



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 11, 2019
Re: Agenda for October 17, 2019 Utility Service Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, October 17, 2019 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. Meeting of September 12, 2019

V. **FINANCIALS**

- A. August, 2019
- B. September, 2019

VI. **OLD BUSINESS**

A. Update on Projects- P. Pinkerton





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VII. NEW BUSINESS

- A. Transfers & Pay Requests – Senior Leadership Team
- B. 5556 E. Montpelier Pike Adjustment Request- C. Binkerd
- C. EMA Sponsorship Request- C. Binkerd
- D. Solid Waste Job Description Modification- P. Pinkerton
- E. Employee Retirements- P. Pinkerton
- F. Charge Offs-C. Binkerd
- G. Addition to Kiosk Promotion- C. Binkerd

VIII. STAFF REPORTS

- A. Assistant Director for Engineering- P. Pinkerton
- B. Utility Director- C. Binkerd

IX. BOARD MEMBERS' COMMENTS

X. CHAIRMAN'S REMARKS

XI. NEXT MEETING

Thursday, November 7, 2019

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 OCTOBER 17, 2019 MEETING

The Marion Utility Service Board held their meeting on Thursday, October 17, 2019 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; Al Green; Von Jackson; and Herschel Lewis. Mike Barney was absent.

Also present at the meeting were: Chuck Binkerd, Director; Pat Pinkerton, Assistant Director for Engineering and Solid Waste; Mike Conner, Attorney; Shana Martin, Accounting/Billing Coordinator; and Misty Humphries, Secretary.

CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS

Mr. Lewis moved, seconded by Mr. Carl, to remove Item D entitled Solid Waste Job Description Modification under New Business from the agenda. All board members present voted aye. Motion carried unanimously.

APPROVAL OF MINUTES

Mr. Lewis moved, seconded by Mr. Carl, to approve the minutes of the September 12, 2019 meeting. All board members present voted aye. Motion carried unanimously.

FINANCIALS

Ms. Martin presented the financials for August and September. She stated that August showed a large loss. The loss was due to the annual maintenance fee for the customer service software. The United HealthCare claim was paid twice in August as well. The additional payment totaled \$107,000 which made the month look bad. The Long Term Control Plan had a large claim paid to Watson Excavating in the amount of \$361,000. Wastewater Construction had several project claims paid to Dave's Excavating totaling \$31,000, to Inland Waters for \$60,000, and Storm Water Construction also paid several claims to Dave's Excavating which totaled \$17,000.

Ms. Martin then presented the September, 2019 financials which showed a gain. This was due in part to the United HealthCare claim being paid in the wrong month. There were some projects paid out of the Wastewater Depreciation account as well. The largest claims totaled \$109,000 for work completed on the L.E.A.D. Center. Mr. Logan noted that there was an overall gain though. Mr. Lewis moved, seconded by Mr. Carl, to approve the August and September financials. All board members present voted aye. Motion carried unanimously.

UPDATE ON PROJECTS- P. PINKERTON

Mr. Pinkerton reported that there was one project at 46th & Carey. The prep work started for the paving today. Brooks is doing the paving. Mr. Pinkerton said Brooks has also done paving on State Road 18. The



paving should be done and the project buttoned up within the next couple of weeks. The grading and seeding will be done in the spring. Mr. Dorsey asked what was being built next to Wendy's south. Mr. Pinkerton said it is Wings Etc. and a large Speedway. Mr. Dorsey asked if the bypass would have to be crossed for water service if more businesses come south of 16th Street. Mr. Pinkerton explained that it would depend upon how far south a business would be located along Western Avenue. Mr. Pinkerton said that the design of Speedway looks like the one at the Pierceton exit.

TRANSFERS & PAY REQUESTS – SENIOR LEADERSHIP TEAM

Mr. Pinkerton presented the release of retainage to Muhlenkamp in the amount of \$10,685.34; a payment request to Inland Waters for the cured-in-place project at Marshall & Brinker Heights area in the amount of \$8,381; the first pay request to Dave's Excavating for the 46th Street Storm Sewer in the \$207,583; and a pay request in the amount of \$65,519.55 for the parking lot at the L.E.A.D. along with the release of retainage for the project in the amount of \$6,100. Mr. Lewis moved, seconded by Mr. Green, to approve the pay requests as presented. All board members present voted aye. Motion carried unanimously.

5556 E. MONTPELIER PIKE ADJUSTMENT REQUEST- C. BINKERD

Mr. Binkerd explained that there has been an issue with the bill at this property. Mr. Binkerd asked that it be tabled until the next meeting as it was just learned that there could be some mitigating circumstances there. Mr. Binkerd said he would like additional time to make a fair assessment. Mr. Logan assigned the issue to the Water Committee for review.

EMA SPONSORSHIP REQUEST- C. BINKERD

Mr. Binkerd said a couple years ago the EMA presented the board with the opportunity to make a donation for the assistance that they provide to the utilities. They have asked for a donation again this year. Mr. Binkerd said that the EMA does a great job and have been of help with several projects this year. The workers are volunteers. Mr. Binkerd said he would recommend a donation to the EMA in the amount of \$500. Mr. Dorsey moved, seconded by Mr. Jackson, to approve a donation in the amount of \$500. All board members present voted aye. Motion carried unanimously. Mr. Jackson asked if the EMA was trained in NIMS. Mr. Binkerd said he was not sure of specific training but knows the EMA is heavily trained.

