

Board Minutes for the Board of Sanitary Commissioners Meeting of April 21, 2021

THE BOARD OF SANITARY COMMISSIONERS conducted a regularly scheduled meeting.

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

Excused absence: Stephen Brand, Board President

Department managers and staff present; Mark McKinney, Legal Counsel; John Barlow, District Administrator; Deana Cox, Financial/Billing Manager; John Anderson, District Engineer; Tim Stover, IT Administrator; Jason Ingram, WPCF Superintendent; Thom Noble, Sewer Maintenance Working Foreman; Phil Reagon, Sanitation Superintendent; Jason Donati, Recycling/Stormwater Educator and Megan Huff, Executive Office Manager.

Public present: No members from the public signed in on the attendance sheet.

Remembrance of Toni Cecil, Retired MSD Employee – Jason Donati, Stormwater/Recycling Educator. Mr. Donati said our dear friend and colleague, Toni Cecil, passed away peacefully at her home on April 16th, 2021 surrounded by family. Toni retired from the Muncie Sanitary District in November of 2020. She was instrumental in the creation of our Stormwater Management program, which was first established in 2006. She dedicated over 15 years to the Stormwater program and served the Muncie, Yorktown, and Delaware County area. Toni was known throughout the state and country for her extensive work as an Erosion Control Inspector and was recognized by the Indiana Association of Floodplain and Stormwater Management in 2015 with an Excellence in Stormwater Management Award. The Award was established in 1997 and recognizes an outstanding stormwater management employee who has consistently demonstrated leadership in stormwater management. Mr. Donati said Toni was recognized for her efforts in creating and developing a contractor workshop designed to train and certify contractors in stormwater regulations and is only one of 10 people to receive a Lifetime Membership Award from INAFSM. Toni was also recognized at the annual White River Cleanup in 2019 with a plaque and tree planting at Westside Park by Muncie Delaware Clean and Beautiful and the White River Steering Committee for leading and organizing the White River Cleanup for 15 years throughout Delaware County. Toni trained hundreds of crew leaders for the cleanups and was known for her thorough and detailed trainings to prepare those leaders for cleanups. Mr. Donati said Toni was also instrumental in the creation of our annual Camp Prairie Creek Youth Stewardship Program and participated the last 11 years as an Educator and Camp Counselor. She would set up her Tepee and do eco-warrior lessons with campers in the woods, serve them Sassafras tea, and tell stories of the Indigenous culture and stewardship. Mr. Donati said Toni was also an avid nature lover, water protector, wetland watcher, river advocate, educator, native plant gardener, wife, mother, grandmother, sister, and friend to many. She leaves a legacy of service and dedication to our community and our environment, and her contributions as a mentor to many and a public servant will continue to have positive ripples in Delaware County for years to come. Toni believed in protecting our environment for generations that come after hers to enjoy. She lived a life of stewardship and protection. She will be missed. Rest in Peace Toni Cecil. May we please observe a moment of silence in honor of Toni.

Consideration of Minutes: Mrs. Brothers-Bridge moved to approve the minutes as submitted for the April 7, 2021 meeting. Mr. Evans seconded the motion. The motion was approved (3-0). Mr. Stephens-Hotopp abstained due to his absence at the April 7, 2021 meeting.

Consideration of Claims: Mr. Stephens-Hotopp said there were some questions on this week's claims that have been asked and answered prior to the meeting. Mr. Stephens-Hotopp said the bulk of today's

