



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: March 31, 2020
Re: Agenda for April 2, 2020 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, April 2, 2020 at 5:30 p.m. Due to the current health crisis, the meeting will be held via Zoom. In order to join the meeting, visit:

<https://zoom.us/j/284028936?pwd=VndPellvLOFVZDBiaTlEdU12SEtuUT09>

Enter Meeting ID: 284 028 936 and use Password: 693528

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 March 5, 2020
- V. **FINANCIALS**
 - A. February, 2020
- VII. **OLD BUSINESS**
 - A. Update on Projects – Pinkerton





Marion Utilities

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

VIII. NEW BUSINESS

- A. Transfers & Pay Requests - Senior Leadership Team
- B. COVID-19 Update- C. Binkerd

IX. SENIOR LEADERSHIP REPORTS

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

X. BOARD MEMBERS' COMMENTS

XI. CHAIRMAN'S REMARKS

XII. NEXT MEETING

Thursday, April 16, 2020

Robert Logan, Chairman
Marion Utility Service Board

cc: News Media
City Administration/Council
Department Heads





Marion Utilities

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

Service Board

BOARD MINUTES OF THE APRIL 2, 2020 MEETING

The Marion Utility Service Board held their meeting on Thursday, April 2, 2020 at 5:30 p.m. via Zoom. In order to join the meeting, the public was invited to visit <https://zoom.us/j/284028936?pwd=VndPellvLOFVZDBiaTlEdU12SEtuUT09> and enter Meeting ID: 284 028 936 by using Password: 693528.

Roll was called and those board members present were: Bob Logan, Chairman; Mike Barney; Doug Carl; Bill Dorsey; Al Green; and Von Jackson. Herschel Lewis was 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; Shana Martin, Accounting and Billing Coordinator; and Misty Humphries, Secretary.

CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS

There were no additions or deletions to the agenda.

APPROVAL OF MINUTES

Mr. Jackson moved, seconded by Mr. Carl, to approve the regular minutes of the March 5, 2020 meeting. A roll call vote was called. Voting aye were: Mr. Barney, Mr. Carl, Mr. Dorsey, Mr. Green, Mr. Jackson, and Mr. Logan. Motion carried unanimously.

FINANCIALS

Ms. Martin presented the financials for February, 2020. She noted that the Storm Water Depreciation Equipment Reserve account looked like a large disbursement of \$141,000 was made. Ms. Martin clarified that the disbursement was actually \$70,000. The error of \$141,000 resulted from the voiding and reprinting of a check. Ms. Martin also noted that the yearly equipment lease payments were made in Solid Waste. Mr. Carl moved, seconded by Mr. Jackson, to approve the financials as presented. A roll call vote was called. Voting aye were: Mr. Barney, Mr. Carl, Mr. Dorsey, Mr. Green, Mr. Jackson, and Mr. Logan. Motion carried unanimously.



UPDATE ON PROJECTS

Mr. Pinkerton reported that the work on the garage floor in the Transfer Station was complete. A contractor was installing the new garage door for the Recycling Center as well. The door will be installed by the time the Recycling Center is opened to the public.

TRANSFERS & PAY REQUESTS

Mr. Pinkerton presented the first and final payment to Keith Sullivan in the amount of \$70,335.90 for the work on the Transfer Station garage floor. There was no retainage on the project. Mr. Jackson moved, seconded by Mr. Carl, to approve the pay request. A roll call vote was called. Voting aye were: Mr. Barney, Mr. Carl, Mr. Dorsey, Mr. Green, Mr. Jackson, and Mr. Logan. Motion carried unanimously.

COVID-19 UPDATE

Mr. Binkerd updated the Board regarding the efforts made at the Utilities to combat and defend against COVID-19. The lobbies were closed to the public. The drive thru is still open. Staff is available to address and meet customer needs via telecommunications. Staff and crews are split into different shifts to meet the social distancing requirements. Half of the Administrative and Customer Service Staff works in the office one day and from home the next. Likewise, Crews work on an every-other-day rotation. Mr. Binkerd reported the rotation is experiencing good success with customers. Service disconnects are not being done during this time which seems to help our community as well. Mr. Binkerd said that everyone has done a great job especially considering that changes have to be made daily and sometimes more than once in a day. Mr. Binkerd said that he appreciates the Board's support during this time.

Mr. Pinkerton said that Storm Water and Engineering have been working an every-other-day rotation as well which was helping with social distancing. It has been more difficult to establish a rotating schedule for Solid Waste due to the specialized equipment and the type of work they perform. There are six individuals from other workgroups that have been trained over the past week and will be placed into the rotation next week.

Mrs. Shrader said that Water Operations and Wastewater Operations have been focused on training additional operators. There have been additional staff trained in these areas. There are now 9-10 staff members that can be rotated in or out to assist with maintaining operations. There is also additional staffing in the vehicular maintenance area to assist with getting vehicles in, repaired, and back on the road quickly.

SENIOR LEADERSHIP REPORTS

P. Pinkerton, Assistant Director for Engineering & Solid Waste

Mr. Pinkerton reported that in March 43.88 tons of Solid Waste had been collected per day. This was down just a skosh from March, 2019. The first quarter of 2020 has been the heaviest first quarter to date. Mr. Pinkerton said he was expecting April to be heavy as well. Mr. Logan said it would be interesting to see if there is more water and sewer usage during this time as well.

R. Shrader, Assistant Director for Operations & Maintenance

Mrs. Shrader said that there have not been any difficulties due to flushable wipes so far. Mrs. Shrader also report that there are four different open positions. There were some internal interviews today, and tomorrow there are four external interviews. Mrs. Shrader said she wanted to keep moving to adequately staff crews, but every precaution is being taken in conducting interviews.

C. Binkerd, Utility Director

Mr. Binkerd stated that a couple of employees stepped up to help out with PPE. There are a couple of employees that are very skilled and experienced seamstresses. They helped to create masks using hepa-filters. Mr. Binkerd wanted to issue a special thank you to Lee Brewer and Cindy Hawkins. Mr. Binkerd reminded the board that the new recycling program will begin soon. There has been some attention regarding the program. Mr. Binkerd said he will be on the radio tomorrow with Tim George and Ed Breen. He also stated that the blue bag program is over. The unfortunate issue is that due to the COVID-19 crisis, the Recycling Center could not be opened yet. Mr. Binkerd thanked the Board for their input and support during these unusual times. In closing, Mr. Binkerd asked that the Board permit the checks to be sent out after reviewing an electronic copy of the docket. Mr. Dorsey moved, seconded by Mr. Green, to approve the docket and mailing of checks. A roll call vote was called. Voting aye were: Mr. Barney, Mr. Carl, Mr. Dorsey, Mr. Green, Mr. Jackson, and Mr. Logan. Motion carried unanimously.

BOARD MEMBERS' COMMENTS

Mr. Jackson said he really appreciates our leadership with staff and developing an action plan. Mr. Jackson said he has a high degree of respect for the Leadership Team.

CHAIRMAN'S REMARKS

Mr. Logan said that the Board was in unprecedented territory. He thanked the Board members for being willing to try new ways to meet and ensure that business was carried out.

The next meeting is scheduled for April 16, 2020 at 5:30 p.m. and will be held via Zoom. The meeting link, ID, and password will be sent out with the agenda.

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

Meeting adjourned at 6:00 p.m.

Robert Logan, Chairman
Marion Utilities Service Board

ATTEST



Misty Humphries
Its Secretary