



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: May 17, 2021
Re: Agenda for May 20, 2021 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, May 20, 2021 at 5:30 p.m. in the L.E.A.D 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. Regular meeting of May 6, 2021
- V. **FINANCIALS**
 - A. March 2021
- VI. **OLD BUSINESS**
 - A. Update on Projects – P. Pinkerton
 - B. 618 W. 36th Street Adjustment Request- Water Committee
 - C. Electronic Meeting Policy- C. Binkerd
 - D. Construction Coordinator Position Description- R. Shrader





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VII. NEW BUSINESS

- A. Transfers & Pay Requests - Senior Leadership Team
- B. May 13, 2021 Technical Issue- C. Binkerd
- C. Water Slaker Bid Approval- R. Shrader
- D. Habitat for Humanity Sponsorship Request- 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, June 3, 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 20, 2021 MEETING

The Marion Utility Service Board held their meeting on Thursday, May 20, 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; Doug Carl; Bill Dorsey; Mia Erickson; Al Green; Von Jackson; and Herschel Lewis.

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; Misty Humphries, Secretary; and Esley Isaac McClung Jr.

CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS

There were no additions or deletions.

APPROVAL OF MINUTES

Mrs. Erickson moved, seconded by Mr. Carl, to approve the regular meeting of May 6, 2020 meeting. All members present voted aye. Motion carried unanimously.

FINANCIALS

Mrs. Snyder said that she and Jennifer Wilson were working on the March financials for the next meeting. They have also been working on the Bond and year end systems. Mrs. Snyder hopes to have the finalized year end numbers for next meeting as well. There were some discussions regarding the software issues that continue. However, Mrs. Snyder said that there was progress being made.

UPDATE ON PROJECTS

Mr. Pinkerton reported that the 43rd & Harrison storm sewer extension was about 50% complete. The paperwork for the cured-in-place-projects was in and the bonds were in place. Mr. Pinkerton stated that he would have a start date to share at the next meeting. Mr. Logan noted that with the weather turning nice, projects usually begin to pick up.

618 W. 36TH STREET ADJUSTMENT REQUEST

Mr. Binkerd stated that the Water Committee met last week and the McClung's had previously addressed the board. There is no question as to how the accounts were being handled. The Committee agreed that the water went through the meter. In looking at precedents, the Committee recommended that the sewer be adjusted by 75% of the sewer which would total \$178.93. The full amount of water that was used would be charged. Arrangements could also be made so as not to charge a hardship. Mr. Binkerd noted that on one of the accounts there was a \$55 credit that could be applied to the account as well. Mr. McClung asked for the balance total and



asked when it was due. Mr. Dorsey and Mr. Binkerd said that Mr. McClung could call the office and make arrangements with a Customer Service Representative for a pay date. Mr. McClung thanked the board for their time.

ELECTRONIC MEETING POLICY

Mr. Conner stated that his firm was working on a similar Electronic Meeting Policy for the County Council. Mr. Conner and his partner compared policies developed and the policy for the County Council did not include the requirement for members attending virtually to provide a written verification of their vote. Per the legislation, there are three ways to handle this. The first option was for the reference to the written verification of vote can be taken out entirely but remember that if a member is not physically present at the meeting, they will have to sign a written verification. This was referred to as draft 3.0. The second option was for a written verification of vote to be required when a meeting is held under a declaration of emergency by the Governor or Grant County Commissioners. This was referred to as draft 2.0. The third option was to leave it in and make it apply for all virtual meetings. This was referred to as draft 2.1. Mr. Conner recommended that if the board wanted a simple option to choose the first option know as draft 3.0. However, the board could not go wrong with any option. Mrs. Erickson asked under option 2.0 if anyone was on the phone if a roll call vote had to be taken. Mr. Conner said yes. Mr. Binkerd stated that he didn't mind taking the written verification requirement out and leaving the language in that referenced a need for written verification in case of emergency. Mr. Dorsey and Mr. Jackson stated that they preferred draft 2.0. Mr. Lewis moved, seconded by Mr. Dorsey, to approve the draft labeled 2.0 with the option for a written verification of vote to be required when a meeting was held under a declaration of emergency by the Governor or Grant County Commissioners. All members present voted aye. Motion carried unanimously. Mr. Logan thanked Mr. Conner for all of his work on this issue.

