



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 15, 2018
Re: Agenda for May 17, 2018 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, May 17, 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 May 3, 2018
- V. **FINANCIALS**
- VI. **OLD BUSINESS**
 - A. Update on Projects – Pinkerton
 - B. Drainage Improvement at Utility Farm- Shrader





Marion Utilities

1540 N Washington St.
Marion, IN 46952
www.marionutilities.com

VII. NEW BUSINESS

- A. Transfers & Pay Requests - Department Managers
- B. 2018 Community Day Requests- Shrader
- C. Check Scanning Equipment- Pinkerton
- D. Approval of Utility Tractor Quotes- Shrader

VIII. STAFF REPORTS

- A. Assistant Director for Engineering & Solid Waste- P. Pinkerton
- B. Assistant Director for Operations & Maintenance- R. Shrader

IX. BOARD MEMBERS' COMMENTS

X. CHAIRMAN'S REMARKS

XI. NEXT MEETING

Thursday, June 7, 2018

Robert Logan, Chairman
Marion Utility Service Board

cc: News Media
City Administration/Council
Department Heads





Marion Utilities

SERVICE BOARD

BOARD MINUTES OF THE MAY 17, 2018 MEETING

The Marion Utility Service Board held their meeting on Thursday, May 17, 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; Adam Binkerd; Doug Carl; and Von Jackson. Bill Dorsey and Herschel Lewis were absent.

Also present at the meeting were: Pat Pinkerton, Assistant Director for Engineering and Solid Waste; Robin Shrader, Assistant Director for Operations; Mike Conner, Attorney; Shana Martin, Accounting and Billing Coordinator; and Misty Humphries, Board Secretary.

CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS

There were no additions or deletions.

APPROVAL OF MINUTES

Mr. Binkerd moved, seconded by Ms. Barney, to approve the minutes of the May 3, 2018 board meeting. All board members present voted aye. Motion carried unanimously.

FINANCIALS

Ms. Martin said that April showed a gain for the Utilities as a whole. The financials for the Storm Water Utility reflected a loss though because of payouts on two projects. Ms. Martin also noted the disbursements were higher do to annual payments of general liability and worker's compensation insurance policies. Mr. Carl moved, seconded by Mr. Binkerd, to approve the financials as presented. All board members present voted aye. Motion carried unanimously.

UPDATE ON PROJECTS

Mr. Pinkerton reported that the 22nd and Home area, which is Phase I of the Southeast Sewer Separation project, awarded to Watson Excavating has started. They have already run into 12" of concrete with

rebar under the street. Mr. Pinkerton said he was not sure why there was concrete with rebar under the street. It is that way all the way to Meridian Street. Mr. Logan said that there would be change orders in the future. Mr. Pinkerton also reported that the 28th and Home area, which is Phase II of the Southeast Sewer Separation project, awarded to Atlas will be starting in June. Atlas is still reviewing shop drawings and approval of items. This phase will be done and paved by the end of summer hopefully. Mr. Logan asked where Atlas was from. Mr. Pinkerton answered West Lafayette.

DRAINAGE IMPROVEMENT AT UTILITY FARM

Mrs. Shrader said she was unfortunately still waiting on the last quote. This project was not budgeted so she would prefer to have the other quote in before presenting. Mrs. Shrader said she hoped to have everything by the next meeting.

TRANSFERS & PAY REQUESTS

There were no transfer or pay requests at this time.

2018 COMMUNITY DAY REQUESTS

Mrs. Shrader stated that that Community Day is June 9th. In order to incentivize volunteer participation, Mrs. Shrader asked for approval of a drawing which would include two certificates each for eight hours off with pay; four local vendor gift cards valued at \$25 each; and two Lands' End vouchers in the amount of \$25. Mr. Logan asked if \$25 at Lands' End was adequate to provide for branded apparel. Mrs. Shrader stated that these could be used to purchase items and if the total price of selected items was more, employees would be billed the difference. Mr. Logan asked if these items were budgeted. Mrs. Shrader said not specifically but that there was money in the Outreach budget line to cover the costs. Ms. Barney asked if this was an effort to get more volunteers. Mrs. Shrader answered yes. Mr. Carl moved, seconded by Mr. Jackson, to approve the 2018 Community Day requests as presented. All board members present voted aye. Motion carried unanimously.

