



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 16, 2018
Re: Agenda for July 19, 2018 Utility Board Meeting

Dear Board Member:

This is to inform you of our special Board Meeting to be held Thursday, July 19, 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 June 28, 2018
- V. **FINANCIALS**
- VI. **OLD BUSINESS**
 - A. Update on Projects – Pinkerton





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VII. NEW BUSINESS

- A. Transfers & Pay Requests - Department Managers
- B. 704-706 S Boots St. Leak Adjustment Request- 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, August 2, 2018

Robert Logan, Chairman
Marion Utility Service Board

cc: News Media
City Administration/Council
Department Heads





Marion Utilities

SERVICE BOARD

BOARD MINUTES OF THE JULY 19, 2018 MEETING

The Marion Utility Service Board held their meeting on Thursday, July 19, 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; Kristy Barney; Von Jackson; and Herschel Lewis. Adam Binkerd, Doug Carl, and Bill Dorsey 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; Alan Miller, Council Liaison; Shana Martin, Accounting/Billing Coordinator; Mike Conner, Attorney; Misty Humphries, Board Secretary.

CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS

There were no additions or deletions at this time.

APPROVAL OF MINUTES

Mr. Lewis moved, seconded by Mr. Jackson, to approve the minutes of the June 28, 2018 board meeting. All board members present voted aye. Motion carried unanimously.

FINANCIALS

Ms. Martin stated that disbursements in all of the operating accounts were higher than normal due to a third payroll in June. Ms. Martin reminded the board that there were transfers completed in the Water and Wastewater Utilities as approved at the last board meeting. The bond and interest payment was made as was the payment for the new Ford 150 pick-up truck. Mr. Logan noted that the minimum balance in the Water Utility was still a little under the minimum operating balance even with the transfer. Mr. Binkerd stated that the balance would work itself out as this occurred due to the third payroll in June. Mr. Lewis moved, seconded by Ms. Barney, to approve the financials as presented. All board members present voted aye. Motion carried unanimously.

UPDATE ON PROJECTS

Mr. Pinkerton reported that Watson Excavating is continuing work on Phase I of the Home Avenue Project. They are making progress. A vehicle did drive through the newly poured concrete yesterday though. Atlas is working on Phase II of the Home Avenue project. Atlas ran into some difficulty as there was more concrete around a manhole than was expected. The F Street Storm Project is underway. The bids for the Marshall and Brinker Heights Cured-in-Place Project will be presented at the next board meeting.

Transfers & Pay Requests

Mr. Pinkerton presented a pay request in the amount of \$120,464 to Watson Excavating for Home Avenue Phase I. This was the third pay request. He also presented a pay request to Atlas for Phase II of the Home Avenue Project in the amount of \$111,927.50. \$12,400 will be held in retainage. This was the first pay request. Mr. Lewis moved, seconded by Mr. Jackson, to approve the pay requests as presented. All board members present voted aye. Motion carried unanimously.

704-706 S BOOTS ST. LEAK ADJUSTMENT REQUEST

Mr. Binkerd explained that a customer experienced a water leak at their apartment building in April. The property is located at 704-706 S. Boots Street. The bill was \$9,700. The customer complied with our policy which required repairs and submission of proof of repairs. An adjustment was done in the amount of \$8,370. This left the owner with a bill of \$1,400. A request for an additional adjustment was sent to Mrs. Humphries as the customer only desires to pay his normal bill and is asking for 100% adjustment on the leakage. Mr. Binkerd stated that to his knowledge the board has never adjusted a leak at 100%. Mr. Binkerd said that if the bill is adjusted by 100%, the other customers of our community would pay for the cost of the leak. The water has already been pumped and treated so there are costs already incurred. Ms. Barney moved, seconded by Mr. Lewis, to deny the adjustment request of 100% and follow the current policy. All board members present voted aye. Motion carried unanimously.

STAFF REPORTS

P. Pinkerton, Assistant Director for Engineering & Solid Waste

Mr. Pinkerton stated that a couple of roll offs would be in the community for clean-ups this weekend. The transfer station is continuing to process 50 tons per day. Street sweeping is behind schedule as the new street sweeper has yet to arrive and the older sweeper is in need of some repairs. The new sweeper is scheduled to ship next week. Crews will be able to double up on street sweeping once the new sweeper arrives.

R. Shrader, Assistant Director for Operations & Maintenance

Mrs. Shrader reported that two new maintenance technicians have been hired. One will be in Water and the other will be in Wastewater. They start at the beginning of August. The Distribution Supervisor, Buck Simpkins, has announced his intent to retire in September. There are two internal applicants that have applied for the position. Mr. Binkerd stated that Mr. Simpkins would be willing to stay on part-time

to provide training for his successor. Mrs. Shrader stated that the former Distribution garage is being cleaned, painted, and configured to house the vehicular maintenance coordinator. This will be a much better set up for maintaining vehicles. Mrs. Shrader then reminded the board that the Water budget had \$100,000 designated for the purchase of a small dump truck this year. Upon speaking with Mr. Simpkins, the belief is that a better option would be to purchase a pick-up truck. Mrs. Shrader said she would like to use the pick-up purchased for Program Support to meet the needs of the Distribution group. Mrs. Shrader would then ask Ford to provide two pick-ups instead of one. Mr. Conner's counsel was sought as to whether or not a rebid would have to be done. Mr. Conner said he would recommend rebidding the purchase of two to avoid any arguments that a volume discount could have been offered by other competitors. Mr. Binkerd asked that the Board approve a modification of the budget to allow for the purchase of two pick-ups instead of a dump truck and one pick-up truck. Ms. Barney moved, seconded by Mr. Lewis, to approve the modification of the budget. All board members present voted aye. Motion carried unanimously.

C. Binkerd, Utility Director

Mr. Binkerd reminded the Board that at the last meeting they had approved a data clean-up for the new software. The clean-up is completed and will be loaded tomorrow. Mr. Binkerd also reported that with the approval of the employee handbook several changes were made regarding part-time employees. Mr. Binkerd explained that the Solid Waste Utility has partially been manned by utilizing temporary employees through the staffing service. Mr. Binkerd and Mr. Pinkerton have been discussing the creation of part-time positions for the Solid Waste Utility. Mr. Pinkerton has been working on a position description and point factoring for those part-time positions. Those items will be brought to the next board meeting. Mr. Binkerd reported in closing that he will be on Good Morning, Grant County next week. The broadcast will occur from The 9th Street Café.

BOARD MEMBERS' COMMENTS

Mr. Lewis asked about offering an e-check payment option. Mr. Binkerd explained that initially e-checks were offered as a payment option, but there were difficulties. The processing of the e-checks was slow and could take anywhere from 3-5 days which led to some customers being shut off erroneously.

Ms. Barney expressed her gratitude for supporting Hog Daze. The group raises money to help those in need. Ms. Barney reached out for some assistance regarding solid waste pick-up, and the Utility has agreed to assist with their needs.

CHAIRMAN'S REMARKS

Mr. Logan thanked everyone for their attendance. Mr. Logan congratulated Mr. Lewis on his reappointment to the board for another four-year term.

The next meeting is scheduled for August 2, 2018 at 5:30 p.m. in the conference room at the Administration Building.

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

Meeting adjourned at 6:03 p.m.

Robert Logan, Chairman
Marion Utilities Service Board

ATTEST

Misty Humphries

Its Secretary