



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: December 1, 2020
Re: Agenda for December 3, 2020 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, December 3, 2020 at 5:30 p.m. in the Training Center Building 101 at Marion Utilities, 1540 North Washington Street, Marion, Indiana. Due to the current health crisis, you may also join the meeting via Zoom by visiting:

<https://us02web.zoom.us/j/85006873107>

Enter Meeting ID: 850 0687 3107

To join via conference, dial 1.312.626.6799

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 November 5, 2020
- V. **FINANCIALS**
 - A. July, August, September, & October 2020
- VI. **OLD BUSINESS**
 - A. Update on Projects – P. Pinkerton
 - B. COVID-19 Update - C. Binkerd





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VII. NEW BUSINESS

- A. Transfers & Pay Requests - Senior Leadership Team
- B. Aqua Backflow System Update - R. Shrader
- C. Bond Ordinance Presentation - C. Binkerd
- D. Fueling Program – R. Shrader
- E. Christmas Committee Requests- C. Binkerd

VIII. 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

IX. BOARD MEMBERS' COMMENTS

X. CHAIRMAN'S REMARKS

XI. NEXT MEETING

Thursday, December 17, 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 DECEMBER 3, 2020 MEETING

The Marion Utility Service Board held their meeting on Thursday, December 3, 2020 at 5:30 p.m. in the L.E.A.D. Center, Building 101, at Marion Utilities, 1540 N. Washington Street, Marion, Indiana. A Zoom option was also available.

Roll was called and those board members present were: Bob Logan, Chairman; Doug Carl; Bill Dorsey; Mia Erickson; Al Green; and Herschel Lewis. Von Jackson 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 and Maintenance; Mike Conner, Attorney; Tiffany Snyder, Accounting Billing Coordinator; and Misty Humphries, Secretary.

CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS

There were no additions or deletions at this time.

APPROVAL OF MINUTES

Mr. Carl moved, seconded by Mr. Lewis, to approve the regular meeting of the November 5, 2020 meeting. All board members in attendance voted aye. Motion carried unanimously.

FINANCIALS

Mr. Binkerd reminded that board that the July, August, and September financials were presented at an earlier meeting. The October financials were being presented at this time. Mr. Binkerd prepared a summary slide for each month's financials. The slides were stripped down to the beginning balance, receipts, disbursed, ending balance, and net gain/loss. In July, the Storm Water Utility was in the red because a project was paid incorrectly out of Storm Water instead of Wastewater. In August, there was a loss in the Water Utility because a truck was purchased for \$91,000. In September, all of the Utilities experienced a gain as there were not any projects or large purchases going on. In October, the Wastewater Utility had a loss of \$145,102 because of the repayment to Storm Water for the earlier project paid incorrectly. Mr. Binkerd noted that each board member had a copy of the full CPA prepared report. Mr. Logan noted that the clearing accounts still had funds on the October financials. Mr. Binkerd explained that the correcting entries had been made by Mrs. Snyder. However, the software experienced an error that did not transfer the funds out. There was an appointment with the software provider to correct the issue. Mr. Lewis moved, seconded by Mr. Green, to approve the July, August, September, and October financials. All board members in attendance voted aye. Motion carried unanimously.

UPDATE ON PROJECTS

Mr. Pinkerton reported that the Phase III of the cured-in-place project was completed. The engineering staff was busy designing the 2021 projects and trying to take advantage of the slow period.



COVID-19 UPDATE

Mr. Binkerd reported that there had been some more employees out over the last couple of weeks. Thankfully, there hadn't been any cases resulting in hospitalizations or anything more than feeling crummy. Mr. Binkerd stated that the latest CDC guidance stated that the new quarantine period was seven days. He also reported that the lobby had been closed due to the county's status changing to red and the Mayor's closure of City Departments to the public.

TRANSFERS & PAY REQUESTS

Mr. Pinkerton presented a pay request to Insight Pipe for the Phase III of the cured-in-place project in the amount of \$31,185.70 and a second and final pay request to Insight Pipe in the amount of \$86,302.20 with \$6,184 held in retainage. Mr. Pinkerton said the retainage would probably be released at the next board meeting. Mr. Dorsey moved, seconded by Mr. Lewis, to approve the pay requests as presented. All board members in attendance voted aye. Motion carried unanimously.

