

## Board Minutes for the Board of Sanitary Commissioners Meeting of January 26, 2022

THE BOARD OF SANITARY COMMISSIONERS conducted a regularly scheduled meeting.

Board members present; Stephen Brand, Board President; Tonya Brothers-Bridge, Board Vice President; Adam Leach, Secretary and David Smith, Board Member. Excused absences: none.

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

Public present: none signed in.

**Consideration of Minutes:** Mr. Leach moved to approve the Board Meeting Minutes as submitted for the meeting of January 12, 2022. Mrs. Brothers-Bridge seconded the motion. The motion was approved (4-0).

**Consideration of Claims:** Mrs. Brothers-Bridge said she wanted to clarify some claims for the public. She said most of the claim total is for insurance totaling \$246,186.18. It is our understanding that the City has decided that instead of paying in installment payments we are paying our insurance in large lump sum payments. Mrs. Brothers-Bridge said we had a CNG billing on the claims for \$32,354.78 and the rest of the claims include normal dumping fees, ECR fees and other normal utilities. Mrs. Brothers-Bridge moved to approve the Register of Claims in the amount of \$618,067.89. Mr. Smith seconded the motion. The motion was approved (4-0).

### Old Business:

#### 1. None

**District Administrator Update – John Barlow.** Mr. Barlow said we have an upcoming retirement within the MSD for Rex Smith. He said he had worked with Rex at the WPCF for 38 years. Mr. Barlow said Rex trained as an Operator and then became a Maintenance Operator. He said Rex's retirement party will be held at the WPCF on Monday, January 31<sup>st</sup> at 11 a.m. Mr. Barlow said Rex is an avid camper and has been looking forward to retirement for quite a while now. He said in relation to Rex's retirement, interviews for his position were held by Jason Ingram. Mr. Barlow said Shawn Bowden has been named the new Maintenance Manager at the Plant. He said Shawn has been in maintenance for a long time and has a lot of good ideas. Mr. Barlow said he is happy with the choice Jason made for the employee succession. He said he is going to have a follow up meeting tomorrow to finalize the Tie-Back Levee project. Mr. Barlow said Project CSO 13 is still moving along. He checked with Bowen Engineering yesterday and we are hopefully looking at reopening White River Blvd by the third week in February, but that is ultimately weather dependent. Mr. Barlow said the project on Bunch Blvd is progressing and he has been in contact with Frank Scott with the neighborhood association to keep him updated. He said Bowen has made sure that notifications are going out as well. Mr. Barlow said he has been in contact with the Coldwell Lunsford Group in reference to selling the USI Building, and they are still showing it. He said they did request the utility bills and those were sent over so they could share them with some potential buyers. Mr. Barlow said we did have to have some additional maintenance work done on the HVAC system to keep the heat working for obvious reasons. Mrs. Brothers-Bridge said she wishes Rex Smith well on his retirement and congratulations on his replacement. She said she would like to see the USI Building sell and she appreciates the updates. Mrs. Brothers-Bridge asked if we have been actively showing the building. Mr. Barlow said yes, he was told a business was looking into purchasing it and that is who asked for the utility bills to gauge the costs.

**Department Head Update – Harvey Wright, Sewer Maintenance Superintendent.** Mr. Wright said street sweepers went from 4 trucks to 3 trucks which allowed for a decent back up truck in case one breaks down. He said we have approximately 500 lane miles in the City of Muncie that are MSD's responsibility and the sweepers picked up a total of 1,599.4 tons of dirt and debris along the streets. Mr. Wright said the 3 sweepers swept a little over 3,000 lane miles last year and picked up 140 tons of leaves in 2021. He said Sanitation collected 230 tons of leaves additionally with bagged trash. Mr. Wright said the construction crew has done an outstanding job in their recent work. He said they have done 130 jobs/repairs in 2021 ranging from ½ days to 3-day jobs. Mr. Wright said when the Construction crew isn't doing construction jobs, they are helping with the Maintenance of the sewers and call outs. He said the extra work from the construction crew must be helping because the numbers are decreasing for call outs; in 2019 there were 627 call outs, in 2020 there were 564 call outs and in 2021 there were 531 call outs. Mr. Wright said Thom Noble was our Working Foreman at Sewer Maintenance and now he been promoted to the Assistant Superintendent. He said that Mr. Noble has truly earned this. Mr. Wright said Chris Duddleston is taking over Thom Noble's previous position. He said Mr. Duddleston is very knowledgeable and came from a plumbing background. Mr. Wright said the Bid Packets for the Mowing of the Levee will be available at Sewer Maintenance as of 12:30 p.m. today and they must be turned in by the 22<sup>nd</sup> of February. He said the bids will be opened at the February 23<sup>rd</sup> Board meeting. Mrs. Brothers-Bridge said congratulations to Thom and Chris. She said she also appreciates all the street sweeping around town as it makes Muncie more prideful. Mr. Leach said he would like to echo what Mrs. Brothers-Bridge said. Mr. Smith congratulated the staff as well. Mr. Brand thanked Harvey for the update, and he appreciates the report on 2021 numbers. He said some people may not know what it entails to be an employee at Sewer Maintenance with all the callouts in rain, snow, and shine. Mr. Brand said what you do every day is important. He reminded the public that the bid for the Levee Mowing will not only be awarded to the lowest bidder, but the lowest responsive and responsible bidder. Mr. Brand said making the appointment with Harvey and Thom to drive the Levee is a requirement for bidding, so all vendors are on the same page as of what is expected of them.

