

Board Minutes for the Board of Sanitary Commissioners Meeting of November 29, 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 Rhett, 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; Harvey Wright, Sewer Maintenance Superintendent; Melanie Lanich, Insurance; Laura Bowley, Surveillance Supervisor; 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 15, 2023. Mr. Leach seconded the motion. The motion was passed (4-0).

Consideration of Claims: Mr. Brand entertained a motion to consider the register of claims totaling \$2,303,505.46. Mr. Leach stated a claim on page four of fifteen that there is \$23,000 to JA Shroyer Group for demolition of the 5050 W Kilgore building. HE stated a claim on page seven of fifteen in the amount of \$188,392.00 to B.L. Anderson for splitter box structure and rotork actuators for upgrading and replacement of a structure at the water pollution control facility. Mr. Barlow stated that this was a portion of a process at WPCF, it was originally constructed in 2000 in the phase one project. He stated it is a structure that combines the primary effluent from primary clarifiers and the mixed liquor from aerators. Mr. Barlow stated that this combines it so the effluent from the box goes to the clarifiers and ensures proper clarification and full treatment. He stated that the mechanics of the splitter box have been problematic for several years, the actual installation is part of savings from the Bowen Gmax project. Mr. Barlow stated Bowen will do the installation. He stated that we self-purchased the equipment needed to replace the old equipment with the WPCF budget. Mr. Leach stated a claim on page seven of fifteen in the amount of \$66,486.00 to Frakes Engineering for the lift station upgrades. He stated a claim on page thirteen of fifteen to J.G. Case Construction in the amount of \$173,380.71 for the Aultshire drainage improvement project. Mr. Leach stated a claim in the amount of \$993,928.00 which is part of the 2021 bond for on call stormwater projects with Bowen Engineering. Mr. Brand stated a claim on page either of fifteen for the payment of the final levee mow and the fall cleanup. He stated a claim on page twelve of fifteen for the renewal of the partnership with Downtown Development Group. Mr. Brand stated a claim on page fourteen of fifteen in the amount of \$164,712.05 for 2021 bond projects. He stated the 2021 bond is winding down. Mr. Leach moved to approve the consideration of claims. Mr. Smith provided second. Motion passed (4-0).

District Administrator Update – Mr. Barlow stated the last mow of the levee was requested by MSD to help with the leaves on the levee. He stated that he is happy to announce to the board that Phil Reagon's successor has been selected. Mr. Barlow stated Jason Donati will be the Sanitation Superintendent. He stated it was a thorough and comprehensive interview process with candidates from inside and outside the district. Mr. Barlow stated interviews were conducted by Mr. Brand, Mr. Reagon, and himself. He stated Jason is very enthusiastic about a lot of things and will be a great steward for the Sanitation Department. Mr. Barlow stated the District Administrator interview process is currently underway. He stated the log jam removal has been completed, the invoice has been paid and submitted an invoice and report to the Delaware County Commissioners. Mr. Barlow stated it was well under the \$50,000 maximum interlocal.

He stated DNR has approved the permits to move forward with the canoe launch sites that the Ball Foundation kindly submitted grant money to MSD. Mr. Barlow stated the specific location would be on Luick. He stated that the reimbursement check was received for one of the claims last the meeting for the \$87,000 in toters. Mr. Barlow stated the last scheduled pick up for leaf season is Saturday. He stated between street sweepers and pickups, total amount of leaves is 500 tons. Mr. Barlow stated that 4500 pounds of pumpkins were dumped in the receptacles at the parks to be scrap cycled.

Department Head Update – Thom Noble, Director of Engineering. Mr. Noble stated Main Street and Hackley at least one lane will be open by the end of the workday today. He stated that as of right now Engineering has completed 206 jobs. Mr. Noble stated that last year 150 jobs were completed, the hope is to complete 225 by the end of the year. He stated that the second construction crew has allowed the opportunity to complete larger jobs. Mr. Noble stated that 285 feet of sanitary sewer at 6th and Franklin running down the alley where there was not sanitary sewer before, the Wheeling storm project, and 22nd and Hackley where 250 feet of sanitary sewer was self-performed. He stated at 5th and Liberty a manhole replacement at 11 feet deep with 70 feet of 12-inch PVC at 11 feet deep. Mr. Noble stated this was a challenging job. He stated that seven pipe patch jobs have been done and about three more to do before the end of the year. Mr. Noble stated pipe patch is a no dog solution to go through the manhole with a patch pushed down the line to improve the pipe. He stated that we are able to patch laterals, the first one was done at Bethel and New York. Mr. Noble stated that a packer was purchased to repair elbows in the sewers. He stated that a job on Luick would be the first for that. Mr. Noble stated this is good for areas where there is not room to dig. He stated a manhole rehab was done on 17th and Elliott and since then we have only done a shallow inlet. Mr. Noble stated moving forward the third crew with pipe patch and manhole rehabs will really help update and improve the infrastructure. He stated trench boxes were upgraded and all crew members have had confined space training. Mr. Noble stated the working foreman's have a scheduled trench safety class in January. He stated that we plan to update harnesses for those who do manhole entries and air monitors will be checked and recalibrated before the end of the year. Mr. Noble stated looking into next year, there is the implementation of the third crew who will focus on pipe patches and manhole rehabs with a goal of at least 25 manhole rehabs. He stated that the hope is to have that crew by March. Mr. Noble stated 500 feet of new sanitary sewer on Elsie is in the design process. He stated Elsie between Virginia and Linden will then be paved by the Street Department. Mr. Noble stated that the additional inlets on Centennial west of Wheeling are ready and will be done on the first of the year. He stated that new storm sewer on West Jackson between Riverside and the round-a-bout will be self-performed. Mr. Overton stated he is looking forward to the third crew and the way Mr. Noble is saving money is fantastic. He stated that Beach Grove Cemetery has been in discussion and asked for an update. Mr. Noble stated that the survey crew was sent out a few times, the next step is to partner with Sewer Maintenance to clean some of the inlets. He stated that some are not functioning as inlets, they are full of dirt. Mr. Noble stated that we have no idea form the structures if there is even a pipe. He stated there is not a good record of what is out there, but we are slowly figuring it out. Mr. Leach asked how the Cartegraph implementation is going. Mr. Noble stated we have small group within Engineering with IT and GIS. He stated that we are still in the sandbox, making progress, but still have a way to go. Mr. Noble stated the survey crew is updating the structure database. He explained that information is being updated as things progress to ensure proper information is in the system. Mr. Leach asked how the work order management is going with Cartegraph. Mr. Noble explained that it is a work in progress. He thinks sometime in February it will go live. Mr. Smith thanked Mr. Noble and his crew. Mr. Brand stated his appreciation for safety and congratulated Mr. Noble for the additional construction crew, it meets the goal of more effective and efficient specifically from a cost perspective. He stated that he is excited about the third crew for more effective and efficient self-performed programs to save rate payers and taxpayers money.

