



## Marion Utilities

1540 N Washington St.  
Marion, IN 46952  
[www.marionutilities.com](http://www.marionutilities.com)

## Service Board

Memo To: All Utility Board Members  
From: Bob Logan, Chairman  
Date: February 29, 2020  
Re: Agenda for March 5, 2020 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, March 5, 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 February 20, 2020
- V. **OLD BUSINESS**
  - A. Update on Projects – P. Pinkerton
  - B. 725 W. 10<sup>th</sup> Street- Storm Water Committee





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### VI. NEW BUSINESS

- A. Transfers & Pay Requests - Senior Leadership Team
- B. Smart Dollar Program- C. Binkerd
- C. Approval of Lagoon Quotes- R. Shrader
- D. Early Retirement Benefit Policy- Personnel Committee
- E. Operator Job Description Update- Personnel Committee

### 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, March 19, 2020**

Robert Logan, Chairman  
Marion Utility Service Board

cc: News Media  
City Administration/Council  
Department Heads





### **BOARD MINUTES OF THE MARCH 5, 2020 MEETING**

The Marion Utility Service Board held their meeting on Thursday, March 5, 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; Bill Dorsey; Al Green; Von Jackson; and Herschel Lewis. Doug Carl was absent.

Also present at the meeting were: Chuck Binkerd, Director; Pat Pinkerton, Assistant Director for Engineering and Solid Waste; Robin Shrader, Assistant Director for Operations; Brad Luzadder, Council Liaison; Mike Conner, Attorney; Misty Humphries, Secretary; and Troy Phillips, Marion Utilities.

#### **CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS**

Mr. Lewis moved, seconded by Mr. Jackson, to add the Safety Coordinator Job Description under New Business as Item F. All board members present voted aye. Motion carried unanimously.

#### **APPROVAL OF MINUTES**

Mr. Lewis moved, seconded by Mr. Jackson, to approve the minutes from the regular meeting of March 5, 2020. All board members present voted aye. Motion carried unanimously.

#### **UPDATE ON PROJECTS**

Mr. Pinkerton reported that the concrete floor in the garage side of the Transfer Station was finished today. It will be two weeks before it can be driven on. The walls will be painted then as well. Mr. Pinkerton said there are a number of cured-in-place sewer projects this year. The projects will be bid as one package and are located throughout the City.

#### **725 W. 10<sup>th</sup> STREET REQUEST**

Mr. Binkerd said that the Storm Water Committee met regarding this request. Mr. Conner attended the meeting as well. There was a bankruptcy on the property, and the owner followed each step as required. The owner quit claimed the property to a mortgage company. The mortgage company was sold, and the quit claim deed was negated through no fault of the customer. The recommendation of the Committee was to forgive the charges which totaled \$282. Mr. Lewis moved, seconded by Mr. Barney, to approve the recommendation of the Storm Water Committee. All board members present voted aye. Motion carried unanimously.

#### **Transfers & Pay Requests**

There were no transfer or pay requests.



### **SMART DOLLAR PROGRAM**

Mr. Binkerd said that for the last few years there has been a wellness push which includes physical, emotional, and financial wellness. The Smart Dollar program is offered by Dave Ramsey. It is a program that is offered to businesses for their employees. A video was shown that further explained the program. Mr. Binkerd stated that the goals for creating a wellness program are to take care of our people, to live happy lives, and to be productive at work as well as in everyday life. Mr. Binkerd explained that other programs such as gym reimbursements, walking challenges, and weight loss challenges have been held as part of the wellness program and were budgeted as such. The program would be made available to all employees, and Mr. Binkerd said he thought there would be a good turnout. "Investment into employees with programs such as this not only helps employees, but it also helps us as employer because financial stress plays a part in medical costs." Mr. Binkerd added that the program is offered online and could be done with family members, or it could be done as a group using the L.E.A.D. Center as a meeting space. Mr. Binkerd said he would like to move forward with this program if the Board were to support it. Mr. Conner added that he went through the Dave Ramsey Financial University and it is life changing. Mr. Dorsey asked how the program is managed, and if payroll deductions would have to be done for the employees. Mr. Binkerd said the employee would work directly with the Smart Dollar Program Staff. From the HR prospective, if employees wanted to setup other savings account through payroll, staff would certainly help. Mr. Binkerd furthered that there is an administrative portal that would provide feedback as far as participation statistics. However, personal information will not be provided or accessible. The program is available throughout the year which would allow employees to start the program at different points in the year as the word spreads. Mr. Dorsey asked if employees could drop out at any time. Mr. Binkerd said yes. Mr. Dorsey asked if it would be available to Board members as well. Mr. Binkerd answered yes. Mr. Logan said it would be nice for the Board to be able to see the program and employee response. Mr. Binkerd added that the program has a flat fee of \$4,000 and is not dependent upon enrollment numbers. Mr. Logan said he would support a program that might help support and better the employees. Mr. Lewis moved, seconded by Mr. Green, to approve the Smart Dollar Program. All board members present voted aye. Motion carried unanimously.

