

## Board Minutes for the Board of Sanitary Commissioners Meeting of January 27, 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; Mark McKinney, Legal Counsel; Deana Cox, Financial/Billing Manager; 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: Dan Ridenour, Mayor; Richard Ivy, Deputy Mayor; Brent Hickman, 1915 E 20<sup>th</sup> St (New Horizon Nazarene Church), Debbie Orr, New Horizon Nazarene Church and Mike Overboy, New Horizon Nazarene Church.

**Consideration of Minutes:** Mrs. Brothers-Bridge moved to approve the minutes as submitted for the January 13, 2021 meeting. Mr. Evans seconded the motion. The motion was approved (5-0).

**Consideration of Claims:** Mr. Stephens-Hotopp said the Insurance Provider has recently changed for the City and Sanitary District so there are some significant charges to various departments and those are charged on a quarterly basis. He said there are several different claims for Flatland Resources regarding construction, stormwater projects and permitting efforts for the District, specifically log jam removals at bridge locations and levee improvements. Mr. Stephens-Hotopp said Aspect 6 Creative is a firm that provides PR and various communication efforts for the District. He said there are a few claims under Engineering for various consulting firms and all of them are connected to the Long-Term Control Plan work. Mr. Stephens-Hotopp said there is a significant claim for Bowen Engineering under the 2019 Ban for \$715,337.26 which is for construction costs related to the Sanitation Building. Mrs. Brothers-Bridge said we had several expected claims for East Central Recycling as well totaling about \$115,000. Mr. Brand said our utility usage leads to high bills so along with the City we are looking at alternatives such as solar energy to reduce energy consumption. Mrs. Brothers-Bridge made a motion to approve the claims totaling \$1,564,242.12 Mr. Stephens-Hotopp seconded the motion. The motion was approved (5-0).

**Old Business:** None.

**New Business:**

**Resolution 2021-02, a Transfer of Funds within the Muncie Sanitary District. – Deana Cox, Financial Manager.** Mrs. Cox asked for the Board's approval on Resolution 2021-02, a transfer of funds from Fund 276-79-439071 (Other Services and Charges) for \$178,655.47 to Fund 611-90-439071 (Other Services and Charges). She said we are basically wanting to close out Fund 276. Mrs. Brothers-Bridge asked Mrs. Cox to explain why we wanted to close out that account. Mrs. Cox said Fund 276 is a MSD Rainy Day Fund, but we are creating a new Rainy Day Fund to house this and other old accounts. She said we will more than likely have other transfers regarding this as we empty out other accounts. Mrs. Brothers-Bridge said so just a consolidation. Mrs. Cox said yes. Mr. Stephens-Hotopp said he has been working with Mrs. Cox on this consolidation and asked her if she remembered how many accounts that are inactive that we are looking to transfer. Mrs. Cox said she believes there were about five accounts. Mr. Stephens-Hotopp moved to approve Resolution 2021-02, a Transfer of Funds within the Muncie Sanitary District. Mr. Smith seconded the motion. The motion was approved (5-0).

**Update on the Storer Development. – Brian Stephens-Hotopp, Board Vice-President.** Mr. Stephens-Hotopp said in his role as City Engineer, he has been assisting in a redevelopment project where the Storer Elementary School had previously been. He said there are some existing storm sewer problems that are in the vicinity of this project that is in the District's interest to participate in as well as bringing in an additional 32 customers. Mr. Stephens-Hotopp said this is just a insight of where we are on the City side of the project and a recommendation that the District participate in paying for the sanitary and storm sewer cost which we would be owners of in the future. He said the cost is estimated at \$300,000 for this development and at this point there is not an action or agreement in place. Mr. Stephens-Hotopp said that will follow as we lock in pricing for the project and installation. Mr. Brand asked Mr. McKinney if we needed to make any motions on this matter. Mr. McKinney said we do not take any action today this is more of a public update.

