

Board Minutes for the Board of Sanitary Commissioners Meeting of January 13, 2021

THE BOARD OF SANITARY COMMISSIONERS conducted a regularly scheduled meeting.

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

Department managers and staff present; John Barlow, District Administrator; Josh Brown, Legal Counsel; Drew Hall, Legal Counsel; Deana Cox, Financial/Billing Manager; Jason Donati, Stormwater/Recycling Educator; John Anderson, District Engineer; Harvey Wright, Sewer Maintenance Superintendent; Tim Stover, IT Administrator; Melanie Lanich, Health Administrator; Phil Reagon, Sanitation Superintendent and Megan Huff, Executive Office Manager.

Public present: no one signed in

Mr. Brand said that Mr. William Smith left the Board of Sanitary Commissioners as of December 31, 2020. He said we have a newly appointed Board Member, David Smith. Mr. Brand said Mr. Smith was previously on the MRC Board and worked with the Mayor. Mr. Smith said he looks forward to working with the MSD and he is happy to be on the Board.

Election of Officers: Mr. Evans moved to retain the Officers as they are assigned currently. Mrs. Brothers-Bridge seconded the motion. The motion was approved (5-0).

Consideration of Minutes: Mr. Evans moved to approve the minutes as submitted for the December 16, 2020 meeting. Mr. Stephens-Hotopp seconded the motion. The motion was approved (5-0).

Consideration of Claims: Mr. Stephens-Hotopp said there was a claim for \$3,375 for Josh Newsome's Tree Surgery and that is for tree trimming around alleys and routes of the Sanitation Department. He said there is a claim for Zones Inc. and that it is for IT Equipment. Mr. Stephens-Hotopp said there are two claims for Boyce Systems, and they are described as monthly service charges as well as other services and charges for an additional service provided. He said there is a payment to Randy Justice, an employee of MSD, who assisted in renovations in the Sewage Billing Office. Mr. Stephens-Hotopp said Sondhi Solutions shows up as one lump sum being paid from the IT account, but in the future claims it will be broken out to various departments. He said the ETF's this pay period reference several Bond Payments and out of the over 5 million dollars of claims there was roughly 4.6 million is paid to Bond Payments. Mr. Stephens-Hotopp moved to approve the register of claims totaling \$5,125,588.27. Mr. Evans 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 welcomed David Smith to the Board and said he is fellow Muncie Northside Alumni. He said there were two submittals received for the GMAX Procurement that we advertised and those were Bowen Engineering and FA Wilhelm. Mr. Barlow said in the next two weeks the Board will determine what actions we will take to move forward. He said he had a long discussion with IDEM regarding the LTCP and various things were discussed. Mr. Barlow said we are moving forward to make our plans more palatable to them and he will continue to update the Board. He said we will soon be scheduling kick-off meetings with the On-Call Engineers for Stormwater projects. Mr. Barlow asked if the Board had any questions. Mr. Stephens-Hotopp asked if there were any deadlines on IDEM's end for a response. Mr. Barlow said MSD and IDEM have a deadline for the current Plan for 2031, but we do not

have a deadline to submit an amendment. There were no further questions. Mr. Barlow introduced Tim Stover as the IT Administrator for a brief update. Mr. Stover said there is another employee in the IT Department along with him who is the Computer Operations Specialist. He said we are currently undergoing some updates and upgrades to secure our safety and security in the future along with improving efficiency. Mr. Stover said one of our most recent completed projects was recommended by our Board President, Stephen Brand, to set all printers to double-sided printing to eliminate waste and save paper. He said there are approximately 80 desktop users that we service within the District along with 30 email only clients. Mr. Stover said the Board has done a great job with bouncing back from virtual to in person meetings throughout the last year. He said he looks forward to continuing to work with all Board Members and asked if there were any questions. Mrs. Brothers-Bridge asked Mr. Stover to explain what our IT Department handles in-house opposed to outside vendors. Mr. Stover said outside vendors take care of our network servers. Mr. Stephens-Hotopp asked how many users we have within the District. Mr. Stover said about 80 along with 30 email only users. Mr. Stephens-Hotopp asked if there was any training for employees that are not familiar with the new Teams and Office 365. Mr. Stover said that training will be on-going. He said we are starting with the departments that need training right away. Mr. Stephens-Hotopp asked if there were any resources need or possible suggestions to the Board on how they can better assist the IT Department. Mr. Stover said the Board has been very supportive thus far. Mr. Stephens-Hotopp said if there are any new investments in equipment or new software that you feel need made, be sure to bring it to John's attention and we will be as helpful as we can be. Mr. Smith said he would like to thank Mr. Stover for the help to set up his email earlier. Mr. Brand asked Mr. Stover how many cell phones the MSD manages. Mr. Stover said he is not sure because the IT Department does not take care of the cell phones, but he can get that number to him. Mr. Brand asked how many servers that Sohndi currently manages. Mr. Stover said we are currently trying to get down to 12 servers. Mr. Stephens-Hotopp asked if that is where information is stored or is that backup for what is cloud based. Mr. Stover said that is where information is stored.

