



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: July 30, 2018
Re: Agenda for August 2, 2018 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, August 2, 2018 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. **CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS**
- IV. **APPROVAL OF MINUTES**
 - A. Regular meeting of July 19, 2018
- V. **OLD BUSINESS**
 - A. Update on Projects – Glessner





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VII. NEW BUSINESS

- A. Transfers & Pay Requests - Department Managers
- B. Butler Street Tank Project Approval- Shrader
- C. Loader Quote Approval- Shrader
- D. Marshall & Brinker Heights Lining Project Quote Approval- Glessner
- E. Job Description Approval- Binkerd
- F. Transfer of Distribution Position to Water Maintenance- Shrader
- G. Distribution Supervisor Trainee- Shrader

VIII. STAFF REPORTS

- A. Assist Director for Engineering & Solid Waste- B. Glessner
- 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, August 16, 2018

Robert Logan, Chairman
Marion Utility Service Board

cc: News Media
City Administration/Council
Department Heads





SERVICE BOARD

Marion Utilities

BOARD MINUTES OF THE AUGUST 2, 2018 MEETING

The Marion Utility Service Board held their meeting on Thursday, August 2, 2018, at 5:30 p.m. in the conference room of the Administration building at Marion Utilities, 1540 N. Washington Street, Marion, Indiana.

Roll was called and those board members present were: Robert Logan, Chairman; Adam Binkerd; Doug Carl; Bill Dorsey; Von Jackson and Herschel Lewis. Kristy Barney was absent.

Also present at the meeting were: Chuck Binkerd, Director; Bill Glessner, Assistant Engineer; Robin Shrader, Assistant Director for Operations; Alan Miller, Council Liaison; Herb Spitzer, Attorney; Misty Humphries, Board Secretary; and Carolyn Muyskens, Chronicle Tribune.

CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS

There were no additions or deletions at this time.

APPROVAL OF MINUTES

Mr. Lewis moved, seconded by Mr. Adam Binkerd, to approve the minutes of the July 19, 2018 board meeting. All board members present voted aye. Motion carried unanimously.

UPDATE ON PROJECTS

Mr. Glessner reported on behalf of Mr. Pinkerton. Mr. Glessner reminded the Board that the Southeast Marion Separation Project which is a part of the Long Term Control Plan was separated into two phases. Phase I was awarded to Watson Excavating. Watson has half of the project completed. They have installed 4,200 feet of storm pipe. Watson was installing sanitary pipe yesterday. They were about 14 feet deep and realized that they need additional pumps. The second phase was awarded to Atlas Excavating. Atlas is halfway through their project as well. Mr. Glessner also reported that the 2nd Street Storm Sewer Separation Project was underway. Mr. Glessner asked that the inlets around The Faulkner Academy be completed first as school starts Wednesday.

Transfers & Pay Requests

Mr. Glessner presented the fourth pay request to Watson Excavating in the amount of \$161,196; and the second pay request to Atlas Excavating in the amount of \$138,402. Mr. Lewis moved, seconded by Mr. Carl, to approve the pay requests as presented. All board members present voted aye. Motion carried unanimously.

BUTLER STREET TANK PROJECT APPROVAL

Mrs. Shrader presented the bid tabulation for the Butler Street Tank Project. She explained that Tank Industry Consultants (TCI) prepared the specification for repair work that is needed on the footers. Mrs. Shrader said this is similar to the work done on the Meridian Street tank recently. The New Group bid \$73,100 and Blakely Corporation bid \$58,475. Mrs. Shrader recommended awarding the project to Blakely as they were the low bidder. Blakely has worked on projects for the Utilities in the past and had done well with those projects. Tank Industry Consultants also approved of Blakely. Mrs. Shrader stated that \$97,000 was budgeted for the project this year. However, timing may be complicated for Blakely. If the weather cooperates, Blakely will start the project in the fall and this would be their last project. If the weather does not cooperate, this would be the first project on their list in the spring. Mrs. Shrader said it would not be a problem financially if the project were to go into next year. Mr. Lewis moved, seconded by Mr. Dorsey, to award the project to the Blakely Corporation. All board members present voted aye. Motion carried unanimously.

LOADER QUOTE APPROVAL

Mrs. Shrader explained that this loader would be primarily used by the Environmental Resources Workgroup as the composting program is picking up speed. This was a budgeted purchase and it was budgeted for \$200,000. There were three quotes. RPM Machinery quoted a Case Loader for \$130,236; McCallister quoted a Caterpillar for \$189,000; and Westside quoted a John Deere for \$173,700. Mrs. Shrader recommended RPM Machinery Case Loader as the Utilities owns another Case Loader. She added that the quote was at INDOT QPA pricing. RPM also offered a three-year maintenance contract as well as a bucket scale for \$10,000. The bucket scale would allow for the weighing of materials. The addition of the scale would bring the new total to \$140,121. Mrs. Shrader said the ability to weigh the loads is worth the price of the scale. Mr. Lewis moved, seconded by Mr. Jackson, to approve the purchase of a Case Loader along with a bucket scale for \$140,121. All board members present voted aye. Motion carried unanimously.

