

Board Minutes for the Board of Sanitary Commissioners Meeting of July 14, 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; John Barlow, District Administrator; Phil Reagon, Sanitation Superintendent; Jason Donati, Recycling/Stormwater Educator Deana Cox, Financial Manager; Jason Ingram, WPCF Superintendent; John Anderson, District Engineer; and Megan Huff, Executive Office Manager.

Public present: no one signed in

Consideration of Minutes: Mr. Evans moved to approve the Public Hearing Minutes as submitted for the June 30, 2021 meeting. Mr. Smith seconded the motion. The motion was approved (5-0). Mrs. Brothers-Bridge moved to approve the Board Meeting Minutes as submitted for the June 30, 2021 meeting. Mr. Smith seconded the motion. The motion was approved (5-0).

Consideration of Claims: Mrs. Brothers-Bridge said \$3,510,335 of our total claims are Bond Payments. She said these payments are made twice annually and are going to our investors; Huntington National Bank and First Merchant's Trust Company. Mrs. Brothers-Bridge said there were a few claims through Verizon Business that we are still looking into because they are minor amounts like \$0.55 and \$2.77 for long-distance overages. She said there is a claim for Cargill Inc. in the amount of \$2,535.54 for road salt to be used this winter. It looks like the bill is split up into fourths and MSD is paying half of the invoice total split between two departments. She said we prefer to use salt over to sand on our roads. Mrs. Brothers-Bridge said we have the CNG quarterly billing totaling \$45,219.87 which is for MSD fuel usage. She said we had a claim from Yarberry Landscaping and Excavating in the amount of \$20,500 and this was for storm sewer repairs. Mrs. Brothers-Bridge said we have two claims for Coops Lawncare for two separate Levee mows. She said one is dated for June 25th and the other is dated for July 8th for \$16,000 each. Mrs. Brothers-Bridge also wanted to point out that we are doing a really nice job of collecting payments for sewage. She said Deana Cox and her team are working with McKinney and Malapit to assess liens. Mrs. Brothers-Bridge said there is a claim being paid to McKinney and Malapit for \$4,268.15 and a claim to the Delaware County Recorder for \$1,875. Mr. Stephens-Hotopp said on the very last page of the July 16th claims, the 2019 BAN line item from Fund 690 is wrapping up the Sanitation Building Improvements. He said there may be a few outstanding invoices that come after this, but that BAN is essentially what is left over from the project. Mr. Stephens-Hotopp said to add on to what Mrs. Brothers-Bridge mentioned earlier, the salt is a cost share between the City of Muncie Street Department and the MSD. He said half is paid for by the Street Department and the other half is paid for by MSD. Mr. Evans moved to approve the proposed claims totaling \$3,985,641.49. Mr. Smith seconded the motion. The motion was approved (5-0).

Old Business:

None.

District Administrator Update – John Barlow. Mr. Barlow said we are in the process of sending in our Intent to Close application to the State for the underground fuel storage tanks at 811 E Centennial, the 'old' Sanitation building. He said there are two underground fuel tanks currently there, but we will have no use for them once we get the above ground tanks installed at the new Sanitation building on MLK. Mr. Barlow said once the closing of the tanks is complete, we will submit a request for full reimbursement from the State. He said we have been through this process before at the Water Pollution Control Facility so it should go rather smoothly. Mr. Barlow said the Field Order was issued to Bowen Engineering for the Razz Pump Upgrade at the Water