claims total, specifically \$7,486,585.38, are regarding the re-bonding that was recently completed. He said there were several payments included in that amount to Capital One Bank paying off the 2013 Bond, the 2017 BAN, 2019 BAN, MSD's payment to principal to reduce the debt service, 2014 Bond, and the 2013B Bond. Mr. Stephens-Hotopp said there are a lot of people asking questions about what is going on with Solar Power. He said we made two EFT payments for energy on the claims and our annual budget for energy is \$636,000. Mr. Stephens-Hotopp said we would like to become more self-sufficient and not to rely so heavily on energy providing utilities. He said there is a \$744 item for an annual training at Sanitation, this is specifically a membership for SWANA that the Department Head has been a part of for 25 years. Mr. Stephens-Hotopp said there is an item for \$271.98 that is a stormwater user fee on a property that Sanitation owns. He said there is a \$2,416.35 charge for paint disposal which is part of our Household Hazardous Waste Program. Mr. Stephens-Hotopp said there is a charge for \$111,119.50 which is being paid out of two Capital Equipment Replacement accounts, partially to utilize what was appropriated and zero out accounts when we can. He said the claims shows up as two amounts being paid at \$68,767.50 and \$42,352 but it is only for one item. Mr. Stephens-Hotopp said there is a claim for \$10,764 to Watson Excavating to repair a lateral at 201 Jackson Street. He said there was a sinkhole there and this is part of the construction repair costs. There is a charge for \$25,400 for a failure of equipment that needed to be replaced. Mr. Stephens-Hotopp said there were several travel charges under Sewer Maintenance that were regarding a training for our Mechanics. He said there are several charges for on-call Consultants including Wessler and American Structurepoint that are regarding various stormwater projects we are trying to finish up this year. Mr. Stephens-Hotopp said there are two significant payment applications to Bowen Construction that total \$1,108,647.64 and they are regarding the Long-Term Control Plan updates and the new Sanitation Building. He said there is now a remaining balance of \$0 in fund 680, so future invoices associated with the 2017 BAN will be billed against a different fund. There were no other questions or comments. Mrs. Brothers-Bridge moved to approve the proposed claims totaling \$9,326,695.51. Mr. Smith seconded the motion. The motion was approved (4-0).

Old Business: None.

District Administrator Update. – John Barlow. Mr. Barlow said regarding the claims, he had a couple of things he would like to follow up on. He said the capital replacement took place before the repair of the fine screens at the Plant. Mr. Barlow said there was one done a couple years ago, and they are considerably severe duty parts that run non-stop. He said as a comparison, to do a full re-build and repair to 'like-new' condition it could cost approximately \$111,000 or a new unit could cost approximately \$600,000-\$700,000. It is worth the repairs compared to the price of buying new and the repairs will bring it back to an almost new condition. Mr. Barlow said the training at Sewer Maintenance consisted of 4 mechanics and they were trained 2 at a time. He said the unique thing about the training that was offered is that they have a sweeper like the one we own in a cut away form so they could get an internal look at the parts. Mr. Barlow said Best Equipment paid for 2 of our mechanics to go and we paid for the other 2 mechanics. Mr. Barlow thanked Mr. Donati for saying those kind words about Toni Cecil. He said part of her job was to go out on-site to check on various contractors doing construction projects and hold them to the compliance of best stormwater practices and erosion control. Mr. Barlow said going up to a contractor and calling them out about their practices is a thankless job, but Toni did not flinch. She always held them to the compliance, and she was great at it. Mr. Barlow said the intersection at 12th & Batavia is now open and has been since Monday. He said the job was done ahead of schedule. Mr. Barlow said we are in the process of changing our Code Enforcement Staff from 1 employee to 3 employees. He said this is something we have needed to do for some time. Mr. Barlow said we have worked with part time employees for this role, but they have now retired. Mr. Smith asked how those positions will be advertised. Mr. Barlow said within the District first, specifically at the Sanitation department. If the position is not filled within the Sanitation department, then we would move to posting for the whole District. Mr. Barlow said if there are no candidates that are qualified, or sign-up within MSD, then we move out to the public at that time. Mr. Stephens-Hotopp asked if positions are opened to

the public how do they go about signing up. Mr. Barlow said positions would be posted on our website, job posting websites. He said he is happy to say that two candidates at Sanitation have already signed up for the job. Mr. Smith asked if there was an interview process. Mr. Barlow said our handbook says if varying people sign up with equal qualifications, then seniority prevails. He said we only have one Code Enforcement Officer, so qualifications are equal for everyone else in the department at this time. Mr. Barlow introduced Mr. Ingram to present his department update.

