



Marion Utilities

1540 N Washington St.

Marion, IN 46952

www.marionutilities.com

Service Board

BOARD MINUTES OF THE MAY 16, 2024 MEETING

The Marion Utility Service Board held their meeting on Thursday, May 16, 2024 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: Robert Logan, Chairman; Doug Carl; Bill Dorsey; Al Green; Von Jackson; Herschel Lewis; and Jayda Monteiro.

Also present at the meeting were: Robin Shrader, Director; Pat Pinkerton, Assistant Director for Engineering & Solid Waste; Tiffany Snyder, Accounting/Billing Coordinator; Mike Conner, Attorney; Erika Devine, Council Liaison; and Colleen Adkins, Acting Secretary.

CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS

Reverend Green moved, seconded by Mr. Lewis, to add Transfer Station Air Units as Item E under New Business. All board members present voted aye. Motion carried unanimously.

APPROVAL OF MINUTES

Mr. Lewis moved, seconded by Reverend Green, to approve the minutes of the May 2, 2024 meeting. All board members present voted aye. Motion carried unanimously.

FINANCIALS

Mrs. Snyder presented the March 2024 financials. She stated that the sales data was trending similarly to last month. Water and Wastewater sales were more normalized this month but continued to show growth over 2023, attributed to the rate increases experienced for both and the timing of billing. Solid Waste again showed a slight increase while Stormwater remained flat over 2022 (despite being higher than 2023 overall). Mrs. Snyder said on the expense side, operations and maintenance expense saw an increase in March for Water, Wastewater, and Solid Waste, with a slight decrease for Stormwater. The expenses rose across the board for multiple categories, including salaries and benefits, contractual services, and chemicals.

Mrs. Snyder also stated that Water received the first reimbursement check from the State Revolving Fund (SRF) Loan for project expenses that occurred prior to the loan closing. The SRF loan reimbursement was the bulk of the Other Income and was placed in the Depreciation Fund.

Mrs. Snyder closed by commenting that Water and Stormwater again saw a positive cash in-flow as total receipts exceeded disbursements, while an increase in capital expenditures resulted in Wastewater having cash out-flow for the period. Solid Waste had been trending to make two months of the dumping fees every other month with March being the month for payment so contractual payments were higher this month than last month. There being no further comments or questions, Mr. Lewis moved, seconded by Mr. Dorsey, to approve the March 2024 financials. All board members present voted aye. Motion carried unanimously.

UPDATE ON PROJECTS

Mr. Pinkerton reported that some of the SRF projects were underway. Watson Excavating had



been in town and had 1,100 feet of 8" water main in from 16th to north of 14th on Mason Boulevard. Mr. Pinkerton reminded the Board that Clear Creek was doing the tank rehabs. Clear Creek started mobilizing at the Butler Street tank. As far as other projects, there was a preconstruction meeting with Core & Main on the meter change outs on May 15th. Core & Main planned to start the meter change outs during the second week of July. There has been contact with VTF on the Lead Service Line projects. Mr. Pinkerton anticipates a preconstruction meeting with them to be held in two weeks. Mr. Logan said it sounded as though a lot of activity was taking place.

CDL REIMBURSEMENT POLICY

Mrs. Shrader presented the CDL policy. Mrs. Shrader said that she thought everyone had looked over the policy. Mrs. Shrader then read the policy to be as follows:

"When a new employee is hired for a position that requires a CDL, that individual should indicate how he/she plans to acquire this special license within the first year of employment. Per the job description, failure to obtain a CDL within one year of employment will result in termination. The Utility encourages new hires to participate in our in-house CDL Training Program. There is a time commitment of approximately 130 hours (trainer & trainee) as well as fixed costs for a medical exam, permit, license, and testing. If a CDL training participant leaves the employment of the Utility, he/she would be responsible for reimbursing the Utility for the amount applicable to the training completed according to the following schedule:

- Prorated amount of total cost if an employee leaves before training has been completed (number of hours completed divided by 130, then multiplied by total cost)
- 100% of total cost if an employee leaves within the first year after receiving a CDL
- 50% of total cost if an employee leaves within the second year after receiving a CDL

Special requests or unusual circumstances related to the acquisition or maintenance of a CDL for a CDL required position will be referred to the MUSB for consideration."

Mr. Lewis asked what would happen if employee were to leave after five years. Mrs. Shrader said there would be no reimbursement. Mr. Jackson asked what the standard reimbursement time was. Mrs. Shrader explained that there wasn't a standard per se, but research showed that other utilities were using a similar reimbursement period as proposed here. Reverend Green moved, seconded by Mr. Lewis, to approve the CDL policy as presented. All board members present voted aye. Motion carried unanimously.

