

## Board Minutes for the Board of Sanitary Commissioners Meeting of October 7, 2020

THE BOARD OF SANITARY COMMISSIONERS conducted a regularly scheduled meeting in the Muncie City Hall Auditorium.

Board members present; Stephen Brand, Board President; Brian Stephens-Hotopp, Board Vice President; Joseph Evans, Board Secretary; William Smith, Board Member and Tonya Brothers-Bridge, Board Member.

Excused absences: there were none.

Department managers and staff present; John Barlow, District Administrator; Josh Brown, Legal Counsel; Mark McKinney, Legal Counsel; Deana Cox, Financial/Billing Manager; Jason Donati, Stormwater/Recycling Educator; Tammy Branson, Sanitation Office Manager; Tony Webb, Sanitation Supervisor; Rick Conrad, BWQ Director; Tim Stover, IT Administrator; John Anderson, District Engineer; Harvey Wright, Sewer Maintenance Superintendent; Tamelia Moore, Working Foreman/Account Specialist and Megan Huff, Sewer Maintenance Secretary.

Public present: no one signed in.

**Consideration of Minutes:** Mrs. Brothers-Bridge moved to approve the minutes as submitted for the September 23, 2020 meeting. Mr. Stephens-Hotopp seconded the motion. The motion was approved (5-0).

### **Old Business:**

None.

**District Administrator Update or Department Head Update – John Barlow, District Administrator.** Mr. Barlow shared that there have been some new hires at the District. He said we have hired a new Stormwater Compliance Inspector to take over once Toni retires and this person has experience as well as some accreditations. Mr. Barlow said a new part-time Chemist has been hired at the BWQ for some weekend testing so we can continue to test around the clock. He said finally we have hired a new CDL street sweeper operator so now all sweepers will be actively running. Mr. Barlow said the WPCF has posted an Operator position internally and to follow we will post on the website and to outside sources. Mr. Barlow said today's department update will be from Mr. Conrad at the BWQ. Mr. Conrad said his office and staff have been charged with the goal of improving and protecting the quality of the White River within our community. He said the BWQ handles the monitoring of the WPCF's water that is discharged into the river and they have always done an excellent job of meeting and exceeding the criteria that IDEM gives them. Mr. Conrad said his department has a program for Industrial Pre-Treatment where they look for industries that have the potential to discharge pollutants that the Plant cannot handle such as heavy metals or toxic organics. He said we then institute limits that are safe enough to not cause a problem at the treatment plant, at pass through or in a few cases we will have them do treatment at their site before it leaves. He said we also do some regular testing of the White River for other sources of pollution. Mr. Conrad said the City of Muncie has historically had 5 dams throughout town, but last year the Community Enhancement Project got funding to remove, or mitigate, 3 of these dams. The dams that were removed were at McCulloch Park and the old Indiana Steel and Wire Mill and there was a dam at the WPCF that was mitigated by leveling out the water on the downstream side for a nice even flow. He said there has now been one summer of sampling and most benefits are not seen for at least 5 years. There have been more fish species upstream from where the dams were once located, lower temperatures and higher dissolved oxygen levels as well. Mr. Conrad said the hope is to start seeing

freshwater mussels move upstream as well. He said mussels are incredibly sensitive to pollution and their presence helps improve water quality. We have also seen more kayaks and canoes since removing the dams and things seem to be going forward in a positive manner. The Board had no questions and Mr. Brand thanked Mr. Conrad for the department update. Mr. Brand asked Mr. Barlow to come back up for a couple more questions. He said to be clear are the positions you mentioned all covered in the current budget. Mr. Barlow said yes that is correct, these positions are through attrition or retirees. Mr. Stephens-Hotopp asked if there are any current vacancies that we are trying to fill. Mr. Barlow said there are some vacancies that need to be evaluated to see if they need to be refilled or modified. Mrs. Brothers-Bridge said she appreciates Mr. Barlow doing that work so we can modify positions, if needed, to add in or take away skills that may be required for the job.

