

Board Minutes for the Board of Sanitary Commissioners Meeting of November 4, 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; Mark McKinney, Legal Counsel; Deana Cox, Financial/Billing Manager; Jason Donati, Stormwater/Recycling Educator; Phil Reagon, Sanitation Superintendent; Rick Conrad, BWQ Director/MS4; Harvey Wright, Sewer Maintenance Superintendent and Megan Huff, Sewer Maintenance Secretary.

Public present: Mike Dahlmann, Best Equipment; Shane Langemeier, Best Equipment and Steve Reed, 217 E Washington St.

Consideration of Minutes: Mr. Stephens-Hotopp moved to approve the minutes as submitted for the October 21, 2020 meeting. Mrs. Brothers-Bridge seconded the motion. The motion was approved (5-0).

Consideration of Claims: Mr. Stephens-Hotopp said he would highlight some items that were brought up before the meeting regarding the claims. He said the first thing he wanted to mention was Moe's Auto Sales for the purchase of a dump truck at \$18,500. There was a charge for \$24,925 payment to Muncie Delaware County Economic Development for Stormwater improvements at the Acutech site. There is a bill for Wessler Engineering for \$18,117.49 that references the phosphorus chemical removal at the WPCF. Mrs. Brothers-Bridge asked about the Christopher Burke invoice for \$16,870. Mr. Stephens-Hotopp said that is for levee design. Mr. Stephens-Hotopp moved to approve the claims totaling \$572,212.35. Mr. Smith seconded the motion. The motion was approved (5-0).

Old Business:

None.

District Administrator Update or Department Head Update – John Barlow, District Administrator.

New Business: Mr. Barlow said we advertised last week and again this week that we are requesting qualifications for a GMAX Construction Project. He said these projects will be two-fold with several stormwater projects and the continuance of our Long-Term Control Plan project. Mr. Barlow said we have renewed our agreement with the Muncie Downtown Development group. He said it is a nice agreement between us to help continue with MSD related projects and we are now a premiere sponsor on any events they host Downtown. Mr. Smith said he is happy to see that agreement being signed because they have always worked well with the District. Mr. Barlow said Mr. Jason Ingram would be speaking with the Board for this week's department update. Mr. Ingram is the new Superintendent at the WPCF. Mr. Ingram said we are a class IV 24 MGD activated sludge wastewater treatment plant consisting of screenings, grit removal, primary settling, aerobic activated sludge nitrification, secondary clarification, and a final tertiary filtration through media filters. He said after passing through the media we disinfect with ultraviolet light (UV) before discharging into the river. Our sludge dewatering takes place with belt presses following anaerobic digestion/sludge stabilization. The sludge disposal is completed by transporting the dewatered sludge to the landfill. Mr. Ingram said we have 34 employees in total and have 4 divisions in our department. These divisions are Operations/Operators- monitors and control the

flow, all pumps, transferring of sludge, sample collecting, maintaining records and daily bench sheets that get reported to the state.

The Maintenance-Performs major and/or minor overhaul and repair of plant equipment, including cleaning, repairing, and conducting preventive maintenance. The Belt Press Operator-Operates belt presses, including performing start-up and shut down procedures, and monitoring pumps and control panels. Cleaning of the belts and hauls sludge to the landfill. And labor maintains appearance of Water Pollution Control Facility buildings, including sweeping, mopping, and waxing floors, washing windows and walls, maintain outdoor grounds, including mowing and trimming lawn, snow removal. Mr. Stephens-Hotopp asked if there was anything the Board could do for Jason or if there were any issues they could address. Mr. Ingram said he has something in mind that he would like to discuss eventually. He said he would like to get some more information gathered before bringing it to the Board. Mr. Brand asked if Mr. Conrad could come up and speak about the COVID testing. Mr. Conrad, BWQ Director, said we have been continuing this test that was funded by the Indiana Finance Authority and we are currently in week 11. He said so far, the tests are doing what is expected and they do show the presence of COVID at the influent of the WPCF and immediately downstream of the dorms at BSU. He said the numbers are very low, but it does not specifically tell us how many people are sick. Mr. Conrad said if there is an outbreak where we have a high number of people, we should see a spike in the numbers. He said when we see the testing come back positive at the WPCF that should not be assumed to be viable it just shows strands that the virus was there. Mrs. Brothers-Bridges said she wanted to say kudos to the Muncie Sanitary District for staying on top of this matter the best we can.

