

Board Minutes for the Board of Sanitary Commissioners Meeting of October 20, 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; John Barlow, District Administrator; 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: no one signed in

Consideration of Minutes: Mrs. Brothers-Bridge moved to approve the Board Meeting Minutes as submitted for the meeting of October 6, 2021. Mr. Stephens-Hotopp seconded the motion. The motion was approved (4-0).

Consideration of Claims: Mrs. Brothers-Bridge said she would like to make a few comments regarding the proposed claims. She said there were Workman's Comp payments for \$111,709.60 paid to Alternative Service Concepts. Mrs. Brothers-Bridge said we paid Keppler Steel and Fabricating \$1,016.00 for purchasing steel because we have a welder that conducts the work in house for MSD. Mrs. Brothers-Bridge said we paid Action Equipment Sales for a new truck wash totaling \$17,121.62 and for a floor scrubber totaling \$12,955.00. She said we paid TCF Equipment a total of \$47,449.00 for our Sanitation vehicles. Mrs. Brothers-Bridge said on-call engineering claims are being paid to Wessler Engineering, Commonwealth Engineers and American Structurepoint \$58,215.36. She said we purchased some new computers for our CAD workspace stations from Zones LLC for \$8,400.00. Mrs. Brothers-Bridge said we paid \$15,000 to Yarberry Landscaping and Excavating for some lateral work on Cole Street and \$56,070 for work on Beacon Street and Grant Street. She said we also paid \$14,000 to Schneider General Contracting for work done on Calvert Avenue and \$6,000 for work done on Bob O Link Drive. Mrs. Brothers-Bridge said there is \$20,000 being paid to the City of Muncie. She said a months ago we agreed to pay the city annually for additional engineering services so that was paid this month. Mrs. Brothers-Bridge said there is claim for ESRI Inc for \$15,500 for an ongoing contract we have with them as an IT provider. She said we had work done on a grinder pump by JWC Environmental Inc totaling \$3,894.73, and a bit of interesting information is the pump is called a 'muffin monster.' Mrs. Brothers-Bridge said we paid \$18,995.69 to BBC Pumps and Equipment for parts needed for a pump rebuild. She said we paid \$6,072.94 to Share Corporation for degreaser and sanitary line deodorizer which she considers essential purchases. Mrs. Brothers-Bridge said we paid \$16,000 to Coop's Lawn and Landscaping for levee mowing #13. She said we are paying fees for our customers to be able to use debit and credit cards to pay their sewage bills. We paid \$13,915.98 in fees this month, so that is something that we may want to consider looking into further. Mrs. Brothers-Bridge said we paid Indiana American Water \$5,590 for shut off fees this month, but we do have fewer customers in past due accounts. She said we have a claim for \$627,612.70 to Bowen Engineering toward various projects they are working on such as CSO 28, CSO 13 and other various wastewater improvements. Mrs. Brothers-Bridge said we have another claim for \$288,338.00 to Bowen Engineering and that goes towards work done at our Sanitation building. She said we have a claim for \$171,528.95 to Bowen and that is regarding the Sanitation building and the old U-Haul buildings' exteriors. Mr. Stephens-Hotopp said there is claim for \$47,090.63 for United Consulting, they are an engineering company that assists with construction inspections to make sure all goes to plan. He said there is a claim to \$4,508.25 for HNTB Corporation and they are our overall Long Term Control Plan/CSO consultants. Mrs. Brothers-Bridge made a motion to approve the proposed claims totaling \$1,807,894.37. Mr. Smith seconded the motion. The motion was approved (4-0).

Old Business:

1. Follow up on Emergency Project 74E-21. – John Anderson, District Engineer. Mr. Anderson said at the September 24th meeting the Board declared this an emergency project after hearing the presentation. He said in the 1100 Block of the alley south of E 6th Street between Beacon Street and Grant Street we had pipe failing which resulted in us sending that project out to six of our contractors for quote. Mr. Anderson said the following Friday we received one quote back from Yarberry Landscaping and Excavating for \$62,300.00 and a portion of that has already been paid. He said we did withhold 10% as we are anticipating that the alley is going to settle, and they will need to go back and relay gravel in the alley. Mr. Anderson said he wanted to give the Board a follow up on the project because other than the alley the work is completed.

