



## 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: May 3, 2021  
Re: Agenda for May 6, 2021 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, May 6, 2021 at 5:30 p.m. in the L.E.A.D Center Building 101 at Marion Utilities, 1540 North Washington Street, Marion, Indiana. You may also join the meeting via Zoom by visiting:

<https://us02web.zoom.us/j/84053845833> Enter Meeting ID: 840 5384 5833

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 April 22, 2021
- V. **OLD BUSINESS**
  - A. Update on Projects – P. Pinkerton





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### VI. NEW BUSINESS

- A. Transfers & Pay Requests - Senior Leadership Team
- B. Electronic Meeting Policy- C. Binkerd
- C. Long Term Control Plan Bid Presentation- P. Pinkerton
- D. Construction Coordinator Position Description- R. Shrader

### 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, May 20, 2021**

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 MAY 6, 2021 MEETING**

The Marion Utility Service Board held their meeting on Thursday, May 6, 2021 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; Bill Dorsey; Doug Carl; Mia Erickson; Al Green; and Von Jackson. Herschel Lewis 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; Misty Humphries, Secretary; Mark Theel, Water Maintenance; and Conner Jackson.

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

There were no additions or deletions.

#### **APPROVAL OF MINUTES**

Mr. Dorsey moved, seconded by Mr. Green, to approve the regular meeting of April 22, 2020 meeting. All members present voted aye. Motion carried unanimously.

#### **UPDATE ON PROJECTS**

Mr. Pinkerton reported that the Cured-In-Place Project paperwork is still being reviewed. There was no start date but it is expected to start within 30 days. The 38<sup>th</sup> & Clark storm sewer extension has been completed by Keith Sullivan. Keith Sullivan will be starting the short storm sewer extension at 43<sup>rd</sup> & Harrison next week. Mr. Pinkerton said they were out staking today.

#### **TRANSFERS & PAY REQUESTS**

Mr. Pinkerton presented the first and final pay request to Dave's Excavating for the work on the 1300 building's floor. The total amount of the request was \$50,824.50 and retainage was not held. Mrs. Erickson moved, seconded by Mr. Carl, to approve the pay request. All members present voted aye. Motion carried unanimously.

#### **ELECTRONIC MEETING POLICY**

Mr. Binkerd reminded the Board that this was being presented but no action would be requested. The Governor's order through May will allow electronic meetings to take place. He said if the Board wanted to allow electronic meetings to continue, a policy was needed. Mr. Binkerd asked the Board to look over the policy, and thanked Mr. Conner for looking over and helping with the policy to ensure that all required components were present. Mr. Binkerd reviewed the required components which consisted of electronic



participants must be able to be seen and heard; a minimum of one-third of the members must be physically present; documents could be signed electronically; all votes of the board have to be done by roll call; an affirmation of any votes made electronically must be submitted to Mrs. Humphries; members must physically attend a minimum of 50% of meetings in person; those participating electronically may count towards a quorum; if members want to attend electronically, they must let the board secretary know three days in advance; the statute give the Board Chairperson has authority to grant or deny electronic attendance; the roll call and minutes must indicate that a member was participating electronically; an electronic attendance component must be advertised to the public; and there is a limit on items that can be discussed when members are attending electronically. Mr. Binkerd stated that this was not an eminent resolution that had to be passed then. It could be brought back at the next meeting. Mr. Logan stated that this policy will bring the Board up to the 21<sup>st</sup> Century. If an electronic component was needed, the policy could be in place. Mr. Logan said this item would be on the next agenda for a vote.

