

Board Minutes for the Board of Sanitary Commissioners Meeting of November 15, 2023

THE BOARD OF SANITARY COMMISSIONERS conducted a regularly scheduled meeting.

Board members present; Stephen Brand, President; Adam Leach, Vice President; Tim Overton, Board Secretary; and David Smith, Board Member.

Department managers and staff present; John Barlow, District Administrator; Joe Rhetts, Legal Counsel; Deana Cox, Financial Manager; Phil Reagon, Sanitation Superintendent; Rick Conrad, BWQ Director; John Anderson, District Engineer; Jason Ingram, WPCF Superintendent; Jason Donati, Sustainability Coordinator; Thom Noble, Director of Engineering; 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. Mr. Overton moved to approve the Board Meeting Minutes as submitted for the meeting of November 1, 2023. Mr. Brand seconded the motion. The motion was passed (4-0).

Consideration of Claims: Mr. Brand entertained a motion to consider the register of claims totaling \$714,169.37. Mr. Leach stated a claim on page seven of thirteen there is a \$12,344.95 claim for remediation work plot testing and underground testing for the wastewater pollution control facility. He stated that this testing checks for PCBs in the soil were done by Specialty Earth Sciences. Mr. Leach stated a claim on page thirteen of thirteen there are two claims, one for \$4,000 for Riverside infrastructure improvements done by Flatland Resources. He stated the second is for pay application number three to E&B Paving for finishing the paving on Riverside in the amount of \$132,765.67. Mr. Leach stated this was paid for with ARP funds. Mr. Smith stated a claim on page ten of thirteen to Best Equipment Company for the purchase of more totes for the recycling program in the amount of \$87,247.68. Mr. Smith moved to approve the consideration of claims. Mr. Leach provided second. Motion passed (4-0).

District Administrator Update – Mr. Barlow stated leaf season pick up started on the first of November and runs indefinitely until leaves are picked up. He stated that the leaves are to be bagged and put out on the curb. Mr. Barlow stated on the first of November three drop off points were put out for pumpkin disposal that will be available until full. He stated these are for composting and located at Westside Park, McCulloch Park, and Hekin Park. Mr. Barlow stated some paving projects have been completed that are part of larger stormwater projects or sewer separation projects. He stated Reserve Avenue is paved and Glenwood Avenue is paved. Mr. Brand stated for clarification that leaf pick up is the same day as trash pickup. Mr. Barlow stated no, it is on Wednesday's and Saturday's.

Department Head Update – None.

Old Business: None.

New Business:

1. 2024 Revenue Budget. Mr. Barlow stated that this is the 611-operating budget for 2024. He stated that the budget for 2024 is \$27,222,144.00. Mr. Barlow stated that is over one million dollars less anticipated expenditures than what the 2023 budget was for. He asked the board to consider and approve the 2024 operating budget for the 611 fund. Mr. Brand stated that the board has had time to review the budget. Mr. Overton stated his appreciation for the broader definition of things. Mr. Leach asked for any major changes in the budget essentially where we are adding personnel or any large capital expenses. Mr.

Barlow stated we reduced the capital accounts because the 2023 budget had money for the large capital expenditures for various departments. He stated an HR position is funded in the 2024 budget that is yet to be posted or filled. Mr. Leach stated that there was discussion about adding a third construction crew with Engineering. Mr. Barlow stated that is correct and expenditures have been added to anticipate the addition of a third construction crew. Mr. Leach stated that in general, other than salary increases to adjust for inflation as necessary to accommodate fuel costs and the mentioned changes, the budget is not substantially changed beyond those capital increases and/or additions to personnel. Mr. Barlow stated that is correct. Mr. Brand stated that there is \$500,000 for machinery and equipment, \$500,000 for motor vehicles, and \$200,000 for improvements under the 611-88 portion. He stated that this is a balanced budget, we will spend less than what we are taking in. Mr. Brand entertained a motion to approve the 2024 revenue budget as submitted by Mr. Barlow. Mr. Leach moved to approve. Mr. Smith provided second. Motion passed (4-0).

