

## Board Minutes for the Board of Sanitary Commissioners Meeting of March 23, 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; Rick Conrad, BWQ Director; Drew Holloway, BWQ; Sam Gradle, BWQ; 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 March 9, 2022. Mr. Smith seconded the motion. The motion was approved (4-0).

**Consideration of Claims:** Mr. Leach said there is a claim for contractor work of a McCulloch Park Heater that is not actually a Parks Department project, it is for a lift station at McCulloch Park. He said there is an invoice for Compass Services of America and that is for roadway salt which is part of a longstanding agreement between MSD and the Street Department that we use salt in lieu of sand due to the combined sewer system. Mrs. Brothers-Bridge said we have claims paid to Jacob Deets for fire protection in the amounts of \$1,609 and \$7,500. She also wanted to point out that we paid the Indiana State Chemist \$250 from an incident last year when an employee sprayed for mosquitos when they should not have. She said it was self-reported and this claim is us paying for the fine given to us. Mrs. Brothers-Bridge said she is proud of the integrity of our staff to self-report an error like this and take action to resolve the situation. Mrs. Brothers-Bridge said we paid JG Case \$161,775 for the work we are continuing to do for CANPACK. She said we paid Schneider Contractors \$5,800 for some work done on Royal Oak Drive. Mrs. Brothers-Bridge said we paid \$24,409.44 to JWC Environmental for two 'muffin monsters' aka grinders at the WPCF. She said we paid Specialty Earth Sciences \$42,843.75 for our quarterly monitoring they do for us. Mrs. Brothers-Bridge said to Mr. Leach's point about the road salt, we also paid Compass Minerals Inc. She said we paid Bowen Engineering \$138,925 for work done on Cowan Road and Burlington Drive and \$1,310,436.90 for various work done on CSO 013, 028 and other projects. Mr. Smith moved to approve the proposed claims totaling \$2,683,124.51. Mrs. Brothers-Bridge seconded the motion. The motion was approved. (4-0)

### Old Business:

1.

**District Administrator Update – John Barlow.** Mr. Barlow said regarding the CANPACK project, it is his understanding that it is nearly if not fully complete. He said there will still be some punch list items upon substantial completion. Mr. Barlow said he had a virtual meeting with the INDOT team recently regarding some options that are being presented for the Cut Off Levee near East Jackson. He said we are trying to find the best and most economical way to maintain the line of protection. INDOT still wants to see more details before deciding so we are putting those together with Christopher Burke as we speak. Mr. Barlow said the Cardinal Greenway Bridge Rehab/Demo bids will be opened at the next Board meeting on April 6<sup>th</sup>. He said the reason that MSD is undertaking this project is because it does affect infrastructure and sewer syphons that are being infringed on by the current bridge. Mr. Barlow said he found out yesterday that the BWQ turns 50 years old this year. He said he was told that by Mr. John Craddock, the founder of the BWQ. Mr. Barlow said Jason Donati has been named the new MSD rep on the Cardinal Greenway Board. Mrs. Brothers-Bridge said thank you for

sharing that news. She said she loves to hear when our employees are invited to serve on community boards. Mr. Leach said congratulations to BWQ and thank you for making sure the White River stays as clean as possible. Mr. Brand asked who does the final inspection of the CANPACK project. Mr. Barlow said he believes its MSD. Mr. Anderson said MSD will do some sewer inspections, but as part of the contract, GJ Case will do testing on the pipe and the manholes after 30 days. Mr. Brand said he was contacted by a resident of the South Wind Village neighborhood about the road restoration of their neighborhood entrance after the work is done at CANPACK. Mr. Anderson said that was completed late last week. Mr. Brand thanked him.

