

Board Minutes for the Board of Sanitary Commissioners Meeting of December 14, 2022

THE BOARD OF SANITARY COMMISSIONERS conducted a regularly scheduled meeting.

Board members present; Stephen Brand, 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; Deana Cox, Financial Manager; Tim Stover, IT Administrator; John Anderson, District Engineer; Jason Donati, Stormwater Educator; Harvey Wright, Sewer Maintenance Superintendent; Thom Noble, Sewer Maintenance Assistant Superintendent; Phil Reagon, Sanitation Superintendent; Melanie Lanich, Health Insurance; and Maggie Bales, Executive Office Manager.

**Public present:** Jason King, East Central Recycling.

**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 November 30, 2022. Mr. Leach seconded the motion. Mr. Brand abstained from the vote. The motion was passed (3-0).

**Consideration of Claims:** Mr. Brand entertained a motion to consider the register of claims totaling \$1,967,921.34. Mr. Brand stated a claim to Schneider General Contractor of \$19,800 for a project on Meeker to replace some lateral pipe. He stated this was a deep project of 11 feet, so it was outsourced. Mr. Brand stated a claim of \$36,746.90 to Alliance for the new Lenovo server, IT related things. He stated his remarks to Tim and his team for their great work on improving the integrity of the infrastructure. Mr. Brand stated a claim to Zones as part of the new server infrastructure work for \$39,725. He stated a claim for a license with Cartegraph for the setup and training of the 142 Sanitary District employees. Mr. Brand stated this was the set up and training for all the departments and there were 811 total integrations to this system being \$67,000 total. Mr. Leach moved to approve the register of claims as submitted. Mr. Smith provided second. Motion passed (4-0).

**District Administrator Update – John Barlow.** Mr. Barlow stated Happy Holidays to everyone. He updated the board that State Board of Accounts finished their audit of the city and the Sanitary District, and he is happy to announce that there were no comments for the Sanitary District. Mr. Barlow stated that State Board of Accounts said the district was not required to attend the exit conference. He stated that he is not sure if this has ever occurred before and is very pleased, this was well earned by all the district employees. Mr. Barlow stated that we just finished up an ethics training with Shafer Leadership on Friday, including department heads and office managers. He stated the Innovation Connector does a great job hosting. Mr. Barlow thanked Jeff Robinson for getting it set up. He thanked Chip Taylor and Dave Concepcion of Ball State University for being the facilitators of the training. Mr. Barlow stated it goes well and gives everyone a chance to share input on case studies. He stated that a Director for the Engineering Department has been named, Thom Noble. Mr. Barlow stated that he is enthusiastic about Thom taking the Engineering Department to the next level in the future. He stated that John Anderson is still the District Engineer, his skills and knowledge are an asset to the district. Mr. Barlow stated Thom will offer collaboration and communication that will help move the department in the direction we want it to go. Mrs. Brothers-Bridge stated congratulations on the State Board of Accounts work. Mr. Leach paraphrased the City Controller where last year he city and the Sanitary District had a total of six comments and the year before the findings were about 70 pages. He stated there has been a massive, significant improvement. Mr. Leach congratulated Thom. He stated change is hard, nobody likes to change. Mr. Leach stated growth takes effort and we all look forward to the improvements that it brings. He stated we will all grow together and find our way forward. Mr. Smith stated his appreciation to John,

Deana, Craig, and everyone else who worked with the State Board of Accounts. He stated that is amazing to accomplish. Mr. Brand stated this was his third time through State Board of Accounts. He stated the first time he went through the comments were as thick as the claims packet, last year it was a one-page report, and this year there were no comments. Mr. Brand stated he is proud of the work that John, Deana, and all the department heads have put in to take the recommended actions and fix the comments. He stated part of the commitment when he came on the Board was to install the code of conduct and ethics training and have people attend that annually. Mr. Brand stated his congratulations to Thom and the whole department. He stated his goal is to continue to grow that department and to do as much self-performance as we can to save the taxpayers and rate payers money.

### **Old Business:**

**1. 2023 Levee Mow Bid Acceptance – John Barlow.** Mr. Barlow stated that Harvey Wright opened the two bids for the next three-year term for the levee mowing. He stated the two bids were from Coop's and Smith Family Services. Mr. Barlow stated that the bids have been reviewed by legal representative for Muncie Sanitary District. He stated that it was determined that Coop's was the lowest responsive bidder. Mr. Barlow asked the board to approve the lowest responsive bidder. Mrs. Brothers-Bridge stated her appreciation to the Smith Family Services. She stated that she thinks they really raised the bar on the quality and appearance of the levee mow. Mr. Leach echoed Mrs. Brothers-Bridge of Smith Family. He stated Smith Family has done an incredibly good job and Coop's has done a good job in the past. Mr. Leach stated it is worth appreciated what people do for you contractor wise. He stated we award bids the way we do because we are a semi-governmental agency, and it is in our rate payers' best interest to award to the lowest best qualified. Mr. Leach stated Coop's is qualified, they have done the work before. He stated there is not an element of personal choice for the board. Mr. Smith stated his appreciate to the Smith Family Services for raising the bar on their service last year. Mr. Brand stated that Coop's bid \$14,500 per mow for three years, and spring clean-up of \$6,000 and fall clean-up of \$6,000. Mr. Barlow stated that is correct. Mr. Brand stated that he agrees, every year that he has been involved the level of service and the quality of the product at the end of the day is better and we have been able to lower the cost for the district while doing less damage to the levee. He stated his appreciation to the Smith Family for what they did, they had good ideas on how to cut their costs. Mr. Brand entertained a motion to approve Coop's for the levee mowing for the next three years, 2023, 2024, and 2025. Mrs. Brothers-Bridge moved to approve. Mr. Smith seconded the motion. Motion passed (4-0).