#### **New Business:**

**1. Bid Opening for Storer Estates Project - John Anderson.** Mr. Anderson said this bid opening is for the Storer Estates Project which is a redevelopment of the old Storer School area. He said we did receive three bids for the project. The first bid is from Bun Incorporated and offers a total base bid of \$2,814,822.75. The second bid is from VTF Excavation and offers a total base bid of \$2,902,139.40. The third bid is from 3D Company and offers a total base bid of \$3,119,000.00. Mr. Anderson asked the Board to take the bids under advisement at this time. Mrs. Brothers-Bridge asked if there was an engineer's estimate for this project. Mr. Anderson said he was not involved in that aspect of the planning. Mr. Leach said we had a general idea, but we did not full estimate due to the volatile environment for materials. He asked if Mr. Anderson could go back through and check and read off the mandatory alternates. Mr. Anderson said he was not aware there were alternates the first time he read through, but he would look again. 3D Company lists alternate #1 as \$60,253.06 and alternate #2 as \$466,678.09. VTF Excavation lists alternate #1 as \$83,648.61 and alternate #2 as \$530,085.33. Bun Inc. lists alternate #1 as \$93,194.07 and alternate #2 as \$516,458.26. Mr. Leach said the spread is acceptable, so it seems there is a reasonable average of bids. Mr. Brand asked how many bid packets were picked up versus what was turned in. Mr. Anderson said there were 6 packets picked up and 3 packets turned in. Mr. Brand asked if anyone from Bun Inc. present who would like to address the Board at this time. The employee said they felt they were close to the engineer's estimate, so he is ok. Mr. Brand asked if anyone would like to speak from VTF Excavation. The employee said no thank you. Mr. Brand asked if anyone would like to speak from 3D Company. The employees that were attending left after the bid opening, so no one was available to speak. Mrs. Brothers-Bridge asked if the mandatory alternate could be explained. Mr. Leach asked Steve from RMA to come up to the podium to help address this question. Steve shared that the base bid was all the civil work which included earth work, installation of sewers, utilities and constructions of the streets related to the park that is being built in part of the development. He said alternate #1 is mainly the landscaping elements and landscaping of the detention basin and alternate #2 is essentially all park improvements including the playground, water fountain, shelter, sidewalks and pickleball courts. Mrs. Brothers-Bridge asked if we would be looking at the

total bid amount. Steve said yes. Mr. Leach said the quick math it looks like Bun Inc. is the apparent low bidder, but until we go through the packet and make sure everything was submitted and in order. Mr. Brand said we should add up these totals and state them. He asked Mrs. Brothers-Bridge to add up the totals for Bun Inc. He asked Mr. Leach to add up VTF Excavating. He said he would add up 3D Company himself. Mrs. Brothers-Bridge said the total for Bun Inc. including the base bid, alternate #1 and alternate #2 is \$3,424,475.08. Mr. Leach said the total for VTF Excavating including the base bid, alternate #1 and alternate #2 is \$3,515,873.34. Mr. Brand said the total for 3D Company including the base bid, alternate #1 and alternate #2 is \$3,645,951.15. Mr. Brand said the lowest bidder is Bun Inc. at \$3,424,475.08. Mr. Smith made a motion to approve the lowest bidder as Bun Inc. pending full legal review. Mr. Leach seconded the motion. The motion was approved (4-0).

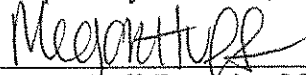
**Additional Board Topics:**

1. Mrs. Brothers-Bridge said considering the cold weather she wanted to make sure the public knew that City Hall is a warming station.
2. Mr. Leach said he truly appreciates all the work that the MSD Employees do daily. He also congratulated Mr. Rex Smith on his retirement.
3. Mr. Brand said he wanted to read a letter that came in from a customer recently. He said he will omit their name because they did not know he was going to read it today. The letter said – “Hi. My name is (leaving blank) and I wanted to give a giant shoutout to our garbage man. I wish I would have gotten his name, but he was a tall, older gentleman at our address above this morning. He not only waived and honked but brought us up a toy trashcan and toy truck. This made my 15-month old’s entire day as he did not want to leave the window after that. I know they probably get these to give out, but this man has been so great over the years. Our foster son, a few years ago, and my niece have also been given one. He pays attention to his surroundings, and you can just tell he is overall a caring individual. Please forward on our thanks.” Mr. Brand said after reading this letter he found out this employee was Cedric Powell of our Sanitation Department. He said what we do every day is important and how we show up and present MSD is important. Mr. Brand very much appreciates this type of public comment.

**Public Comments:** There were none.

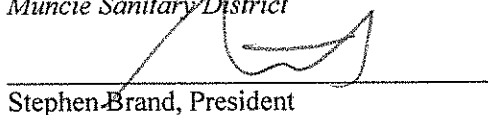
**Adjourn:** Mr. Brand said the next Board meeting will take place on February 9, 2021. Mrs. Brothers-Bridge moved to adjourn the meeting. Mr. Smith seconded the motion. The motion was approved (4-0).

Respectfully Submitted,



Megan Huff, Executive Office Manager

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



Stephen Brand, President



Tonya Brothers-Bridge, Vice President



Adam Leach, Secretary



David Smith, Board Member