706 RIVER RD & CITY ADJUSTMENT REQUEST

Mr. Carl spoke on behalf of the Wastewater Committee. Mr. Carl stated that the first request was from the City. The City requested that all past, current, and future late fees be removed from their accounts. The penalties for 2023 totaled \$2,120.91. The penalties for the last 10 years totaled \$20,306.13. Mr. Carl explained that if the penalties from the past were forgiven then the previously completed and filed IURC reports would have to be revised which would be somewhat of a nightmare. The Committee recommended a one-time adjustment for \$700.06 which was the total penalties from January 1, 2024 to May 14, 2024 of which most were storm water penalties. The Committee also stated that copies of the bills would be dropped off at City Hall in order to help speed up the process. Mr. Carl moved, seconded by Mr. Lewis, that the recommendations of the Wastewater Committee be approved. All board members in attendance voted aye. Motion carried unanimously.

Mr. Carl explained that the second request reviewed by the Wastewater Committee was submitted by Central Indiana Orthopedics on River Road. They requested a second leak adjustment within a 12 month period. The adjustment would have totaled \$11,000. The first adjustment totaled \$5,000. Mr. Carl stated that after looking at the issue the Committee would recommend an adjustment of \$3,000 on Wastewater charges only. Mr. Carl moved, seconded by Mr. Lewis, to adopt the recommendation of the Wastewater Committee. All board members in attendance voted aye. Motion carried unanimously. Mr. Logan thanked the Wastewater Committee for their time and review of the intricate requests.

3439 LINCOLN BLVD, 2407 W 9TH, 4209 S CAREY ADJUSTMENT REQUESTS

Mrs. Shrader summarized the requests that came before the Water Committee. The residents at 3439 Lincoln Boulevard requested the water services to be shut off. There were some issues and instead of fixing it, the water services were left on which was on the Utilities. The water pipes then burst during the cold months. The owner requested an adjustment of \$1,885.55 which the Committee recommended. Mr. Lewis asked if the house was vacant. Mrs. Shrader said yes. Dr. Monteiro clarified that the owner had requested the services be turned off. Mrs. Shrader said that was correct. Dr. Monteiro moved, seconded by Reverend Green, to approve the adjustment at 3439 Lincoln Boulevard. All board members in attendance voted aye. Motion carried unanimously.

The next request came from 2407 W 9th Street. Mrs. Shrader reported that there was a leak on the Utilities' side at this location. The meter setting was replaced and the line at the hose bib was flushed in hopes of removing any debris. The owner afterward noticed that there was debris blocking flow to fixtures. The owner called a friend to have the fixture replaced and has now requested reimbursement for the cost of the fixture and labor. Mrs. Shrader stated that the owner did not notify the Utility of the issue prior to the friend replacing the fixture so there was not an opportunity to remedy the issue. Mrs. Shrader stated that the recommendation of the Water Committee was to forego an adjustment. Mr. Carl asked how much the request was. Mrs. Shrader said it was less than \$200. Mr. Lewis asked how the Utility was responsible for a fixture inside. Mrs. Shrader said that was part of the conversation. Had the Utility been notified, crews could have attempted to back flush the line. Part of the issue was that the service line was galvanized going from the meter pit to the inside. Any time there was a galvanized service line involved, there would be a chance for debris. Reverend Green moved, seconded by Mr. Lewis, to approve the recommendation of the Water Committee. All board members in attendance voted aye. Motion carried unanimously.

The last request was from 4209 S Carey Street. Mrs. Shrader summarized that Mr. Gunsalus requested that the service be turned off at his property on February 5th. This was done. At some point between the service shut off and the next reading date, the water service had been turned on unbeknownst to us and showed usage. This would amount to an instance of illegal usage which the owner admitted to the Customer Service staff before requesting an adjustment. The usage resulted in a bill of \$551.65. The recommendation of the Water Committee was to let the bill stand without adjustment. Mr. Lewis moved, seconded by Mr. Dorsey, was to approve the recommendation of the Water Committee. All board members in attendance voted aye. Motion carried unanimously. Mr. Logan thanked the members of the Water Committee for their time and thoughtful review of the requests.

TRANSFERS & PAY REQUESTS

There was no transfer or pay requests.

SOUTH ADAMS STORM SEWER BID APPROVAL

Mr. Pinkerton said that this was a budgeted project from a couple of years ago that had to be put off. The project was to provide a storm outlet that was cut off from Café Valley. It's almost 1,000 feet of storm sewer. Dave's Excavating had the low bid at \$697,225. Watson Excavating bid \$772,949. Mr. Pinkerton said Dave's was still higher than he had hoped. Mr. Pinkerton said it's hard to estimate any more. Mr. Pinkerton requested that the item be tabled for further review and to review stormwater's financials. Dr. Monteiro asked what the budgeted amount was. Mr. Pinkerton answered \$500,000. Mr. Lewis asked how the storm sewer would be run. Mr. Pinkerton said it would be on the south side of the old Thomson property and to the north of Café Valley. Mr. Logan tabled the item.

