



## 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: December 5, 2017  
Re: Agenda for December 7, 2017 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, December 7 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 November 16, 2017
- IV. **OLD BUSINESS**
  - A. Update on Projects – Pinkerton
  - B. 2523 W. 9<sup>th</sup> Street Leak Adjustment Request-Water Committee





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### VII. NEW BUSINESS

- A. Transfers & Pay Requests - Department Managers
- B. 131 N. Bradner Avenue Leak Adjustment Request- Snyder
- C. 2018 Insurance Plan Approval- Binkerd
- D. 2018 Service Agreement Updates- Shrader
- E. Update of Job Descriptions- Binkerd
- F. Transfer of Operator Positions to Maintenance- Shrader
- G. 2017 Christmas Party Requests- Binkerd
- H. Approval of Retirement Gifts-Binkerd

### VIII. STAFF 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, December 21, 2017**

Robert Logan, Chairman  
Marion Utility Service Board

cc: News Media  
City Administration/Council  
Department Heads





Marion Utilities

## SERVICE BOARD

### **BOARD MINUTES OF THE DECEMBER 7, 2017 MEETING**

The Marion Utility Service Board held their meeting on Thursday, December 7, 2017, at 5:30 p.m. in the conference room of the Administration building at Marion Utilities, 1540 N. Washington Street, Marion, Indiana.

Mr. Logan began the meeting with a moment of silence for former board member Roger Smith who had recently passed away.

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

Also present at the meeting were: Pat Pinkerton, Assistant Director for Engineering & Solid Waste; Robin Shrader, Assistant Director for Operations; Mike Conner, Attorney; Misty Humphries, Secretary; Scott Snyder; Kelly Snyder; Cindy Cunningham; and Lucy Conner.

#### **APPROVAL OF MINUTES**

Mr. Lewis moved, seconded by Ms. Barney, to approve the minutes of the November 16, 2017 board meeting. All board members present voted aye. Motion carried unanimously.

#### **UPDATE ON PROJECTS**

Mr. Pinkerton reported that work on the Stonecrest lift station rehab had started. He hopes it will be done by Christmas. United Surveying has not started the cured-in-place project at 28<sup>th</sup> Street & Meridian yet. They did finish the work on 9<sup>th</sup> Street. The optical brightener test has been run on the Boots Creek CSO Long Term Control Plan Project. The sanitary is out of the storm sewer. Mr. Pinkerton said with this CSO eliminated, we are down to six CSOs. This particular CSO contributed about 38 million gallons of overflow to Boots Creek. Mr. Logan reminded the Board that the rate increase at the beginning of each year helps to pay for projects like this.

#### **2523 W. 9<sup>th</sup> STREET LEAK ADJUSTMENT REQUEST**

This item was tabled until the next meeting.

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

There were no transfers or pay requests presented.

## **131 N BRADNER AVENUE LEAK ADJUSTMENT REQUEST**

Mrs. Kelly Snyder explained to the board that she and her husband own rentals throughout the City. They own a duplex at 131 N. Bradner Avenue, and they pay the water bill for this location. She stated that they have advised their tenants that if there are ever any issues with the plumbing or water to contact them right away. The couple that lives in 131 are very young and have a new baby. Mrs. Snyder said she and her husband happen to know the meter reader for this rental and they happened to bump into him at the hardware store. The meter reader said that something was wrong, and they were going to have a very high bill. Mr. and Mrs. Snyder spoke to the tenants who stated that they had a leaky toilet but had fixed it. Mrs. Snyder advised the tenants again to call her or her husband if there were any issues. When she arrived home from that visit, the Utility bill had come and it was \$471. Mr. Snyder replaced the toilet and found out then that the repair was done with a paperclip. Mrs. Snyder said that she understands that there is an adjustment for water leaks but not for leaky toilets. However, they wanted to be honest in their request. They have been good customers and have always paid their bill on time. Mr. and Mrs. Snyder requested that the Board review the bill and adjust it to the amount that a normal water bill would run. Mr. Logan stated that the e-mail request was forwarded to the board members for review. Mr. Logan assigned the request to the Water Committee and explained that the Water Committee would review and discuss the request. The Committee will bring back a recommendation to the next meeting.