Pollution Control Facility. He said just a reminder those pumps were originally installed in 1983, so they have well exceeded their life expectancy. Mr. Barlow said Jason Donati will be hosting our annual Camp Prairie Creek the week of July 26th. He has camp counselors set up with full capacity of campers as well as a waiting list. Mr. Barlow said tomorrow is the day we send in our application for the Water Structure Grant. He said he would like to thank Mr. Stephens-Hotopp and his intern, Julia Giddens, without whom he would have been lost in space during this grant application process. Mrs. Brothers-Bridge said the White River Clean Up is around the corner and asked Mr. Donati to give the public some information about the event because she is a big fan of the cause and the White River. Mr. Donati said the White River Cleanup takes place on Saturday, September 18th and will be headquartered at West Side Park from 8 a.m. to 12 p.m. He said the Steering Community is meeting to finalize some details as well as preparing for our registrations for volunteers. Mr. Donati said we are in desperate need for Crew Leaders. He said we are looking for approximately 30 Crew Leaders because we will have 15 locations that where we will be sending our volunteers. If you are interested in becoming a Crew Leader, please reach out on our Facebook page or the website. Mrs. Brothers-Bridge said the reason she wanted to bring this event up during John's update is because she is so impressed with MSD employees. If asked what they do for a living most of them say, "We help keep the River clean and here's how...". She said even the trash drivers say, "We keep the trash picked up, so it does not go to the River...". Mrs. Brothers-Bridge said she believe a lot of that goes towards John's leadership. She said thank you and it is working. Mr. Barlow said he appreciates that, and he would take the opportunity to say that the employees we have with us our self-starters, and he does not need to push them in any way. He said they know what to do and they do it. Mrs. Brothers-Bridge asked if the underground tanks are specifically IDEM related. Mr. Barlow said yes, it is IDEM. Mrs. Brothers-Bridge asked if it is just closing it or complete removal. Mr. Barlow said it will be a complete removal as well as due diligence to make sure everything around it is addressed. Mrs. Brothers-Bridge said thank you for the clarification. She said as she has been going through the claims, she wants to thank John, Deana, and Megan for being prompt to answer her questions. Mr. Stephens-Hotopp asked if there are any remaining activities MSD needs to preform at the old Sanitation building before the final vacation of the property. Mr. Barlow said that is yet to be determined. He said as Phil and his department officially begin move out, which is very close, we will be able to get a better idea of what needs done. Mr. Stephens-Hotopp said on the Razz Pump is that on the old Bowen GSC with savings or is that on the new. Mr. Barlow said it is on the new as part of the 'other allowance' for that type of work. He said we are using like pumps that are currently being used now to eliminate pipe train work and cut down on time and money. Mr. Brand said on the underground storage tanks, you are working with Cory from Environmental Sciences, but do we have an estimate of what that will cost. He said he knows we plan to request the funds back from IDEM, but if that does not happen, the MSD may be burdened with the amount. Mr. Barlow said a very rough number may be \$35,000-\$40,000. Mr. Brand asked if there was a cost estimate for the four Razz Pumps yet. Mr. Barlow said Bowen's Proposal with included equipment and work was around \$225,000. He said the pumps themselves cost over \$150,000 and there is about an 18-week lead time on those. Mr. Barlow said the good thing is that the current pumps are still running. Mr. Brand said Mr. Donati mentioned having a waiting list for the Camp Prairie Creek and asked if there was anything we could do to accommodate them. He said he would hate to see kids put on the waiting list if there was something we could do to help with space, employees, or other resources. Mr. Donati said it bothers him too, but the reasoning is a little bit of everything. He said he is hiring counselors, so he must have enough staff to oversee the number of kids, there is limited space at the facilities we use throughout the week in addition to trying to maintain some type of physical distancing. Mr. Donati said he believes there are maybe 5 kids on the waiting list currently. He said he was able to move some kids up due to cancellations so maybe by the end of the week we will have no waiting list. Mr. Brand said anything we can do please let us know. He said he believes the County Health Department must approve our plan for the distancing or is that off the table now. Mr. Donati said he will check, but he does not believe that is a current requirement. Mr. Donati said he has been researching other camps and suggestions on other distancing methods and health safety protocols. He said he purchased some gaiter type masks that can be used by campers or counselors if wanted as well. Mr. Brand said you are doing the right things and he hopes we can get all the kids into the camp that are on the waiting list. Mr. Donati said thank you. Mr. Brand thanked Mr. Barlow for the update. Mr. Barlow said thank you.

New Business:

1. Quote Opening for 2021 On-call Paving. – John Anderson, District Engineer. Mr. Anderson said there were requests for quotes sent out to six asphalt companies for on-call paving projects in 2021 which was to come behind our in-house construction crew when needed. He said unfortunately, again we received no quotes. Mrs. Brothers-Bridge asked if this was the quote that we tried once before with no luck. Mr. Stephens-Hotopp said yes. She asked if there were any thoughts as to why we did not receive any quotes. Mr. Stephens-Hotopp said he had a few vendors reach out and he thinks its just the work is a little unpredictable and everyone is so busy with larger projects that this is not a priority type job. Mrs. Brothers-Bridge asked how we will handle this work in the future. Mr. Stephens-Hotopp said it will have to be on a case-by-case basis for each project instead of having only one company we continuously go to. Mrs. Brothers-Bridge asked if that indicates that their price may be higher. Mr. Brand said it is entirely possible. Mr. Stephens-Hotopp said we were trying to create a larger contract that would be more appealing to someone rather than multiple smaller projects. He said if they are those small projects, they may not even need to come before the Board and can have District Administrator or Department Head level approvals. There were no further questions.

