

## Minutes

### Board Meeting of September 26, 2018

THE BOARD OF SANITARY COMMISSIONERS conducted a regularly scheduled meeting in the Auditorium on the first floor of City Hall in Muncie, Indiana.

Board members present were: William Smith and Michael Cline.

Department managers and staff present were: Nikki Grigsby, District Administrator; Mark McKinney, Legal Counsel; Deborah Ervin, Financial Manager; Deana Cox, Billing Manager; Rick Conrad, B.W.Q. Director; Barnell Vance, Sanitation Supervisor; Phil Reagon, Sanitation Superintendent; John Anderson, District Engineer and Megan Huff, Administration Office Manager.

Public:

**Consideration of Minutes:** The motion to approve the minutes of September 12, 2018, was tabled due to Mr. Smith abstaining since he was absent at that meeting and Mr. Evans is out this week.

**Consideration of Claims:** Mr. Cline moved to approve the Register of Claims for \$2,071,562.69. Mr. Smith seconded the motion. The motion was approved (2-0).

#### Old Business:

**1. Quote Award for Project SW01-2018. – John Anderson, District Engineer.** Mr. Anderson said at the last meeting we opened quotes for Project SW01-2018. He said after reviewing the documents the lowest and most responsive quote was from J&W Construction for \$62,581.00. Mr. Anderson said the project has been awarded to them and they will begin work once they receive their materials. Mr. Smith asked if they needed to make a motion. Mr. Anderson said no, at the last meeting it was approved pending review. He said today is just an update and there is no motion needed. There were no further questions.

#### New Business:

**1. Granting Authority for the MSD Realtor to Speak with Property Owners of 300 E Jackson Street. – Nikki Grigsby, District Administrator.** Ms. Grigsby said it is our policy to give ADM Realty permission to speak to property owners on our behalf. She said today she is requesting permission for this to take place with the property owners of 300 E Jackson Street. Mr. Cline moved to approve the motion to Grant Authority for the MSD Realtor to Speak with Property Owners of 300 E Jackson Street. Mr. Smith seconded the motion. The motion was approved (2-0).

**2. Resolution 2018-07, a Resolution Amending the MSD Personnel Policies Handbook. – Nikki Grigsby, District Administrator.** Ms. Grigsby said she has previously discussed this with the Board, but this Resolution is cleaning up the language in the Sick Bank section of the Personnel Policies Handbook. Mr. Cline moved to approve Resolution 2018-07, a Resolution Amending the MSD Personnel Policies Handbook. Mr. Smith seconded the motion. The motion was approved (2-0).

**3. Appropriation of Funds. – Deborah Ervin, Financial Manager.** Mrs. Ervin asked for an additional appropriation of \$100,000.00 into account 617-89-444197 (Purchase of Property). She said we have purchased a large piece of property and are in need of funding in this account for future purchases. Mr. Cline asked where the money is coming from. Mrs. Ervin said this is just a special appropriation, not transferring from another account. She said this is funding that if is not used it would transfer back into cash. Mr. Cline moved to approve the Appropriation of Funds. Mr. Smith seconded the motion. The

motion was approved (2-0).

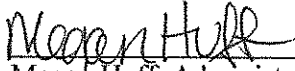
**4. Contract for MSD Office Cleaning Services. – Deborah Ervin, Financial Manager.** Mrs. Ervin said this is the same contract that the Board signed last year for Mrs. Chelsea Perkins to do the cleaning of the MSD City Hall Offices. She said the only difference is this contract would last for two years instead of one year. Mr. Cline moved to approve the Contract for MSD Office Cleaning Services. Mr. Smith seconded the motion. The motion was approved (2-0).

**5. Resolution 2018-08, a Resolution Regarding a Transfer of Funds within the MSD. – Deborah Ervin, Financial Manager.** Mrs. Ervin requested a transfer of funds within the MSD. She said this would total \$15,000.00 being transferred from account 611-87-421022 (Materials and Supplies) to account 611-87-439071 (Other Services & Charges). Mrs. Ervin said this transfer is taking place at the B.W.Q. Mr. Cline moved to approve Resolution 2018-08, a Resolution Regarding a Transfer of Funds within the MSD. Mr. Smith seconded the motion. The motion was approved (2-0).

**Public Comments:**

There were no public comments.

Respectfully Submitted,



Megan Huff, Administration Office Manager

*Approved by the Board of Sanitary Commissioners  
Muncie Sanitary District*



William Smith, President



Michael Cline, P.E., Vice President

Joseph Evans, Secretary