



Marion Utilities

1540 N Washington St.
Marion, IN 46952
www.marionutilities.com

Service Board

DRAFT BOARD MINUTES OF THE APRIL 17, 2025 MEETING

The Marion Utility Service Board held their meeting on Thursday, April 17, 2025 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 then called and those board members present were: Robert Logan, Chairman; Doug Carl, Isaiah Fuller, Herschel Lewis and Jayda Monteiro. Kristy Barney and Al Green were absent.

Also present at the meeting were: Robin Shrader, Director; Pat Pinkerton, Assistant Director for Engineering & Solid Waste; Chad Guyer, Assistant Director for Operations & Maintenance; Tiffany Snyder, Accounting/Billing Coordinator; Kyle Persinger, Attorney; Erika Devine, Council Liaison; Misty Humphries, Secretary; and Brianna Coffing, Chronicle-Tribune.

CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS

There were no additions or deletions.

APPROVAL OF MINUTES

Mr. Lewis moved, seconded by Mr. Carl, to approve the minutes of the meeting of March 20, 2025. All board members in attendance voted aye. Motion carried unanimously.

FINANCIALS

Mrs. Snyder presented the February, 2025 financials and noted that they were being presented in a new preliminary format. Mrs. Snyder explained that coordination with the City was needed for monthly and annual reporting which was crucial for the required submission of the annual financial report for the State. Mrs. Snyder stated that the format was more compatible with the City's requirements and would help streamline the process for end of the month and financials. Mrs. Snyder also added that the change could help save a lot of time and reduce the potential for discrepancies while communicating with the City. Mrs. Snyder noted that the financials were separated by fiscal year to date for all utilities and then monthly. As far as the financials themselves, the sales for all utilities in February were consistent with prior years. Solid Waste did continue to experience an increase in February compared to prior years. On the expense side, operations and maintenance expenses were higher for all utilities in February. Mrs. Snyder stated that the largest expense was the end fall off from last year's health self-insured plan. Mrs. Snyder added that Solid Waste also experienced increases in contract services while Water saw an increase in lime. Another contributing factor was late invoices from November and January that were received and paid in February. Mrs. Snyder said overall, disbursements were over receipts for all utilities. She also pointed out that the grey areas on the financials were noted as being restricted funds. Mr. Lewis moved, seconded by Mr. Carl, to approve the financials. All board members in attendance voted aye. Motion carried unanimously.



UPDATE ON PROJECTS

Mr. Pinkerton reported on the SRF projects. The Lead Service Line Replacement project had completed the lines in Gallatin Street and temporary street repairs were being done. The next area to be addressed was Nebraska Street. There were about 15 services to address. Mr. Pinkerton said that the project would be complete after this. The Water Main project completed by Watson was addressing punch list items and working on substantial completion paperwork. As for the drainage project, Mr. Pinkerton stated that bids would be opened on the 13th and brought back on the 15th for Board approval. The Next Level Trails Project included some lead service line replacements and abandonments. Initially, there were 17 lines to replace and 5 (five) to abandon. However, additional services were found. There were now 21 to replace and 14 to abandon. Mr. Pinkerton said because of this the project would be over costs. Mr. Pinkerton also reported that a spider tap was located. He explained that in the past when a 2" or 3" couldn't be tapped, four 1" lines would be tapped in the main. All of the 1" lines would then be connected. This was a brass fitting, but it was all lead. All of the one inch lines are lead. Dr. Monteiro asked how old it was. Mr. Pinkerton said 1910. The taps can't be too close together. In this case, the ground was opened and the lines had to be searched for. Mr. Guyer spoke to the meter project. He stated that the meter project was moving forward. There were 7,000 meters to go, and there are 5 installers in town. Mr. Guyer also reported that the Meridian Tank rehabilitation project was almost complete. Mr. Carl asked how customers would know if they had a new meter or not. Mr. Guyer explained that the door should be tagged if the customer didn't see the installer. Mr. Guyer said that the installers were going by reading routes as often as they could.