AQUA BACKFLOW SYSTEM UPDATE

Mrs. Shrader explained that backflow devices are placed in the pipe to prevent water from flowing back into the pipe and help to prevent cross contamination. These devices required for commercial and industrial service lines or for customers using booster pumps. The devices have to be inspected annually. A year ago, the Board approved contracting with Aqua Backflow. Aqua Backflow essentially contacts the customers in the area that either have or should have these devices. The notices remind customers to perform the required inspections. Mrs. Shrader reported that one year ago, we were at 41% compliance and this year we are at 86%. Mrs. Shrader asked the board to approve a couple of minor changes. The first is to reduce the number of warning letters. The first letter has proven to be sufficient for those wanting to be in compliance. Other customers that are intentionally dragging their feet are waiting until the third letter. The request was to reduce the number of letters from three to two. The second request was to pass the \$10 fee for certification of letters to the customer. Those that are doing what they need to do will not get a certified letter. Mr. Lewis moved, seconded by Mr. Green, to approve the requested changes to the Aqua Backflow program. All board members in attendance voted aye. Motion carried unanimously.

BOND ORDINANCE PRESENTATION

Mr. Binkerd said that the bidding for Long Term Control Plan projects was ready to move forward. The cost of the projects is coming in at \$10-\$10.5 million. Mr. Binkerd was going to ask the City Council to pass an ordinance for bonding. The ordinance was presented to the Ordinance Committee on Tuesday. The Committee responded favorably pending a recommendation from this Board. Mr. Binkerd said the numbers presented here are not to exceed \$11 million and that \$1.4 million dollars could be paid by the Marion Utility Service Board. The funds would be procured in order to pay for the Long Term Control Plan projects. Mr. Binkerd said if the Board chose to pass this tonight as presented formally in Resolution 3-2020, it would be presented to the Council at their next meeting. Mr. Lewis moved, seconded by Mr. Green, to approve Resolution 3-2020. A roll call vote was called and votes were cast as follows: Mr. Carl, aye; Mr. Dorsey, aye; Mrs. Erickson, aye; Mr. Green, aye; Mr. Lewis, aye; and Mr. Logan, aye. Motion carried unanimously. As a follow up, Mr. Logan asked if Mr. Binkerd knew the interest rate. Mr. Binkerd said he thought it would be between 2% to 2.5%.

FUELING PROGRAM

Mrs. Shrader presented a bar chart to illustrate the current fuel situation. Gas is typically purchased twice annually. Diesel is typically purchased weekly. Both are stored in underground tanks. They are both monitored by Fuel Force which is a software that is now out of date. Mrs. Shrader said she would like to consider something different because tighter regulations are coming in June 2021. These include walkthrough inspections every 30 days; spill prevention equipment and containment sumps would need to be updated significantly; release detection equipment to be purchased, maintained, and tested annually; and additional record keeping will be required. A second hurdle was that UST Operator Certifications will now be required. Mrs. Shrader then described the WEX program and how it functions through a slide presentation. She also presented a list of pros and cons. Mrs. Shrader said she would like the board's approval to transition to the WEX program. Mr. Carl asked if there was a cost to be in the program. Mrs. Shrader said there was not. Mrs. Erickson noted that money would be made by vendors because of the increase in foot traffic. Mr. Dorsey asked how the cost would be determined. Mr. Binkerd said that the WEX program bids the annual contract which is 1.5% below the market value at the time of the bid. We would get that price for the year. Mr. Dorsey asked if the Utility would have to decommission the tanks. Mrs. Shrader said that there were two options for decommissioning. The tanks could be dug up and removed or filled with sand and fill them in. Mrs. Shrader said IDEM would monitor the decommission. Mr. Carl asked if the cost of decommissioning was known. Mrs. Shrader said that \$25,000 was budgeted in Wastewater for that. Mr. Binkerd said that if they could be filled with sand it would be more cost effective. If they have to dig up the tanks, it would be a large expense. Mr. Dorsey asked if the tanks were to be decommissioned if there would be a substantial time period in which to do so. Mrs. Shrader said she thought IDEM would provide an appropriate time period for decommissioning. Mrs. Shrader also addressed the vapor lock issues that have been experienced in weather that has caused employees to use gas stations already. She also noted that a couple of smaller above ground tanks would need to be purchased for things like mowers and weed eaters. Mr. Logan asked if Mrs. Shrader thought the cards were secure. Mrs. Shrader said that limits could be established for purchases of fuel only or fuel and oil changes, which would prevent purchases of other items like pop. Mrs. Shrader said that the entry of odometer reading would also assist the Vehicle Maintenance Coordinator because he could access reports to alert him when a vehicle needed an oil change. Mr. Logan stated that this could assist with day to day operations. Mr. Green moved, seconded by Mr. Lewis, to approve the WEX program. All board members in attendance voted aye. Motion carried unanimously.