New Business:

MSD Approval of a Temporary Highway Easement on SR 32 Given to the Indiana Department of Transportation. – John Barlow, District Administrator. Mr. Barlow said INDOT has asked for a temporary easement adjacent to the property we own at 300 E Jackson. He said the information has been reviewed from a Legal and Engineering standpoint and it is acceptable. Mr. Barlow asked the Board to give him authorization to sign and accept the temporary easement from INDOT. Mr. Brand asked if there was money involved here. Mr. Barlow said \$1,000 is the payment from INDOT to MSD. Mr. Stephens-Hotopp said that \$1,000 is the minimum amount that INDOT can offer for easement by law. He said INDOT is preparing for State Road 32 to be brought up to compliance in various aspects and they need some space outside of the current right of way to stage for the construction. Mrs. Brothers-Bridge made a motion to approve the Authorization of Approval for a Temporary Highway Easement on SR 32 to the Indiana Department of Transportation. Mr. Smith seconded the motion. The motion was approved (5-0). Mr. Barlow said he will sign that documents after the meeting and Megan Huff will notarize.

Resolution 2021-01, a Resolution Amending the Salary Resolution for 2021. – John Barlow, District Administrator. Mr. Barlow said we are asking to amend a portion of the approved Salary Resolution specifically the low end of the salary scale for Board Members. He said the low end of the salary slot should be moved to \$0, giving more flexibility with pay rates and makes the members compliant who are currently taking no pay. He said there are no other changes asking to be made at this time. Mrs. Brothers-Bridge asked if this would affect any of the members' current pay. Mr. Barlow said no it is just giving flexibility for those who do not want to receive pay at all or want to receive less than the previous low end of the pay scale. Mr. Stephens-Hotopp said he has a question on where it reads \$725.60 but below it shows \$836.80 so it almost looks like it is changing the high range. Mr. Barlow said he is not sure, but there was no intent to change the high range. Mr. Hall, Legal Counsel, said his understanding it

is modifying that the low end of \$725.60 will now be moved to \$0.00 and the high end will remain the \$836.80. He said it will now be \$0.00 up to \$836.80 instead of \$725.60 up to \$836.80. Mr. Stephens-Hotopp said he understands that now and thanked Mr. Hall for explaining. Mr. Stephens-Hotopp moved to approve Resolution 2021-01, a Resolution Amending the Salary Resolution for 2021. Mr. Evans seconded the motion. The motion was approved. (5-0).

Declaration of MSD Intent to Sell Property at 300 E Jackson St. Muncie, IN as Surplus. – John Barlow, District Administrator. Mr. Barlow said currently the MSD owns the property at 300 E Jackson Street. He said if MSD wants to divest this property then by statute various regulations are in play. Mr. Barlow said one of those regulations is to declare it in a Board Meeting and authorize that down the road it shall be advertised and to engage with commercial appraisers to appraise the property and publish all notices as required. He said this is the first step of many for a public entity to sell a property over a certain threshold. Mrs. Brothers-Bridge said as she understands it if we deem this a surplus property then it does not cause any devaluation. Mr. Barlow said to his knowledge that is correct. Mr. Evans said this is only the first step to approve the intent to sell in a public meeting. Mr. Barlow said that is correct. Mr. Hall said there is a whole statute that covers this matter, and more information will come as needed, but this is the first step in the process. Mrs. Brothers-Bridge made a motion to Declare the Intent to Sell Property at 300 E Jackson St. Muncie IN as Surplus. Mr. Stephens-Hotopp seconded the motion. The motion was approved (5-0).