### **APPROVAL OF LAGOON QUOTES**

Mrs. Shrader reminded the board that there are two lime lagoons at the Water Plant. She stated that it takes about 20 years to fill a lagoon. One side is soon to be filled. It has reached that point where it is time to rebuild the dam between the two lagoons so that the other lagoon may be opened. There were two bids. Dave's Excavating bid \$47,450 and Bragg Excavating bid \$28,947. The project was budgeted at \$29,000. Mrs. Shrader added that Bragg Excavating has done the work before. Mr. Lewis moved, seconded by Mr. Dorsey, to approve the bid of Bragg Excavating. All board members present voted aye. Motion carried unanimously.

### **EARLY RETIREMENT BENEFIT POLICY**

Mr. Binkerd reported that the Personnel Committee had been busy. The Committee has talked about an Early Retirement Policy twice. The current retirement benefit states that if an employee is eligible for full retirement benefits under PERF and have served the Utility for at least 20 years, the Board will continue to provide health insurance to the retired employee only until they are eligible for Medicare. At the time of Medicare eligibility, the Board will provide a Medicare Supplement at no cost to the employee. Recently, an employee has approached the Senior Leadership Team about possibly purchasing some "time" so that they may retire and still qualify for the retirement benefit due to personal reasons. It was discussed what it might look like if an employee were to purchase time. The costs of an employee only plan employee contribution amount would total \$1,100. This could be used as the benchmark for purchasing time. PERF allows for "time" to be purchased. An example would be that an employee purchasing one year of service would be \$1,191.26 or the employee making \$21.30 an hour could cash-in 55.9 hours of accrued annual leave to purchase the year. Mr. Jackson asked if this

was for current employees only. Mr. Binkerd answered yes. Mr. Logan said that the TERF group had a similar policy allowing for the purchase of time towards retirement. Mr. Lewis moved, seconded by Mr. Green, to approve the policy as presented. All board members present voted aye. Motion carried unanimously.

### **OPERATOR JOB DESCRIPTION UPDATE**

Mrs. Shrader presented an Operations Specialist position description for Water and Wastewater. Mrs. Shrader said as adjustments have been made to duties over the years, the Operators are expected to carry out the same duties as the Operations Specialist. As such, some minor changes have been made to the job descriptions. Mrs. Shrader clarified that when an Operations Specialist is out due to illness or vacation, the Operator usually fills in and is expected to carry out the same tasks and take on the same responsibility. Currently, the Operator is paid at a Range 9 and the Operator Specialist is paid at a Range 10. The revised job description would essentially eliminate the Operator job description and move those currently in the Operator position to the Operator Specialist position. Mr. Jackson moved, seconded by Mr. Lewis, to approve the job description update. All board members present voted aye. Motion carried unanimously.