CHRISTMAS COMMITTEE REQUESTS

Mr. Binkerd said historically this is a fun item on the agenda. However, this year is different. With the County's level being red, Mr. Binkerd recommended that the Christmas Party not be held this year. He said that the employee numbers are in the 80s, and under the circumstances, it would not be wise to hold a gathering of that size. Mr. Binkerd said he would ask that the Board allow employees to have four (4) hours off on the afternoon of Friday, December 18th. Mr. Binkerd said that one complication would involve the Solid Waste crew as they are normally off on that day. Mr. Binkerd asked that the Solid Waste crew be given a certificate allowing them to have four (4) consecutive hours off with approval of their supervisor. Mr. Binkerd also asked that the Emergency Closure Policy be implemented to allow the two employees that have to work to receive pay at 1.5 their normal pay rate for the four (4) hours they have to stay and work. Mr. Binkerd also asked that the gift cards to employees be increased from \$50 to \$75. He said that the cost savings of the catering would cover the gift card expense. Lastly, Mr. Binkerd asked for eight (8) one day (up to 8 hours) off with pay certificates. Mr. Dorsey said that when the two operators are here working, he would not do it under the guise of any program. He would just do it. This would keep that policy simple.

Mr. Lewis moved, seconded by Mr. Green, to approve the Christmas Committee requests as presented by Mr. Binkerd. All board members in attendance voted aye. Motion carried unanimously.

SENIOR LEADERSHIP REPORTS

P. Pinkerton, Assistant Director for Engineering & Solid Waste

Mr. Pinkerton reported that Solid waste was averaging 50 tons per day. It is a more manageable amount. He also reported that the Recycling Center had a new addition. It was a baler mainly for cardboard but it worked for plastics too. The compactor will compact the equivalent of seven (7) gaylords into one bale. MR. Pinkerton said the baler would result in an annual savings of \$5,000. The baler was purchased as used equipment and the cost was split amongst the four Utilities. Mr. Pinkerton said, if bales were done, the vendor won't charge us for swapping the semi-trailer out. He added that if the market for cardboard ever goes up, we could then look at selling the bales.

R. Shrader, Assistant Director for Operations & Maintenance

Mrs. Shrader reported that Water Maintenance and Wastewater Maintenance have run electrical and are building a heated break area for recycling employees. She also reported that the new truck was here and stayed clean for 15 minutes. The trial for the change in the polymer vendor was completed and there was not a change in water quality. In other news, the new doors were installed in the Administration building. The Wastewater crews will place a switch on them, and the ADA compliance stayed in place.

C. Binkerd, Utility Director

Mr. Binkerd stated that as the insurance plan was worked on and negotiated for renewal, we received a deal from Anthem to stay with them at essentially a 3% increase. This would be under the budgeted amount.

BOARD MEMBERS' COMMENTS

There were none at this time.

CHAIRMAN'S REMARKS

Mr. Logan thanked everyone for their attendance and wished for continued safety during this time.

The next meeting was scheduled for Thursday, December 17, 2020. Mr. Logan stated that the second meeting in December is sometimes rescheduled. He stated that he hoped to see everyone then. However, if the meeting does get rescheduled, Mr. Logan wished everyone a merry Christmas.

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

Meeting adjourned at 6:23 p.m.

Robert Logan, Chairman
Marion Utilities Service Board

ATTEST



Misty Humphries
Its Secretary