HISTORIC GALLATIN APARTMENTS REQUEST

Mrs. Shrader reminded everyone of the request. The request was for the newly renovated apartments downtown across from the post office. The original price of the construction was \$11,830,000. The final cost was \$19,500,000 which was an increase of over \$7.5 million. Mrs. Shrader explained that the group cited several issues encountered along the way that resulted in the significant increase. These issues included discovery of a buried coal bed under the building, the collapse of a structural wall, one of their structural engineers passed away, COVID related price escalation and material shortages, and cited utility delays. Mrs. Shrader continued that specifically, the project started off with a severe lack of civil design. After the completion of the project, the developer came to use and asked if there were any portion of the overage that the Utility Service Board would cover. Mrs. Shrader explained that the plans were sent over and Mr. Pinkerton looked at them determining that there may have been about \$60,000 of costs for consideration. The developer group was looking for \$100,000. The Stormwater Committee met and reviewed the request. The Stormwater Committee's recommendation was to deny the request as this has never been done before and the Committee did not wish to set a precedent. Mr. Lewis asked if there was something could have been foreseen. Mrs. Shrader said she did not know and could not speak to that other than the COVID delay. The COVID pandemic did create supply chain delays. It was asked if the developers had requested anything before the project was completed. Mrs. Shrader answered that to her knowledge, the first request was not received until after the project was completed. Mr. Lewis asked if the developer group was from here or from out of town. Mrs. Shrader said it was McKinley Development and Affordable Housing Development Corporation initially. After the engineer passed away, T&H Construction became the general contractor and finished the project. Dr. Monteiro moved, seconded by Mr. Lewis, to approve the recommendation of the Stormwater Committee. All board members in

attendance voted aye. Motion carried unanimously.

TRANSFERS & PAY REQUESTS

There were none.

GILEAD MINISTRIES, BABE RUTH LEAGUE, & CIRCLES SPONSORSHIP REQUESTS

Mrs. Humphries presented the sponsorships submitted by several community groups. The first request was from Gilead Ministries. They were requesting sponsorship of a one-year package for 2025 to provide ongoing support of cancer and long-term illness patients. The price was \$600. Mrs. Humphries explained that the Gilead Ministries had received sponsorships in the past of \$200, \$100, and \$50. However, those were separate requests in different years. Mr. Logan asked if the sponsorship was for any specific event or just a donation. Mrs. Humphries stated that the request included advertising at all Gilead events, including a table of eight for the banquet and a team of four in the golf scramble, but the request wasn't broken down in any other way. Mr. Carl said he thought Gilead Ministries was a great organization, but the annual sponsorships had to all be considered so that the budgeted amount could be distributed. Dr. Monteiro said that Gilead had a golf outing and a Cruisin' to Care event coming up. Mr. Fuller asked what the annual budgeted amount for sponsorships and donations was. Mrs. Humphries said that the budgeted amount was \$2,500 for all requests in 2025. She added that \$1,819.80 was spent in donations and sponsorships in 2024. Mr. Logan asked what had been donated year to date. Mrs. Humphries said that \$250 was donated to the Walk-A-Mile event leaving \$2,250 for other donations. Dr. Monteiro commented that because there were other requests to consider, more requests would be submitted throughout the year, and \$600 was a large portion of the budgeted amount, she would suggest that donations not exceed \$300. Mr. Carl said that he believed past practices were to donate at the \$250 level. Mrs. Humphries presented the next request from the Babe Ruth Baseball and Softball League. The Board had sponsored a team at the \$300 level for the past three years. The third sponsorship request was from Circles of Grant County. Circles provides the education portion for the H2O Community fund. They are requesting sponsorship for the year-end banquet. There were several levels of sponsorship. The Barn Raiser was \$1,000; the Rodeo was \$500; and a Pardner was \$250. Mrs. Humphries said that the last year-end sponsorship was at the \$1,000, but that was several years before an annual giving limit was established. The fourth request came from the Walkway of Lights for an upcoming golf scramble. Mrs. Humphries stated that all sponsors would receive a yard sign with the company logo and recognition during announcements. Sponsorship levels included the event or a team at the \$300 level or a hole sponsor for \$100. Mrs. Humphries commented that in the past a hole sponsorship was done. The last request was from CSA for annual partnership in providing education and enrichment to the local community. Again, different levels of sponsorship were available. Mrs. Humphries added that a sponsorship of \$250 was done in the past. A sponsorship this year would provide the sponsors' names listed in the supporter section of the website as well as in

all of their performance programs for the year. Mr. Lewis moved, seconded by Mr. Carl, to approve sponsorships as follows:

Gilead Ministries	\$250
Babe Ruth	\$300
Circles	\$250
Walkway of Lights	\$100
CSA	\$250

All board members in attendance voted aye. Motion carried unanimously. Mr. Logan said he thought the donations and sponsorships would be appreciated as the organizations go a long way to help the community.

3202 HAMAKER ST. & 3622 S HOUCK ST CUSTOMER REQUESTS

Mrs. Humphries presented two customer requests and asked that they be assigned to Committee for further review. The request for 3202 Hamaker Street was from the out-of-state landlord. There was illegal usage on the account. The customer was requesting that the smart meter be removed and the illegal usage be adjusted off the account. Mrs. Humphries stated that the CSRs had explained that the smart meters were not removed as they help to track water loss and illegal usage. Mr. Fuller asked how that would help the customer. Mrs. Humphries stated that we would adjust her bill to zero and then not be able to bill her for any future illegal usage if the meter was removed. The request for 3622 S Houck Street was from the Marion Housing Authority. A tenant at this property did not place the services in her name, and there was a large toilet leak. The tenant then moved out without notifying the Housing Authority, and they were unable to locate her. The Housing Authority was asking for an exception to allow for an adjustment on a toilet leak. Mr. Carl asked whose name the bill was in. Mr. Carl asked if they had paid it. Mrs. Humphries said no, they didn't realize the tenant didn't put the service in her name until the large bill was received. Dr. Monteiro said that sounded like a process issue. Mr. Logan assigned the requests to the Water Committee.

