



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: August 14, 2020
Re: Agenda for August 6, 2020 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, August 20, 2020 at 5:30 p.m. in the Training Center Building 101 at Marion Utilities, 1540 North Washington Street, Marion, Indiana. Social distancing measures will be in place.

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 August 6, 2020
- V. **FINANCIALS**
 - A. July, 2020
- VI. **OLD BUSINESS**
 - A. Update on Projects – P. Pinkerton
 - B. COVID-19 Update - C. Binkerd
 - C. CDM Proposal – C. Binkerd





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VII. NEW BUSINESS

- A. Transfers & Pay Requests - Senior Leadership Team
- B. 413 S. Park Avenue Adjustment Request – C. Binkerd
- C. Delinquent Customer Accounts – C. Binkerd

VIII. 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

IX. BOARD MEMBERS' COMMENTS

X. CHAIRMAN'S REMARKS

XI. NEXT MEETING

Thursday, September 3, 2020

Robert Logan, Chairman
Marion Utility Service Board

cc: News Media
City Administration/Council
Department Heads





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Service Board

BOARD MINUTES OF THE AUGUST 20, 2020 MEETING

The Marion Utility Service Board held their meeting on Thursday, August 20, 2020 at 5:30 p.m. in the L.E.A.D. Center, Building 101, at Marion Utilities, 1540 N. Washington Street, Marion, Indiana.

Roll was called and those board members present were: Bob Logan, Chairman; Doug Carl; Bill Dorsey; Mia Erickson; 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 and Maintenance; Mike Conner, Attorney; and Misty Humphries, Secretary.

CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS

There were no additions or deletions.

APPROVAL OF MINUTES

Mr. Carl moved, seconded by Mr. Dorsey, to approve the minutes of the regular meeting of August 6, 2020. All board members in attendance voted aye. Motion carried unanimously.

FINANCIALS

Mr. Binkerd explained that the financials for July were not ready as the Accounting Billing Coordinator had left her position. Mr. Binkerd stated that Crowe has agreed to assist with financials and other duties as needed. Mr. Binkerd stated that the financials would be presented at the next meeting. He also stated that the Accounting Billing Coordinator position was posted internally with no applications. The position was being posted externally.

UPDATE ON PROJECTS

Mr. Pinkerton reported that the next phase of cured-in-place projects was being prepared for advertising. One of the projects, located at 33rd & Lincoln Boulevard, was to be lined. However, it can't be lined without repairing some areas first. Mr. Pinkerton said that Dave's Excavating had been in the area digging and in one instance was 15 feet down in a backyard. The areas have been kept as narrow as possible. The neighbors were understanding, and the repairs are complete.

COVID-19 UPDATE

Mr. Binkerd explained that this item has been kept as a standing item on the agenda. There have been some employees and their family members tested for COVID-19. Thankfully, all employees have tested negative. Mr. Binkerd stated that one employee that had a family member test positive so the employee self- quarantined. Mr. Binkerd explained that while the



law requires employers to pay employees 2/3 of their pay while quarantining, he would recommend paying the employee at their full rate of pay. Mr. Binkerd clarified that this would be related to COVID-19 cases only and because we are operating under a completely different set of rules at this time. Mr. Dorsey asked if this recommendation fell in line with CDC recommendations Mr. Binkerd answered yes and explained that this would cover a period up to 80 hours. Mr. Green moved, seconded by Mrs. Erickson, to approve the recommendation of Mr. Binkerd to pay the employee at their full rate of pay for up to a maximum of 80 hours. All board members in attendance voted aye. Motion carried unanimously.

CDM PROPOSAL

Mr. Binkerd stated that the American Water Infrastructure Act of 2018 (AWIA) requires systems larger than 3,000 to conduct a risk and resilience assessment by June 30, 2021; prepare or revise and Emergency Response Plan; submit a certification letter upon completion to the USEPA; and then review, update, revise as necessary and submit recertification every five years as well as maintaining all records. Mr. Binkerd explained that CDM built the Utilities' water model and were asked to assist with this undertaking. The second part of the proposal concerned an Asset Management Program. Mr. Binkerd continued by stating that there is a new law in place requiring this plan to be in place in order to qualify for SRF loans. The cost for the AWIA Risk and Resiliency Program was \$50,940; the Condition & Criticality Assessment was \$57,340; and Project Management 7680 for total of \$115,960. Mr. Binkerd stated that the benefit of looking at the Water Plant was that the knowledge gained could be applied to the other utilities as well. This would help us moving forward because it would be viewed from a more extensive perspective. Mr. Binkerd stated that there was almost \$900,000 in the Water Depreciation fund that would cover the cost of the proposal as there were no other projects that those funds were allocated towards. Mr. Carl asked if all of the costs would be paid out of 2020's budget. Mr. Binkerd said probably not because if work started this fall, it would most likely be finished after the new year. Mr. Carl asked if this was required to be bid out. Mr. Binkerd said not for these types of services. Mr. Logan asked if most the work would be done here or remotely. Mr. Binkerd said that there would be some remote work, but there would also be some onsite work as equipment inspection would be required. Mr. Jackson asked what the role of the Safety Coordinator would be in this process. It was explained that the Safety Coordinator, Terri Couse, had just been to a training on this program and would work with CDM to complete and update the plan. Mr. Carl moved, seconded by Mr. Dorsey, to approve the CDM proposal. All board members in attendance voted aye. Motion carried unanimously.