**Presentation of Trial and Results of the GPS Program used by Sanitation and Next Steps**

**Discussion. – Phil Reagon, Sanitation Superintendent.** Mr. Reagon said we have had our current GPS system for approximately 20 years which was the start of GPS fleet usage for MSD. He said back then there were only a few major companies that offered GPS, but now there are several to choose from. Mr. Reagon said our current equipment is outdated, non-serviceable and we will be out of a contract/agreement this year, so it is the perfect time to upgrade. He said he has included the IT, GIS, and Sewer Maintenance in the research process for this GPS system since they will be working with the equipment and programs too. Mr. Reagon said he has been looking to upgrade for the last year, but the past Administration did not want to enter a 3-year contract at or near the end of their term. He said the company we are discussing today is Samsara. Mr. Reagon said Samsara has more than 20,000 customers worldwide and they have headquarters in San Francisco, San Jose, Atlanta, and London. He said they bring hardware, software, and the cloud together and will integrate with ESRI (GIS) system. Mr. Reagon said he thinks this will be a great building block in the standardization of all MSD departments current needs as well as any future needs. The new contract will be for \$400 a year licensing fee for GPS and \$600 per dash cam. He said we currently do not have dash cams. Mr. Reagon said with a 3-year contract and the number of units we will need, MSD qualifies for the units at no charge, with a 5-year warranty, only paying licensing fees. Samsara uses a common tablet in the trucks, where our current system has a proprietary tablet that saves thousands of dollars. Each department will be responsible for their own trucks and what trucks are outfitted with just GPS and what trucks will have the dash cameras as well as paying their own invoices. Mr. Reagon said some of the benefits will be real time GPS tracking, pre/post trip inspections Driver messaging, mileage and hour reporting, trip history with speed and stops history, maintenance fault code alerts, fuel usage and idle time reports, ESRI partnership, unlimited data retention and two of the most beneficial items; dash cameras and safety coaching platforms. Mr. Reagon said we had a 30-day trial of the software in September and we are still trying it. He said the pricing he mentioned was 2020 pricing and we asked them to extend that until we had a new Board and Administrator that could make those decisions through today's meeting date. Mr. Reagon asked for the Board to consider this program and authorize John to sign the contract. Mrs. Brothers-Bridge asked how many trucks it have now that are testing the software. Mr. Reagon said one trash truck and one street sweeper. Mrs. Brothers-Bridge asked if he was pleased with the results of the trial. Mr. Reagon said yes, it is very user friendly compared to what we have been using the last several years. Mrs. Brothers-Bridge asked if IT, Mr. Stover, was happy with it from his perspective. Mr. Stover said yes, it is all cloud based too so it will not take up room on our servers. Mr. Stephens-Hotopp said full disclosure he has been working with Phil and Samara on the City side of things for the same program. He said he is pleased with Phil's report and it is a great step moving forward as an asset to our vehicles and stormwater street sweeping reporting. Mr. Stephens-Hotopp asked if the camera is dual facing. Mr. Reagon said yes. Mr. Stephens-Hotopp said it is very cost friendly and we will see a significant increase in what we get out of the program. Mr. Evans asked if the maintenance reports could save us some money down the road with maintenance costs. Mr. Reagon said it very well could because it notifies us as things are happening with the vehicles. Mr. Reagon said we get complaints of trucks speeding and this software will register a

speed report to give exact speeds in specific areas that we can determine if further action should be taken. Mr. Smith asked how many trucks were in the fleet and how many units we were looking to purchase. Mr. Reagon said each department will be separate, but Sanitation has about 30 trucks. He said he plans to put GPS on 26 of them and cameras in 15 or 16 trucks. Mr. Brand said he knows Street Sweepers are not in your department, but do you know if they plan to install these in all sweepers. Mr. Reagon said yes. Mr. Brand asked if Mr. Reagon could expand on the stormwater requirement for street sweeping. Mr. Reagon said we apply for a Stormwater permit every year and one of the things we say we do is sweep every street in the City twice, but this year we doubled that estimation and swept each road 4 times. He said some of the grants he applies for may ask for lane miles and sometimes that gets complicated when trying to configure regular miles to lane miles, but this program will do it automatically. Mr. Brand asked if we were responsible for installation. Mr. Reagon said the Mechanics will install them in-house. Mr. Brand asked if there were any drawbacks on this program from Mr. Reagon's perspective. Mr. Reagon said no, he is very happy with the program. Mr. Stephens-Hotopp asked what the overall cost is to the District per year. Mr. Reagon said he did not bring the total for all of MSD, but for his department it is \$18,000. Mrs. Brothers-Bridge made a motion to authorize John Barlow, District Administrator, to sign the Contract with Samsara Regarding GPS Software and Hardware. Mr. Evans seconded the motion. The motion was approved (5-0).