2. Resolution 2023-09 Salary Resolution for 2024. Mr. Barlow stated that the salary resolution displays the individual salary ranges per department. He stated that the HR position and range has been added to the salary resolution for 2024. Mr. Barlow stated that the rates for 2024 include a 5% across the board increase for the employees of MSD. He asked the board to consider and approve the salary resolution. Mr. Overton stated that MSD has excellent employees, and he appreciates all that they do. He stated 5% is a lot and he wishes inflation did not take a bite out of that. Mr. Leach stated that he appreciates all the good work of the MSD employees. He stated that 5% is one of the highest increases done by MSD. Mr. Leach stated that the pay ranges are published with a maximum and minimum for each position and are considered on merit. He stated that one request he made was a change to the CDL driver in the Engineering Department to differentiate that on the low end. Mr. Leach stated that the low end was adjusted but not the high end. He stated that construction crew member CDL drivers in the Engineering salary ordinance 611-81 was originally the same rate of pay as a construction crewmember. Mr. Leach stated that CDL licenses are a pain to maintain and have become much harder to get. He stated that if the board is amenable to it, he would suggest that the motion be for that adjustment. Mr. Smith stated that he appreciates all the employees and is happy that we can give a 5% increase. Mr. Brand stated that he recently reviewed an East Central Indiana wage and benefit study that came out at Purdue, he compared it to the job titles where he believes that the 5% is fair even though it might be one of the largest ones that has come in MSD history. Mr. Brand mentioned that on the last page there is a temporary part-time job position with CDL, would that be recommended to adjust as well or just for the full-time employees. Mr. Leach stated just the full-time employees. He stated that there are other CDL positions in other departments, but they do not have a corollary with the exact same job title, making the exact same amount of money in other departments. He stated this is to differentiate between construction crew members with and/or without a CDL. Mr. Barlow stated that the high range of the CDL position would be \$26.32. Mr. Brand stated that he noticed in the study that companies were increasing the cost of benefits. Mr. Leach stated that there was a \$10 across the board increase for insurance premiums. Mr. Barlow stated that the insurance premiums are controlled by the city, so it is not considered in the 5% increase. Mr. Leach stated the lowest pay rate is probably about \$20 per hour for a full-time employee, 5% increase is a \$1.00 per hour so it is \$40 a week on a 40-hour week. He stated the \$10 increase is on a bi-weekly pay so \$5 per week. Mr. Brand stated the study showed that companies raised the cost of benefits significantly, almost eradicating the increase. Mr. Brand entertained a motion to approve resolution 2023-09. Mr. Leach moved to approve with one adjustment in the Engineering 611-81 portion of the salary ordinance the construction crewmember CDL driver to make the high range from \$25.82 an hour to \$26.32 an hour. Mr. Overton provided second. Motion passed (4-0).

3. 2024 CNG and Stormwater Budget. Mr. Barlow stated that the CNG and Stormwater budgets are two budgets that we review and approve of simultaneously. He stated that the Stormwater budget, 617 is for \$12,430,000.00 which is over \$4 million less than it was for 2023. Mr. Barlow stated the CNG budget is \$577,000.00 which is \$3,000 less than what the 2023 budget was for. He asked the board to consider and

approve the CNG and Stormwater budget for 2024. Mr. Leach asked about the bond payment, if it includes what we think we will pay for our levee project with the BOT. Mr. Barlow stated that Stormwater bid work is budgeted for \$8 million, we do not have a price for that yet. He stated that when that comes in the intention is to pay that out of Stormwater as we have in the past. Mr. Leach stated the BOT will be treated like a bond payment so we will probably have to adjust that when the bid comes in. Mr. Barlow stated that is correct, it would adjust as we move forward depending on the final cost. Mr. Brand stated that the BOT is previously approved. Mr. Brand entertained a motion to approve the 617 and 629 budget for 2024. Mr. Brand made a motion to approve. Mr. Leach seconded the motion. Motion passed (4-0).

4. 2024 Board of Sanitary Commissioners Meeting Schedule. Mr. Brand entertained a motion to approve the meeting schedule for 2024. Mr. Smith moved to approve. Mr. Overton provided second. Motion passed (4-0).

5. 2024 MSD Holidays. Mr. Brand commented on an additional day, election day. Mr. Barlow stated there are two election days per year, just as the previous year. Mr. Brand made a motion to approve the holiday schedule for 2024 as presented. Mr. Smith provided second. Motion passed (4-0).

Additional Board Topics:

1. Mr. Leach stated on November 27th, 2023, Bowen Engineering will be closing the intersection of Port, Cowan, and Hoyt for some stormwater construction work. He stated that the closure is intended to be for about two weeks. Mr. Leach stated that detour routes will be put up and signage will be appropriate. He stated that the construction on Hoyt is planned to last about five to six months from that intersection to the Memorial intersection to local traffic. Mr. Leach stated that this will be very similar to the Washington Street project. He stated his appreciation to all employees in each department. Mr. Leach stated that the interaction between the City and MSD is improving.

2. Mr. Brand asked Thom Nole to provide a department head update on the number of self-performed projects this year.

Public Comments: None.

Adjourn: Mr. Brand stated our next regularly scheduled meeting will be held on Wednesday 29, November 29, 2023, at 11:30 a.m. in the City Hall Auditorium. Mr. Brand stated he would accept a motion to adjourn. Mr. Leach made a motion to adjourn the meeting for November 15, 2023. Mr. Smith seconded the motion. The motion was approved (4-0).

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Respectfully Submitted,



Maggie Bales, Executive Office Manager

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




Stephen Brand, President



Tim Overton, Secretary



Adam Leach, Vice President



David Smith, Board Member