



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: January 31, 2020
Re: Agenda for February 6, 2020 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, February 6, 2020 at 5:30 p.m. in the Training 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 January 23, 2020
- V. **OLD BUSINESS**
 - A. Update on Projects – C. Binkerd





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VI. NEW BUSINESS

- A. Transfers & Pay Requests - Senior Leadership Team
- B. 3545 S. Boots Street Request- C. Binkerd
- C. 725 W. 10th Street Request- C. Binkerd
- D. Dump Truck Quote Approval- R. Shrader
- E. Lawn Mower Quote Approval- R. Shrader

VII. SENIOR LEADERSHIP REPORTS

- A. Assistant Director for Operations & Maintenance- R. Shrader
- B. Utility Director- C. Binkerd

VIII. BOARD MEMBERS' COMMENTS

IX. CHAIRMAN'S REMARKS

X. NEXT MEETING

Thursday, February 20, 2020

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 6, 2020 MEETING

The Marion Utility Service Board held their meeting on Thursday, February 6, 2020 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; Mike Barney; Doug Carl; Bill Dorsey; Al Green; Von Jackson; and Herschel Lewis.

Also present at the meeting were: Chuck Binkerd, Director; Robin Shrader, Assistant Director for Operations and Maintenance; Mike Conner, Attorney; and Misty Humphries, Secretary.

CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS

Mr. Lewis moved, seconded by Mr. Carl, to amend the agenda to include Job Description and Pay Rate as an item under New Business. All board members in attendance voted aye. Motion carried unanimously.

APPROVAL OF MINUTES

Mr. Lewis moved, seconded by Mr. Green, to approve the minutes from the regular meeting of January 23, 2020. All board members present voted aye. Motion carried unanimously.

UPDATE ON PROJECTS

Mr. Binkerd reported that the Engineering group is working on plans for lining projects and Long Term Control Plan projects which includes a disinfection plan. Once the weather breaks, crews will be ready.

Transfers & Pay Requests

There were no transfer or pay requests at this time.

3545 S. BOOTS STREET REQUEST

Mr. Binkerd explained that this was a request regarding a balance transfer as was the next item. Mr. Dewayne Rogers at 3611 S. Washington had a balance transferred to his account at 3545 S. Boots Street and would like the Water Committee to review the transfer. Mr. Logan assigned the request to the Water Committee.

725 W. 10th STREET REQUEST

Mr. Binkerd explained that the request involved a balance transfer. The Stanley's at 725 W. 10th Street would like to dispute the balance transfer to their current account. Mr. Binkerd asked that the request be assigned to Water Committee. Mr. Logan assigned the Stanley's request to the Water Committee for review.



DUMP TRUCK QUOTE APPROVAL

Mrs. Shrader said the Water Utility budgeted \$95,000 for a dump truck. There were two quotes. International quoted \$91,256 for a 2020 MV607 SBA. Stoops quoted \$93,910 for a 2020 Freightliner M2106. Mrs. Shrader said that the trucks were comparable. Mrs. Shrader recommended the low quote submitted by International. Mr. Binkerd asked if Mrs. Shrader if she knew the year of the truck being replaced. Mrs. Shrader said it would be older than her. Mr. Barney asked if the old truck would be traded in. Mr. Binkerd said it would probably be sold as contractors will sometimes bid on used dump trucks. Mr. Logan asked the name of the dealership. Mrs. Shrader said it is Selking International. Mr. Lewis moved, seconded by Mr. Dorsey, to approve the low quote of \$91,256 provided by International. All board members present voted aye. Motion carried unanimously. Mr. Lewis asked what the lead time would be. Mr. Binkerd said he was not sure. Mrs. Shrader said she hoped to have it by the end of the spring or early summer.