**Department Head Update – Jason Donati, Recycling/Stormwater Educator.** Mr. Donati said the spring neighborhood cleanups have been scheduled for May 7<sup>th</sup>, 14<sup>th</sup> and 21<sup>st</sup> from 8-11:45 a.m. He said those cleanups end at 11:45 a.m. because we must make it to East Central Recycling before they close at 12 p.m. Mr. Donati said applications are still open and we have had 10 neighborhoods sign up so far – Thomas Park, Riverside, East Central, McKinnley, South Central, Industry, Southside, Old West End, Whitely, and Morningside. He said the applications are open through March 31<sup>st</sup> and the application is online along with all other information. Mr. Donati said Shred Week will take place during the week of April 18<sup>th</sup> – April 22<sup>nd</sup> from 8 a.m. – 1 p.m. He said you must be a resident of Muncie or Delaware County to attend. Shred Week will take place at East Central Recycling at 701 E Centennial Ave. When you arrive, you let them know you have materials to be shredded so they can direct you from there. Each resident can shred up to 50 boxes of materials and a certificate of destruction will be offered. Mr. Donati said there is also now a coupon included for shredding up to 50 pounds on the Blue Bag coupons sheet that we mail, if you cannot attend during Shred Wee this can be utilized in its place. Mr. Donati said he is partnering with MADJAX to do a free build your own rain barrel workshop. He said the barrel is free, but if you want all the parts so you can leave with a working rain barrel, MADJAX is charging a \$10 fee to cover the parts. He said this will be shared on our social media page and website, but you must register to attend. Mr. Donati said he has started a Recycling Advisory Board that has met once already at the Sanitation Building in their Training Room. He said the meeting went well and he is compiling the information and feedback he received from the Board. This will help us find out what the public likes and dislikes about our recycling program and allow us to work on ways to better our program. Mr. Donati said a department head stormwater training meeting will be held on March 29<sup>th</sup>. He said we are asking all department heads to attend because the stormwater permit has changed through IDEM. He said we are working to fill the paperwork out so we want to update all department heads at the same time of what changes they can expect. Mrs. Brothers-Bridge asked when the rain barrel workshop will take place. Mr. Donati said April 28<sup>th</sup> from 6:30 p.m. – 8 p.m. She asked Mr. Donati to help the public improve on their littering problem because she has noticed a large increase in litter. Mr. Donati said every year when the snow melts and spring comes, we get a lot of responses through the website and social media on litter. He said neighborhood cleanups will help address some of the litter. He said another thought is partnering with Muncie Delaware Clean and Beautiful (MDCB) which is a local non-profit. They do gateway cleanups and cleanup blitzes to get volunteers to come and work in specific areas. He said they also have a mobile trailer to host a cleanup with all the supplies that would be needed. Mr. Donati said MDCB will usually work with people who reach out to them and want to target a specific area and then MSD would help pick up the material that they collect to make things easy and convenient. We also work with them to help with public safety if it is on busy road that volunteers have safety vests on and cones out in the areas they are working. Mr. Donati sand he and Mr. Reagon recently spoke about seeing many local dumpsters overflowing with trash which does not mix well with windy weather. He said we are looking at ways to handle this since they are private dumpsters, so we are looking at ways to address that. Mr. Donati said trash should always be bagged when going into toters as well. This prevents from even more litter blowing around on your trash day. Mrs. Brothers-Bridge said that information helps a lot and that she is just tired of seeing people throw trash out their car windows. She said any work that we can do to prevent littering, we should do. Mr. Donati said there is a fine for littering and some signage in various areas around Muncie. Mrs. Brothers-Bridge asked what the find amount was for Muncie. Mr. Donati said up to \$1,000, but maybe we should even start handing out \$75 tickets to discourage this trend. The Board thanked Mr. Donati for his update.

## **New Business:**

**1. Quote Opening Greenbriar Storm Sewer Project. – John Anderson, District Engineer.** Mr. Anderson said this area was having drainage issues near Greenbriar and Amherst. He said there were two quotes turned in for this project. The first quote was from GJ Case Construction in the amount of \$138,083.00. The second quote was from Yarberry Landscaping and Excavating in the amount of \$119,000.00. Mr. Anderson said at this time he would like to request that we awarded the quote to Yarberry Landscaping and Excavating pending legal review. Mr. Brand asked if there were any contingencies provided along with the quotes. Mr. Anderson said we did not have any contingency requests in our scope of work. There were no further questions. Mr. Smith made a motion to approve Yarberry Landscaping and Excavating for the Greenbriar Storm Sewer Project Pending Legal Review. Mr. Leach seconded the motion. The motion was approved (4-0).

**2. Change Order 1, Project 1SA-22 3612 W. Royal Oak. – John Anderson, District Engineer.** Mr. Anderson said this Change Order is for Project 1SA-22 at 3612 W Royal Oak Drive. He said the project was for a repair of a service lateral in the rear yard at the property. Mr. Anderson said in doing so we could not launch the lateral in the way we had intended, and once construction started it was determined that we did not have to go all the way down to the main which was 12 foot deep. He said this is a deduct Change Order for \$3,100 from the original contract price of \$8,900. Mrs. Brothers-Bridge made a motion to approve Change Order 1, Project 1SA-11 3612 W. Royal Oak Drive. Mr. Leach seconded the motion. The motion was approved (4-0).