Department Head Update. – Jason Ingram, WPCF Superintendent. Mr. Ingram said his department is finishing up the Chemical Phosphorus Building. He just did a walk thru with Wessler and everything is looking great at the facility. He said he will be coming to the Board soon with a Chemical Bid. Mr. Stephens-Hotopp asked if this was part of new qualifications from IDEM. Mr. Ingram said yes, we must start limiting our phosphorus usage to 1.0 for our permit. He said we will be using a polishing method to take out what is left after that limit is reached. Mr. Ingram said to push more flow through the plant we just did our last tie-in for our primary clarifier qualifications and we will be going through start up here soon. He said this will push more flow to combat the CSO flow at the Plant. Mrs. Brothers-Bridge thanked Mr. Ingram for the tour he gave to her and Mr. Smith a couple of weeks ago. She said she appreciates the time that he and the employees take to get our water as clean as possible. Mrs. Brothers-Bridge said the water going back into the river from our facility was cleaner than what we saw coming down river. Mr. Smith said he echoes what Mrs. Brothers-Bridge said. Mr. Stephens-Hotopp thanked Mr. Ingram for the update.

New Business:

1. Quote Opening for the Sharon Drive & Meeker Avenue Storm Sewer Project. – John Anderson, District Engineer. Mr. Anderson said this project will take place at Sharon Drive and Meeker Avenue which is on the southeast side of Muncie. He said we will be installing several inlets to improve the drainage in that area. Mr. Anderson said there are two quotes today. The first quote is for \$126,500 from JG Case Construction. The second quote is for \$193,000 from Yarberry Landscaping and Excavating. Mr. Anderson asked to approve the lowest bid from JG Case pending Legal Review. Mr. Evans moved to approve JG Case Construction for Share Drive and Meek Avenue Storm Sewer Project. Mr. Smith seconded the motion. The motion was approved (4-0).

2. Alley Vacation Petition. – Brian Stephens-Hotopp, Board Vice-President. Mr. Stephens-Hotopp said the area that the two alleys are being vacated is near the White River Canal district. He said the City of Muncie is proposing to do a right of way vacation. Mr. Stephens-Hotopp said MSD is an adjacent landowner so we are being asked to join on that petition with the City of Muncie. Mrs. Brothers-Bridge moved to approve the Alley Vacation Petition with the City of Muncie. Mr. Smith seconded the motion. The motion was approved (4-0).

Additional Board Topics: Mrs. Brothers-Bridge thanked Mr. Donati for the tribute he gave for his friend and MSD retired employee, Toni. She said she knows it was difficult to read that in her memory and he did a fine job for your friend. Mrs. Brothers-Bridge said she would like to say a thank you to Megan Huff. She said it is Administrative Professional's Day and this Board relies on Megan to keep us organized.

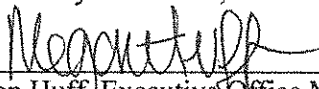
Mr. Stephens-Hotopp said that we will be holding a Special Meeting with Performance Services regarding Solar Power on April 29th at 8:00 a.m. He said this will consist of a Public Hearing and Presentation of our Solar Power program. There will be more information in the newspaper to follow regarding this Special Meeting.

Public Comments: Jason Donati, Stormwater/Recycling Educator, said he would like to share a quick announcement regarding Shred Week. He said this week we are holding our Shred Week for the public.

Mr. Donati said the public can bring their old documents to East Central Recycling for the rest of this week. He said they are located at 701 E Centennial Avenue. The hours for this event are 8:00 a.m. to 1:00 p.m. and you can bring up to 50 boxes of shredding per resident for free. Mr. Donati said this is for Muncie and Delaware County residents and he would like to encourage the public to utilize this service to shred their materials.

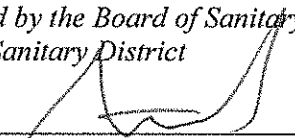
Adjourn: Mr. Stephens-Hotopp said the next Board meeting will take place on May 5, 2021. Mrs. Brothers-Bridge moved to adjourn the meeting. Mr. Smith seconded the motion. The motion was approved (4-0).

Respectfully Submitted,




Megan Huff, Executive Office Manager

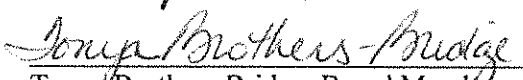
*Approved by the Board of Sanitary Commissioners
Muncie Sanitary District*




Stephen Brand, President



Joseph Evans, Secretary



Tonya Brothers-Bridge, Board Member



Brian Stephens-Hotopp, Vice President



David Smith, Board Member