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

Mr. Stephens-Hotopp said we had put out an ad regarding our Guaranteed Savings Contract several months ago and we received qualifications for two different firms. He said both firms were fully qualified and capable of doing the work that we described in our request for qualifications. Mr. Stephens-Hotopp said at this time the committee, that reviewed those qualifications has decided to move forward with Bowen Construction. He said they have already been established and have done a lot of work with the District and there is not a good reason to switch and go with someone else. Mr. Stephens-Hotopp said there is not a contract we are approving, but just an indication that we are selecting them as our GMAX Contractor and as we assign work to them we will review their contracts and pricing as they provide it. Mrs. Brothers-Bridge said she supports this decision and appreciates the opportunity she had to review the qualification proposals. Mr. Evans said Bowen has been with us since 2015 and have done some tremendous projects in town. He said they have done a lot of creative things and have helped us move forward in our Long-Term Control Plan. Mr. Brand asked Mr. Stephens-Hotopp if we needed a motion to approve moving forward with Bowen. Mr. Stephens-Hotopp said they would become our selected GMAX contractor and as we assign work, they will provide a contract for the scope of work we may need to approve. Mr. Stephens-Hotopp moved to select Bowen Engineering as the new GMAX Contractor. Mr. Evans seconded the motion. The motion was approved (5-0).

Mr. Stephens-Hotopp said MSD currently has several Bonds and BANs (Bond Anticipation Notes). He said there is an opportunity for the District to refinance into a consolidated Bond to secure money for future projects as well as save money. Mr. Stephens-Hotopp said there are two Bonds from 2013, one for \$36,300,000 and another for \$3,875,000. He said there is a 2014 Bond for \$14,000,000. Mr. Stephens-Hotopp said these Bonds would all be lumped into one Bond. He said there are also two BANS, one from 2017 for \$2,084,000 and one from 2019 for \$16,980,000. Mr. Stephens-Hotopp said the intent is to roll all those debt sources to one Bond as well as secure to provide funding for our upcoming 2024 Long-Term Control Plan projects. He said we are expecting that will be about \$20,000,000 in new project funds. Mr. Stephens-Hotopp said the benefit is securing an interest rate for the new BANs and reducing our interest rate for our current Bonds. He said we would be saving over \$1,025,000 from the new Bond refinancing over the cycle of the Bond. Mr. Stephens-Hotopp said we are looking to have a public meeting in February and looking to try to approve closing documents by the end of March or beginning of April. Mrs. Brothers-Bridge asked if the issuer was open to us refinancing. Mr. Stephens-Hotopp said what initiated the original discussion is that some of the Bonds are not within the term where refinancing

available. He said we reached out to our Bond holders to request the existing debt to be refunded. Mrs. Brothers-Bridge said it is a unique opportunity and she wanted to make sure the public were aware of this savings. Mr. Evans said as we do this, we will have money to start for our next LTCP project and how he understands it we should not have to raise rates for this. Mr. Stephens-Hotopp said with this new Bond we would be reissuing debt, but there is no expected rate increases over the next four years for what is expected for this Bond issuance. Mr. Brand said it is being offset by saving the \$1,025,000 over the life of these consolidated Bonds. Mr. Stephens-Hotopp said yes as well as enough revenue to justify the additional Bond issuance and cash in funds where we can pay off some of the debt and reduce what is financed.