2. Follow up on Reimbursement from IDEM for storage tanks – Mrs. Brothers-Bridge said we recently learned that the storage tanks removed from the old Sanitation building would not receive a reimbursement from IDEM. She said because the tanks came out clean and there was no leakage from the tanks. We were hoping to be reimbursed, but they came out so clean that we did not need the reimbursement. Mrs. Brothers-Bridge said it is a good news, bad news situation.

3. Awarding the Bid for the Riverside Drainage Improvements Project. Mr. Stephens-Hotopp said at the last meeting we had opened bids for the Riverside Drainage Improvements Project. He said as you may remember there were bids from E & B Paving with a bid of \$1,172,621.25 and 3D Company with a bid of \$1,218,289.00. Mr. Stephens-Hotopp said after legal review of the documents provided, he would suggest the Board move forward with awarding the bid to E & B Paving with a bid amount of \$1,172,621.25. This would be part of the infrastructure projects that MSD is participating with ARP Funds. He said we would anticipate construction beginning over the winter with completion to take place next summer. Mrs. Brothers-Bridge asked if the ARP Funds means it will be reimbursed to us later. Mr. Stephens-Hotopp said ARP Funds are going to be dedicated to infrastructure projects and this is one of the projects that it would be funding. Mrs. Brothers-Bridge moved to approve E & B Paving's bid of \$1,172,621.25. Mr. Smith seconded the motion. The motion was approved (4-0).

District Administrator Update – John Barlow. Mr. Barlow said he has a couple of items to update the Board on at this time. He said if you have recently noticed the log jams have been cleared from Kittselman and High Street. Mr. Barlow said we had Flatland Resources build an access road at the High Street area that will be available to us or any other entity that would like to be able to access future log jams in that area. He said a few weeks ago we had a tour at the new Sanitation Building campus and Mayor Ridenour participated along with various City Council members. He said he thinks it went well and he was happy to get the feedback from the folks that attended. Mr. Barlow said he would like to give a shoutout to the Sanitation Department because by making some on the fly moves to help with the 'cat rescue' that recently occurred locally. He said it was in the newspaper today that with the National Humane Society and our local Animal Shelter, our old Sanitation Building is now being used. Mr. Barlow said Phil Reagon and his team had to arrange to move any materials needed out of the old building, so the building could be utilized in a hurry. He said the mayor had mentioned in the newspaper about an upcoming project for an 'urban pond', so once that comes closer to fruition our BWQ has volunteered to help as much as possible with things like checking the water quality, administering water testing, giving pond 'advice' and much more. Mrs. Brothers-Bridge seconded the kudos that Mr. Barlow passed along to Phil Reagon and his team at Sanitation. She said Mr. Reagon gave a very nice tour at the Sanitation facility about how it will benefit the surrounding community and now has done great with handling this huge cat rescue reorganization. Mrs. Brothers-Bridge said it is very good leadership when we can count on our employees like that. Mr. Brand said the access road that was put in to remove the logs has already been utilized with canoe launches and fishing so it is pushing some new life into the river as well, and he believes it will be a great multipurpose road. He said if there was anyone who did not or could not attend, can they contact Sanitation to schedule a tour. Mr. Barlow said yes, they can contact him and schedule something. Mr. Brand asked if the pond restoration that Mr. Barlow referred to was at the Memorial and Tillotson extension. Mr.

Barlow said yes, he believes south of Memorial Avenue and east of Tillotson Avenue back in that area which is overgrown with woods right now. He said he is not sure how the BWQ will help, but they have made it known that help is available. Mr. Brand said he appreciates that Mr. Conrad offered to help with this, and he noticed per an email that it was a completely voluntary offer.

