

## Board Minutes for the Board of Sanitary Commissioners Meeting of January 12, 2022

THE BOARD OF SANITARY COMMISSIONERS conducted a regularly scheduled meeting.

Board members present; Stephen Brand, Board President; Tonya Brothers-Bridge, Secretary; Adam Leach, Board Member and David Smith, Board Member.

Excused absences: Mr. Brand said Mr. Stephens-Hotopp has finished out his term for the MSD so everyone that should be in attendance is here.

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; Tim Stover, IT Administrator; John Anderson, District Engineer; and Megan Huff, Executive Office Manager.

Public present:

**Consideration of Minutes:** Mrs. Brothers-Bridge moved to approve the Board Meeting Minutes as submitted for the meeting of December 15, 2021. Mr. Leach seconded the motion. The motion was approved (4-0).

**Consideration of Claims:** Mr. Brand said we have a larger claim number than normal because we skipped the last meeting in December. Mrs. Brothers-Bridge said \$4,991,345.44 of the total \$8,391,436.69 proposed claims were Bond payments. She said of that amount we paid First Merchants \$1,320,562.98 and Huntington Bank \$3,670,782.42. Mrs. Brothers-Bridge said we paid Greeley and Hansen \$37,143.78 for work completed on Walnut Street. She said there is a total of \$152,158.15 that we paid for ECR. She said we paid Star Bank; our first loan payment \$44,064.03 for the trucks we purchased last year. She said we have several On-Call Engineering partners that we work with, and that total of invoices is \$75,051.44. Mrs. Brothers-Bridge said those firms are Commonwealth, American Structurepoint and Wessler. She said we paid Alliance Technology group \$6,000 for work that they are doing to build our IT Firewall. She said we paid Bio Chem \$20,304 for polymer belts at the WPCF. Mrs. Brothers-Bridge said Shafer Leadership Academy has been a good partner for us and they conducted their ethics training in the amount of \$12,000. She said we paid Bowen Engineering \$1,988,160.70 for Long Term Control Plan work and we also paid them \$283,628.80 for the Sanitation building and Bond projects. Mr. Smith moved to approve the proposed claims totaling \$8,391,436.69. The motion was seconded. The motion was approved (4-0).

### Old Business:

#### 1. None

District Administrator Update – John Barlow. Mr. Barlow said we had met last year with the Ball foundation regarding Project Blueways. He said this is an initiative they are taking to go up and down White River to add new access points for kayaking and canoeing. Mr. Barlow said Indiana American Water will be taking bids to do a dam modification. He said he is not sure all the details, but he wanted to bring it up for public knowledge and he will update again as he knows more. Mr. Barlow said Christopher Burke, our Levee consultant, has now submitted the 30% drawings for the tie back levee on the southeast side near Jackson Street and the Jackson Street bridge. He said he said this will greatly reduce the amount we would have to spend based on FEMA and Army Corps of Engineers criteria. Mr. Barlow said this will benefit the proposed Kitselman phase 2 project as well. He said right now Christopher Burke will continue working on this at least until 60% on the plans if Army Corps is okay with the 30%. Mr. Barlow said we have received the Cardinal Greenway Trestle Bridge drawings from VS Engineering. He said the current bridge crosses at McCulloch Park and causes hydraulic scouring. The plan is to remove the bridge and pilings then have the bridge adjacent to it changed and reroute the

Greenway through that. He said Adam is reviewing the plans at the time. Mr. Barlow said we are ongoing with the sewer lining project that runs from East Jackson Street to Elm Street. He said that project is moving forward, and it is a 24 hour a day process.