LAWN MOWER QUOTE APPROVAL

Mrs. Shrader presented lawn mower quotes for the Water Utility. She noted that \$13,000 was budgeted for the purchase. A 2012 Kubota ZD326 Diesel Commercial mower with 1,155 hours would be traded in for the new mower. TTG Equipment quoted \$13,600 on a John Deere Z994R Diesel Commercial mower with a trade-in value of \$3,900 bringing the final price to \$9,700. Dirt-n-Turf quoted \$13,774.13 on a Kubota ZD1211-3-60 Diesel Commercial mower with a trade-in value of \$4,000 bringing the final quote to \$9,774.13. Wabash Portable quoted \$17,199 on an Ex-Mark Commercial Lazar Z mower with a trade-in value of \$5,000 bringing the final quote to \$12,199. Mrs. Shrader said that these are similar mowers even though they are different brands. Mrs. Shrader recommended accepting the quote of TTG Equipment with a final cost of \$9,700. Mr. Lewis moved, seconded by Mr. Barney, to approve the quote of TTG Equipment. All board members present voted aye. Motion carried unanimously.

JOB DESCRIPTION & PAY RATE

Mr. Binkerd said the Personnel Committee met earlier this week. The Committee is made up of Mr. Dorsey, Reverend Green, and Mr. Carl. There was some good discussion regarding this topic and some others that will be brought back at a later time. These job descriptions were written in 2013. The Customer Service Manager is no longer an active position. The Supervision element falls under Mrs. Humphries. It has also required the Lead Customer Service Representative to step up with additional responsibility. This Lead position was rated at a lower pay grade than the other Lead positions throughout our organization. This position was re-evaluated and re-pointed. When that was completed, this position pointed out at a 13 which is in-line with our other Lead positions. The Lead Customer Service Representative position would increase from a Range 12 to a Range 13 which is a 5% increase. Mr. Binkerd said the other position is also in the customer service area. It is the Lead Field Service Technician. Again, this position as originally written was pointed below the level of all the other Lead positions. The main changes in this position involved the amount of interpersonal contacts with customers and officials; the degree of supervision; and the amount of supervision received. Mr. Binkerd said, "Again it had been five or six years since the job description was reviewed and rewritten." Mr. Jackson asked if the highest-level of rating was a five. Mr. Binkerd said yes. Mr. Logan asked if the increases would jeopardize the budget. Mr. Binkerd answered no and explained that the resulting increases would only be a 5% increase. The effective dates would be Monday, February 10, 2020. Mr. Lewis moved, seconded by Mr. Jackson, to approve the job descriptions and subsequent increases. All board members present voted aye. Motion carried unanimously.

SENIOR LEADERSHIP REPORTS

R. Shrader, Assistant Director for Operations & Maintenance

Mrs. Shrader reported that the Water Maintenance Workgroup is doing some remodeling in the Administration Building. The water lab has to be expanded slightly. The expansion will reduce the size of the breakroom. However, with the L.E.A.D. room now available, a larger breakroom is no longer necessary. The work will be done inhouse. Mrs. Shrader stated that the Wastewater Maintenance crew is doing some demo of a mezzanine structure in the southern area of the 1300 building. This will allow better use of the 1300 building space. Mrs. Shrader also reported that the Leadership Training will begin soon. The Leadership Training is open to all employees.

Utility Director

Mr. Binkerd congratulated Mr. Dorsey on all of his accomplishments. Mr. Binkerd said he had the opportunity to attend the AWWA Conference in Indianapolis. There are a lot of regulatory issues that will affect the Utility in the near future. Mr. Binkerd explained that there are a couple of programs that are being pushed and will be required. One program involves Asset Management. Mr. Binkerd said the Senior Leadership Team is looking at how these requirements could be incorporated into the Utility. The other vulnerability discussed heavily involved cyber security. Mr. Binkerd said the Utility will have to provide a written plan, management of the plan, and updates to the plan. Mr. Binkerd said the Program Coordinator currently handles security plans and issues. However, there is only so much that can be assimilated into the Coordinator's duties. Mr. Binkerd reported that a plan for handling these additional requirements will be brought to the Board in the future.

BOARD MEMBERS' COMMENTS

There were no member comments at this time.

CHAIRMAN'S REMARKS

Mr. Logan said it was great to have everyone here on an evening with such beautiful weather.

The next meeting is scheduled for February 20, 2020 at 5:30 p.m. in the L.E.A.D. Center, Building 101, at Marion Utilities, 1540 N. Washington Street.

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

Meeting adjourned at 5:56 p.m.

Robert Logan, Chairman
Marion Utilities Service Board

ATTEST



Misty Humphries
Its Secretary