

## Board Minutes for the Board of Sanitary Commissioners Meeting of August 25, 2021

THE BOARD OF SANITARY COMMISSIONERS conducted a regularly scheduled meeting.

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

Excused absences: None

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

Public present: Ellen Graves, 2516 S Hoyt Avenue Muncie, IN.

**Consideration of Minutes:** Mr. Stephens-Hotopp moved to approve the Board Meeting Minutes as submitted for the August 11, 2021 meeting. Mr. Smith seconded the motion. The motion was approved (4-0).

**Consideration of Claims:** Mrs. Brothers-Bridge said would like to go over a couple items in the claims for this week. She said there is a rental fee for a pressure washer at \$518.40. Mrs. Brothers-Bridge said our new building will have a built-in pressure washer, but we needed to rent one during the move. She said there is a total of \$85,467.76 that was paid to ECR, our partner in recycling. Mrs. Brothers-Bridge said we needed to purchase a new generator for our camera truck and that amount was \$10,512.00. She said we have eight employees attending a conference for the Indiana Water Environment and training fee totals \$3,178.58. Mrs. Brothers-Bridge said our July fees to Randolph Farms were \$10,683.13. She said our 9<sup>th</sup> Levee Mow of the season was paid on these claims for \$16,000 to Coop's Lawn and Landscape. Mrs. Brothers-Bridge wanted to remind the public that we do accept credit card payments. She said we paid fees on those credit card transactions in the amount of \$14,090.51. Mrs. Brothers-Bridge said we paid Indiana American Water \$7,085 for water shut offs regarding non-payment of sewage bills. She said our claims are totaling \$1.5 million and nearly half of those come from Engineering. Mrs. Brothers-Bridge said we have a claim for Bowen Engineering for \$600,601.50 and that is for the work being completed on the new Sanitation building. She said a total of \$80,929.84 is being paid to HNTB and United Consulting for Engineering Inspections. Mrs. Brothers-Bridge said there is another claim to Bowen Engineering totaling \$171,739.99 and that is for work being done on the former U-Haul building at the MLK campus. Mr. Smith made a motion to approve the proposed claims totaling \$1,573,124.88. Mr. Stephens-Hotopp seconded the motion. The motion was approved (4-0).

### Old Business:

None.

**Department Head Update – Jason Ingram, WPCF Superintendent.** Mr. Ingram said on July 29<sup>th</sup> there was an annual IDEM inspection done at the Plant's laboratory, lift stations and CSO's. He said the inspections went well and we had a great progress report to follow. Mr. Ingram said on August 3<sup>rd</sup> we began feeling Aluminum Sulfate to our system for Phosphorus removal. He said they are still in the process of setting dose set points according to our flow now and the goal is to be fully in compliance by December 1<sup>st</sup>. Mr. Ingram said on August 9<sup>th</sup> they began training a new Plant Operator. He said there is an employee who will be retiring in September. Mr. Ingram said new signs are being made for all 29 lift stations and he should receive the signs by Friday, August 27<sup>th</sup>. He said the new signs should have the MSD logo along with the new telephone number of 765-747-4897. The old signs had a number listed that had been discontinued when MSD when to the internet-based phone systems. Mrs. Brothers-Bridge asked if Mr. Ingram's department was fully staffed. Mr. Ingram

said yes other than the operator who will be training in September. He said there is one external posting for an Electrician. Mrs. Brothers-Bridge asked Mr. Ingram to give a quick update on all the work going on at the Plant. Mr. Ingram said concrete was just finished at the Belt Press area as well as a sealant. He said we are back to running full Belt Press's now. Mr. Ingram said there is still a few things that need to be finished once we receive materials. He said the concrete work is done, but we are waiting on some walkway items and grading for our clarifiers. Mr. Stephens-Hotopp said is the whole area at the Plant being resurfaced. Mr. Ingram said yes, and it has been completed. Mr. Stephens-Hotopp said you mentioned the December goal for compliance and I'm assuming that is regarding phosphorus removal. Mr. Ingram said when we began our permit we had until June of 2022 to be in full compliance, so we are ahead of the construction. He said right now we are testing out dosage points and getting lab results back to adjust as needed. Mr. Ingram said a lot of soaps and detergents normally contain the most Phosphorus within the wastewater stream. Mr. Smith said the tour he received a couple months back was highly impressive and thanked him for the hard work he puts in at the Plant. Mr. Brand asked if the Operator that will be training soon is licensed. Mr. Ingram said yes everyone in that job must be licensed. He said there are four classes of licenses. Mr. Ingram said a class 1 licenses must hold at least 1 year in a wastewater job per IDEM. He said class 2 licenses must hold 3 years and the experience. Class 3 is a few more years and more supervision. Class 4 is also quite a few more years in the field and supervision. Mr. Brand said regarding the Phosphorus Removal facility, we are ahead of schedule, right. Mr. Ingram said yes, we are about 6 months ahead of schedule. There were no further questions.