### **New Business:**

**1. Professional Service Contract between the Muncie Sanitary District and Greeley and Hansen – John Barlow.** Mr. Barlow stated that before the board is a professional service contract between the Muncie Sanitary District and Greeley and Hansen for a master plan to explore stormwater project in the Northview neighborhood. He stated this is the area bordered to the west by Wheeling and to the south by McGalliard. Mr. Barlow stated there are some drainage issues which lead to road issues due to the lack of inadequate drainage. He stated we have asked Greeley and Hansen to do a master plan to start looking at the feasibility and possible scope of the design. Mr. Barlow stated that this is a contract for them to begin that exercise. He stated it is a not to exceed of \$64,900. Mr. Barlow asked the board to approve the professional service contract so we can move forward with the study. Mr. Leach stated that anyone who lives in that area knows that we have done some paving in that area. He stated a lot of the roadway failure is driven due to the lack of stormwater drainage of the entire subdivision. Mr. Leach stated if we do not fix the stormwater the roads will continue to fail. He stated we hope to do is try to find the low hanging fruit and do what best makes sense rather than define a project before knowing what the project is. Mr. Leach stated that this is a due diligence phase. He stated this allows the board to have options to consider. Mr. Brand asked if the project comes to fruition, is there an estimate of what it would cost. Mr. Leach stated that this is a costing exercise. He stated his hope would be that we could do some quick low-cost

projects to make substantial improvements. Mr. Brand entertained a motion to approve the professional service contract as presented by Mr. Barlow. Mr. Leach moved to approve. Mr. Smith provided second. Motion passed (4-0).

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

1. Mr. Brand stated that the next regularly scheduled board meeting is December 28<sup>th</sup>, 2022, and he would like to make a motion to cancel the last meeting. He stated that this would make the next regularly scheduled meeting January 11<sup>th</sup>, 2023. Mr. Smith seconded the motion. Motion passed (4-0). Mr. Brand stated the next regularly scheduled meeting will be January 11th, 2023.
2. Mrs. Brothers-Bridge stated that she was appointed by the mayor, Dan Ridenour, to fill a partial term vacancy. She stated that term is coming to an end at year end. Mrs. Brothers-Bridge stated that the mayor will be appointing someone new, potentially two as we could be a five-member board. She stated on behalf of the board she wanted to thank the employees for all the great work they have done. Mrs. Brothers-Bridge stated that she is honored that this board elected her as Vice President. She thanked the directors for their leadership, they have turned the Sanitary District around. Mrs. Brothers-Bridge stated that all votes she made were for the best interest for the citizens of Muncie, the rate payers, and the employees of the Sanitary District. She stated to the board and all Sanitary District that it has been an honor to have served with you.
3. Mr. Leach thanked Tonya for her service and for negotiating the sale of the USI building. He stated that she did great things, and we appreciate her service. Mr. Leach wished everyone a Merry Christmas, Happy Honokaa, Kwanzaa, whatever you celebrate, and if you do not celebrate, he hopes winter goes well for you. He stated he is thankful for the people we get to work with at the Sanitary District and the citizens of Muncie and MSD having patience over a period. Mr. Leach stated that the amount of work the inhouse construction crews are doing is up considerably. He stated our budget is in great shape. Mr. Leach stated his appreciation to all department heads. He stated the Sanitation department looking into a new recycling program, the IT Department responded to a crisis and is implementing Cartegraph, Sewer Maintenance is doing regular maintenance and levees are getting mowed, Bureau of Water Quality the water quality is improving and innovating a mussel farm, and the Engineering department. Mr. Leach stated he is appreciative of what everyone does.
4. Mr. Smith stated that Tonya has been a blessing to this board and a blessing to the Sanitary District. He stated he is honored to have worked with her. Mr. Smith appreciates her dedication; she has a great heart. He stated that he will miss her, but do not go far. Mr. Smith wished all the employees a Happy Holiday's and appreciates all the dedication and hard work throughout the year.
5. Mr. Brand thanked Tonya for her service, it was a privilege to work with her. He stated that her strengths in finance and human resources helped move many issues forward and move them forward to completion with the right result. Mr. Brand stated that good leaders make sure the right things get done, good managers make sure things get done, good leaders make sure the right things get done. He stated that he believes the right things are getting done and a lot of that is credit to Tonya, specifically with the budgeting. Mr. Brand stated that he is proud that we passed a balanced budget, Tonya was a big driver behind that. He stated that she helped improve our performance review system and gave the department heads the ability to hold people accountable. Mr. Brand stated that labor relations issues, when we came into the board there were several and as of now, he is not aware of any. He stated this is credit to Tonya. Mr. Brand stated Tonya served two roles on the board at the officer level, he appreciates her stepping into his spot when he was unable to be there. He stated that he appreciates the friendship the most and hopes that it continues. Mr. Brand stated a Merry Christmas and Happy New Year to the Sanitary District and the rate payers. He stated the work the employees do every day is important, he appreciates the fact that

we are moving to a proactive instead of reactive element. Mr. Brand stated his appreciation for those teaching him the difference between a private entity and a public entity.

**Public Comments: None.**

**Adjourn:** Mr. Brand stated our next regularly scheduled meeting will be held on Wednesday, January 11, 2023, at 11:30 a.m. in the City Hall Auditorium. Mr. Brand stated she would accept a motion to adjourn. Mr. Leach made a motion to adjourn the meeting for December 14, 2022. Mr. Smith seconded the motion. The motion was approved (4-0).

Respectfully Submitted,

  
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Maggie Bales, Executive Office Manager

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

  
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Stephen Brand, President

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Tim Overton, Board Member

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Michael Wolfe, Board Member

  
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Adam Leach, Secretary

  
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David Smith, Board Member