**3. Emergency Project at 8<sup>th</sup> Street and Meeker Ave. – John Anderson, District Engineer.** Mr. Anderson said at 8<sup>th</sup> Street and Meeker Avenue the District has a manhole that is in poor condition and is causing the road to deteriorate along with creating a sink hole under the pavement. He said he would like to declare this an emergency instead of a bid due to not wanting this problem to worsen while we wait for a bid type project. Mr. Anderson said we did send a scope of work to Bowen as our contractor where they have an allowance for making repairs like this. He said Bowen did send back their cost estimate of \$158,600 to not only repair this manhole, but bypass pumping, road restoration and the replacement of two storm inlets at the intersection since we are already there. Mrs. Brothers-Bridge said she understands that right now the area is covered. Mr. Anderson said yes there is a steel plate over it. Mr. Leach said this is an emergency project due to the fact there is a creeping failure, but at the time being it is safe, but we will continue to monitor the area. He said assuming the Board makes a motion to approve today there will be some long lead items to be ordered for the work, but we will move as fast as we can. Mr. Leach said if we feel the area becomes unsafe before the materials are in Bowen's possession, we will close the road to ensure public safety. Mr. Brand asked what the lead time was estimated at. Mr. Anderson said this is an odd sized pipe at 21 inch which is rarely made anymore, so it has been estimated at 7 weeks for the parts. Mr. Brand asked if the intersection would be closed once the project starts. Mr. Anderson said yes. Mr. Brand asked for how long it would be closed. Mr. Anderson said maybe a week and there will be bypass pumping during the construction time. Mr. Leach made a motion to approve the Emergency Project at 8<sup>th</sup> Street and Meeker Avenue. Mr. Smith seconded the motion. The motion was approved (4-0).

**4. Amendment No. 4 to Owner-Engineer Agreement for CSO 007 between MSD and HWC Engineering. – John Barlow, District Administrator.** Mr. Barlow said this is an amendment to the current HWC Engineering design scope contract. He said HWC was originally contracted to do a 30% Design on the CSO 007 Basin and that was increased to a full 95% Design. This is under our Bond Long Term Control Plan Projects. Mr. Barlow said adjacent to that basin is a section of Riverside that runs from Wheeling Avenue to West New York Avenue has some drainage issues. He said we looked at various places for our ARP Drainage work that we wanted to do, and this popped up in our minds that it would be pretty good bang for the buck to do this, but we need to see what the design is going to look like. Mr. Barlow said since HWC is working directly adjacent to this area and because this design may influence the CSO 007 area, we wanted them to do a design on this. The design would be outside the original scope of work for HWC. HWC is adding an Amendment to the original scope of work totaling \$86,750.00 and again this would be paid from ARP Funds and hopefully help some standing drainage

issues and influence the adjacent basin work they are currently doing. Mrs. Brothers-Bridge said help me understand, the reason we have selected this area is because it is connected to basin CSO 007. Mr. Barlow said yes, it is when you get down to it. He said we can use the ARP monies and it will help improve the design for the CSO 007 area. Mrs. Brothers-Bridge asked if this would be a savings for us in the long run so we would not have to go back and do this later. Mr. Barlow said he is hoping it would decrease any further scope for CSO 007, but he cannot say for sure, but at the very least there are some significant drainage issues as you work your way west from Wheeling on Riverside toward New York. He said if we can get those taken care of then we can also do the road restoration that comes with that work. There were no further questions. Mr. Leach made a motion to approve Amendment No. 4 to Owner-Engineer Agreement for CSO 007 between MSD and HWC Engineering. Mr. Smith seconded the motion. The motion was approved (4-0).

**Additional Board Topics:**

Mr. Leach said as John has mentioned in the past, we are doing some negotiating with the Delaware Regional Wastewater District and part of those negotiating have progressed to the point where we have the basis of agreement well scoped with our attorneys. He said he would like to make a motion to allow our Board President to advance those negotiations and forward that basis of agreement to DRWD so they can continue their negotiations in good faith. Mrs. Brothers-Bridge seconded the motion. The motion was approved (4-0).

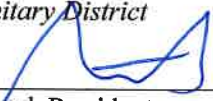
**Public Comments:** Jason Donati said he missed one thing in his department update earlier. He said Phil Reagon wanted him to mention that the Sanitation Department is looking for part-time truck washers at the new Sanitation facility. He said we will have that up later today on our website and social media. The pay starts at \$12.75/hour, up to 30 hours per week and the application can be filled out online. Mr. Brand asked how old they must be to apply. Mr. Donati said 18 years old with a high school diploma.

**Adjourn:** Mr. Brand said our next regularly scheduled meeting will be held on April 6 at 11:30 a.m. Mrs. Brothers-Bridge made a motion to adjourn the meeting for March 23, 2022. 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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Adam Leach, Secretary

  
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Tonya Brothers-Bridge, Vice President

  
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David Smith, Board Member