#### **New Business:**

**1. Resolution 2020-11, a Resolution to Transfer Funds within the MSD – Deana Cox, Financial Manager.** Mrs. Cox said Resolution 2020-11 is in reference to a transfer of \$159,000 from fund 617-89-438011 (Bond Principal) to fund 627-89-438011 (Bond Principal). She said this payment will pay off the loan that we once provided to the Muncie Police Department to convert 28 vehicles to Natural Gas so they could utilize our CNG Fuel Station. She said we are paying this off one year in advance of the loan repayment date. Mr. Stephens-Hotopp asked if Mrs. Cox could explain how the loan is being repaid to the District. Mrs. Cox said we bill the MPD once a month for the fuel used by their vehicles at our CNG Station. She said part of the money goes back into the Bond Principal account and the rest goes to the CNG Revenue account. Mr. Stephens-Hotopp said the original amount was taken out for conversions for MPD vehicles and they have been slowly paying us back by the cost of fuel at the CNG station. Mrs. Cox said that is correct. Mr. Brand said fund 627 has a balance of \$171,246.23 and we are going to transfer the \$159,000 per this Resolution which will totally pay it off, but where will the other funds come from. Mrs. Cox said the only amount that should be in fund 627 is about \$42,000. Mr. Brand said that answers his question. Mr. Smith said this was all necessitated to help convert the entire MPD to CNG. He said this helped with the environment as well as helped to update their vehicles. Mr. Smith made a motion to approve Resolution 2020-11, a Resolution to Transfer Funds within the MSD. Mr. Evans seconded the motion. The motion was approved (5-0).

**Consideration of Claims:** Mr. Stephens-Hotopp said something to reference in this claim amount is that the Resolution was just passed is being reflected in the claims so that is \$159,000 of what is being shown in the claim amount. Mr. Brand said we approved the Resolution before the claims so we could approve the Transfer of Funds before paying said claims. Mrs. Brothers-Bridge moved to approve the Register of Claims totaling \$765,062.74. Mr. Smith seconded the motion. The motion was approved (5-0).

#### **Additional Board Comments:**

Mr. Brand would like to ask citizens, business owners, renters, lessees, etc. to make sure they are always paying attention to the sidewalks, gutters and streets in our community. He said it is fair to believe that any debris you see in those areas could end up in our River if they are not taken care of at the source. Mr. Brand said he was going to read aloud some 2018 statistics regarding the environment. He said 8 million tons of plastic end up in the ocean each year, 1 million plastic drinking bottles are purchased every minute around the world, 5 trillion single-use plastic bags are used around the world every year, 1 garbage truck per second of textiles is landfilled or burned and it takes 450 years to break down one plastic bottle. Mr. Brand said we need to do our part to make sure refuse ends up where it belongs because we deserve it as citizens and our River deserves it as well.

**Public Comments:**

Nancy Larson, HR Director, said thank you to the Board, John Barlow and Rick Conrad for work they have recently done partnering on recent interview processes. She said MSD has some amazing people working for them and she appreciates everyone working together.

There were no further comments.

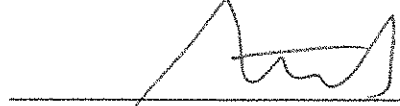
**Adjourn:** Mr. Brand said he would accept a motion to adjourn the meeting. Mrs. Brothers- Bridge made a motion to adjourn the meeting. Mr. Stephens-Hotopp seconded the motion. The motion was approved (5-0).

Respectfully Submitted,

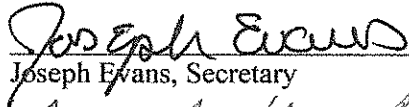


Megan Huff, Executive Office Manager

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



Stephen Brand, President



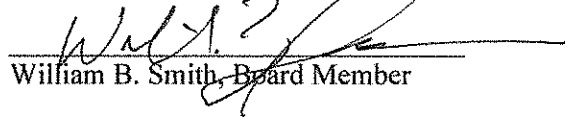
Joseph Evans, Secretary



Tonya Brothers-Bridge, Board Member



Brian Stephens-Hotopp, Vice President



William B. Smith, Board Member