Mr. Stephens-Hotopp said the Sanitation Building on MLK will have a few items to discuss today. He said the Board felt it was important to share some decisions for public information. Mr. Stephens-Hotopp said there are several requirements attached to that building for Zoning Board and those items included renovating the exterior of the existing U-Haul facility, sidewalk improvements along MLK and some landscaping plans that are required for buffer zones and above ground fuel tanks. He said those items total about \$448,500 that would be paid from monies that are still in Bowen's contract that are available. There is no request for additional money at this point but giving Bowen direction to move forward. Mr. Stephens-Hotopp said another item that has come up is renovating the existing U-Haul building to a Truck Wash, but at this time the Board is not wanting to proceed forward with that. He said we need to ensure we are not going over our existing contract. Mr. Stephens-Hotopp said we would have to issue a Change Order to move on this and that is not something we want to do at this point. Mr. Stephens-Hotopp said the current contract shows gravel to be the primary surface to be surround the Sanitation building and there are a few options to stabilize the gravel or establish an asphalt lot. He said at this time the Board would like to move forward on an asphalt lot so we can have a quality finished product at the end instead of future renovations. Mr. Stephens-Hotopp said we would be using the current contingency built into the 2019 BAN and right now the approximate cost is between \$550,000-\$600,000. Mr. Brand said we made these decisions to stay within our current contract with Bowen because we did not want to take on any additional projects that cause change orders. He said the decision to finish the parking lot now because it is reasonable to think in the future, we will see petroleum prices go up, so we want to lock these prices in now.

Mr. Brand said we are currently planning an Executive Session of the Board that will be a closed meeting and not open to the public. He said we are working on a date, but he will announce it to the public. Mr. Stephens-Hotopp said the meeting will regard some strategic planning, helping to identify projects we need to focus on over the next few years as well as looking at a multiyear plan.

#### **Public Comments:**

Brent Hickman, Pastor of New Horizon Nazarene Church at 1915 E 20<sup>th</sup> Street between Mock and Brotherton. He said there has been an ongoing problem for the four years he has been working at the church and from what he hears even before that. Mr. Hickman said the church sits at the lowest point on the street and the neighbor's water flows to the church where it stands. He said the streets in that area slope, so the church has become a holding area for much of the area's rainwater. Mr. Hickman said he would like to work with the District in finding a solution to elevate the standing water.

Harvey Wright, Sewer Maintenance Superintendent, said he has been out to the location of the church with some other employees. He said the area is very low and it is really the whole neighborhood that needs to be addressed. Mr. Wright said he has passed his suggestions on for the area to Mr. Stephens-Hotopp and Mr. Anderson. Mr. Brand asked if we recently addressed an issue at a church that was north of Memorial Avenue. Mr. Wright said yes that was on Utica and 10<sup>th</sup> Street. He said there were no inlets in that area, but we added two and it seems to have helped them greatly.

John Anderson, District Engineer, said the Engineering Department has visited the New Horizon Nazarene Church as well and we are looking at options to address these issues. Mr. Brand asked if there were any roadblocks or obstacles that we would not be able to install inlets. Mr. Anderson said he needs to look at the photos and maps again to check on that before answering.

Debbie Orr, member of the New Horizon Nazarene Church and resident of the Neighborhood in discussion, said she is lived in the Neighborhood since 1978. She said ever since she has lived in that area near Brotherton there has always been flooding and standing water issues. Mrs. Orr said her stepfather also lives on Brotherton and his neighbor passed away 4 years ago from the West Nile virus. She said when there is standing water throughout that road, she believes it is a health hazard as well as nuisance.


Mr. Brand thanked the public for their comments. He said this is exactly what we have asked for, for the public to share their concerns and if we can legally and/or financially address them - we will. He said it sounds like some of our staff including Department Heads and a Board Member have already begun the process of addressing the flooding problem by visiting the area and we will continue to work towards solving the issue.

**Adjourn:** Mr. Brand said the next Board meeting will take place on February 10, 2021. Mr. Stephens-Hotopp moved to adjourn the meeting. Mrs. Brothers-Bridge seconded the motion. The motion was approved (5-0).

Respectfully Submitted,

  
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Megan Huff, Executive Office Manager

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

  
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Stephen Brand, President

  
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Brian Stephens-Hotopp, Vice President

  
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Joseph Eyans, Secretary

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David Smith, Board Member

  
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Tonya Brothers-Bridge, Board Member