New Business:

1. Agreement for Operation of Muncie Sanitary District Household Hazardous Waste Disposal Facility. – Phil Reagon, Sanitation Superintendent. Mr. Reagon said this is a 2-year agreement between the Muncie Sanitary District and East Central Recycling to man our HHW (Household Hazardous Waste) Program. He said we have been doing this for about 20 years now at ECR. Mr. Reagon said this is funded by the East Central Indiana Solid Waste District as well as they pay us to manage it safely with the supplies it takes to ship materials out safely. He said last year there was 3007lbs of flammable solvents, 14,280lbs of used oil among many other items like pesticides, latex paints and more. Mr. Reagon said Mr. Barlow is the only person who needs to sign this agreement, but due to new Administration he wanted to share with the Board, so everyone is on the same page. Mr. Stephens-Hotopp asked if the monthly payment \$4,367.12 has been adjusted over the years with each amendment. Mr. Reagon said he does not know, but he is assuming it does. He said we get a check back from the Solid Waste District for our part and this is a County wide program, not just Sanitary District.

2. Purchase and Financing for 1 Vac Truck and 1 Pipe Hunter for the Sewer Maintenance Department. – Harvey Wright, Sewer Maintenance Superintendent. Mr. Wright said he is asking permission to purchase two trucks. He said we call one of these trucks the Pipe Hunter, but the official name is also a Vac Truck. Mr. Wright said we use the Pipe Hunter to go into alleys, behind houses where the taller truck cannot go. He said he has been working on the purchases since last September and we have had several vendors come in with demos to find the truck that fits our needs best. Mr. Wright said he wanted the staff to be part of the buying process since they are the ones using the equipment each day. He received three different quotes and we will purchase these trucks through the State bidding site, Source Well. Mr. Wright said we will trade in a 2007 truck for this purchase. He said the new trucks will not be here until the spring of 2021 if we make this purchase now. Mr. Wright said the trucks will be coming from Anderson and Best Equipment is the closest vendor that carry parts for these vehicles. He said the main reason we choose these trucks is because they run while in neutral which is an important safety feature rather than having the vehicle in gear like our current trucks. As far as leasing options