2. White River Interceptor Rehabilitation Project, Task Order #1 – John Barlow, District Administrator. Mr. Barlow said the White River Interceptor is a main river artery running from East Jackson to the WPCF on Kilgore. He said several years ago we had the portion from the High Street bridge to the WPCF lined to take care of any imperfections or damage to the interceptor. Mr. Barlow said the area from the High Street bridge to the east has not been done. He said American Structurepoint had completed a study a few years ago to identify the areas where repairs were needed. They are also one of our on-call Consultants for the other stormwater projects we are doing, but the White River Interceptor portion is not in that particular contract. Mr. Barlow said this is a separate Task Order with a not to exceed of \$50,000 for them to be a coordinator and help with professional services whether it be with MSD or our contractors to do shop drawing review, plan review, answer questions or coordinate with the aligning project we are going to undertake with the eastern portion of the White River interceptor. He said again, this is a separate Task Order amendment if you will to the current master contract, we have with American Structurepoint and he is asking for Board approve to execute this. Mrs. Brothers-Bridge said she heard a not to exceed of \$50,000. Mr. Barlow said that is correct. Mrs. Brothers-Bridge asked when this would be completed. Mr. Barlow said we are in the process of getting proposals to do it, so he is thinking late fall. Mr. Stephens-Hotopp said to clarify when John referred to proposals, he's talking about getting the plans that American Structurepoint has prepared and getting pricing from Bowen and a construction plan scheduled. He said this is to help get Structurepoint involved with the construction oversight component of it within the next year. Mr. Barlow said the White River Interceptor would be completely lined. He said not only is it the main artery for our collections system, but it also intercepts with the Liberty Regional line that comes to us. He said this not only includes lining, but some manhole repair as well, which we can do in-house, but it will be listed within the contract of the lining itself. Mr. Stephens-Hotopp said there are also two lines that run parallel to one another, there is a large diameter CSO line as well as a sanitary line that are both being looked at as part of the project. Mr. Brand said his name was in the signature line of the contract, so he would be signing. Mr. Barlow said it was supposed to be for him to sign, but that was okay too. Mrs. Brothers-Bridge made a motion to approve Task Order #1 as John presented with a not to exceed of \$50,000 and with authorization for Stephen Brand to sign. Mr. Evans seconded the motion. The motion was approved (5-0).

3. Resolution 2021-15, a Resolution to Amend Resolution 2021-08 Regarding BOT Lease Payments. – Brian Stephens-Hotopp, Board Vice-President. Mr. Stephens-Hotopp said we previously approved a Resolution that authorized the MSD to enter into a BOT Agreement with GM Development regarding some of our solar projects. He said as part of that there was language that established a reserve amount of \$470,000 which is 10% of the total amount of money that was available for financing being \$4,700,000. Mr. Stephens-Hotopp said as a follow up the bank that will be doing our financing has reduced the amount of reserve required by MSD, so this is reducing the amount down to \$350,000. He said just a reminder the reserve is just something that is there more as a safeguard to make sure the MSD can make its payments in a timely manner. Mrs.

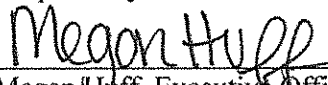
Brothers-Bridge said she thinks this is a good thing. Mrs. Brothers-Bridge made a motion to approve Resolution 2021-15, a Resolution to Amend Resolution 2021-08 Regarding BOT Lease Payments. Mr. Smith seconded the motion. The motion was approved (5-0).

Additional Board Topics: Mrs. Brothers-Bridge said please do not litter. She said it is a sign of pride that we all pick up our trash and make sure it gets in the right place. Please share the message with others so we can take pride in our City. Mr. Brand said along those same lines remember to bag your trash before placing it in your toter because it is easy for loose trash to fly out when the trucks are dumping. He said our employees do a great job of trying to pick up trash that does fall out, but they cannot catch it all. He said also please make sure you close your lids as well to keep rain out, wind from blowing your trash out or to keep animals from getting into trash.

Public Comments: Mr. Donati said he wanted to add on the theme in the Board comments. He said this time of year a lot of people blow their grass clippings into the street, but this is very dangerous to bicyclist and motorcyclist. Mr. Donati said the clippings can also clog our sewer infrastructures and storm drains as well as sends unwanted nutrients to our River. Please make sure when you are mowing you sweep the clippings back into your yard or use them for composting. If you do see a street with an abundance of clippings you can report it to MSD, and it can be addressed with a letter. Mr. Brand asked if there was a City code that prohibits blowing grass clippings into the street. Mr. Donati said yes. Mr. Brand said so Code Enforcement could also be involved if it continued. He said he has heard of people dumping clippings into creeks and the River as well. Mr. Donati said that is a problem and he has witnessed the debris too. He said that falls into the prohibited conduct as well and should not be happening.

Adjourn: Mr. Brand said the next Board meeting will take place on July 28, 2021. Mr. Stephens-Hotopp moved to adjourn the meeting. Mr. Smith seconded the motion. The motion was approved (5-0).

Respectfully Submitted,



Megan Huff, Executive Office Manager

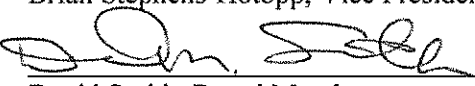
*Approved by the Board of Sanitary Commissioners
Muncie Sanitary District*


Stephen Brand, President


Joseph Evans, Secretary


Tonya Brothers-Bridge, Board Member


Brian Stephens-Hotopp, Vice President


David Smith, Board Member