### **LONG TERM CONTROL PLAN BID PRESENTATION**

Mr. Pinkerton presented Project D for the Long Term Control Plan and involves improvements to the chlorination and dichlorination and a 750,000 gallon CSO storage tank on Bond Avenue. On April 23<sup>rd</sup>, bids were opened. There were four plan holders and three bids submitted. The first bid was from James Jackson with a base bid of 4,255,056 with a mandatory alternate of \$5,235,233g bringing the total to \$9,490,289.00; Kokosing Industrial's base bid was \$4,346,933 with a mandatory alternate of \$5,674,181 and a total of \$10,021,114; and Thieneman Construction's base bid was \$4,197,000 with a mandatory alternate of \$5,353,000 and a grand total of \$9,550,000. Mrs. Erickson asked what the time frame was. Mr. Pinkerton said the project would last over the next year. He also told the board that the presentation was for informational purposes only at this time as it could not be awarded until the bonds were sold. Mr. Dorsey asked if Mr. Pinkerton was familiar with the bidders. Mr. Pinkerton said yes. Mrs. Shrader added that Lawson Fisher would also check references.

### **CONSTRUCTION COORDINATOR POSITION DESCRIPTION**

Mrs. Shrader said she was not asking for any decision on this item. Mrs. Shrader explained that it was common practice to have a Construction Coordinator to oversee the contractor's progress for a project like the Long Term Control Plan. This person's duties would include checking work for quality, scheduling payment reviews, and attending meetings to update the Utilities amongst other things. Mrs. Shrader said a job description was being worked on. She asked that the board approve the creation of the position and then review the job description at the next meeting after it was fully developed. Mr. Dorsey asked if this position was specifically for the Long Term Control Plan. Mrs. Shrader said yes. Mrs. Erickson asked if the payroll expense would be covered under bond funds. Mrs. Shrader said yes. The Coordinator would be paid out of the wages budget line, but the money for those wages would come from the bond. Mr. Logan added that a position like this was created when the Eastward Expansion was done. Mrs. Erickson moved, seconded by Mr. Carl, to approve the creation of the Construction Coordinator position. All members present voted aye. Motion carried unanimously.

### **SENIOR LEADERSHIP REPORTS**

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

Mr. Pinkerton reported that the Transfer Station averaged 54 tons per day and 8.5 tons of that average were paid drop offs. He also reported that in March and April, the revenue was over \$8,000 each month which was good news. The bad news was that the additional tonnage resulted in additional expense. Mr. Logan said it was good to help with the City clean up by offering drop off service.

**R. Shrader, Assistant Director for Operations & Maintenance**

Mrs. Shrader said the Spring Plantwide Safety Training was held. There was a make-up session schedule for a small few that could not make it. The meeting was held via Zoom. It was a little strange to do training for a larger group that way. Mrs. Shrader also stated that there were three people that were a part of the grounds crew. Two were already working and one was finishing the spring semester. There were also two high school interns and one college intern that would be starting. Mrs. Shrader noted that it was a full roster which was fun to see.

**C. Binkerd, Utility Director**

Mr. Binkerd reported that there had been issues with the software and financials. Jennifer Wilson with Crowe had been working very hard. Mr. Binkerd wanted to thank Mrs. Snyder and Mrs. Humphries for working with Mrs. Wilson to get things resolved. The bond issue can move forward. On May 19<sup>th</sup>, the notice to sell will be advertised; May 26<sup>th</sup> will be the second notice; June 7<sup>th</sup> the 24 hour final notice to interested bidders; June 8<sup>th</sup> is the sale; and June 17<sup>th</sup> is the scheduled closing which also happens to be a board meeting. Mr. Binkerd said, "hopefully we will be able to award the contract and give the notice to proceed. We are happy to move forward with it." Mr. Logan asked if Mr. Binkerd knew how much the bond would be. Mr. Binkerd answered that it would be \$11 million. The additional money will be used toward the next projects for the Long Term Control Plan. Hopefully, we will be able to move forward with some construction. Mr. Binkerd noted that there would be a couple of million dollars in cash that would be considered in leveraging for what is best.

**BOARD MEMBERS' COMMENTS**

There were no Board comments at this time.

**CHAIRMAN'S REMARKS**

Mr. Logan thanked everyone for their attendance. He said it was great to have everyone here and Mrs. Erickson healthy.

The next meeting was scheduled for Thursday, May 20th, 2021.

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

Meeting adjourned at 5: 56 p.m.

Robert Logan, Chairman  
Marion Utilities Service Board

ATTEST



Misty Humphries  
Its Secretary