### **SAFETY COORDINATOR JOB DESCRIPTION**

Mr. Binkerd said this was another item that the Personnel Committee discussed. There has been, for some time, discussion regarding the responsibilities of the Program Coordinator. These responsibilities include backflow programs, permitting, safety program, wellhead protection program, industrial monitoring, emergency management, and spill response plans. There are a lot of programs that take a lot of time and effort. The safety program alone is a large program to manage. Combining the safety program with all of the other programs can be overwhelming. There are some new regulations coming down to further complicate the issue. Mr. Binkerd said as the Utility has grown, it would make sense to create a Safety Coordinator job description. Mr. Binkerd explained that he wanted to maintain consistency in writing the job description so that it would mirror the other coordinator positions. The Safety Coordinator would fall under the direct supervision of the Executive Assistant/Administrative Manager which is currently Mrs. Humphries' title. Mr. Binkerd said that the position was pointed using the criteria for point factoring that is used for all positions. There are four particular categories that are used for the rating. Each category is weighed. For example, skills are 26% of the total value. There are five levels of difficulty used to further evaluate the position. Mr. Binkerd said that when all of the categories are weighed, the software assigns a point total and corresponding pay range. Mr. Binkerd added that some of the subjectivity is removed and science plays a part in this analysis. The position if approved would be posted internally first. If an internal candidate meets the requirements, they would be considered. If there are no internal applicants, the position would be posted externally. Mr. Binkerd said that the position would only equate to a \$30,000 to \$40,000 cost as the prospective employee would not be working a full year. Funding is in place without requiring a budget increase as there were several positions budgeted but not filled. Mr. Binkerd stated the position would be effective upon the date of approval by the Board. Mr. Dorsey added that the employee would start at Step 1 unless there was some extraordinary skill set, educational background, or amount of specialized experience possessed by the applicant. Mr. Logan added that sometimes experience is the best education. Mr. Barney asked how much authority the Safety Coordinator would have. Mr. Binkerd said that they could shut a job down if it was unsafe. They would then consult with the Supervisor to resolve the safety concern and give the final approval to resume work. Mr. Lewis moved, seconded by Mr. Jackson, to approve the Safety Coordinator Position. All board members present voted aye. Motion carried unanimously.

## **SENIOR LEADERSHIP REPORTS**

### **P. Pinkerton, Assistant Director for Engineering & Solid Waste**

Mr. Pinkerton reported that Solid Waste averaged a little over 41 tons per day in February. Typically, January and February are a little lower. However, this is a record for February. The Recycling Program was discussed at the last meeting. Mr. Pinkerton has received a quote of \$7,600 for cutting the garage door now. The door would allow cars to enter off Washington and exit onto Stephenson. The quote does not include the apron. Mr. Pinkerton said the door could be installed in 10 days and the quote was a lot less than expected. Mr. Lewis, Barney Mr. Pinkerton said that Solid Waste drives a number of miles that is equivalent to driving around the world six times or half way to the moon. As another fun fact, Mr. Pinkerton reported that there is enough sewer under the ground to reach Nashville, TN.

### **R. Shrader, Assistant Director for Operations**

Mrs. Shrader reported that the expansion of the Water Lab is underway and great progress is being made; Wastewater has been busy with smaller projects; Distribution has completed a record number of meter settings this year due to the lighter winter weather; and the backflow program is seeing progress. Jim Dalrymple is getting a record number of last minute calls regarding testing requirements. Mr. Binkerd said that customers have been contacted twice by letter, a certified letter, and hand delivered messages by employees. If a response is not received, water service would be terminated. This was the last step in the process, and there were 50 customers on the list. Mrs. Shrader noted that this process is required by law. She stated that there may be some customers who have service terminated for non-compliance. At this point though, there had not been any interruption of service.

### **Utility Director**

Mr. Binkerd had nothing further to report.

## **BOARD MEMBERS' COMMENTS**

Mr. Dorsey reported that he is going to ride in a Solid Waste truck next Tuesday.

## **CHAIRMAN'S REMARKS**

Mr. Logan reminded everyone that daylight savings occurs this weekend.

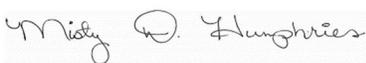
The next meeting is scheduled for March 19, 2020 at 5:30 p.m. in the L.E.A.D. Center, Building 101, at Marion Utilities, 1540 N. Washington Street.

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

Meeting adjourned at 6:29 p.m.

Robert Logan, Chairman  
Marion Utilities Service Board

ATTEST



Misty Humphries  
Its Secretary