Stormwater Professional On-Call Services Agreement between Commonwealth Engineering and the Muncie Sanitary District. – Brian Stephens-Hotopp, Board Vice-President. Mr. Stephens-Hotopp said in the fall of 2020 the MSD publicly requested qualifications from Engineering firms to assist in Stormwater work. He said we received several qualification submittals, and a committee reviewed the qualifications. Mr. Stephens-Hotopp said two firms were selected in late 2020, but there was some contractual language that needed to be resolved with Commonwealth Engineers which was recently completed. He said this is the third and final contract for that team that will address stormwater and drainage issues within the District. Mr. Stephens-Hotopp said there is a not to exceed cost of \$300,000 and the intent of the contract is to allow increased design, survey, inspection and other planning services that Commonwealth can provide to MSD regarding stormwater drainage and flooding issues. He said all costs associated with this would come from the Stormwater fund. Mr. Brand said so this contract allows us to do work outside of the Guaranteed Savings Contracts. Mr. Stephens-Hotopp said yes. He said currently Bowen is providing contractor installation of infrastructure, so this is to expand what we have in house to prepare plans and designs. Mr. Stephens-Hotopp said we would receive plans or studies from the three consultants to get to another general contractor to construct. He said there has been a bit of a back log of projects and we would like to address the concerns that have built up over the years to get them designed and out to bid. Mr. Barlow said the Engineering Department has done a great job with getting plans out, but we have a significant back logged bigger projects. Mr. Brand said so this gives you the flexibility to get more projects completed. Mr. Barlow said yes. Mr. Brand asked if there were any concerns from Mr. Anderson at Engineering. Mr. Anderson said no. Mr. Stephens-Hotopp moved to approve the Stormwater Professions On-Call Services Agreement between Commonwealth Engineering and the Muncie Sanitary District. Mrs. Brothers-Bridge seconded the motion. The motion was approved (5-0).

Additional Board Comments:

None.

Public Comments:

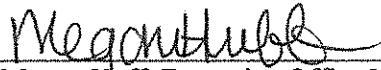
Mr. Donati said there was a Facebook Live Streaming comment. He said there is a comment that an individual has had a septic tank for years and now they have been hooked up to our sanitary system now. Mr. Donati said they are asking about why they paid a sewer bill when they were using a septic tank. Mr.

Brand said he would request to ask for the person's address and phone number so they can receive help from Sewage Billing. Mr. Barlow said he believes there is a statute that says if you were within 300 feet of a sanitary line you are required to pay a bill even if you are not hooked into that line. He said he is not sure if that is the exact feet, but we will research the situation after the meeting. Mrs. Cox said if they are hooked up to City water, they pay a bill like everyone else at a flat rate but if they are on a well then, they would not be charged a flat rate. Mr. Barlow said we will investigate it further after the meeting. Mr. Donati said there is another question of if there would be any consideration on if the account holders for a sewage account will be held responsible for bills rather than the homeowner or landlord. Mrs. Cox said yes, they just need to call our office and we can set that up on their account.

Dan Hilbert said he used to be an MSD employee until December of 2019 when he was told his job position was being eliminated. He said he was an employee for 19 years at the time he was let go. Mr. Hilbert said he has sent emails to the MSD Board and has not received any response back. He would like to find out why the position was never dissolved, and we would like to have some answers. Mr. Brand asked what Mr. Hilbert's title was at the time he was let go. Mr. Hilbert said IT Administrator. He said he started out as Computer Operations Manager and he would just like to discuss this further to hopefully receive some answers as to what is going on with the title. Mr. Brand thanked Mr. Hilbert for his comments.



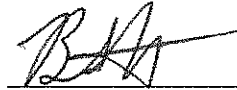
Adjourn: Mr. Brand said the next Board meeting will take place on January 27, 2021. Mrs. Brothers-Bridge moved to adjourn the meeting. Mr. Stephens-Hotopp seconded the motion. The motion was approved (5-0).

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



David Smith, Board Member