Prime Trust Financial did not submit a quote, TCF Equipment gave us 7 years at 2.98% interest with payments at \$136,538/year and Star Bank gave us 7 years at 2.80% with payments at \$135,505/year. Mr. Wright said his suggestion is to go with Star Bank with the lowest payment and interest rate. Mrs. Brothers-Bridge said she wants to make the Board aware that Harvey and his team were very gracious to give her a tour recently and to view the trucks in person. She said the maintenance team have done a great job to keep their current vehicles in shape, but it is obvious that they have served their lifespan. Mr. Stephens-Hotopp said for the Vac Truck it looks like there were three bids received and your recommendation is for Best Equipment which is \$459,762 which is \$2,200 higher than DeHaney, but it is addressing some safety concerns that we currently have with equipment and it has two engines. He said on the Pipe Hunter we did not receive bids that we were looking for from the other two companies, so you are also recommending Best Equipment for this as well. Mr. Stephens-Hotopp said for the financing of \$135,505/year, is that included in your 2021 Budget for capital equipment. Mr. Wright said in July we met with Deana, Financial Manager, and we put extra money in that account, and we have a line item for purchasing new MSD Vehicles. He said the money is there and Deana pays for large items like that from her office. Mr. Stephens-Hotopp said with this you also want to hire two additional employees to man the trucks. Mr. Wright said not necessarily this year. He said we could look to hire when we know the trucks are coming maybe about a month in advance so we can be out with three trucks total. Mr. Stephens-Hotopp asked if these are positions that are vacation or new positions that need to be created. Mr. Wright said he would have to check on that because when he was hired in 2019 there were several laborers on staff that we had train and receive their CDL's. He said he would check on those specifics. Mr. Smith said he believes it was covered why we are not taking the lowest bid and he is happy that the financing will stay local. He said it is great that you had your mechanics investigate the vehicle as well prior to purchasing. Mr. Brand asked what will happen with the 2006 truck that you will not be trading in for this purchase. Mr. Wright said we would like to see it go to Engineering because they have staff capable of driving it when they need a line cleared out to run a camera and cannot wait for one to be available. Mr. Brand asked if Mr. Wright knew what month the trucks would be coming in 2021. Mr. Wright said April. Mr. Brand asked if there would need to be training done with staff on the new equipment. Mr. Wright said yes, we will do training and Best Equipment will be supportive in that training. Mr. Brand asked where the trucks would be stored. Mr. Wright said the northwest side of the newer building/garage at Sewer Maintenance. Mr. Smith said these trucks are very instrumental when someone calls with a backup just like trash trucks are to the Sanitation department. He said the staff cannot do their jobs without these trucks. Mr. Brand said when he first met with Harvey months ago there was talk about potentially buying a new TV Truck, but since then you have come up with a creative solution to avoid that purchase. Mr. Wright said he would like to discuss this within the next month or so further, but we have decided to purchase cameras to place on the end of our hoses to put in the line. He said this would save \$400,000 and save the time it takes to wait on the Camera Crew. He said each camera is approximately \$14,000. Mr. Smith asked if the attorney has received the quotes. Mr. Wright said yes, he has share them with Mr. McKinney. Mr. McKinney said he had an issue with the program because we are required to go through the competitive bids so the quotes will not satisfy the code per State Board of Accounts. He said as he understands it, Source Well does the competitive bidding process for governmental agencies and then you can purchase at a discount. Mr. McKinney said in his conversation with State Board of Account they said if you can provide documentation that the competitive bidding process has been followed then we are fine. He said that was his only reservation with this process. Mr. Wright said he gave Mr. McKinney a copy of where they were awarded the contract through the Source Well bid. He said Best Equipment will give the documentation they need to put in the file with this quote showing that Source Well did their processes correctly. Mr. McKinney said the contract provided was one that Best Equipment had with Source Well and the City of Indianapolis so there is a separate statute that we can buy through Indianapolis, but we still need to have the documentation. Mr. Smith said we have used Source Well many times in the past at the Sanitation Department. Mr. Wright said right off the top we get a 10% discount by using Source Well as opposed to doing our own competitive bidding. Mr. McKinney said that ends up being about \$80,000. Mr. Smith wanted to make sure that Mr. McKinney was okay with

using this vendor even though the quote was not the lowest. Mr. McKinney said yes, he is comfortable with that because he knows we are getting the second engine in the truck which is a bonus. Mr. Brand asked if we should obtain the substantiation for the State Board of Accounts before approving this today. Mr. McKinney said that would be his recommendation. He said there is a secondary exception for not following the process where if you are to obtain a product with a substantial savings then you do not have to take the lowest bid. Mr. Brand asked Mr. Wright what would happen to his lead time if we pushed this approval to the next Board meeting. Mr. Wright said he is not as worried about the lead time as much as the price will change if we do not approve today because the date was already extended to meet today's meeting. He said if we wait any longer, we will be looking at next year's pricing which increases by \$35,000. Shane Langemeier with Best Equipment Company came up to the podium to help answer the Board's questions. Mr. Brand asked how long it would take to receive the substantiation documents we need from Source Well. Mr. Langemeier said the bidding documents are on their website, so we could do that right now. Mr. Stephens-Hotopp asked if the advertisement is done at a local level. Mr. Langemeier said it is done at a national level and they will provide all the listings of where the advertisement was published. Mr. Stephens-Hotopp asked if any listings were Indiana based. Mr. Langemeier said he was not sure. Mr. Smith said in the past we have passed items like this contingent upon the attorney's review after the meeting. He said that means we are not moving to approve it until the attorney is comfortable. Mr. Brand asked how long it would take to obtain the documents. Mr. Langemeier said he could help provide the documents right after the meeting if Mr. McKinney was available and he could review them as need be. Mrs. Brothers-Bridge asked if it would be appropriate to take a recess to review the documents now. Mr. Brand asked how long it would take to review. Mr. Langemeier said it is probably 30-40 pages. Mr. Smith said it sounds like our attorney is saying we can approve this, and we are not actually making the purchase until he reviews the documents and acknowledges they meet his standards. He said we could even put a timetable on it for the end of the day. Mr. Brand said he would accept a motion to approve the purchase of a Vac Truck from Best Equipment for \$459,762 and a Pipe Hunter Truck from Best Equipment for \$407,133 via Star Bank Financing contingent upon the agreement of MSD's Legal Counsel for Best Equipment to supply the Substantiation to satisfy the State Board of Accounts concern's by 3 p.m. today. Mr. Evans moved to approve. Mr. Smith seconded the motion. The motion was approved (5-0).

