

Board Minutes for the Board of Sanitary Commissioners Meeting of September 7, 2022

THE BOARD OF SANITARY COMMISSIONERS conducted a regularly scheduled meeting.

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

Department managers and staff present; John Barlow, District Administrator; Mark McKinney, Legal Counsel; Josh Brown, Legal Counsel; Deana Cox, Financial Manager; John Anderson, District Engineer; Jason Donati, Stormwater Educator; Thom Noble, Sewer Maintenance Assistant Superintendent; Phil Reagon, Sanitation Superintendent; Tim Stover, IT Administrator; and Maggie Bales, Executive Office Manager.

Public present: None.

Consideration of Minutes: Mr. Brand entertained a motion to approve the minutes as presented. Mrs. Brothers-Bridge moved to approve the Board Meeting Minutes as submitted for the meeting of August 24, 2022. Mr. Leach seconded the motion. The motion was approved (4-0).

Consideration of Claims: Mr. Brand entertained a motion to consider the register of claims totaling \$818,749.96. Mrs. Brothers-Bridge stated on page one there is a claim to Napa \$3,808.50 for 50 totes, roughly \$76 per tote. She stated on page two there is a claim to Baker Tilly \$3,268.75 for work done with the budgeting process. Mrs. Brothers-Bridge stated on page three there is a claim for Jack Dohany Companies a total of \$18,215.80 for work done on camera trucks. She stated there is a claim to TopCon Solutions for \$10,260 for three survey crew data collector tablets. Mrs. Brothers-Bridge stated on page four we paid Schneider General Contracting \$8,900 for work done on West Carson. She stated we paid Level365 \$17,751 for revised telephone equipment that was needed. Mrs. Brothers-Bridge stated on page eleven we paid Baker Tilly \$9,122.50 for work done on treatment rate calculations that are being considered. Mr. Leach clarified for the public that on page twelve there is a grenade bomb tool for root cutting. He stated this is a tool that is an attachment for the Pipe Hunter for root clearance. Mr. Leach stated there is a grant for Bureau of Water Quality to make a mussel farm so there are some engineering fees for the concrete pad design of that. Mr. Brand entertained a motion to consider the register of claims totaling \$818,749.96. Mr. Leach moved to approve. Mr. Smith provided second. The motion was approved (4-0).

District Administrator Update – John Barlow. Mr. Barlow stated that he and Mr. Brand visited the County Commissioners yesterday and appreciates their cooperation for a memorandum of understanding regarding the log jams in Muncie along the bridges. He stated that we entered a mutually beneficial agreement which will allow Muncie Sanitary District to procure services or self-perform some of the log jams removals. Mr. Barlow stated the Delaware County Commissioners agreed to help financially to reimburse for some of the costs of the log jam work, a not to exceed of \$50,000 per year. He stated that Tim and Dustin with the IT department have been delivering the new phones throughout the departments of MSD and the new phones will go live next Tuesday the 13th. Mr. Barlow stated Wednesday the 14th we will have our initial meeting with the State Board of Accounts, their annual visit.

New Business

1. Resolution 2022-03 Transfer of Funds within Muncie Sanitary District – Deana Cox. Deana Cox, Financial Billing Manger, requested the Board approve Resolution number 2022-3 for the transfer of funds for the Water Pollution Control Facility. She stated that the funds are just being transfer from one item to another. Mrs. Cox stated \$100,000 will be transferred from fund 611-88-443015 Improvements to