TRANSFERS & PAY REQUESTS

There was no transfer or pay requests at this time.

413 S. PARK AVENUE ADJUSTMENT REQUEST

Mr. Binkerd stated that a request for an adjustment was received from the property owner. It was added to the agenda it was believed that it could not be handled administratively. There was some confusion with the coding in the software. After further review, the issue was able to be handled administratively.

DELINQUENT CUSTOMER ACCOUNTS

Mr. Binkerd explained to the Board that there was a moratorium on disconnections of service issued by Executive Order of the Governor. This applied to all Utilities and had been extended a couple of times. As of August 15th, the moratorium expired. Mr. Binkerd said that we care about our community and want to do the right thing. There is currently 975 on the delinquent list. Normally the number would be 150. Mr. Binkerd said he felt like it would be better for our community and staff to try to spread this out a bit into smaller bites. He continued that there were a certain number on the list that have either been disconnected or were a final account. Those that had bad debt would be sent to Atlas Collections. The next group would be those that had gone six months without paying which means they would have been delinquent from January on. These accounts would be worked. The Governor's Order requires Utilities to give customers a minimum of 12 months to pay. Mr. Binkerd proposed to start the process in September. The automated call system would notify customers shut offs will resume. Delinquent accounts would receive a call one week before shut off and then another 24 hours before shut off. Mr. Binkerd stated that the media and social media would also be used to notify customers. Mr. Binkerd also stated that it may take several months for the number of delinquent accounts to return to a pre-COVID-19 count. Mr. Conner recommended placing a time limit on the revised collection process. Mr. Carl moved, seconded by Mr. Jackson, to approve the revised collection process as described above for a period of six months. All board members in attendance voted aye. Motion carried unanimously.

SENIOR LEADERSHIP REPORTS

P. Pinkerton, Assistant Director for Engineering & Solid Waste

Mr. Pinkerton told the Board if they drove passed the 1300 building, they would notice the Recycling Center is fully functioning complete with a loading dock and semi-trailer. Mr. Logan said he was in on Monday, and it was a lot easier because vehicles enter the building straight. Mr. Pinkerton also reported that IDEM was in town on Monday for a CSO audit. The process went smoothly without an issue.

R. Shrader, Assistant Director for Operations & Maintenance

Mrs. Shrader announced that Clayton Turner would be interning. Mrs. Shrader stated that she went out with the Distribution Workgroup to help service and paint fire hydrants. She stated that it was nice to spend some time in the field with the technicians.

C. Binkerd, Utility Director

Mr. Binkerd thanked Mrs. Erickson for coming in and taking a tour. He stated that Chylia Cook was retiring at the end of the month after 12 years of service. However, Ms. Cook has agreed to stay on in a part-time capacity to assist with billing. A celebration of her service was planned for September 28th from 9 a.m. to 1 p.m.

BOARD MEMBERS' COMMENTS

There were no Board comments at this time.

CHAIRMAN'S REMARKS

Mr. Logan thanked everyone for their attendance, and reminded the Board that the new committee assignments were before them. To his knowledge, there were not any objections to the assignments as listed. Mr. Logan also noted that budget committee meetings would be starting soon.

The next meeting was scheduled for Thursday, September 3, 2020 at 5:30 p.m. in the L.E.A.D. Center at Marion Utilities.

There being no further business before the Board, Mr. Dorsey moved, seconded by Mr. Carl, to adjourn the meeting. All board members in attendance voted aye. Motion carried unanimously.

Meeting adjourned at 6:16 p.m.

Robert Logan, Chairman
Marion Utilities Service Board

ATTEST

A handwritten signature in cursive script that reads "Misty D. Humphries". The signature is written in black ink on a light-colored background.

Misty Humphries
Its Secretary