

Board Minutes for the Board of Sanitary Commissioners Meeting of December 15, 2021

THE BOARD OF SANITARY COMMISSIONERS conducted a regularly scheduled meeting.

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

Excused absences: none.

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: Dan Ridenour, Mayor of Muncie and Shane Langemeier, Best Equipment.

Consideration of Minutes: Mrs. Brothers-Bridge moved to approve the Board Meeting Minutes as submitted for the meeting of December 1, 2021. Mr. Leach seconded the motion. The motion was approved (5-0).

Consideration of Claims: Mrs. Brothers-Bridge said she would like to clarify some of the claims for the public. She said we sent a payment of \$106,374.50 to the Bank of New York for a Bond Payment. Mrs. Brothers-Bridge said there were multiple NAPA invoices paid this period with totals of \$6,466.82, \$9,636.58 \$3,694.06 and \$7,020.00. She said these were for supplies like tires and other similar items for our store within the Sanitation Department. Mrs. Brothers-Bridge said we paid a claim to Alliance Technology Group for \$25,336.00 for our Firewall License Renewal. She said we paid Indiana Michigan Power for our lift station's electric \$2,693.25 and \$40,159.87 for our Water Pollution Control Facility's electric. Mrs. Brothers-Bridge said she wanted to point this out because we are still interested in future Solar Power Projects that can offset that utility. She said we had a claim for VS Engineering totaling \$77,475.00 for work on the Cardinal Trail Rehabilitation work we are doing. She said we paid Air Equipment Rental \$14,420.00 for a new air compressor. Mr. Stephens-Hotopp said the VS Engineering invoice was for a significant amount of work over the last several months and that project is scheduled to go out to bid in the next month. Mrs. Brothers-Bridge moved to approve the proposed claims totaling \$790,526.19. Mr. Smith seconded the motion. The motion was approved (5-0).

Old Business:

1. Mr. Stephens-Hotopp said he wanted to give a brief update on the Solar Power Projects since Mrs. Brothers-Bridge mention them. He said we are looking at two locations for the project to take place: Jake's Creek and WPCF. Mr. Stephens-Hotopp said procurement and construction is not set to take place until 2022.

2. Mr. Brand said he would like to mention that we have a couple contracts from the last meeting in the signature folder today. He said the Sanitary Sewer Extension on Fuson Road awarded to J G Case Construction will be signed today.

District Administrator Update – John Barlow. – Mr. Barlow said we are looking into some prices for a third televising truck for the Engineering Department. He said the trucks are used quite extensively and we are looking to modernized and put a third truck in the fleet. Mr. Barlow said we will bring this to the Board's attention sometime next year as we procure a price. He said we will now be including Shredding Coupons in with the Blue Bag Coupons. Mr. Barlow said this will allow customers to shred materials at ECR for free up to 50 pounds. He said we are looking at early design options for the Drumm addition. Mr. Barlow said these drainage issues were brought to our attention via email, so we are looking at options for a project and scope. He said he will be updating on this as we proceed through the steps. Mr. Barlow said in the new year we will have

some positions open such as Sewer Crewmember. Mrs. Brothers-Bridge asked when the Ethics training takes place again. Mr. Barlow said it takes place Thursday morning from 8a.m. – 12p.m. at Cornerstone with Shaffer Leadership Academy. Mrs. Brothers-Bridge said she knows this is something our President has asked for and she appreciates everyone working to get this scheduled and completed. Mr. Barlow said Shaffer Leadership does a great job hosting and this will be an annual training. Mr. Brand asked if there was a Department Head Update. Mr. Barlow said no, but those will be renewing at the beginning of the year.

New Business:

1. Renewal of Agreement between Muncie Downtown Development Partnership and Muncie Sanitary District. – John Barlow, District Administrator. Mr. Barlow asked for the Board to authorize him to renew a contract partnership that we had last year with Muncie Downtown Development. He said they have a project priority list that pertains to MSD and Stormwater. Mr. Barlow said we have added \$5,000 from last years contract so the total is \$15,000 for 1 year. Mr. Stephens-Hotopp asked Mr. Barlow to describe some of the things that they within this contract. Mr. Barlow said they work on curb inlets in front of businesses and take care of impervious surfaces that convey stormwater from downtown streets. He said it's a partnership that we can fund, and they can keep the aesthetics of the Downtown area intact. Mr. Stephens-Hotopp said there are some rain gardens and stormwater harvesting that they help maintain. Mr. Leach moved to approve with the Renewal of Agreement between Muncie Downtown Development Partnership and MSD. Mr. Smith seconded the motion. The motion was approved (5-0).

2. Renewal of Agreement between Cover-Tek and Muncie Sanitary District. – John Barlow, District Administrator. Mr. Barlow asked for the Board to authorize him to renew an agreement with Cover-Tek. He said they provide us with our pre-employment testing, post-accident testing, DOT testing, Bloodborne Pathogen training and more. Mr. Barlow said they a have a price schedule and it's all based on deliverables there is no retainer. He said it is an as need, as used basis and it is a 3-year term. Mrs. Brothers-Bridge moved to approve the Renewal of Agreement between Cover-Tek and MSD. Mr. Smith seconded the motion. The motion was approved (5-0).