37TH & NEBRASKA STREET STORM SEWER QUOTE APPROVAL

Mr. Pinkerton said this storm sewer project was not budgeted. The City called and asked that the area be looked at. Mr. Pinkerton said that the west side of Nebraska at 37th Street has standing water for several days after a heavy rain. There were no inlets in the area. This was a quick design only running ½ block. The low bid was \$102,236.20 submitted by Keith Sullivan. The only other bid was \$126,172 submitted by Dave's Excavating. Mr. Pinkerton said he would prefer that this item also be tabled for further review since it wasn't budgeted.

BIO-SOLIDS DEWATERING PROPOSAL

Mrs. Shrader presented a proposal from Wessler Engineering. Mrs. Shrader said she had conversation with Wessler about the possibility of moving to dewatering bio-solids on the property. Mrs. Shrader said it was becoming increasingly difficult to haul bio-solids to farmers, and the farmers don't want it. Mrs. Shrader said a study was needed to determine the size of equipment and storage space that may be needed. Wessler submitted a \$26,000 proposal to conduct the study onsite. This was an expected budgeted cost as it has been looked at and discussed for a while. Mr. Logan asked if this was a qualified group. Mrs. Shrader said they were. Wessler had worked on some previous projects and worked on the methane torch project most recently. Mr. Carl asked how much the project would be. Mrs. Shrader said that this was just the first phase of a larger project. Mr. Lewis moved, seconded by Mr. Jackson, to approve the \$26,000 proposal. All board members in attendance voted aye. Motion carried unanimously.

TRANSFER STATION AIR UNITS

Mrs. Shrader said that the Transfer Station was having a humidity issue causing insulation to rot as well as mold and mildew issues. The roof had also deteriorated. Mrs. Shrader said some ventilation units were needed. Havel Brothers was the contractor handling other big air units. Originally, they wanted to put a dehumidifier in there along with the air movement system and exhaust fans. A dehumidifier wouldn't work because typically the doors were open. The install price that would remedy the humidity issue \$106,919. This was not budgeted as it was a repair/maintenance issue presenting some concerns. Mrs. Shrader said on the upside of things, there had been some projects on the Wastewater side that had not taken place and were not anticipated to take place leaving some room in the budget to take care of this. Mr. Jackson asked about the cause of the mold issue. Mrs. Shrader said that this would help take care of that as this would give the air movement and the exhaust fans would prevent mold from collecting on the ceiling. Dr. Monteiro asked how long it would be before the mold issue would be addressed. Mrs. Shrader said that she didn't know how long it would be, but she didn't think it would be too long as there were already contractors that had presented some quotes. During the process, it was discovered that the humidity issue needed

to be addressed first. Mr. Jackson asked how long was not too long...a year...months? Mrs. Shrader said she hoped to have this done and taken care of before winter. Mr. Pinkerton said that he thought that the prices on the roof would even be in before winter. Dr. Monteiro said that it's not that the amount needed to complete the project wasn't there. It was that it was unknown how the cost stacked up against the cost of those projects that weren't being done. Mrs. Shrader said that was true. However, the first step was to take care of the humidity issue and then move onto the mold and mildew issue. Mr. Pinkerton added that this was also the first step to repairing the roof. Mr. Lewis moved, seconded by Mr. Carl, to approve Havel Brother's quote of \$106,919. 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 the month of April saw 966 tons of Solid Waste go through the Transfer Station. This was the biggest April on record. This year did have at least one extra day that it was opened. The daily figure equated to 54 tons per day. Mr. Carl asked if there was another leak on Kem Road. Mrs. Shrader said that there was a leak at Kem Road and Miller. A study was just completed in the area and the results were being anxiously awaited. Mrs. Shrader said that the hopes were that the study would be able to point to a source of the issues.

R. Shrader, Utility Director

Mrs. Shrader stated that there were some preliminary discussions with candidates for the Assistant Director for Operations and Maintenance position. Mrs. Shrader presented the first reading of the Solid Waste Ordinance at the May 21st Council meeting.

BOARD MEMBERS' COMMENTS

Mr. Jackson said he appreciated everyone's hard work and review on the CDL policy.

Dr. Monteiro asked how long the Assistant Director of Operations & Maintenance position had been posted. Mrs. Shrader said that it had been posted for the last month both locally and nationally.

CHAIRMAN'S REMARKS

Mr. Logan thank everyone for their attendance this evening. The next meeting was scheduled for 5:30 p.m. on Thursday, June 6, 2024

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 6:06 p.m.

Robert Logan, Chairman
Marion Utilities Service Board

ATTEST



Misty Humphries
Its Secretary