#### **New Business:**

**1. Release of Retainage for the 2017 BAN Projects with Bowen Engineering. – Deana Cox, Financial Manager.** Mrs. Cox said she would like to request Board approval to release the final retainage for these 2017 projects in the amount of \$235,198.18. Mrs. Brothers-Bridge said her only comment is that leaves us with a balance, correct. Mrs. Cox said no, it would be the final payout. Mr. Stephens-Hotopp said he thinks the confusion is that the 2016 release of retainage document was provided in the Board packet, not the 2017 release of retainage document. Mrs. Cox gave the Board a copy of what she was reading from to review. Mr. Stephens-Hotopp said so to the best of your knowledge there is \$138,928 in the contract that is not being used. He said we are closing out the work, but there are some monies not included or spent to completion. Mr. Stephens-Hotopp said he does not have an objection to the release of retaining because the work is completed and has been inspected. He said we will need to check with Bowen Engineering or United to rectify the difference in what was obligated through the contract versus what has been installed and spent. Mr. Brand said in worst case there is savings. Mr. Stephens-Hotopp said right. There were no questions. Mr. Stephens-Hotopp moved to approve the Release of Retainage for the 2017 BAN Project. Mrs. Brothers-Bridge seconded the motion. The motion was approved (4-0).

**2. Change Order #1 for Project 47L-21. – Mike Reno, Administrative Manager.** Mr. Reno said we were working on a lateral at Project 47L-21 when we realized the brick was bad at the manhole's surrounding area. He said our inspector called in and John told him to go ahead and do the work on that area at the time. Mr. Brand said the original price was \$16,400 and the Change Order is for \$2,300. Mr. Reno said yes. Mrs. Brothers-Bridge moved to approve Change Order #1 for Project 47L-21. Mr. Stephens-Hotopp seconded the motion. The motion was approved (4-0).

**3. Approval of Professional Contract for GIS Specialist. – Brian Stephens-Hotopp, Board Vice-President.** Mr. Stephens-Hotopp said one of the efforts that the MSD has been working on is trying to modernize as far as making our information updated as well as available. He said part of that is transitioning to be GIS focused both with our vehicle tracking, our infrastructure projects and reporting drainage problems. Mr. Stephens-Hotopp said with this comes bringing in a GIS Specialist to assist with that modernizing. He said Lanyang Zhou has been an intern who was originally hired with the City and she has become more available after graduating her master's program so the MSD is now bringing her on Board as a Contract Employee. Mr. Stephens-Hotopp said Mr. Barlow prepared this Contract Employee Agreement with her, but we wanted to make sure the Board had

the opportunity to review it as well. Mr. Brand asked if we need to take formal Board action. Mr. Stephens-Hotopp said we are looking for the Board to approve it since it is a formal contract, but this had been going on for some time, so we are trying to retroactively backdate to make sure that she is getting compensated for the work that she is doing. He said she had been a temporary employee for MSD over the summer and this contract took effect on August 9<sup>th</sup> of this year and it establishes a hourly rate for the work that she is doing. Mr. Brand asked if there were any comments or questions from the Board. Mrs. Brothers-Bridge said just pointing out that the Contract will end on December 31, 2021. She said after this time will we be able to renew or hire her for a longer term. Mr. Stephens-Hotopp said we would love to, but she has a work visa that is set to expire so she will be heading back home. Mrs. Brothers-Bridge said she sounds like she is a very valuable employee. Mr. Stephens-Hotopp said absolutely. Mr. Brand said when he read the resume, he could not believe it and jokingly said he took some notes and updated his own resume. There were no other questions. Mrs. Brothers-Bridge moved to approve the Professional Services Contract for Lanyang as GIS Specialist. Mr. Smith seconded the motion. The motion was approved (4-0).

**4. Board Statement Regarding the Intention to Sell Property at 300 E Jackson Street. – Tonya Brothers-Bridge, Board Secretary.** Mrs. Brothers-Bridge said no motion or anything of that matter is needed at this time and that she wanted to make sure we were communicating the status of this property. She said at our May 19, 2021 meeting we brought up that our property at 300 E Jackson Street was going to be listed or opened for bids. Mrs. Brothers-Bridge said the bid process did happen and the property was listed in the newspaper on June 1, 2021. She said we did not receive any bids at the time, so the property is still up for sale. Mrs. Brothers-Bridge said she wanted to make sure the public was aware of the property still being for sale at 300 E Jackson Street.