Old Business: None.

New Business:

1. Professional Service Contract with Greeley and Hansen – John Barlow. Mr. Barlow stated Muncie has a long-term control plan that is mandated by IDEM to do sewer separation, this has been approved since 2011. He stated that we are in the process of sending an update to IDEM this spring to try to modify the current plan to reflect some overflows as opposed to no overflows. Mr. Barlow stated that it is both beneficial environmentally and financially to the community. He stated that at this point in time we have finished many sewer separation jobs, and we are on schedule. Mr. Barlow stated that we have two and a half CSO basins and CSO outfalls remaining to separate or partially separate depending on what IDEM tells us. He stated that these are very large and expensive basins. Mr. Barlow stated that this contract with Greeley and Hansen will provide analysis and conceptual designs for the two and a half remaining CSO outfalls. He stated that we do not want to spend design money to figure out if the design itself is going to be good. Mr. Barlow stated that the attempt is to ascertain which design is going to be best and which alternative is best before spending design money. He stated that this on call contract with Greeley and Hansen will allow us to conceptualize the best alternatives on the two and a half remaining basins and it will also provide us with some very accurate estimates on what the construction costs will be. Mr. Barlow stated that an on-call contract gives the most flexibility. He stated that this one calls out task one. Mr. Barlow stated that the on-call proposal is a not to exceed for \$400,000 and includes one task. He stated after that it is up to us to determine what we want to spend the remaining money on. Mr. Barlow stated that this runs parallel to the ongoing long term control plan submittal. He stated that part of the work done in this proposal will fit into the long-term control plan proposal. Mr. Barlow asked the board to consider the approval of the professional service contract. Mr. Leach stated that this is very similar to the Noarhtview drainage project. He stated that we will look at it on a large scale. Mr. Leach stated that alternatives will be provided with what we can do and a price for those alternatives to make a better decision. He described it as pre-engineering. Mr. Leach stated that as we get deeper into the weeds, with this type of contract it is easier to tack on things as we need it. Mr. Brand stated that this gives us proof of concept with the value of the engineering component that comes along with it. He stated that this last estimated in 2011 and a lot has been done since then. Mr. Brand stated that projects have been done and inflation has changed. He stated that this is a necessary step to potentially avoid spending millions of dollars later. Mr. Brand entertained a motion to approve the on-call agreement as presented by Mr. Barlow. Mr. Leach moved to approve. Mr. Smith provided second. Motion passed (4-0).

Additional Board Topics:

1. Mr. Leach stated recognition to Rick Conrad's group at Bureau of Water Quality. He stated that the Bureau of Water Quality does not provide a direct service to citizenry like Engineering, Sewer Maintenance or Sanitation. Mr. Leach stated that they provide a qualitative measure for what a good job our Water Pollution Control Facility does, Engineering does, an idea of the quality of our rivers and they do a great job managing mandates, testing, and requirements. He stated there is quite a bit of background work just to remain in compliance and they do a great job. Mr. Leach stated that they have a mussel facility now. He stated that nothing is a better indicator of what we do than the quality of the water in the river. Mr. Leach stated Sanitation, Sewer Maintenance, and Engineering all play a part in this as well.

2. Mr. Brand stated that BWQ conducts 24,000 to 25,000 tests a year in a 240-day work year, that is over 100 tests being done per day. He stated that the pretreatment program that they monitor and keep track of is underestimated as well for what is being done. Mr. Brand stated a great job and a thank you to everyone at BWQ.

Public Comments: None.

Adjourn: Mr. Brand stated our next regularly scheduled meeting will be held on Wednesday December 13, 2023, at 11:30 a.m. in the City Hall Auditorium. Mr. Brand stated he would accept a motion to adjourn. Mr. Overton made a motion to adjourn the meeting for November 29, 2023. Mr. Smith 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*



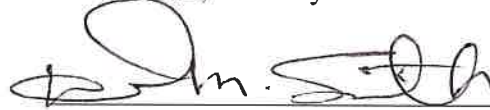
Stephen Brand, President



Tim Overton, Secretary



Adam Leach, Vice President



David Smith, Board Member