

## Board Minutes for the Board of Sanitary Commissioners Meeting of October 6, 2021

THE BOARD OF SANITARY COMMISSIONERS conducted a regularly scheduled meeting.

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

Excused absences: None

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

Public present:

**Consideration of Minutes:** Mr. Stephens-Hotopp moved to approve the Board Meeting Minutes as submitted for the meeting of September 22, 2021. Mr. Smith seconded the motion. The motion was approved (4-0).

**Consideration of Claims:** Mrs. Brothers-Bridge said regarding the claims there are a few items she would like to highlight for the public's attention. She said there was a Workman's Comp claim and escrow payments paid on 10/1/21 totaling \$66,400.99. Mrs. Brothers-Bridge said there were fees paid to Star Bank for our new truck financing totaling \$1,030.00. She said there were invoices on this set of claims for the new NAPA store inside our Sanitation Building totaling \$6,9010.31. Mrs. Brothers-Bridge said Yarberry Landscaping and Excavating has a claim for \$15,800.00. She said there was a claim for \$3,369.88 for gloves, but some did not come in correctly so there is a credit for \$1,323.55. Gloves are necessity for that line of work, but she just wanted to point out that they were a purchase. Mrs. Brothers-Bridge said we paid MacAllister Machinery for some maintenance work on our generators which was supposed to be done last year, but because of COVID the work was pushed back. There are three claims: the Plant's generator for \$2,666.88, the Jake's Creek generator for \$2,997.61 and the McCulloch Park Lift Station generator for \$3,988.33. Mrs. Brothers-Bridge said we paid Coop's Lawncare for our 12<sup>th</sup> Levee Mow totaling \$16,000 as part of our 2021 Contract. She said we paid \$92,500.05 for Vehicle 5272 and \$92,500.05 for 5271, and we have talked about those incoming vehicles for quite some time. Mrs. Brothers-Bridge said there is another NAPA claim for miscellaneous expenses, but again we are paying to put supplies inside our NAPA store at the Sanitation Building. She said the claims is for \$8,468.42. Mrs. Brothers-Bridge said and in other good news for the Sanitation campus we have paid American Steel Carports for a new toter building \$71,817.00. She said those were the only claims explanations she would like to touch on for today. Mr. Stephens-Hotopp said under Legal Services there is a claim listed for Maxitrol Security Services of \$281.89 that was supposed to be paid from Other Services and Charges. He said the invoice is correct, but it was just input under the wrong account number, so that can just be corrected internally by our Finance department. Mr. Stephens-Hotopp said there is also a claim for Insurance and that is for our Retired Employees and their health care benefits. He said there is nothing further he would like to discuss. Mrs. Brothers-Bridge moved to approve the \$704,957.59. Mr. Smith seconded the motion. The motion was approved. (4-0)

**Old Business:**  
None.

**Department Head Update – Deana Cox, Financial Manager.** Mrs. Cox said since we have begun tagging properties again for water shut offs our delinquencies have gone down. She said we began tagging in March at 23% active accounts that were 90 days and over, but now that rate has gone down 4%. Mrs. Cox said we normally tag about 65 properties a week and out of that 65 about 20-25 get shut off. Mrs. Cox said the Sewage

Billing office is still closed to the public, but they are allowing people to come in and speak with staff if they have issues such as billing issues, questions, shut-off payments. She said if someone just wants to pay their regular sewage bill, we recommend you pay by phone, online, by mail or drop-box payment outside of City Hall. Mrs. Cox said on the financial side of things the Sanitation Department budget went in front of the City Council this past Monday and it was approved. She said next week she has meetings scheduled with all departments and John for 2022 budgets. Mrs. Cox said the total MSD budget itself will not be presented in a Board Meeting until November. Mrs. Brothers-Bridge said she is happy to hear the water shut-offs have been working and that the past dues are down. She asked Mrs. Cox to speak on how we notify the renters and owners on delinquencies and how that affects our past due accounts. Mrs. Cox said we are billing the tenants initially; some owners want to receive a bill still as well and that's fine. She said if that is not paid, we send out a delinquent notice and it is up to the owners and the tenants who is responsible for paying. One of the main changes was that we used to just bill the owners so if there was a delinquency the tenant may not know until their water is shut off. Mrs. Cox said now when a delinquency notice goes out it goes to both parties. Mr. Stephens-Hotopp said the doors are currently secured to the Billing Office but there is a way to speak through an intercom to get your issue discussed with the possibility of coming inside the office if needed correct. Mrs. Cox said that is correct. Mr. Brand asked if Mrs. Cox said we are tagging 65 homes a week. Mrs. Cox said yes. Mr. Brand said to be clear we had a reduction in our request to City Council for our Sanitation Budget, is that right. Mrs. Cox said yes it has been reduced from this year to last year and it was the budget for 2022 that was approved.

