

Board Minutes for the Board of Sanitary Commissioners Meeting of December 13, 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 Donati, Sustainability Coordinator; Thom Noble, Director of Engineering; Tim Stover, IT Administrator; Harvey Wright, Sewer Maintenance Superintendent; Melanie Lanich, Insurance; and Maggie Bales, Executive Office Manager.

Public present: None.

Consideration of Minutes: Mr. Brand entertained a motion to approve the minutes as presented. Mr. Leach moved to approve the Board Meeting Minutes as submitted for the meeting of November 29, 2023. Mr. Overton seconded the motion. The motion was passed (4-0).

Consideration of Claims: Mr. Brand entertained a motion to consider the register of claims totaling \$1,539,528.28. Mr. Leach stated a claim on page nine of eighteen in the amount of \$46,174.78 from Xylem for pumps at the Bethel and Eagle Creek lift station. He stated that is part of the Water Pollution Control Facilities capital plan. Mr. Leach stated a claim on page fourteen of eighteen in the amount of \$71,690.00 to OpenGov for the yearly Cartegraph implementation. HE stated this is the GIS program that will be used to better track assets, provide work orders, and increase communications and efficiency. Mr. Smith stated a claim on page ten of eighteen in the amount of \$26,95.00 for the replacement of ten entry doors at Sewer Maintenance with Overhead Door. Mr. Brand stated a claim on page six of eighteen in the amount of \$15,031.68 for a new camera on a camera truck. He stated a claim for \$23,375.00 for maintenance, upgrades, and training for camera software. Mr. Brand stated a claim on page fourteen of eighteen in the amount of \$48,975.00 for a work van for the Engineering Department. He stated this is in preparation for the third construction crew. Mr. Brand stated a claim on page sixteen of eighteen in the amount of \$12,525.75 for the Muncie south levee tie back design. He stated a claim in the amount of \$539,902.00 for the on-call stormwater projects payment number 18. Mr. Smith moved to approve the consideration of claims. Mr. Leach provided second. Motion passed (4-0).

District Administrator Update – Mr. Barlow stated the CSO 7 project is substantially completed, part of the project was the improvement of two parcels that MSD owns that were transformed into a parking lot adjacent to Amazing Joe's. He stated due to the completion of CSO 7 the processes and procedures to divest the property will begin immediately. Mr. Barlow stated at the latest construction progress meeting, United Consulting was able to glean the savings and once the moneys were saved it will allow MSD to proceed with the savings projects. He stated one of the projects is an upgrade to the McCulloch Park lift station. Mr. Barlow stated this is the largest lift station that services some of the White River interceptor and all of Morningside and the largest portion of Delaware Regional. He stated this has the original pumps in it from 1976 so it is due for improvement. Mr. Barlow stated the other project is a safety sensitive concrete upgrade at the Water Pollution Control Facility. He stated the savings will allow MSD to move forward with these projects with the existing Bowen contract. Mr. Barlow stated there will not be any additional overhead fees. He stated that the field order will be issued by the end of the week. Mr. Barlow stated in November of 2022 the Board passed a revenue budget of \$28.2 million for the 2023 year, to date our expenditures on the revenue fund have been \$25.8 million. He stated the stormwater budget was \$16.4 million and to date the expenditures have been \$13.8 million. Mr. Barlow stated both are within the budgeted amounts.

Department Head Update – None.

Old Business: None.

New Business:

1. Resolution 2023-10 Transfer of Property to the City of Muncie, Department of Redevelopment.

Mr. Barlow stated that MSD owns a small parcel at the southwest corner of Nichols and Godman. He stated that it directly abuts the city right-of-way and railroad property on the other. Mr. Barlow stated that we have no use for it and have tried to improve it. He stated that the plan is to divest that to MRC. Mr. Barlow stated that the Board has a MOU to sign off on and the same would be provided to MRC to sign off on. He stated the property would then go to MRC upon approval. Mr. Overton stated that this was brought to our attention by a citizen. He stated that this is very small, but still important to the board. Mr. Overton stated that the board tries to do their best with what is brought to their attention. Mr. Brand entertained a motion to approve Resolution 2023-10. Mr. Overton moved to approve. Mr. Brand provided second. Motion passed (4-0).