CONSTRUCTION COORDINATOR POSITION DESCRIPTION

Mrs. Shrader reminded the board that at the last meeting the Construction Coordinator Position was created. Mrs. Shrader presented the board with a copy of the Construction Coordinator Position Description that had been developed. She stated that the material on the first page mirrored the language in the other coordinators' job descriptions. The language that was more specific to this particular position could be found under the Essential Duties and Responsibilities heading. Mrs. Shrader said that the highlights included reviews all plans and specifications; acts as a liaison between Marion Utilities and all participating parties associated with projects; monitors project progress; monitors compliance; oversees and/or evaluates construction processes; reports any safety concerns; has authorization to issue a Stop-Work Notice; participates in the assessment of change orders; documenting progress; and reports to Utility Leadership regarding contractor performance. Mr. Dorsey asked how the posting would be handled. Mrs. Shrader said the posting would be done internally and externally for three days. Mrs. Erickson moved, seconded by Mr. Carl, to approve the Construction Coordinator Position Description as presented. All members present voted aye. Motion carried unanimously.

TRANSFERS & PAY REQUESTS

There were none.

MAY 13, 2021 TECHNICAL ISSUE

Mr. Binkerd said he thought everyone was aware of the fun day that was had last Thursday. Mr. Binkerd said his use of fun has been criticized often. There were numerous calls that went out Wednesday evening

through Thursday morning. At first, the issue was believed to be a scam. IT immediately got on it and determined that was not the case. Mr. Binkerd stated that the best explanation was that there was an internal issue and that the software did some things. The IT Coordinator said this morning that he was 99.999% sure it was not a human error. Likewise, he is sure that there wasn't a breach of personal information. The software took the instruction to call 76 people and made 38,740 calls even though there are only 11,000 customers. Mr. Binkerd said that staff was working on procedures to keep the software from doing this again. More specifically, our IT Coordinator was looking at ways to export the data from the current software to a program that he and the IT Specialist would have control over. Mr. Binkerd reported that customers were very gracious, understanding, and respectful with a very few exceptions. Mr. Binkerd thanked the employees and staff that really stepped in to help our customers and answer questions about the issue. Mr. Lewis said he received an NSF call. Mr. Binkerd explained that the system requires a user to go through layers in order send messages out so it seemed pretty safe. In addition, there was a whole list of templates and the five templates that were sent out were ones that are not regularly used. Mr. Logan thanked everyone for their quick response.

WATER SLAKER BID APPROVAL

Mrs. Shrader presented a video of the slaking system and what it does. She summarized that the slaker takes the dried lime material and puts it into a liquid solution that is added to the drinking water to remove the hardness. The project was budgeted and bid out. There were two plan holders, but only one submitted a bid. RDP Technologies bid \$537,680. They also put together the video that was shared. Mrs. Shrader stated that the cool thing was that it's a twin to the current slaker. The purchase would create redundancy so that demand and quality could be maintained. Mr. Carl asked how much was budgeted. Mrs. Shrader said that \$500,000 was budgeted with auxiliary funds earmarked for this project. Mr. Dorsey moved, seconded by Mr. Lewis, to approve the bid of RDP Technologies. All members present voted aye. Motion carried unanimously.

HABITAT FOR HUMANITY SPONSORSHIP REQUEST

Mr. Binkerd stated that this item would be brought back at a later time.

SENIOR LEADERSHIP REPORTS

P. Pinkerton, Assistant Director for Engineering & Solid Waste

Mr. Pinkerton reported that Solid Waste had an opening. The Lead Technician, Tracy Emmons, was retiring after 19 years. Mrs. Erickson asked how hard it would be to replace him. Mr. Pinkerton said that there was a lot of knowledge that would be leaving with him. As of now, there were four candidates for his position. Mr. Pinkerton said that there could be a trickle-down effect.

R. Shrader, Assistant Director for Operations & Maintenance

Mrs. Shrader said that the WEX program cards were distributed, the new tanks were in and functional, and the third underground tank was removed earlier that afternoon. Mrs. Shrader said that things were looking good there. Mr. Dorsey asked if the tanks could be sold. Mrs. Shrader said that one tank had a crack that would disqualify it and the other was too old. The third tank was fiberglass so Mrs. Shrader would have to ask about it. Mr. Dorsey asked who took care of removing and possibly selling the tanks. Mrs. Shrader answered SESCO.

C. Binkerd, Utility Director

Mr. Binkerd reported that on Monday there was a call with Standard and Poor scheduled for the bond. The sale was scheduled for June 9th, and the closing was calendared for June 17th. Mr. Binkerd said he

was excited to report that. Mr. Binkerd also reported that the Mayor removed the mask mandate for City Hall so the Utilities were following suit. The property acquisition for the Long Term Control Plan was still in process. Mr. Conner added that he was waiting for the Auditor to issue the deeds. The next step was for a Quiet Title Action to be filed and then the Mayor would deed the property over. Mr. Conner stated that he was still working to help with the property Mr. Jackson redeemed.

BOARD MEMBERS' COMMENTS

There were no Board comments at this time.

CHAIRMAN'S REMARKS

Mr. Logan thanked everyone for their attendance.

The next meeting was scheduled for Thursday, June 3, 2021.

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

Meeting adjourned at 6:06 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