



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 12, 2021
Re: Agenda for March 18, 2021 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, March 18, 2021 at 5:30 p.m. in the L.E.A.D 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 March 4, 2021
- V. **OLD BUSINESS**
 - A. Update on Projects – P. Pinkerton
 - B. COVID-19 Update - C. Binkerd





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VI. NEW BUSINESS

- A. Transfers & Pay Requests - Senior Leadership Team
- B. Wellhead Protection Proposal Update- R. Shrader
- C. Student/Youth Program- R. Shrader

VII. SENIOR LEADERSHIP 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, April 1, 2021

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 18, 2021 MEETING

The Marion Utility Service Board held their meeting on Thursday, March 18, 2021 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; Doug Carl, Vice Chairman; Bill Dorsey; and Al Green. Those absent were: Mia Erickson; Von Jackson; and Herschel Lewis.

Also present at the meeting were: Chuck Binkerd, Director; Pat Pinkerton, Assistant Director for Engineering and Solid Waste; Robin Shrader, Assistant Director for Operations and Maintenance; Mike Conner, Attorney; Brad Luzadder, Council Liaison; Tiffany Snyder, Accounting/Billing Coordinator; Misty Humphries, Secretary; and Mark Theel.

CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS

There were no additions or deletions.

APPROVAL OF MINUTES

Mr. Carl moved, seconded by Mr. Green, to approve the regular meeting of March 4, 2020 meeting. All members present voted aye. Motion carried unanimously.

UPDATE ON PROJECTS

Mr. Pinkerton reported that there were a couple of projects underway. The Cured-In-Place Projects for 2021 was sending bids out the next day. Mr. Pinkerton stated that the focus is on railroad crossings. In 2020, the crossing on Meridian Street by 38th Street resulted in several days of pumping. Mr. Pinkerton said he expected costs to reach approximately \$270,000. He also reported that the floor project in the Transfer Station was moving along. The east side had been dug up, and concrete was to be laid on Monday. The west side was scheduled to start after that. According to Mr. Pinkerton, there were no floor drains in the area before so this would be a good project to get done.

COVID-19 UPDATE

Mr. Binkerd said that this would be the last time for this item to be on the agenda. He stated that Grant County was blue, and the surrounding counties were also going to blue. Mr. Binkerd stated the lobby would be opened to the public on Monday. Customers would be asked to social distance and wear masks. Mr. Binkerd reported that some of the larger group meetings amongst leadership and employees were being reinstated. Mr. Carl asked if a customer came in and didn't want to wear a mask what the protocol would be. Mr. Binkerd said that a request



would be made of the customer to wear a mask and that masks would be provided. However, the customers would be serviced and not escorted out. Mr. Binkerd stated that hand sanitizer was also available for customers. The opening would be considered a soft opening as the opening would not be publicized. Mr. Dorsey asked if the lobby traffic was busy before COVID-19. Mr. Binkerd said yes. The foot traffic in the lobby is steady when opened.

TRANSFERS & PAY REQUESTS

There was no transfer or pay requests.

WELLHEAD PROTECTION PROPOSAL UPDATE

Mrs. Shrader said that every five years the Wellhead Protection Plan has to be updated. A contractor is used for the analysis. Mrs. Shrader stated that Peerless Midwest knows the Utility wells backwards and forwards and has historically performed the analysis. Peerless Midwest submitted a Time and Material Invoice with a cost not to exceed \$10,400. Mrs. Shrader shared that this was a regulatory item that could not be accomplished inhouse. She recommended that the Time and Material Invoice with a cost not to exceed \$10,400 be approved given the compliance requirement, Peerless Midwest's knowledge, and the price. Mr. Green moved, seconded by Mr. Carl, to approve the Peerless Midwest Invoice. All members present voted aye. Motion carried unanimously.