MARSHALL & BRINKER HEIGHTS LINING PROJECT QUOTE APPROVAL

Mr. Glessner explained that there were two sewer rehabilitation lining projects that were budgeted for approximately \$200,000. The projects were combined in hopes of getting a better quote. The projects included a couple of areas in Brinker Heights as well as the Pennsylvania area from Sherman to Marshall that ultimately ends in the PAL Club neighborhood. The project is approximately 5,000 feet of lining. There were three quotes. Inland Water was the lowest quote at \$188,616. Mr. Glessner said Inland worked on other projects and have done a nice job. He recommended awarding the project to Inland Water. Mr. Carl asked if this was different from the larger projects in Brinker Heights done in the past. Mr. Chuck Binkerd said yes, it was different. The project in the past was a water project. This is a sanitary project. Mr. Lewis moved, seconded by Mr. Adam Binkerd, to approve the quote of Inland Water for \$188,816. All board members present voted aye. Motion carried unanimously.

JOB DESCRIPTION APPROVAL

Mr. Chuck Binkerd reminded the Board that there had been some discussion regarding the Employee Handbook and the programs referenced within the handbook. One of the programs needing updated regards the temps that help with solid waste collection. The temps are hired through the staffing service now. Under the new policy or program, we may hire part-time employees. Mr. Chuck Binkerd clarified that this is essentially the Solid Waste Technician position that has been downgraded to a laborer's position. A job description has been written for the position and the pointing came out at a Wage Range 7. Mr. Chuck Binkerd said hopefully this will encourage people to stay longer, receive a higher rate pay, and possible benefits. Mr. Dorsey said the job

description was well written. Mr. Adam Binkerd said he thinks a position such as this will allow opportunity for growth within the organization. Mr. Chuck Binkerd said this was an entry level position with the thought that people could move up. Mr. Adam Binkerd moved, seconded by Mr. Lewis, to approve the job description as written. All board members present voted aye. Motion carried unanimously.

TRANSFER OF DISTRIBUTION POSITION TO WATER MAINTENANCE

Mrs. Shrader reported that there are four different reasons for the needed shift in the org chart. There are only three Maintenance Technicians in Water; whereas, there are four in Wastewater Maintenance. There are also four in the Distribution Workgroup. However, the Distribution Workgroup is transitioning to more of a preventative maintenance crew with contractors being contacted to repair larger needs. There is also a Vehicular Maintenance Coordinator that is moving from the Transfer Station building to the Water property. This will give an added set of hands that might be available to help. Mrs. Shrader said she would like to make a lateral shift of an open position that is housed in the Distribution group and make it a Water Maintenance position. Mrs. Shrader said this is a non-issue for budgets as it is the same range and paid out of the same budget. Mr. Dorsey asked if the position would be eliminated. Mrs. Shrader stated that this would just be a change in the organizational chart and not an elimination in number of positions. Mr. Carl moved, seconded by Mr. Dorsey, to approve the transfer of a Distribution position to a Water Maintenance position. All board members present voted aye. Motion carried unanimously.

DISTRIBUTION SUPERVISOR TRAINEE

Mrs. Shrader reported that an internal candidate was selected to fill Buck Simpkins' supervisor role upon his retirement. Mrs. Shrader asked that the Distribution Trainee start at the Supervisor Range 17 but at an hourly basis so that he may aid with the Distribution On-Call duties and continue training with the current Supervisor, Mr. Buck Simpkins. Mrs. Shrader said that she would also like to ask that Mr. Simpkins be able to stay around as a part time person for the next year in order to act as a guide for the Supervisor Trainee. There has been precedent for other situations including her own. She was allowed to work with the other supervisors while training. Mr. Simpkins could serve as a CDL trainer and could assist with working in the Solid Waste Crew. Mrs. Shrader said this would be a flexible schedule of approximately 20 hours per week. Mr. Jackson asked if the maximum would be 20 hours. Mrs. Shrader said yes. Mr. Dorsey asked if the length of time allowed in the past was for 6 months and not one year. Mr. Binkerd said Mrs. Shrader took the place of two supervisors. She trained with one for 6 months and one for 5 months which put her at 11 months of training. Mr. Lewis moved, seconded by Mr. Carl, to approve the Distribution Trainee. All board members present voted aye. Motion carried unanimously. Mr. Dorsey asked who was selected. Mrs. Shrader said Mat Jones was selected. Mr. Jones has worked for two years in Distribution workgroup.

STAFF REPORTS

B. Glessner, Assistant Engineer

Mr. Glessner had nothing to report at this time.

R. Shrader, Assistant Director for Operations & Maintenance

Mrs. Shrader reported that she is conducting more interviews. She is close to hiring a new Wastewater Supervisor which will then have a domino effect as this is an internal candidate. Mrs. Shrader reported that the slowing down on some projects has enabled staff to train new employees which is going well.

C. Binkerd, Utility Director

Mr. Binkerd nothing further.

BOARD MEMBERS' COMMENTS

Mr. Miller reported that in increase in LIT (Local Income Tax) is coming most likely. The LIT will most likely be the only increase.

CHAIRMAN'S REMARKS

Mr. Logan thanked everyone for their attendance.

The next meeting is scheduled for August 16, 2018 at 5:30 p.m. which would take place during the annual IWEA Conference. An alternate date will be considered for the meeting. Please look for communication regarding either meeting on an alternate date or rescheduling the meeting.

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

Meeting adjourned at 6:04 p.m.

Robert Logan, Chairman

Marion Utilities Service Board

ATTEST

Misty Humphries

Its Secretary