3. Acceptance of Sourcewell Quotes for Freightliner Chassis and up to 4 Labrie Bodies. – John Barlow, District Administrator. Mr. Barlow said we have Sourcewell quotes for a Freightliner Chassis totaling \$269,155.10 and for up to 4 Labrie bodies for our existing Labrie Chassis totaling \$757,755.36. He said these are part of a capital expenditure for vehicles at Sanitation. Mr. Barlow said these prices will increase at the end of the year by 5-8% so these quotes would allow us to lock these prices in place. Mr. Stephens-Hotopp asked Mr. Barlow to explain what Sourcewell is. Mr. Barlow said Sourcewell is a procurement process where they get prices from various areas so when we get a quote it has already gone through the same process as if we are bidding. He said our attorneys have also signed off on this procurement process. Mr. Brand said this is important to lock in our budgets for 2022. Mr. Stephens-Hotopp said this is money that Phil currently has in capital budget, and he appreciates John and Phil working this out to use the allotted funds. Mrs. Brothers-Bridge said to clarify for the public we are locked in to purchase up to 4 bodies, but we are only committed to 1 at this price but if we choose within the year to add another we could. Mr. Barlow said yes. Mr. Reagon said we have never put bodies on before. He said our trucks are in great shape, but the trash bodies have taken a beaten which is why we would like to replace them. Mr. Brand said we are authorizing you to sign correct. Mr. Barlow said yes this is to authorize the price lock into Best Equipment. Mr. Smith moved to approve the Acceptance of the Sourcewell Quotes for Freightliner Chassis and up to 4 Labrie Bodies. Mr. Stephens-Hotopp seconded the motion. The motion was approved (5-0).

4. MacArthur Lane Quote Openings. – John Anderson, District Engineer. Mr. Anderson said this is a replacement and upsizing of pipe at MacArthur Lane off Morrison Road. He said there are two quotes that have been submitted. Mr. Anderson said the first quote is from Schneider General Contracting for \$92,300.00. Mr. Anderson said the second quote is from J G Case Construction for \$95,997.00. He asked that pending review

we award the quote to Schneider General Contracting. Mrs. Brothers-Bridge asked what the scope of work was. Mr. Anderson said we are replacing 6-inch pipe with 12-inch pipe with 6 structures, it's in a residential area and will have driveways to restore. Mr. Stephens-Hotopp asked if there was an engineer's estimate. Mr. Anderson said he did have one that was a little lower in price, but the way pipe pricing has been he is not surprised with numbers constantly changing. Mr. Stephens-Hotopp asked if this was a lump sum. Mr. Anderson said yes, it is a lump sum. Mrs. Brothers-Bridge moved to approve the MacArthur Lane Quote to Schneider General Contract Pending Legal Review. Mr. Leach seconded the motion. The motion was approved (5-0).

Additional Board Topics:

Mrs. Brothers-Bridge said she saw a post on the MSD Facebook where we were educating on recycling especially wrapping paper. She said if there is foil or glitter wrapping paper it does not go in the recycling bins.

Mr. Brand said we will be cancelling the Board meeting originally scheduled for December 29th and we did this last year as well. He will have our next meeting on January 12th which will be the first meeting in 2022. Mrs. Brothers-Bridge made a motion to approve canceling the December 29th Board Meeting. Mr. Leach seconded the motion. The motion was approved (5-0).

Mr. Brand said today was Brian Stephens-Hotopp's last official MSD Board Meeting. He said he would like to thank Brian for all that he has done while on the MSD Board and that he has learned a lot from him. Mr. Brand wished Brian good luck in his future.

Mrs. Brothers-Bridge said she would like the public to know how much Brian has done for the City of Muncie and the MSD. She said he has worked countless hours and he is a very talented man and Engineer. Mrs. Brothers-Bridge said it is an honor to have worked with him.

Mr. Leach said he will still be working with Brian to learn his new role as City Engineer. He appreciates the short time they spent working together.

Mr. Smith said he appreciates the time they worked together, and it was an honor. He said wishes everyone a Merry Christmas.

Mr. Stephens-Hotopp said he appreciates the opportunity he had to work with the Board. He said we have been able to do a lot of good over the last couple years and enjoyed working with the staff of the MSD. Mr. Stephens-Hotopp said there are a lot of great people working very hard out there and it was an honor to be part of the organization over the last couple of years.

Mr. Brand said he would like to thank the employees of the MSD and all the work they have done in 2021. He said what we do here is important and what we do here makes a difference in the community. Mr. Brand said he wishes our employees and customers a Merry Christmas and Happy New Year.

Public Comments:

John Barlow, District Administrator, said he would like to take the opportunity to thank the Board and the staff for making his life at work pleasant. He said he would thank Brian for his work while on the MSD Board. Mr. Barlow said Brian's biggest skill was that while he was pointing out financial information to him, he did not call me an imbecile especially while I did feel like one trying to figure things out. He thanked Mr. Stephens-Hotopp and wished him well.

Mayor Ridenour said it has been a pleasure to work with Brian and he is thrilled we were able to work this out for the last two years. He said it has been fantastic for the city what you have helped accomplish as well as the Sanitary District. Mr. Ridenour said he appreciates Brian and wishes him great success in the future.

Adjourn: Mr. Brand said the next Board meeting will take place on January 12, 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*

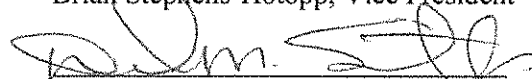


Stephen Brand, President

Adam Leach, Board Member

Tonya Brothers-Bridge, Secretary

Brian Stephens-Hotopp, Vice President



David Smith, Board Member