3. Resolution 2020-14, a Resolution Regard Prepayment of Claims. – Mark McKinney, McKinney & Malapit Law. Mr. McKinney said this proposed Resolution addresses a concern the State Board of Accounts had expressed during the last Audit for the City of Muncie. He said it was not applied to the MSD specifically, but Mr. Stephens-Hotopp brought it to our attention that it may be a good idea for us to have this same policy in place. Mr. McKinney said this formalizes the process that the Board already goes through when paying claims. Mr. Stephens-Hotopp said the highlights of this Resolution is to pay utility bills or other like items before the Board has an opportunity to review the claim until the following meeting. Mr. McKinney said yes, it is only regarding those payments where you would incur a late fee or interest if you did not make payment. Mrs. Brothers-Bridge moved to approve Resolution 2020-14, a Resolution Regard Prepayment of Claims. Mr. Stephens-Hotopp seconded the motion. The motion was approved (3-0).

Additional Board Comments:

Mr. Stephens-Hotopp said he would like to propose to add another item to the agenda. He said this has been drafted and handed to all Board Members.

4. Memo of Understanding between the Muncie Sanitary District and HWC Engineering. Mr. Stephens-Hotopp said HWC Engineering was providing reimbursement for materials and supplies regarding a Storm Sewer Improvement that needed to be completed at 7th and Hoyt. He said this formally establishes the responsibilities of the different parties showing MSD providing the labor and HWC

providing reimbursement for any materials associated with the work. Mrs. Brothers-Bridge moved to approve the Memo of Understanding between the Muncie Sanitary District and HWC Engineering. Mr. Smith seconded the motion. The motion was approved (5-0).

Public Comments:

Mr. Brand said he would like to thank everyone working for the Muncie Sanitary District at this time. He said he is pleased with our new District Administrator and all the Department heads as well as the work everyone is doing. Mr. Brand said he has an open-door policy and he can be reached by cell or email.

Mr. Stephens-Hotopp said at the next meeting we will be hearing the 2021 Budget for the Muncie Sanitary District.

There were no further comments.

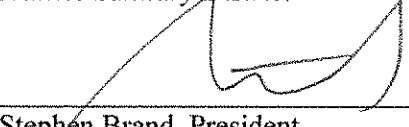
Adjourn: Mr. Brand said he would accept a motion to adjourn the meeting. Mr. Stephens-Hotopp made a motion to adjourn the meeting. Mrs. Brothers-Bridge seconded the motion. The motion was approved (5-0).

Respectfully Submitted,

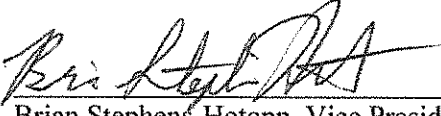


Megan Huff, Executive Office Manager

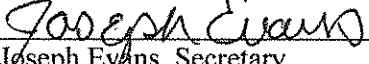
*Approved by the Board of Sanitary Commissioners
Muncie Sanitary District*



Stephen Brand, President



Brian Stephens-Hotopp, Vice President



Joseph Evans, Secretary

William B. Smith, Board Member



Tonya Brothers-Bridge, Board Member