#### **Additional Board Topics:**

1. Mr. Brand said he had a conversation with Jeff Huff from Star Financial Bank, and he wanted to update the Board on the financing on our Vac trucks. Mr. Wright, Sewer Maintenance Superintendent, said after going through the paperwork this morning and speaking with Mr. Brand there was a mistake found on our invoicing from Best Equipment. He said there will be a \$15,000 savings to MSD with this change. Mr. Wright said in November 2020 the original purchase agreement was signed for these trucks and then they came back in January and we had to redo that agreement because of a parts change, so that gave us back \$15,000. He said they still charged us that original amount somehow, but he has spoke with the salesman and he is getting that paperwork adjusted. Mr. Wright said he has already shared this information with Mr. Huff so that we can adjust the financing with the new figure. Mr. Brand said we already have one of these trucks in our possession right. Mr. Wright said yes, and it has been in use for about three weeks now. Mr. Brand asked how that was going. Mr. Wright said great and like with anything new there will be a few bugs, but so far, we are working things out quickly. Mr. Brand asked when the second truck gets delivered. Mr. Wright said in 1-2 weeks. Mr. Huff introduced himself and thanked the Board for allowing Star Bank to be a financial partner to MSD, something we have been since 2005. He said going back to November when the original approval happened there was a different index being used to price the cost of funds. Mr. Huff said we were looking at a 7-year Treasury rate because this was going to be a 7-year Note, but at that time the rate was 46 basis points (or .46). He said in mid-August 2021 when we were ready to finalize the same Treasury rate had went up to 1.13, so about a 67-point increase. Mr. Huff said because of the relationship Star Bank has with the MSD he really did not want to pass all that along and so we only increased that 40 basis points. He said 2.8 was the original approval and now we will be at 3.2, so minimal based upon the original figure that Mr. Wright had submitted. Mr. Huff said to share a little background Treasury rates are what government and financial institutions use to borrow from the Feds. He said he just wanted the opportunity to explain that change to the Board. Mr. Huff said once Mr. Wright submits the corrected invoices, he will have his staff redo the documentation and we will move forward. Mrs. Brothers-Bridge said as a former Bank Executive she understands the change in the treasury rate, and she appreciates Mr. Huff explaining to the Board. She asked if we are now locked into this rate even if any changes occur within the next two weeks. Mr. Huff said yes, usually 30-45 days is a pretty safe number when it comes to

changes in the rates. Mr. Smith thanked Mr. Huff for coming into the meeting to update the Board. Mr. Brand said thank you to Mr. Huff as well.

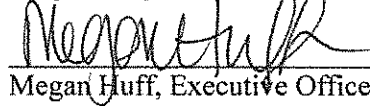
2. Mr. Brand said the other topic he wanted to speak on is something that Jason Donati may have to assist him with. He said prescription medications should not be flushed down the toilet. Mr. Brand said those chemicals end up in our waterways endangering our fish and wildlife. He said the contaminated water is then dealt with at the WPCF. Mr. Brand asked Mr. Donati to explain what someone should do who has prescription medications they would like to dispose of properly. Mr. Donati said we have a safe and secure kiosk in the City Hall building on the first floor. He said any unwanted or unused prescription drugs may be disposed of in that kiosk during regular City Hall business hours which are Monday thru Friday, 8 a.m. – 4 p.m. Mr. Brand said thank you to Mr. Donati and asked if he had anything else he would like to cover at this time. Mr. Donati said yes, he would like to update on the busy month of September that lies ahead. He said we have just released our fall neighborhood cleanup dates and neighborhoods. Mr. Donati said we have eight neighborhoods participating in total. Saturday September 11<sup>th</sup> we have the Old West End and the Southside Neighborhoods. Saturday, September 18<sup>th</sup> we have Morningside, South Central, Forest Park and Industry Neighborhoods. Saturday, September 25<sup>th</sup> we have the Whitely and Thomas Park/Avondale Neighborhoods. Mr. Donati said the Sanitation department has sent out a memo to all the Neighborhood leaders to let them know about the dates. He said the White River Cleanup will be held on Saturday, September 18<sup>th</sup> as well, so that will be a very busy day for the community. The River Cleanup crew will be meeting at Westside Park at 8 a.m. You can show up to the Park to volunteer, but we do recommend that you pre-register to avoid long lines and large groups gathering that morning. The registration information can be found at beautifulmuncie.org which is the Muncie Delaware Clean and Beautiful website. Mr. Donati said we are still looking for Crew Leaders for the River Cleanup. He said there are over 15 miles broken up into sections that we clean and it best to have a Crew Leader in these situations. There will be trainings for anyone who may be interested on Tuesday, September 7<sup>th</sup> at 5 p.m. and Friday, September 10<sup>th</sup> at noon, both will take place at Westside Park. Mr. Donati said if you want to participate, but you cannot make it to either of the trainings he can host something via Zoom, if you reach out to him. Mrs. Brothers-Bridge thanked Mr. Donati for spearheading the River Cleanup. She said she is a kayak enthusiast, and she picks up as much trash as she can but there is always more work to be done. Mr. Stephens-Hotopp thanked Mr. Donati for all his efforts on the MSD Neighborhood cleanups and the River cleanup. Mr. Smith thanked Mr. Donati for all the work he is actively doing in the community. Mr. Brand asked if there are any items that are out of bounds for the MSD Neighborhood cleanups. Mr. Donati said we try to avoid construction debris because that is something that the Sanitation department deals with on a regular basis. He said we also tell people do not put household hazardous waste on the curb, but we will work with the Neighborhood leaders to assist with a special pickup if someone in the neighborhood needs. Mr. Donati said tires is the biggest item we avoid. He said we do not pick up tires, but we will coordinate a game plans with Neighborhood Associations to get tires disposed of in a joint effort. Mr. Donati also said if you have a contractor do tree work at your home, the contractor is responsible for the removal of the tree debris from your property. He said if you are doing the work on your own, you may set it out though for pickup.

