



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: August 14, 2017
Re: Agenda for August 17, 2017 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, August 17, 2017 at 5:30 p.m. in the conference room of the Marion Utilities Administration Building at 1540 North Washington Street, Marion, Indiana.

The following will be the agenda:

- I. **ROLL CALL**
- II. **INTRODUCTION OF GUESTS**
- III. **APPROVAL OF MINUTES**
 - A. Regular meeting of July 20, 2017
- IV. **OLD BUSINESS**
 - A. Update on Projects – Binkerd





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VII. NEW BUSINESS

- A. Transfers & Pay Requests - Department Managers
- B. 28th Street Cured-In-Place Project Approval- Pinkerton
- C. Approval of Wastewater Truck Quotes- Shrader
- D. Stonecrest Lift Station Project Approval- Pinkerton

VIII. MANAGER'S REPORTS

- A. Assistant Director for Engineering- P. Pinkerton
- B. Assistant Director for Operations- R. Shrader
- C. Utility Director- C. Binkerd

IX. BOARD MEMBERS' COMMENTS

X. CHAIRMAN'S REMARKS

XI. NEXT MEETING

Thursday, September 7, 2017

Robert Logan, Chairman
Marion Utility Service Board

cc: News Media
City Administration/Council
Department Heads





Marion Utilities

SERVICE BOARD

BOARD MINUTES OF THE AUGUST 17, 2017 MEETING

The Marion Utility Service Board held their a meeting on Thursday, August 17, 2017, at 5:30 p.m. in the conference room of the Marion Utilities Administration Building at 1540 North Washington Street, Marion, Indiana.

Those board members present were: Bob Logan, Chairman; Kristy Barney; Doug Carl; Bill Dorsey; and Von Jackson. Adam Binkerd and Herschel Lewis were 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; Mike Conner, Attorney; Misty Humphries, Secretary; and Navar Watson, The Chronicle-Tribune.

AMENDMENT OF AGENDA

Mr. Dorsey moved, seconded by Mr. Jackson, to amend the agenda by adding Item E Discussion of Fact Finding Trip under new business. All board members present voted aye. Motion carried unanimously.

APPROVAL OF MINUTES

Mr. Carl moved, seconded by Ms. Barney, to approve the minutes of the July 20, 2017 board meeting. All board members present voted aye. Motion carried unanimously.

UPDATE ON PROJECTS

Mr. Pinkerton reported that the Candlewood storm sewer project is essentially complete. The street restoration will start next. The project is a cooperative effort with the City as they had some repairs to do in the area. The 4th Street storm sewer extension project materials are in, but the contractor can't start until INDOT is done otherwise both lanes would be shut down. Mr. Pinkerton also reported that Insituform has completed the work on the 9th Street cured-in-place project. They also have crews in place for the cleaning and prepping on the Boots Creek cured-in-place pipe rehabilitation project.

TRANSFERS & PAY REQUESTS

Mr. Pinkerton presented a pay request for the 4th Street storm sewer extension project payable to Dave's Excavating for materials in the amount of \$29,068.05, and a pay request for the mezzanine offices in the 1400 building payable to J.G. Bowers in the amount of \$70,535. The second and third payments on the 9th Street cured-in-place project were also presented due to the rescheduling of the last board meeting. Those payment amounts were \$178,470.70 and \$264,325.95. Mr. Logan clarified that the \$264,325.95 amount was in addition to the \$178,470.70. Mr. Pinkerton said that was correct and that there is still \$24,900 being held in retainage. Mr. Carl moved, seconded by Mr. Dorsey, to approve the pay requests as presented. All board members present voted aye. Motion carried unanimously.

28th Street CURED-IN-PLACE PROJECT APPROVAL

Mr. Pinkerton presented a bid tab for the cured-in-place project at the 28th Street and Meridian location. Mr. Pinkerton said that there were four bids. United Survey bid \$126,270; Lane Inliner bid \$131,919; Insituform bid \$148,670; and SAK Construction bid \$169,482. Mr. Carl asked if United Survey had been used before. Mr. Pinkerton said the first experience with United will be the Boots Creek cured-in-place project that they are gearing up for. Mr. Pinkerton recommended the low bid submitted by United Survey. He added that the project was budgeted at \$200,000. Ms. Barney moved, seconded by Mr. Jackson, to approve the bid submitted by United Survey in the amount of \$126,270. All board members present voted aye. Motion carried unanimously.

APPROVAL OF WASTEWATER TRUCK QUOTES

Mrs. Shrader stated that she did not receive any quotes. The request for quotes will be resent and the item will be brought back at a later meeting.

STONECREST LIFT STATION PROJECT APPROVAL

Mr. Pinkerton said he did not receive any quotes. The request was sent out to contractors that have been used before. One contractor was too busy, and one had bonding issues. Mr. Pinkerton said he would resend those as well.

FACT FINDING TRIP

Mrs. Shrader explained that a couple of months ago she was contacted by gentleman with the Danish Consulate in Chicago requesting a tour of the wastewater plant. The gentleman then presented the opportunity to attend a seminar on the technologies being used at Denmark facilities. He has now offered an opportunity for Mrs. Shrader to travel to Denmark to review energy efficiency, renewable energy projects, efficient wastewater treatment process such that the wastewater plants in Denmark are net zero and others produce energy and sell it back. Mrs.