## **2018 INSURANCE PLAN RENEWAL**

Mrs. Humphries presented the two insurance plans for 2018. She explained that the insurance committee had met and reviewed the options although there weren't a lot of options as 2017 was a bad claims year. A bad claims year combined with an adverse population resulted initially in a 32% increase. Terry Lothamer and Angela Condon, our agents, explored different options for us. Mrs. Humphries explained that the two plans that would still provide comparable coverage were brought before the Insurance Committee. The first plan is the is a traditional plan with an optional flexible spending plan. The rates would increase by 11%. Employees would see an increase in their deductibles and out-of-pocket maximums. The second plan is a high deductible plan with a Health Savings Plan. The rates would increase by 13%. Again, employees would see an increase in their deductibles and out-of-pocket maximums. Mrs. Humphries stated that both plans would allow provide good coverage for employees while staying within the budgeted amount for 2018. She also asked that the board contribute \$1,000 seed money to the Health Savings Plan accounts as they had the last two years. Mr. Lewis asked if other carriers were considered. Mrs. Humphries said yes, other carriers were contacted but they chose not to give us a quote. Mr. Logan also explained the tax benefits of an HSA. Mr. Lewis asked if employees could contribute to the Flexible Spending Account and the Health Savings Account through payroll. Mrs. Humphries answered yes. Mr. Lewis moved, seconded by Mr. Jackson, to approve the insurance plans as presented along with a \$1,000 contribution to the Health Savings Accounts. All board members present voted aye. Motion carried unanimously.

## **2018 SERVICE AGREEMENT UPDATES**

Mrs. Shrader explained that annually we contract with Lawson Fisher and Associates as well as Cleland Engineering. The firms are basically on call for engineering consultations on items such as the CHP project. They are design and project engineers. Mrs. Shrader stated that she only wanted to renew the contracts as the rates have not changed from this year to next. The only thing that has changed is the list of items that will be worked on for 2018. Mr. Lewis moved, seconded by Ms. Barney, to approve the contracts for 2018. All board members present voted aye. Motion carried unanimously.

## **UPDATE OF JOB DESCRIPTIONS**

Mr. Pinkerton presented drafts of three job descriptions. Two of the job descriptions were updates of current positions. The Environmental Resource Specialist is currently named the Residuals Coordinator. The second existing position is the Program Support Coordinator. The new position is the Environmental Resource Coordinator. Mr. Pinkerton asked if there were any questions on the job descriptions. Mr. Dorsey said he would add that the two job descriptions with the mark-ups are only clarifications of current positions. He would recommend that the Board pass those tonight. Mr. Dorsey recommended that the new position also be approved contingent upon some further conversation between he and Mr. Binkerd. Mr. Lewis asked if the positions would be filled internally. Mr. Dorsey stated that all positions are posted internally and then externally if they are not filled. Mr. Dorsey said he and Mr. Binkerd also spoke about all temporary positions being posted for three days. Mr. Dorsey moved, seconded by Mr. Lewis, to approve all three positions. All board members present voted aye. Motion carried unanimously.

## **TRANSFER OF OPERATOR POSITIONS TO MAINTENANCE**

Mrs. Shrader explained that she is working toward maximizing crews to meet the needs of the Utility. As those needs change and as advancements are made in technology and automation, the need for operations staff is a little less necessary, and the needs for maintenance staff is more necessary. Mrs. Shrader proposed shifting two employees currently functioning as wastewater operators to wastewater maintenance technicians. Mr. Dorsey asked if the positions were already in existence. Mrs. Shrader said yes, these are existing positions. Ms. Barney asked if there was any difference in pay. Mrs. Shrader said that the two individuals were currently paid at a Range 9 and would now be paid at a Range 10. Mr. Logan asked if both individuals were qualified for the positions. Mrs. Shrader explained that both individuals had previously working in the wastewater maintenance workgroup so both employees have the knowledge and skills required. Mr. Lewis moved, seconded by Ms. Barney, to approve the transfer of operator positions to maintenance positions. All board members present voted aye. Motion carried unanimously.

