

Board Minutes for the Board of Sanitary Commissioners Meeting of December 2, 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.

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 November 18, 2020 meeting. Mr. Smith seconded the motion. The motion was approved (5-0).

Consideration of Claims: Mr. Stephens-Hotopp said he had questions regarding the claims for a Best Equipment charge at the Sanitation department and that is for 390 toters. He said we need to replace toters every so often so that is what is happening here with this charge. Mr. Stephens-Hotopp said there are several invoices from Maxitrol Security Systems which is our security surveillance vendor. Mr. Stephens-Hotopp said there are a few claims for Advanced Office Logistics at the IT department that were for server upgrades. He said there was a purchase from MacAllister Rental by the Stormwater department and that was for a mini excavator for in-house storm and sanitary sewer repairs being done by the Construction Crew at Sewer Maintenance. There was no further discussion. Mrs. Brothers-Bridge made a motion to approve the total claim amount of \$309,880.98. Mr. Stephens-Hotopp 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 have retained some consultants for on-call Stormwater Engineering work. He said we will be having meetings soon to discuss what projects we need to tackle first. Mr. Barlow said if there are any public requests for storm issues in their neighborhoods to please let us know so we can add them to our list. Mr. Barlow said the Long-Term Control Plan Update is now in the hands of IDEM for their review so we will be answering questions from them later. He said we do have another batch of toters that will be ordered again this year because the prices will be going up in 2021. Mr. Brand said he understands we now have the Central Levee Report in our hands. Mr. Barlow said yes, and we will be reviewing that information that was taken from the Elm Street Bridge all the way around to the Muncie Field House. Mr. Brand asked if we have kicked off the evaluation upstream of the Elm Street Bridge. Mr. Barlow said we have asked for a 30% Design Study for that area on what we can do to solve some ongoing problems. Mr. Barlow introduced John Anderson, District Engineer to update the Board on his department. Mr. Anderson said himself and Mike Reno, Administrative Manager they run the Engineering department. He said there are 11 employees including office staff, surveyors, camera operators and inspectors. Mr. Anderson said when the public has issues with their stormwater drainage issues or their sanitary service is who to start with for issues. He said we recommend hiring a plumber first and then contact us if the problem is not solved. Mrs. Brothers-Bridge asked if a road has standing water the first place that should be contacted is your department right. Mr. Anderson said yes, and we will send an inspector out there to see if there are already inlets or if they need to be installed. Mr. Brand

asked what makes the difference in outsourcing work or doing in-house when there is a problem. He said it really is a size or depth issue. Mr. Brand asked what an approximate depth would be to make it in-house. Mr. Anderson said anything more than 8 feet we contract out. There were no further questions.

New Business:

1. Holiday Schedule Amendment for 2021. – John Barlow, District Administrator. Mr. Barlow said there was a typographical error. He said there was an error on the Christmas Holiday date which had read December 25 and it should have read December 27. Mrs. Brothers-Bridge made a motion to approve the Holiday Amendment for 2021. Mr. Evans seconded the motion. The motion was approved (5-0).

2. Board Schedule Amendment for 2021. – John Barlow, District Administrator. Mr. Barlow said there was also a typographical error on this as well in the month of June that in turn set the rest of the dates off for the remainder of the year. He said this has been corrected. Mr. Stephens-Hotopp moved to approve the Board Schedule for 2021. Mr. Evans seconded the motion. The motion was approved (5-0).

Additional Board Comments:

Mrs. Brothers-Bridge said she would like to enforce to the public to make sure that you are communicating if you have a past due bill with our MSD Employees. She said we have many accounts that are past due, and we would like to make accommodations for citizens to help get any delinquent bills settled.

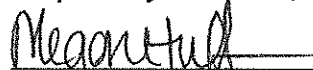
Mr. Brand said he is impressed on a regular basis by the MSD employees and he continues to get positive comments from citizens and customers.

Public Comments:

There were no comments.

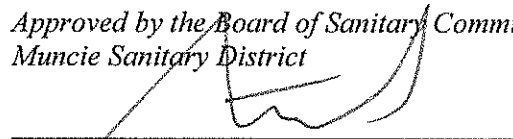
Adjourn: Mr. Brand said the next Board meeting will take place on December 16, 2020 and that will be the last meeting of the year. Mrs. Brothers-Bridge moved to adjourn the meeting. Mr. Smith seconded the motion. The motion was approved (5-0).

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