EMPLOYEE RETIREMENTS- P. PINKERTON

Mr. Pinkerton said that Lorie Ehmer will be retiring at the end of October and Steve Keen will be retiring at the end of December. Mr. Pinkerton asked that each employee be awarded a gift of \$125 from the board as was customary for retiring employees. Mr. Dorsey moved, seconded by Mr. Lewis, to approve the gifts of \$125 to each employee upon their retirement. Mr. Logan stated that the Board appreciates Mrs. Ehmer's and Mr. Keen's service to the Utility. Mr. Pinkerton invited the board to attend Mrs. Ehmer's retirement party on October 31, 2019 from 11:30 a.m. to 1:30 p.m.

CHARGE OFFS-C. BINKERD

Mr. Binkerd explained that uncollectable aged receivables are brought before the board from time to time. These receivables have not been brought before the board since 2014. Mr. Binkerd said that it is a large list. The list will be tackled in small chunks so that staff may identify accounts correctly. The last page indicates that the total is approximately \$81,000. The first page includes AP Marion LLC which is a current account. This is the former DANA location and it has a lot of hard surface. On the second page, Dana is listed as well. The two accounts total \$53,000 of the \$81,000. There are liens on the property;

however, there is no way to collect. Mr. Binkerd explained that the contacts will no longer answer calls or return voicemails. The Arbors is another large account. There have been four or five owners over the last few years. When ownership changes, the utilities seem to be left holding the bag. Those two entities totaled approximately \$65,000. Mr. Binkerd noted that there are a few accounts that are over \$1,000, and there are notes for those accounts. There are liens on properties but most properties are sold at Tax Sales and the tax deed wipes out our liens. Mr. Conner confirmed that the liens are dismissed as a matter of law when a tax deed is filed. Mr. Binkerd noted that even though the accounts are written off, collection efforts will proceed if the account holder wants to restore service at a later time. Mr. Logan commented that the financials are based upon cash and the financials won't be affected. Mr. Logan noted that the write offs used to be brought before the board every six months. He also explained that they were primarily writing off storm water which is still charged because there is impervious surface at the locations due the continued existence of parking lots and remaining factory flooring. Mr. Dorsey moved, seconded by Mr. Lewis, to approve the charge offs. All board members present voted aye. Motion carried unanimously.

ADDITION TO KIOSK PROMOTION- C. BINKERD

Mr. Binkerd stated that the automated kiosk was available at the drive thru. At a previous meeting the board approved a contest to hold a drawing for a \$50 gift card for kiosk users who use the kiosk from October to December. Mr. Binkerd asked the board to give another \$100 so that \$5 gift cards could be purchased and given away to encourage continued use of the drive thru. Mr. Binkerd said that customer service staff member would be available to explain the contest to customers and assist them with payment if necessary. Mr. Green moved, seconded by Mr. Dorsey, to approve the addition to the kiosk promotion as described by Mr. Binkerd. All board members present voted aye. Motion carried unanimously. Mr. Dorsey asked if the public will be notified of the winners. Mr. Binkerd said Mrs. Loshnowsky will publish the winners on social media and the website. Mr. Logan said that the cards could be purchased from any establishment of the staff's choosing.

STAFF REPORTS

P. Pinkerton, Assistant Director for Engineering

Mr. Pinkerton reported that in the month of September, trash was down a bit. The daily tonnage averaged 48.33 tons. Mr. Pinkerton also reported that Solid Waste was in the black for the year. The lease payment made in February was a large portion of the budget. It has taken the utility until October to save and return to the black. Mr. Pinkerton stated that there was a CSO pilot unit setting on the north side of the building. It will treat the overflows at the end of the pipe out in the system. Mr. Dorsey asked how the overflows would be treated. Mr. Pinkerton said it was basically a large filter. If a certain quality can be gained, IDEM would not count the area as an overflow. Mr. Pinkerton said this was encouragement as end of pipe treatment and storage was included at the end of the Long Term Control Plan. Mr. Pinkerton said it is basically made of discs that are covered with shag carpet.

C. Binkerd, Utility Director

Mr. Binkerd reported that staff is heavily involved with training activities. The drawings posted in the room will help with communication studies. He also stated that the hour on Wednesday that has been provided for training is working well and is appreciated. Mr. Binkerd then described a situation where a customer was very unhappy. Mr. Binkerd and Mrs. Humphries listened to the call as it was recorded. The customer service representative did an excellent job of diffusing the situation and getting the customer taken care of. Mr. Binkerd said that there are some upcoming retirements and a few that have left for other opportunities so the hiring process is underway again. Mr. Binkerd also said that the budget committee meetings have

been scheduled. There are some larger items included in the budget like new dump trucks and aging infrastructure. He reported that the insurance renewal will be presented next Tuesday and more information will be shared after that. Mr. Binkerd said that a representative from Liberty Mutual was in as well. He was very complimentary of our staff, policies, and procedures that are in place to mitigate claims.

BOARD MEMBERS' COMMENTS

There were no board member comments.

CHAIRMAN'S REMARKS

Mr. Logan thanked everyone for their attendance. Mr. Logan also said it was nice to see the financials in order so that plans penned years ago could be carried out.

The next meeting is scheduled for November 7, 2019 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 6:15 p.m.

Robert Logan, Chairman
Marion Utilities Service Board

ATTEST



Misty Humphries
Its Secretary