Department Head Update – Phil Reagon – He said he has some 20/21 numbers to throw out at the Board. He said we have just under 25,000 customers and last year we picked up 37,200 tons or 74,400,000 pounds. Mr. Reagon said the Greenline numbers are 24,976 GGE (gas gallon equivalent) for MSD and we sold 66,835 GGEs. Mr. Reagon said they have official moved out of the old building on Centennial, but we will still be washing trucks there for a couple weeks. He said it is his understanding that the arks department is using part of the building and the Building Commissioner is using the other section. Mr. Reagon said the new building is going great. He said we had to change a few security issues once we figured out the workflow. He said he believes they are going to be ready for an open house in March because Bowen is finishing up the last section of the build. Mrs. Brothers-Bridge asked how Mr. Reagon’s staffing was. Mr. Reagon said we are at 100%. She said she remembers there was a time when he couldn’t find any CDL drivers.

#### **New Business:**

1. Election of Officers. – Stephen Brand, Board President. Mr. Smith said he would like to nominate Mr. Stephen Brand for Board President, Mrs. Brothers-Bridge for Vice President and Mr. Adam Leach for Secretary. Mr. Leach made a motion to approve the slate of officers as Mr. Smith described. Mrs. Brothers-Bridge seconded the motion. The motion was approved (4-0). Mr. Brand thanked the Board for their confidence in him being President for another term.

2. Release of Retainage for the 2019 BAN Projects with Bowen Engineering. – Deana Cox, Financial Manager. Mrs. Cox said she is asking for approval to release that last retainage to Bowen Engineering in the amount of \$629,575.75. She said that is basically the completion on their part for the 2019 BAN aka the Sanitation Building. Mr. Leach asked if the punch list was complete. Mrs. Cox said yes. Mrs. Brothers-Bridge moved approve the Release of Retainage totaling \$629,575.75. Mr. Smith seconded the motion. The motion was approved (4-0).

3. Resolution 2022-01, a Resolution Transferring Funds within MSD. – Deana Cox, Financial Manager. Mrs. Cox said she is asking for the approval on this Resolution. She said they need to move funds of \$2,500,000 out of Revenue (Fund 611) and move it to 276 Rainy Day Fund. She said this was unspent budge in the review account. Mr. Leach asked how much this will add to the “Rainy Day” fund. Mr. Cox said this transfer will bring into a rough 4 million. Mr. Leach asked at the operating budget was for MSD. She said roughly 24 million. He said that’s great because the goal is to have at least six months of an operating budget in the “Rainy Day” funds. Mrs. Brothers-Bridge moved to approve Resolution 2022-01, a Resolution Transferring Funds within MSD. Mr. Smith seconded the motion. The motion was approved (4-0)

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

1. Mrs. Brothers-Bridge thanked the Board for electing her as Vice President.

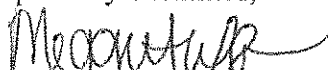
2. Mr. Leach said currently the Storer Estates project is out for Bid which is a stormwater project handled through ARP funds. He said the buds should be back next week.

3. Mr. Brand said he wants to let Harvey at Sewer Maintenance know that he appreciates the responsiveness of the Sewer Maintenance group. He said over the holidays he had someone reach out with concerns and the concern was taken care of with genuine care and workmanship.

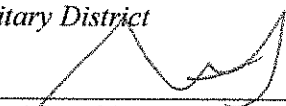
Public Comments: there were no public comments.

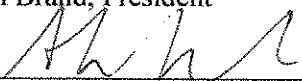
**Adjourn:** Mr. Brand said the next Board meeting will take place on January 26, 2021. Mrs. Brothers-Bridge moved to adjourn the meeting. Mr. Smith seconded the motion. The motion was approved (5-0).

Respectfully Submitted,

  
\_\_\_\_\_  
Megan Huff, Executive Office Manager


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

  
\_\_\_\_\_  
Stephen Brand, President

  
\_\_\_\_\_  
Adam Leach, Board Member

  
\_\_\_\_\_  
Tonya Brothers-Bridge, Secretary

*Rotated off the Board*  
\_\_\_\_\_  
Brian Stephens-Hotopp, Vice President

  
\_\_\_\_\_  
David Smith, Board Member