fund 611-84-421033 Repair and Maintenance of Equipment. She stated the second transfer is for \$55,000 transferred from fund 611-84-439071 Other Services and Charges to fund 611-84-421022 Material and Supplies. Mrs. Cox stated the third transfer is for \$100,000 transferred from fund 611-84-439071 Other Services and Charges to 611-84-422022 Fuels, Oils, and Chemicals. Mr. Brand clarified that all transfers are within 611 which is Sewer Maintenance. Mrs. Cox stated 611 is the revenue budget. She stated two of the three transfers are within the department, the first one is not. Mrs. Cox explained that the first one is being transferred from 611-88 which is not specified to a particular department, it is for all departments to use. Mrs. Brothers-Bridge stated for clarification that we have the dollars in our budget, we just need to move them from one account to another to use those funds because our accounts are restricted for what we can pay out of them. Mrs. Cox stated that is correct. Mrs. Brothers-Bridge stated we are unable to pay a claim out of improvements, but we can pay out repair and maintenance of equipment. Mrs. Cox stated you can pay out of the Improvements fund, but when the plant had to purchase big ticket items, they used their own funds out of 84, so this is a reimbursement back to the plant of those funds. She stated the funds are needed so they have enough to get through the rest of the year. Mrs. Brothers-Bridge asked for clarification on the \$55,000 transfer from Other Services and Charges to Material and Supplies. Mrs. Cox stated that the State Board of Accounts does not allow a money move between 43 to a 42 or 43 to a 41 without Board approval. She stated without approval, State Board of Accounts can write us up. Mrs. Brothers-Bridge asked why the \$55,000 is needed from Other Services and Charges to Material and Supplies. Mrs. Cox stated there has been a lot of big-ticket items purchased out of Material and Supplies, so the fund is running low. She stated the Other Services and Charges is not running low. Mrs. Cox stated it is the same with Fuels, Oils, and Chemicals. She stated gas prices have gone up and here has been purchases of polymer. Mr. Leach stated for clarification that this is a bookkeeping endeavor. He stated the money is there, there is no funny money. Mr. Leach stated occasionally money must be moved from an account that is under-utilized to an account that is utilized. He stated that it is the same amount of money, we are just putting it where it is used more appropriately. Mr. Leach stated this allows us to use the right line item for the right product, instead of putting a product under the wrong account. Mr. Brand stated we are staying within the budget, and it is not anticipated that we will go over budget with inflation. Mrs. Cox stated this is staying within the budget. Mr. Brand entertained a motion to approve Resolution 2022-3 as presented by Deana Cox. Mr. Leach moved to approve. Mr. Smith provided second. Motion passed (4-0).

2. Change Order Number 1 for Heron Pointe Storm Project – John Anderson. John Anderson, District Engineer, stated he is asking the Board for approval of a change order of \$4,700. He stated that the Heron Pointe project was to install three new structure and about 200 feet of pipe. Mr. Anderson stated after the major rain in July it was discovered that an additional inlet would be a good installation in another area of the project. He stated that the project is complete. Mrs. Brothers-Bridge stated her appreciation for noticing the area that needed improvement. Mr. Leach stated it is just a straightforward change of scope so the contractor should be paid for it. Mr. Brand stated he appreciates Mr. Anderson bringing this to the Board as it is an 11% increase. Mr. Brand entertained a motion to approve the change order as presented. Mr. Leach moved to approve. Mr. Smith provided second. Motion passed (4-0).

Additional Board Topics:

1. Mr. Leach stated his appreciation to all the MSD employees for all they do. He stated his thanks to Tim and Dustin after the issue a couple of months ago, things seem to be improving and taking shape. Mr. Leach stated they are working on some projects to tie the district together better and consolidating programs. He stated he appreciates their efforts.

2. Mr. Brand stated an update on the ongoing negotiations with Delaware Regional Wastewater District, those continue to make good progress. He stated his appreciation for their cooperation and participation. Mr. Brand stated he had a conversation with Bill Walters that if we can reach an agreement prior to the

expiration of the current agreement, could we enter the new agreement early. He stated the answer would be yes as it would benefit Delaware Regional Wastewater District and be good for MSD to lock in our largest wholesale customer for the next contract period.

Public Comments:

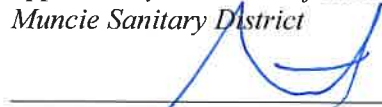
1. Jason Donati, Stormwater Educator, stated a public service announcement. He stated we are starting the fall neighborhood cleanups so those in these neighborhoods would be encouraged to get a hold of their neighborhood association to participate. Mr. Donati stated September 10th from 8 am to 11:30 am. we will be doing McKinley, Old West End, Morningside, and Whitely neighborhoods where people can put stuff on the curb and volunteers will come around to pick that up. He encouraged people to notify the neighborhood association, so no items get missed that are put out. Mr. Donati stated September 17th the South Central and Industry neighborhood. He stated lastly the 15th annual White River Cleanup on September 17th from 8 am to noon. Mr. Donati stated headquarters is in Westside Park, pre-registry is still available. He stated that we need crew leaders, we have six or seven and our goal is about 30. Mr. Donati stated we clean 15 miles of river and like to have crew leaders at every section guiding the volunteers. He stated the crew leader position is volunteer and will receive a free t-shirt. Mr. Donati stated those who are interested in being a crew leader go to beautifulmuncie.org or call Jason Donati at 765-716-2595.

Adjourn: Mr. Brand stated our next regularly scheduled meeting will be held on Wednesday, September 21, 2022, at 11:30 a.m. in the City Hall Auditorium. Mr. Brand stated he would accept a motion to adjourn. Mrs. Brothers-Bridge made a motion to adjourn the meeting for September 7, 2022. Mr. Leach seconded the motion. The motion was approved (4-0).

Respectfully Submitted,


Maggie Bales, Executive Office Manager

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


Stephen Brand, President


Adam Leach, Secretary


Tonya Brothers-Bridge, Vice President


David Smith, Board Member