2. Memorandum of Understanding between the Muncie Sanitary District, Cardinal Greenway, and Shields Land Company.

Mr. Barlow stated that for transparency there is a set of parcels of property at the end of Washington near Phillips Quarry, Cardinal Greenway, and Shields business. He stated that some are on the Shields' side, and some are on the Greenway side. Mr. Barlow stated that this is a land swap in preparation for the bigger picture which would be the cutoff levee pending approval from the Corps of Engineers. He stated that this entails three parcels to the Shields' property from Cardinal Greenway, three parcels from Shields' to Cardinal Greenway, and two parcels from Shields' to MSD and a commitment from MSD to put in a new fence that will go on the new border of this property swap. Mr. Barlow stated that this requires no board action, it is for transparency. Mr. Brand stated for clarification that this is the last thing we need to tie up as far as acquisitions to complete the cutoff levee. Mr. Barlow stated that is correct. Mr. Brand stated that it might be a while by the time we hear from the Corps of Engineers. Mr. Barlow stated that we hope to hear from the Corps of Engineers by spring.

Additional Board Topics:

1. Mr. Leach acknowledged the work of Melanie and Sherry, who are involved with both MSD and City employees on a Human Resources basis. He stated that they are bulldogs on making sure people are compliant and getting things done while following all HIPA procedures. Mr. Leach stated that he appreciates the work they do for everyone.

2. Mr. Smith stated that there was a flooding issue in the spring in the 700 block of Tyrone with resident Susan Danner. He stated that this past Saturday we had a huge downfall of rain, and she reached out to acknowledge the work to resolve the issue by Mr. Noble and the Engineering crew.

3. Mr. Brand stated that at the last meeting Mr. Barlow announced Phil Reagon's replacement is Jason Donati. He stated that he was remiss that he did not get an opportunity to congratulate Jason publicly. Mr. Brand stated a congratulations to Jason. He stated that John Barlow has announced his retirement at the end of February. Mr. Brand stated that the entire board has gone through interviews and announces Rick Conrad to succeed John Barlow. He stated his congratulations to Rick Conrad and welcomed him to the team. Mr. Brand stated a thank you to all the other candidates that put in for it. He stated that we had a strong slate of candidates where he was impressed with. Mr. Brand stated through the process of backfilling Phil and John, he discovered some great talent within the district that would not have normally

had an opportunity to sit in front of the board and to be able to have some back-and-forth questions and answers. He stated that it was a good healthy process and is confident that the process was done correctly. Mr. Brand stated that he is proud of the outcome.

4. Mr. Brand entertained a motion to postpone the next regularly scheduled meeting December 27, 2023, to January 10, 2024, with the ability for finance to pay the allowed claims. He stated that there is a resolution that allows finance to pay thirteen different categories of what can be paid. Mr. Brand stated that they can not pay is pay applications for stormwater and bond payments. He stated bills can be paid to keep things going. Mr. Brand made a motion to approve. Mr. Smith provided second. Mr. Leach stated that our legal counsel provided those pay categories to finance so it is well defined and above board. Motion passed (4-0).

Public Comments: None.

Adjourn: Mr. Brand stated our next regularly scheduled meeting will be held on Wednesday, January 10, 2024, 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 December 13, 2023. Mr. Smith seconded the motion. The motion was approved (4-0).

Respectfully Submitted,

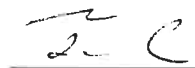


Maggie Bales, Executive Office Manager


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



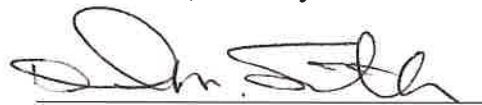
Stephen Brand, President



Tim Overton, Secretary



Adam Leach, Vice President



David Smith, Board Member

Aaron Clark, Board Member