

Board Minutes for the Board of Sanitary Commissioners Meeting of December 16, 2020

THE BOARD OF SANITARY COMMISSIONERS conducted a regularly scheduled virtual meeting.

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.

Department managers and staff present; John Barlow, District Administrator; Mark McKinney, Legal Counsel; Deana Cox, Financial/Billing Manager; Jason Donati, Stormwater/Recycling Educator; Rick Conrad, BWQ Director/MS4; John Anderson, District Engineer; Harvey Wright, Sewer Maintenance Superintendent and Megan Huff, Executive Office Manager.

Public present:

Consideration of Minutes: Mrs. Brothers-Bridge moved to approve the minutes as submitted for the December 2, 2020 meeting. Mr. Smith seconded the motion. The motion was approved (5-0).

Consideration of Claims: Mr. Stephens-Hotopp said there were several health insurance claims roughly totaling \$244,000. He said there are also invoices for Bowen Engineering regarding the Stormwater Long-Term Control Plan and the Sanitation building roughly totaling \$650,000. Mr. Evans moved to approve the register of claims totaling \$1,428,815.39. Mr. Smith seconded the motion. The motion was approved (5-0).

Old Business:

District Administrator Update or Department Head Update – John Barlow, District Administrator. Mr. Barlow said we had our Exit Interview with the State Board of Accounts and there were no major infractions. He said there were some minor issues that we are responding to with a letter and corrective action plans but overall, it was benign. Mr. Barlow said we did receive our first response from our Long-Term Control Plan Executive Summary from IDEM so we will be going over those in the coming weeks. Mr. Stephens-Hotopp said the topics discussed with the State Board of Accounts were very minor and we have already taken actions to correct those items.

New Business:

1. Resolution 2020-18, a Resolution Regarding a Transfer of Funds. – Deana Cox, Financial Manager. Mrs. Cox said this is a Resolution regarding the transfer of money from one account to other accounts. She said we are not asking for any new money, but to just clean up some existing accounts. There were no questions. Mr. Stephens-Hotopp moved to approve Resolution 2020-18. Mr. Smith seconded the motion. The motion was approved (5-0).

Additional Board Comments:

Mrs. Brothers-Bridge said we have been looking at our past due Sewage accounts and Deana and her team have done a very nice job coordinating those efforts. She said we have about 70% of past due accounts, so in 2021 we will need to begin shutting off water again. Mrs. Brothers-Bridge said we do not have a set date on when that will occur, but she wanted to make note in a Board meeting that it will be discussed. She would like to have customers call in to speak with our staff to get your accounts straightened out or to set up a payment plan.

Mr. Stephens-Hotopp said last week we received qualifications from two contractors for the Guaranteed Savings Contract. He said this is the similar type contract that Bowen Engineering has had with the District for several years. Mr. Stephens-Hotopp said we will likely schedule interviews sometime in January 2021.

Mr. Smith said this is his last meeting. He said he has been on the Muncie Sanitary Board for a total of 20 years. Mr. Smith said MSD employees are some of the hardest working employees he has ever met in his life. He said his fondest memories of the District are of the people and he wants to thank them.

Mr. Barlow said he has worked together with Bill for the entire 20 years he has been on the Board. He said the work was always first and he wants to thank him for his time with the District. Mr. Barlow said he wished he could have presented Mr. Smith with this in an in-person meeting, but he had a crystal plaque for years of service to present. He read the plaque, "In recognition of William Smith. Thank you for your many contributions over the last 20 years." Mr. Barlow congratulated Mr. Smith. Mr. Smith said thank you very much. Mr. Brand said thank you Bill for your time the last 20 years making MSD a better place. He appreciates Mr. Smith always tolerating his many questions and his help in getting up to speed as the new Board President on where the District is now. Mr. Smith said you're welcome. He said that he can leave with confidence that you will not miss a step and thank you to the new Board members and Mr. Evans. Mrs. Brothers-Bridge thanked Mr. Smith for welcoming her and encouraging her in the short months she has been part of the MSD Board.

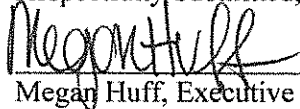
Mr. Brand said we are continually receiving feedback online of the great work our employees are doing throughout the City. He thanked the employees, fellow Board members and customers for a good 2020 and he is looking forward to a strong 2021.

Public Comments:

Mr. Brand asked Mr. Donati if there were any questions currently coming into the Facebook live feed. Mr. Donati said there are no questions at this time. Mr. Brand thanked Mr. Donati for assisting with the live video.

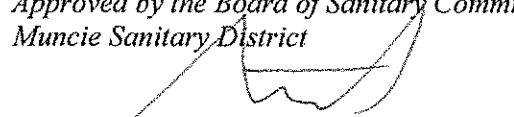
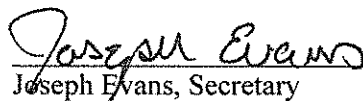
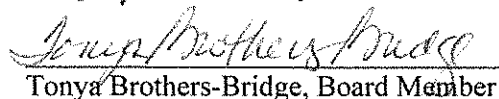
Adjourn: Mr. Brand said the next Board meeting will take place on January 13, 2021. Mrs. Brothers-Bridge moved to adjourn the meeting. Mr. Stephens-Hotopp seconded the motion. The motion was approved (5-0).

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