for the year was almost completed. The crews were able to get through the City twice. As they are wrapping up, some of the more sensitive areas prone to flooding will be swept again as the leaves are falling. Mr. Pinkerton said crews have hauled 880-890 tons of solid waste. There were several tons of street sweeping trash and biosolids that were hauled to the landfill as well.

R. Shrader, Assistant Director for Operations & Maintenance

Mrs. Shrader stated that all of the positions have been filled. There are a lot of employees undergoing CDL training as well as other training. Mrs. Shrader said that crews are doing a great job pressure washing the plant. Water Operations is getting ready to switch cones for the season. The Distribution crew has already been tested with a main break for the season, and they did a great job.

C. Binkerd, Director

Mr. Binkerd said that the online payment incentive is now over. It makes the payments go faster and smoother. As a reminder, there is a \$3.00 fee for the use of credit cards. The Utility absorbs all of the fee except for \$1.00. Mr. Binkerd also reported that the kiosk was in production. Customers will be able to pull up to a second lane and look at their account information or pay their bill. Mr. Binkerd said he appreciates the efforts of all the employees. Mr. Carl asked if there was a fee for ACH. Mr. Binkerd said there was not a fee for customers signing up for ACH. A campaign is getting ready to start for customers who sign up for ACH. New ACH customers will receive a goody bag with different items.

BOARD MEMBERS' COMMENTS

There were no comments at this time.

VICE-CHAIRMAN'S REMARKS

Mr. Carl thanked everyone for their attendance.

The next meeting is scheduled for November 15, 2018 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. Dorsey, that the meeting be adjourned. All board members present voted aye. Motion carried unanimously.

Meeting adjourned at 6:01 p.m.

Robert Logan, Chairman

Marion Utilities Service Board

ATTEST

A handwritten signature in black ink that reads "Misty Humphries". The signature is written in a cursive style and is positioned to the left of a horizontal line that spans the width of the page.

Misty Humphries

Its Secretary