**Public Comments:** Ellen Graves, 2516 S Hoyt Avenue, said her issue started about 2 ½ years ago when a property two doors north of her was torn down due to sewage problems. She said the house next door to her was then purchased by MSD, but nothing was done at that time. Mrs. Graves said since then she has been trying to find out about her property. She said she was filled with anxiety and frustration at the time because there was trouble going on within River City, so she could not speak with anyone directly. Mrs. Graves said she recently called the MSD office, and a nice, young lady answered the phone. She said originally asked to speak with Mr. Brand, but learned he is always not in the office, so she was directed to John Barlow, District Administrator. Mr. Barlow returned her call quickly and listened to what was going on at the house next door. She said at the time of purchase there were signs put up that said no trespassing, but it did not seem that the person crawling through the window cared much about the signs. Mrs. Graves said she has also witnessed a cat jumping in and out of a window. She said she explained all of this to John Barlow on Tuesday, August 17<sup>th</sup> and by August 20<sup>th</sup>

everything has been boarded and cleaned up. Mrs. Graves said she is so very thankful because it was such a worry to know people were crawling through the window in and out of the house and to not know what was going on. She said there is more work to be done with the property because there are huge trees where lightning struck and eventually the tree will fall on her property. Mrs. Graves said she wanted to praise Mr. Barlow and the crew that came out to cleanup the property and she is very happy about it. She is wondering though what is going to happen to her property in the future and if we are going to try to take it from her. Mrs. Graves said there are things she would like to do to her property to update it but does not want to do so if there are plans for her home. Mr. Brand thanked Mrs. Graves for her comments. He said he went out to visit the property last week and Harvey Wright's crew was working on the cleanup. Mrs. Graves said yes, and they were wonderful. Mr. Wright said he did speak with Mr. Barlow about the trees, and we are going to discuss what to do in the upcoming weeks. He said the trees are very large cottonwood trees and if the lightening hits it or a windstorm comes through there is only one way the tree will go as it is leaning and that is onto Mrs. Graves home. Mr. Stephens-Hotopp said one of the things we are looking at is to address drainage problems in the area near your home. He said right now the property that you are talking about that is boarded up, there is a storm sewer that runs underneath that property. Mr. Stephens-Hotopp said your property is not being looked at while we investigate how to fix that property and improve the area down through Cowan Road. He said at this point there are no plans at all for acquiring your property. Mrs. Graves said okay and thank you. She wanted to do some things to her home but not if she was going to have to move. Mrs. Graves asked if the plans were still potentially years from taking place or months. Mr. Stephens-Hotopp said we are talking about trying to get plans designed this year with construction to follow in 2022-2023 at the latest. Mr. Brand thanked Mrs. Graves for speaking. There were no further comments.

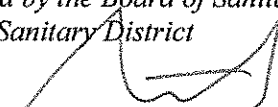
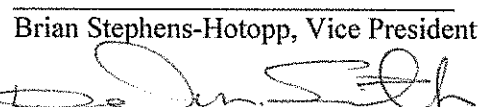
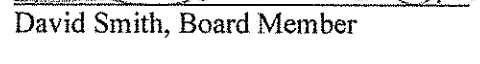
**Adjourn:** Mr. Brand said the next Board meeting will take place on September 8, 2021. Mr. Brothers-Bridge moved to adjourn the meeting. Mr. Stephens-Hotopp seconded the motion. The motion was approved (4-0).

Respectfully Submitted,



Megan Huff, Executive Office Manager

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

  
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Stephen Brand, President  
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Brian Stephens-Hotopp, Vice President  
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Tonya Brothers-Bridge, Secretary  
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