Department Update – Jason Donati, Stormwater/Recycling Educator. Mr. Donati said he wanted to do a quick update on PR and Communications. He said John Barlow, Phil Reagon and himself had begun discussing some new ideas with our trucks that were recently purchased. Mr. Donati said he has seen in other communities where their Sanitation trucks went through a name contest with the public. He said we are going to try this contest right away to come up with one name for a Labrie truck first. We will be posting the contest and participation information later today on our Facebook page and on our website. Mr. Donati said just for fun some of the names received in other communities were Sir Dumps a Lot, Cinder-Smella, Obie One Can Only, Smash-a-Saurus and Oscar. He said he plans to reach out to some local schools and offer to have classrooms participate in this because he thinks they would have a lot of fun with this. Mr. Donati said he included in the Board packets, a heartwarming, but sad story of a local dog named Douglas. He said back in March we received a Facebook message from a woman named Candance regarding her five-year-old Golden Retriever, Douglas, who was diagnosed with lymphoma. Mr. Donati said Douglas loved trash trucks so much that his owner asked if there was any way we could help fulfill one of his bucket lists items, to visit ‘Garbage Truck Land.’ He said they quickly decided to have Douglas come out the following week, but the owners learned from the vet that he would name make it that long. Mr. Donati said they all worked together to get Douglas out to the Sanitation building on what ended up being his last day of life. He said Douglas perked right up and had all kinds of energy during his time ‘Garbage Truck Land.’ Mr. Donati said as a team it was proposed that it would be a good idea to name one of these new trucks after Douglas. He said he has spoken with the family, and they are all for it, so what we are thinking of is naming one of the new trucks the ‘Douglas Dumper’ and putting a picture of Douglas on it. Mr. Donati said he felt this was a fun and heartwarming story he wanted to share with the Board. Mrs. Brothers-Bridge said that was a wonderful story and thanked Mr. Donati for sharing. She said she is a dog lover, and the story touched her heart. Mrs. Brothers-Bridge said she also loves the idea of having school kids getting involved with helping to name some of our trucks. Mr. Stephens-Hotopp and Mr. Smith thanked Mr. Donati as well for his story and updates. Mr. Brand said he appreciates the thoughts as well of getting the kids involved in this naming process. Mrs. Brothers-Bridge asked if our trucks were somewhere recently where the kids could interact with them. Mr. Donati said yes, we had sewer maintenance trucks and trash trucks at the Madison Cruise where they did a Trunk or Treat. Mrs. Brothers-Bridge said that is great and it gives the public a chance to see just how clean those trucks are and how our drivers take personal care in their overall appearance.

Department Head Update – Phil Reagon, Sanitation Superintendent. Mr. Reagon said he is going to share a press release that will go out today regarding the 2021 leaf season. He said we will be starting our annual leaf season pickup the week of November 1st. Mr. Reagon said what we ask you to do is put your leaves out, bagged on your normal trash day. He said these bags will be picked up separately from your trash after your normal trash day. Bags should be separated from your normal household trash and not placed in the totes, but on the side of them. Do not place any yard waste in blue recycling bags because those are for recyclables only. City Ordinance 96.05 prohibits the raking or blowing of leaves, litter, or any other debris into the streets. He said the street sweepers have a hard enough time with what mother nature puts into the streets, so we do not want to add to leaves to their debris. Mr. Reagon said some leaves get mulched in with the tree limbs to be used as compost and others go to Randolph Farms to be put in wind rows to be composted there. Mr. Brand asked how many pounds of leaves we do each year. Mr. Reagon said we used to get 14,000 tons annually, but last year we only collected 400 tons. He said more people are hiring out for things like this to be done or now have mulching mowers. Mr. Brand asked if that 400 total tons comes from all around the city or specific areas. Mr. Reagon said Halteman Village area is probably #1 in the leaf collection area. Mr. Stephens-Hotopp said other than leaves what are the guidelines for yard waste in general. Mr. Reagon said if you are a homeowner who has trimmed your trees, you may put those out on trash day. He said they should be no more than 6 inches round

tailor the project to stay under that desired amount. Mr. Stephens-Hotopp said last year the MSD created a standard professional services contract that we could use for things such as this. He said the scope that is specific to this project is identified in Exhibit A and it is several pages describing the work to be done. He said in Exhibit B there is a breakdown in hourly rates for time and materials so that not to exceed amount is based on the largest extent the project could reach in costs. He said finally, Exhibit C includes a schedule of the project with a 60% review in May of 2022 and a notice to proceed in August of 2022. There would be an anticipated construction date at the end of 2022 with a completion of the project in 2023. Mr. Brand said to be clear this is a \$527,000 not to exceed and these ARP Funds are coming to MSD from the City. Mr. Stephens-Hotopp moved to approve the Professional Agreement between MSD and Greeley and Hansen for the Walnut Street Project. Mrs. Brothers-Bridge seconded the motion. The motion was approved (4-0).