Shrader said on Sunday evening, the group invited her to join the fact finding tour in Denmark. The cost to the utilities would be the cost of the plane ticket and everything else is comped on the ground. The tickets have some variance in pricing. They are close to \$1,100, but Mrs. Shrader asked for a price not to exceed \$1,500 for the plane ticket. Mr. Binkerd requested that the allowance for a plane ticket be a price not to exceed \$2,000. Ms. Barney said there are often additional baggage costs as well. Mr. Binkerd said that over the last several years, the utilities have been aggressive in trying to be environmentally friendly and good stewards. He said management has also been working hard as far as renewable energy efforts. The CHP project completed last year is a prime example. Given the opportunity for one of our staff leaders to partake in this trip, Mr. Binkerd said it would bring a great deal of value to our city and our community. Mr. Logan said he agreed totally, and the European area is far more forward thinking that what we often see around here. Mrs. Shrader said there are also connections with the wastewater plants that are almost net zero so this is an opportunity to rub shoulders with those folks as well. Mr. Carl moved, seconded by Mr. Jackson, to approve the trip with up to \$2,000 for airfare expense. All board members present voted aye. Motion carried unanimously. Mr. Jackson asked Mrs. Shrader to bring back lots of information. Mrs. Shrader said she would.

MANAGERS' REPORTS

P. Pinkerton, Assistant Director for Engineering & Solid Waste

Mr. Pinkerton reported that the Solid Waste group has averaged about 48 tons per day which is the highest daily average to date. The two troubled Labries are continuing to have issues. He said of the two trucks we got back from Best, one is working hydraulically but has brake issues and the other has hydraulic issues. The two new trucks may be here late next week. Hopefully in a couple of weeks, those problems will go away. Mr. Logan asked how the 48 tons per day compared to the previous volumes, and where is the volume coming from. Mr. Pinkerton said the volume is mainly trash from the customers that is about 6-8 more tons per day than what was done in the past. Mr. Dorsey asked if we needed another year to get our average. Mr. Binkerd said another year of data will really give us our average. Mr. Jackson asked if the population growth rate was factored into the data. Mr. Pinkerton said no. Mr. Pinkerton said he would bring the graph to the next meeting. Mr. Pinkerton said the numbers were down during the first quarter of last year as people were getting used to the new system. The third and fourth quarters of last year saw numbers increase. The transfer station is permitted for a maximum of 60 tons per day. We were in the mid-30s and now we are in the mid-40s. Trash tonnage usually goes down in the winter. Right now people are out cleaning things ups. Mr. Pinkerton also reported that IDEM did another inspection at the transfer station. Everything went well. The inspector thought our space was too big though. Mr. Binkerd said he wanted to bring that to the board's attention because from day one, IDEM has given the transfer station significant support. They always talk about how clean and well run the transfer station is. It is one of their best.

R. Shrader, Assistant Director for Operations

Mrs. Shrader reported that the F.O.G receiving station should be finished by the end of the day tomorrow. They have to finish the last piping on the inside. The blowers are almost complete as well. There is the piping to finish, but our crew is a little ahead. Wastewater crews have also been hauling sludge. On water side, Mrs. Shrader reported that the distribution crew will have painted the 1/3 of the town as anticipated. They will continue to paint. The finished color will be yellow. The white is the primer. Mr. Logan said there is a scraper that comes around first. Mrs. Shrader said it is called a plug hug and is at the water plant if anyone would like to see it. Mrs. Shrader also stated that the parking lot restructure project will start Monday. The billing office will be moved to the temporary unit. The customer service representatives have been telling people about the change. Mr. Jackson asked if customers can use PayPal and if there was a charge. Mr. Binkerd explained that under old system, the fee was \$2.95 for credit card or online payments. Under the new system the fee is \$1.00 to pay online or by credit card. The board absorbs the other portion. Mr. Binkerd said he is hoping the lessened fee will be an incentive for people to pay online or by using the automated system. Mrs. Shrader concluded by reporting that an internal succession planning program is beginning as 30% of our workforce will be eligible for retirement very quickly. She stated that management is trying to pour into employees. They want to give employees the leg up. The introductory session was this week and focused on personality profiling. It will go into leadership components including organizational leadership and policy making. Ms. Barney asked if Meyers Briggs testing was being used. Mrs. Shrader said yes, it was among the material being used. Mr. Dorsey asked if the training was done during work hours. Mr. Binkerd said it is.

C. Binkerd, Utility Director

Mr. Chuck Binkerd reported that the Customer Service Manager has resigned. He said that he was working with staff in that group to find out what their challenges are. Mr. Binkerd said that the position has not been posted the position yet but would be once management can take a look at what the needs are. The software implementation is still happening. There are some continued bumps. Mr. Binkerd said that customer service is trying to get our second round of billing out. The information was being generated by the old software and imported in. This month it is all being generated out of the new system. The customer service representatives are still working hard. The software is still a great piece of software and examples of its functionality are the IVR and customer web portal. Mr. Binkerd said that during the parking lot restructuring there will be some limitations on what can be offered in the temporary office. Customer service staff will still be able to take payments and establish new service. He said that staff is still encouraging customers to utilize the other alternative payment methods while the parking lot project is being completed.

BOARD MEMBER COMMENTS

Ms. Barney said she is big on investing in current employees. She thanked management for doing that by creating a succession planning program.

CHAIRMAN'S REMARKS

Mr. Logan thanked everyone for their attendance especially since this would not have happened without everyone present.

The next meeting is scheduled for September 7, 2017 at 5:30 p.m. in the conference room at the Administration Building. Mr. Logan explained that he and Mr. Carl will both be out of town. There is a good chance that the meeting will be rescheduled. He asked the members to look for more information on that as the date approached.

There being no further business before the board, Mr. Carl moved, seconded by Mr. Jackson, that the meeting be adjourned. All board members present voted aye. Motion carried unanimously.

Meeting adjourned at 6:01 p.m.

Robert Logan, Chairman
Marion Utilities Service Board

ATTEST

Misty Humphries
Its Secretary