#### **New Business:**

**1. Riverside Drainage and Infrastructure Improvements Bid Opening – John Anderson, District Engineer.** Mr. Anderson said this project is coinciding with the City's Riverside Trail for Infrastructure Improvements. The first bid is from E & B Paving for \$1,172,621.25. The second bid is from 3D Company Inc. \$for 1,218,289.00. Mr. Anderson asked that the bids be taken into consideration. Mrs. Brothers-Bridge asked if these amounts were expected. Mr. Anderson said he has not seen project estimates because Mr. Stephens-Hotopp has been handling the project mostly thus far. Mr. David Hileman from Flatland Resources approached the podium and said his firm is a design consultant for the project. He said the Engineers estimate for this work was 1.39 million, so both numbers came in under the estimate. Mr. Hileman said he will be working with Mr. Stephens-Hotopp and Mr. Anderson to make sure the bidders meet all qualifications. Mrs. Brothers-Bridget said it will also get legal approval as well. Mr. Brand said of course. Mr. Stephens-Hotopp said we may want to make sure that all bids were received and that there was nothing accidentally sent to the Clerk's office by mistake because there were six plan holders. Mr. Stephens-Hotopp made a motion to award to E & B Paving's bid of \$1,172,621.25 for the Riverside Drainage Improvements pending engineering and legal review. Mrs. Brothers-Bridge seconded the motion. The motion was approved (4-0).

**2. Agreement to Connect to Sanitary Sewer by CANPAK. – Stephen Brand, Board President.** Mr. Brand said he had spoke at the last meeting regarding Sanitary District and new businesses coming into Muncie, specifically CANPAK. He said in the past the MSD has not offered a revenue credit allowance program like other utilities, so this Board has been working in the background to create a plan for this. Mr. Brand said in the case of CANPAK it is a relatively sizeable investment. He said they are going to plan, schedule, install and connect to the sanitary sewer, but the MSD will own the infrastructure and will bill CANPAK with a 30% revenue credit allowance on their bill until the price to install on their behalf is paid back to them. He said they will not make any money on this nor will we. Mr. Brand said in the meantime Mrs. Brothers-Bridge has been working with the background with the IEDC to see if there are grants available for this type of thing and come to find out there are. He said the grants do not go to the new businesses; they go to the utility. He said we are working on new opportunities to get those monies that we would give back to CANPAK in a credit revenue allowance back into the MSD funds so we will have a net neutral. We can/will do this in the future too for other businesses we are just using CANPAK as our main example since they are a new business coming to town. Mrs. Brothers-Bridge said she is grateful for the opportunity to work with State or Federal partners to get

reimbursed for this and this is also a great program for our customers. Mr. Stephens-Hotopp asked if we would be approving the contract with CANPACK on today's agenda. Mr. Brand said it is not necessarily on our agenda and he is not sure everyone has that agreement already in front of them. He said we will have that ready at the next meeting. Mr. Smith said he appreciates Mrs. Brothers-Bridge's work on setting up the grant opportunity on her time.

**Additional Board Topics:**

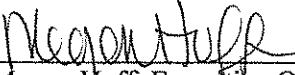
**Public Comments:**

Jason Donati, Stormwater/Recycling Educator, wanted to update the Board on our neighborhood cleanup totals from the fall dates. He said there were 7 total neighborhoods that participated on three different Saturdays. Mr. Donati said they removed 81,040 pounds of materials removed with help of volunteers and Sanitation crew. He said it was not as high as the spring totals but there were 10 neighborhoods participating at that time. Mr. Donati said he would also to remind people that these cleanups are a great time to get rid of materials that don't belong in our totes for weekly pickup. He was told by our Sanitation Superintendent that there were recently some items tossed in a toter that almost caused a fire when dumped in the back of the trash truck, but luckily the employee was able to remove the material before it caused flames. Mr. Donati said please make sure you are only putting residential trash items in your totes and take all household hazardous waste to ECR. He said this can be done from 8 a.m. – 5 p.m., Monday-Friday and 8 a.m. – 12 p.m., Saturday. Mrs. Brothers-Bridge said thank you to Mr. Donati for doing a great job to inform the public during the meetings and on social media about our environment, recycling and much more. Mr. Donati said thank you and that he is happy to attend any public meetings, businesses, or other events to speak on this matter around Muncie to help better our community and educate. All board members thanked Mr. Donati on his update and continuous good work. Mr. Brand said thank you to Mr. Reagon's employees for the quick action and is happy everyone is okay.

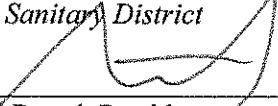
There were no other comments.


**Adjourn:** Mr. Brand said the next Board meeting will take place on October 20, 2021. Mrs. Brothers-Bridge moved to adjourn the meeting. Mr. Smith seconded the motion. The motion was approved (4-0).

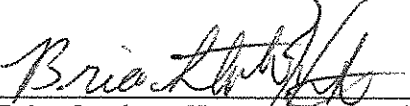
Respectfully Submitted,

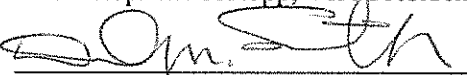
  
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Megan Huff, Executive Office Manager

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

  
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Stephen Brand, President

  
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Tonya Brothers-Bridge, Secretary

  
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Brian Stephens-Hotopp, Vice President

  
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David Smith, Board Member