3. Resolution 2021-17, a Resolution Board of Sanitary Commissioners' Compensation and Benefits. – David Smith, Board Member. Mr. Smith said as Board members our positions are appointed by the mayor, and we are not actually employees of the MSD. He said with having said that we do qualify for District benefits and part of that includes the compensation for a Board member's time. Additionally, we also qualify for health and life insurance as a District benefit and the MSD pays a portion of that premium. There is an offer of life insurance benefit and that comes in \$10,000 increments as voluntary life insurance. Board members can also take part in the Indiana Public Employees Retirement Fund and that is managed by the State of Indiana. During any MSD business where there is travel required, a Board member is allowed to use an MSD vehicle as well. MSD Board members can also have access to the EPA program. Mr. Smith said some of the benefits that we do not have are as follows: paid vacations, personal leave, sick leave, long-term disability insurance, participation in the wellness program, COBRA or any type of cell phone reimbursements. Mr. Stephens-Hotopp said this is trying to address some prior comments from State Board of Accounts and trying to avoid any ambiguity or grey area that is in the current handbook. He said this is something we are looking to approve prior to a full handbook rewrite in the coming months yet we are proactively addressing areas and items that are a concern now. Mr. Stephens-Hotopp moved to approve Resolution 2021-17, a Resolution Board of Sanitary Commissioners' Compensation and Benefits. Mr. Smith seconded the motion. The motion was approved (4-0).

4. Amendment to MOU for the Riverside Trail Project. – Brian Stephens-Hotopp, Board Vice-President. Mr. Stephens-Hotopp said earlier in the meeting under old business we approved a contract with E & B Paving for Drainage Improvements on Riverside and that was the MSD's project that has a stormwater focus. He said in coordination with another project that is a DAC project there is the Riverside Trail Project which is under review, and he does not believe it has been awarded yet. Mr. Stephens-Hotopp said there was a prior MOU to participate in that project because there were several drainage improvements that were identified that went along with the trail improvements project. He said that the prior MOU language mentioned a not to exceed amount that the MSD would participate in up to \$200,000 to cover the costs associated with the drainage/stormwater improvements. Mr. Stephens-Hotopp said the bids for the Trail Project the numbers came in slightly above the \$200,000. He said we wanted to make sure we were amending the original number. He said what has been provided by our legal counsel was the exact dollar amount of what was bid, but he proposes we put the amount slightly above the bid to leave room for any issues. Mr. Stephens-Hotopp proposed we raise that \$200,000 up to \$225,000, but otherwise the remainder of the language would stay the same. Mrs. Brothers-Bridge asked if the path must be widened and that is the reason for the increase. Mr. Stephens-Hotopp said the engineers estimate anticipated a certain cost for stormwater improvements, but now that they have received the bids there are actual line items for stormwater improvements that add up to roughly \$213,000. He said we are increasing the match portion to cover all stormwater related infrastructure within the language of the contract. Mr. Brand said this was originally estimated almost two years ago so it is far to say that materials and other items have gone up in that time. Mrs. Brothers-Bridge moved to approve the Amendment to the MOU for the Riverside Trail Project. Mr. Smith seconded the motion. The motion was approved (4-0).

Additional Board Topics:

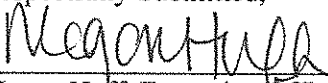
None.

Public Comments:

There were no other comments.

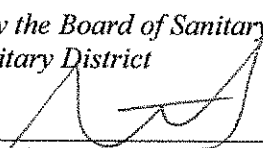
Adjourn: Mr. Brand said the next Board meeting will take place on November 3, 2021. Mrs. Brothers-Bridge moved to adjourn the meeting. Mr. Smith seconded the motion. The motion was approved (4-0).

Respectfully Submitted,



Megan Huff, Executive Office Manager

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



Stephen Brand, President



Tonya Brothers-Bridge, Secretary

Absent - Excused

Brian Stephens-Hotopp, Vice President



David Smith, Board Member