CHECK SCANNING EQUIPMENT

Mr. Pinkerton stated that the Customer Service workgroup would like to purchase a check scanner. Basically, the process now is to open the mail and manually scan and/or enter the information from the check into the customer's account. This is very time consuming. The check scanner would scan the check, read the information, and enter it into the customer's account. The total cost of the scanner is \$17, 893.00. Mrs. Humphries added that the check scanner will also help to build a database of customers so if a customer sends in a payment without a remittance stub, the scanner will still read the check and apply it to the correct account. Ms. Barney asked if this would be available on the kiosk. Mrs. Humphries explained that there is a scanner on the kiosk for checks, however, this is for checks that are mailed in. Mr. Carl asked if this would integrate with the accounting software. Mrs. Humphries said yes. Mrs. Shrader explained that funds for this is available from the customer service workgroup improvements in the Wastewater budget. Ms. Barney asked if we had spoken with any other offices that use this equipment and what kind of savings are being seen. Mrs. Humphries said that she had spoken

with another utility office in Ohio that uses the same scanner and software. Their office used to take up to 5 hours to process mail. The mail processing is now down to one hour start to finish. Mr. Logan stated that he had spoken with Chuck Binkerd about check processing time as it can sometimes take up to 10 days to process. A check scanner would allow us to process checks quicker. Mr. Adam Binkerd said it would be interesting to see the number of checks returned for non-sufficient funds and how that number might change once the check scanner is in place just due to a change in check processing time. Mr. Binkerd said he would like to see that data comparison in the future. Mr. Jackson moved, seconded by Mr. Binkerd, to approve the purchase of a check scanner. All board members present voted aye. Motion carried unanimously.

APPROVAL OF UTILITY TRACTOR QUOTES

Mrs. Shrader said that the Water workgroup requested three different quotes for tractors of the same model and functionality. Plevna Implement quoted a Massey Ferguson for \$27,683. Tri Green quoted a John Deere for \$31,375. Dirt 'N' Turf quoted a Kubota for \$31,300. Mrs. Shrader stated that a 1995 John Deere would be traded in on the tractor purchase. The quotes included the same attachments. The budgeted amount was \$27,000 so if the Massey Ferguson was selected, the purchase would be \$683 over budget. Mr. Binkerd asked if there is any other equipment that could be used for a similar purpose or if we had similar equipment on site that could share parts. Mrs. Shrader said that wastewater has a John Deere and water has a Kubota. Given the price differential and the trade in value, Mrs. Shrader suggested going forward with the Massey Ferguson. Ms. Barney asked if anyone locally would service the equipment. Mrs. Shrader stated that Plevna would also service the equipment if needed and for anything that could not be done internally. Mr. Jackson moved, seconded by Mr. Carl, to approve the purchase of the Massey Ferguson tractor. All board members present voted aye. Motion carried unanimously.

STAFF REPORTS

P. Pinkerton, Assistant Director for Engineering & Solid Waste

Mr. Pinkerton reported that May is shaping up to be a very heavy trash month. Approximately, 50 tons per day are being handled. This is five tons more per day than what was handled in 2017. There have also been purchases of Mega Bags as well as dumpster rentals. Mr. Pinkerton stated that the transfer station is permitted for 60 tons per day and the volume is getting closer to capacity. He added that in one day five loads of solid waste were taken to the landfill. Each trip is a three-hour round trip. Mr. Jackson said he had been reviewing stats, and there are new construction and renovation sites on the east and west side. Mr. Jackson asked if the new construction or renovation seemed to have any impact on the Solid Waste stats. Mr. Pinkerton said may have contributed some. However, he discourages shingles as it chews up the compactor. There is not a lot of construction from major projects being seen though. Mr. Binkerd asked if people moving could have an effect on the volume of Solid Waste coming in as well. Mr. Pinkerton stated that code enforcement had been citing people, May has seen nice weather, and the movement of people could all have contributed to the increased volume.

R. Shrader, Assistant Director for Operations

Mrs. Shrader stated that she is in interview mode again as there are several retirements coming up. Chuck Nettleton leaves us Wednesday after 32 years of service. Glen Jenkins is then moving from Distribution to Water Maintenance which will leave an opening in Distribution. There is also another retirement next month. Mrs. Shrader reported that a screw press has been onsite for demo this week and up to 24% solids has been achieved. In other news, there are some plant visitations that are coming up. Mrs. Shrader said that crews will also be looking at lime dewatering. The next Leadership Training sessions are May 25 and May 30 at 2 p.m. in the Water Training Room. Standout 2.0 Assessments and the book by Marcus Buckingham will be discussed.

BOARD MEMBER COMMENTS

Mr. Binkerd said he appreciates the Leadership Training sessions and opportunities. Mr. Binkerd had dinner with someone who is attending the Leadership Training and has heard nothing but good reports.

Ms. Barney asked what time Community Day starts. Mrs. Shrader said 9 a.m. to 1 p.m. Ms. Barney asked what time volunteers need to be onsite. Mrs. Shrader stated that she would connect her with one of our Communication Specialists to discuss volunteer opportunities.

CHAIRMAN'S REMARKS

Mr. Logan thanked everyone for their attendance. He noted that it was nice to see that spring had arrived.

The next meeting is scheduled for June 7, 2018 at 5:30 p.m. in the conference room at the Administration Building.

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

Meeting adjourned at 6:05 p.m.

Robert Logan, Chairman

Marion Utilities Service Board

ATTEST

Misty Humphries

Its Secretary