STUDENT/YOUTH PROGRAM

Mrs. Shrader presented a rough draft of the Marion Utilities Work Based Learning Program. There have been a number of students in recent years requesting internships. Mrs. Shrader met with Alex Huskey at Ivy Tech to discuss a program that would put some definition to the program. He introduced Mrs. Shrader to the Work Based Learning Program that the State Board of Education uses. There have been five different opportunities that have already been provided to students. This program, if approved, would put more definition to the opportunities. Mrs. Shrader said she would welcome any feedback, comments, or suggestions for tweaking the program for improvement. Mr. Binkerd asked Mrs. Shrader to talk about how this had been applied in the past. Mrs. Shrader explained that there have been engineering and environmental science students in the past requesting internships for their program of study. The student's professors provided a curriculum or requirements that the students would have to meet. The students would then work to accomplish those goals for college credit as well as working as a Marion Utilities' employee to provide some basic maintenance work. The second category was a High School Internship. This has consisted of students working in almost a co-op program. The students would attend school for part of the day and work at the Utility the other part of the day. The third category was the Summer Grounds Crew which was just mowing and tending to the plant. The fourth program was Job Shadowing. Mrs. Shrader said there were a couple of students participate in this. One student was very young. They followed employees around to see what duties and responsibilities the employees completed. The final category was Utility Tours. Mrs. Shrader stated that there had mostly student groups but some RV groups had also stopped in for tours. This was a good way for employees and leadership to interact with the public and get some notice in the community. Mr.

Binkerd asked that the Board look this over and offer feedback to Mrs. Shrader as this would be on the next agenda.

SENIOR LEADERSHIP REPORTS

P. Pinkerton, Assistant Director for Engineering & Solid Waste

Mr. Pinkerton reported that the street sweepers had been out. The debris was already starting to pile up. He also stated that Solid Waste had the lightest month on record this February. However, traffic was making up for it now. The compactor had been down for a few hours which didn't help. Mr. Logan said he thought the snow contributed to the lighter numbers. Mr. Pinkerton stated he thought this March would be the heaviest on record.

R. Shrader, Assistant Director for Operations & Maintenance

Mrs. Shrader said the Slaker Project was getting ready to begin. She also shared some pictures of the crew pressing bio-solids and noted that this had been done the last couple of years as it saves space and allows for it to be spread differently.

C. Binkerd, Utility Director

Mr. Binkerd said that Senior Leadership had started a review of job descriptions and the Compensation Plan. Mr. Binkerd was not expecting to find any large discrepancies; however, the Compensation Plan states that a review would be done so we are adhering to that. There will be some recommendations for the Sponsorship Policy on the next agenda as well. Mr. Binkerd reported that he was looking at some of the current legislation which would offer some help for low income families to get some utility assistance. The Customer Service Representatives had been seeing some people having difficulty catching up on their utility bills. Mr. Binkerd said it has caused Customer Service some additional time while working through issues with customers. The legislation also offers some specific money for gas, electric, and water utilities. Mr. Binkerd stated he would stay on top of that and its development. The Long Term Control Plan Project was moving forward. Mr. Binkerd said there would need to be an extension of the bid period which was be a good thing. The struggles with the software had affected the ability to move forward on the bond. The contractors were requesting an extension of the bid date. The engineers were in agreement with the extension. Mr. Binkerd stated that there had been some pressure put on the software company this week as well. They understand the significance of not being able to proceed with the bond issuance. The software developers have been deep in the weeds and feel that there is an issue within our local environment. Our IT staff states that there isn't anything wrong with our server. The disagreement will be worked out though.

BOARD MEMBERS' COMMENTS

There were no Board comments at this time.

CHAIRMAN'S REMARKS

Mr. Logan thanked everyone for their attendance especially Councilperson Luzadder and Mr. Theel. Mr. Logan reminded everyone that it was basketball time in Indiana.

The next meeting was scheduled for Thursday, April 1, 2021.

There being no further business before the Board, Mr. Carl moved, seconded by Mr. Dorsey, to adjourn the meeting. All board members in attendance voted aye. Motion carried unanimously.

Meeting adjourned at 5:54 p.m.

Robert Logan, Chairman
Marion Utilities Service Board

ATTEST

A handwritten signature in cursive script that reads "Misty D. Humphries". The signature is written in dark ink on a light-colored background.

Misty Humphries
Its Secretary