## **2017 CHRISTMAS PARTY REQUESTS**

Mrs. Humphries said that the 2017 Christmas Party Committee were working diligently. The luncheon will be held on Thursday, December 21<sup>st</sup> from 11:30 a.m. to 1:30 p.m. The Parks Department has been

gracious enough to allow the Committee to use the Garden House for the luncheon free of charge. The Christmas Party Committee is requesting permission to close the office from 11:30 a.m. to 1:30 p.m. on Thursday, December 21<sup>st</sup>, approval for the seven 1-Day Off Certificates, and a gift card to each employee in the amount of \$30. Mrs. Humphries said there were 68 employees. Mr. Logan reminded the Board that these items were included in the budget for 2017. Ms. Barney asked if the gift cards were for local businesses. Mrs. Humphries said that employees could choose from Walmart, Meijer, or Big R. Mr. Jackson asked if employees could win more than one 1-Day Off Certificate. Mrs. Humphries said no, that employees could only win one 1-Day Off Certificate, it had to be used between January 1, 2018 to December 31, 2018, and it was non-transferrable. Mr. Lewis moved, seconded by Ms. Barney, to approve the requests of the Christmas Party Committee. All board members present voted aye. Motion carried unanimously. Mrs. Humphries thanked the Board on behalf of the employees.

### **APPROVAL OF RETIREMENT GIFTS**

Mrs. Humphries stated that we have two long time employees retiring at the end of the year. After 32 years of service, Jay Moon has decided to retire as has Ronnie Hix after 23 years of service. Both of these gentlemen plan to retire as of December 31<sup>st</sup>. They have been great assets to the Utility and have a great deal of knowledge and skill. Mrs. Humphries said that both employees will be missed. Mr. Lewis asked what the rules for retirement were. Mrs. Humphries explained that there were three rules for full retirement under PERF. There is the Rule of 85 which states you can retire with full benefits if the employee is at least 55 years of age and the number of creditable service years equals 85. There are also the Rules of 65+10 and 60+15. They both allow for full retirement benefits if the employee is either 65 years of age and has at least 10 years of service or if the employee is at least 60 years of age and has at least 15 years of service. Mrs. Humphries said that the traditional gift to retiring employees is \$125 from the Board, and she would ask for approval of those gifts again. Mr. Dorsey moved, seconded by Mr. Lewis, to approve the retirement gifts of \$125 to each retiring employee. All board members present voted aye. Motion carried unanimously.

### **STAFF REPORTS**

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

Mr. Pinkerton reported that Mezzanine Project in the 1400 building was complete. The storm water group ran the street sweeper through the building to clean the floors. Computers and phone are there or would be soon. Mr. Pinkerton said that the street sweeping season is over now due to the cold weather. He hopes to have final numbers at the next meeting. Solid Waste is still averaging 5-7 more tons per day. Mr. Pinkerton hopes to have final stats at the end of the year. He noted that the group has provided 12 more of the roll-off boxes and 100 toters for City or community clean-ups and outreach events. The organizations have been allowed to borrow the toters, and solid waste picks them up. Mr. Pinkerton said that the City is cleaner. This is a different method that is working well. The toters are still in good shape as well.

## **R. Shrader, Assistant Director for Operations**

Mrs. Shrader noted that the Administration Parking Lot Project was completed. There will be a new light at the entrance. Some Utility signs are also coming. The signs are short so a driver's ability to see while pulling out will not be impeded. There will be an automated gate on Bond Avenue as part of the security controls. Mrs. Shrader said the project has went well. The weather did give the contractors a small fit at the end. She also reported that there are ongoing conversations with the manufacturer of the CHP equipment to ensure it is working as it should be. There are a lot of transitions coming in the Wastewater Department. There was a resignation along with two retirements and shifting of positions. The Water department is doing well. Mrs. Shrader stated that the Distribution crew has had the first couple of leaks for the season. The Distribution Crew is one of the groups that will be moving to the mezzanine.

## **C. Binkerd, Utility Director**

Mrs. Humphries reported for Mr. Binkerd. She stated that Mr. Binkerd of course would want an invitation extended to the Board for the Christmas luncheon on December 21<sup>st</sup>. As explained at a previous meeting, the billing function has moved from the Customer Service staff to the Accounting staff. The billing process will start next week. The Customer Service Representatives are back in the Administration Building are very happy to be back.

## **BOARD MEMBER COMMENTS**

There were no board member comments at this time.

## **CHAIRMAN'S REMARKS**

Mr. Logan thanked everyone for their attendance. He reminded the board that the second board meeting in December is typically held at 11 a.m. and prior to the Christmas luncheon.

The next meeting is scheduled for December 21, 2017 at 11:00 a.m. in the conference room at the Administration Building.

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

Meeting adjourned at 6:13 p.m.

Robert Logan, Chairman  
Marion Utilities Service Board

ATTEST

Misty Humphries  
Its Secretary