LATE OPENING ON MAY 8TH

Mrs. Shrader reminded that Board that from time to time, a breakfast, kind of an employee appreciation opportunity was held. On May 8th, an employee breakfast was scheduled. Mrs. Shrader requested permission to open the offices late on that day. She asked that offices be allowed to open at 9:30 a.m. which would be a two hour delay that morning. Mrs. Shrader then similarly asked that offices be allowed to close earlier for the Earth Day celebration at the park next Thursday, a week from today. Mrs. Shrader explained that a lot of our folks volunteer for that and especially customer service. The work crews were already off by the time that that event starts, but the customer service team would still be here. Mrs. Shrader requested to close the office at 3:45 p.m. that day as Earth Day celebration starts at 4:00 p.m. Mrs. Shrader clarified that employees were volunteering their time, it wasn't a paid activity, and they would still be working a full eight hour day. Mrs. Shrader said that the schedule would be adjusted to make sure that that happens. Mr. Logan asked if anyone had not attended

Earth Day? Mr. Logan said he had been out there a couple different times. It's a fun day, with a lot of activity, and it's a very good educational experience. Mrs. Shrader invited the Board to attend both events. Mr. Logan asked if the breakfast was for a specific employee or just a general employee's appreciation. Mrs. Shrader said it was a general employees' appreciation event. Since it had been a while since we've had one of these, we wanted to get that on the schedule. Mrs. Shrader said she thought the buffet line would open at 8 a.m. Mr. Lewis moved, seconded by Dr. Monteiro, to approve the late opening at 9:30 a.m. on May 8th and early closing at 4 p.m. on April 24th. All board members in attendance voted aye. Motion carried unanimously.

SENIOR LEADERSHIP REPORTS

M Humphries, Executive Assistant

Mrs. Humphries stated that she wanted to take a moment to publicly thank Lee Brewer, the HR Specialist. Mrs. Humphries said that the first quarter of every year was extremely busy for Mrs. Brewer. She was dealing with a new benefit plan implementation and questions that came along with that, completing year-end reporting, preparing W-2s, and doing the ACA filing. Mrs. Humphries said that now Mrs. Brewer was preparing for the worker's compensation audit at the end of the month. Mrs. Humphries said that Mrs. Brewer was able to complete all of these tasks with accuracy while meeting deadlines that are sometimes bumping up against each other while still taking on her daily responsibilities and completing those and still maintaining a sense of humor. Mr. Logan said to let Mrs. Brewer know that the Board appreciates all the activity of all those things.

P Pinkerton, Assistant Director for Engineering & Solid Waste

Mr. Pinkerton reported that 807 tons went through the Transfer Station in March which equated to 51 tons per day. Mr. Pinkerton said that while no records were being broken, business was consistent.

C Guyer, Assistant Director for Operations & Maintenance

Mr. Guyer had no report at this time

R Shrader, Director

Mrs. Shrader said that she traveled to the WEFMax event. This event was smaller and allowed for more networking. Mrs. Shrader said she appreciated being able to branch out like that, and those connections outside of the utilities sometimes came in incredibly handy. Mrs. Shrader also reported that next week a group would be going to the AWWA Conference which was on the water and the drinking water side of things. There were probably 8-12 people going. Mrs. Shrader added that on May 19th & 20th, the Utilities would be hosting the IWEA Wastewater Challenge event. There was no cost to the utilities. She said this was a competition where groups of four people participate in different activities from operations and maintenance to laboratory. Mrs. Shrader said it was a great opportunity for education. Lastly, Mrs. Shrader reported that she had been to the last couple of City Council meetings. There had been a little bit of activity regarding the Utility Service Board. Last Tuesday, the Council voted in favor of removing

the partisan requirements for this board. Mrs. Shrader explained that the next time an empty seat was available, there would not be a call for one party versus another or to maintain the balance that was previously required. Mrs. Shrader said the other item addressed was the salary increase which was passed. Mr. Logan asked how long it had been since the last increase. Mrs. Shrader said 30 years.

BOARD MEMBERS' COMMENTS

The Board thanked the Council for the salary increase.

CHAIRMAN'S REMARKS

Mr. Logan thanked everyone for their attendance and issuing a special thank you to Ms. Coffing, Mrs. Devine, and Mr. Persinger.

The next meeting was scheduled for 5:30 p.m. on Thursday, May 1, 2025.

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

Meeting adjourned at 6:07 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