

Board Minutes for the Board of Sanitary Commissioners Meeting of January 24, 2024

THE BOARD OF SANITARY COMMISSIONERS conducted a regularly scheduled meeting.

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

Department managers and staff present; John Barlow, District Administrator; Joe Rhetts, Legal Counsel; Deana Cox, Financial Manager; Rick Conrad; BWQ Director; John Anderson, District Engineer; Jason Donati, Sanitation Superintendent; Thom Noble, Director of Engineering; Tim Stover, IT Administrator; Harvey Wright, Sewer Maintenance Superintendent; Jason Ingram, WPCF Superintendent; 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 January 10, 2024. Mr. Leach seconded the motion. The motion was passed (5-0).

Consideration of Claims: Mr. Brand entertained a motion to consider the register of claims totaling \$2,265,505.93. Mr. Leach stated a claim thirteen of fifteen to United Consulting in the amount of \$60,559.13 and one for \$94,759.34. He stated United Consulting is our program manager for the bond, they handle two bonds and two separate projects. Mr. Leach stated a claim to Bowen Engineering for the on-call project on Luick Avenue totaling \$577,289.00. He stated a claim for the Cardinal Greenway totaling \$86,424.41 to close out the project. Mr. Leach stated a claim for the second payment on the Aultshire drainage improvements totaling \$554,991.99. He stated they are about 90 percent through with all the drainage improvements at Aultshire. Mr. Leach stated claims for ARP funded sewer and/or stormwater projects. He stated a claim for the Hoyt Avenue project pay application 101 totaling \$328,883.40. Mr. Leach stated claims to HWC for RFI's and project engineering while the project is in progress, one for \$5,108.75 and one for \$12,490.00. He stated a claim for the closeout payment for Riverside drainage improvements totaling \$32,400.00. Mr. Barlow provided a summary for the Cardinal Greenway Bridge. He stated the ultimate idea of this project was that MSD has infrastructure that runs under the river where the two bridges were located. Mr. Barlow stated the piers for the original Greenway Bridge hydraulically when the river would come up it would cause a hydraulic scour that was infringing on the underwater infrastructure. He stated by removing that bridge it helped remove the hydraulic scour and lowered the head upstream, that will affect the levee project. Mr. Barlow stated the old bridge was demolished, but first the trestle bridge was turned into the Greenway. He stated the original bid was for a little over \$1.4 million. Mr. Barlow stated there were two change orders with this project, one was for scheduling and one for \$26,424.7 that was added. He stated that this was for retrograde work on the north slope, some for safety and some for regrading. Mr. Barlow stated that this added lights to help prevent vandalism or theft. He stated there was a deduct on masonry work that we decided not to do. Mr. Barlow stated the final total for the job was \$1,512,346.93. Mr. Brand stated this project started over three years ago, when the price was set, to manage a \$26,000 increase over three years of inflation. He stated is proud of the project and what was accomplished with everyone working together. Mr. Brand stated Flatland Resources did a fantastic job. Mr. Leach moved to approve the consideration of claims. Mr. Smith provided second. Motion passed (5-0).

District Administrator Update – Mr. Barlow stated the annual ethics training was completed on January 12th, 2024, that included Department Heads and Office Managers. He stated that the levee update meeting was held with folks from Burke, HWC, American Structure Point, Rick Conrad, and Phil Tevis. Mr. Barlow stated that the latest was hopes of having comments back from the Corps of Engineers, that never

happened. Mr. Barlow stated Burke reached out to the Corps of Engineers to discover that the reviewer of our plans has retired. He stated someone is now assigned to review our plans and the hope is to get comments back soon. Mr. Barlow stated that DNR 408 permitting people are waiting for the Corps of Engineers. He stated that the new number for recycling totes is over 10,200.

Department Head Update – Harvey Wright, Superintendent of Sewer Maintenance. Mr. Wright stated an update on the leaf pick up, debris and dirt picked up, and call outs on weekend and evenings. He stated in 2019 he and Thom Noble stated the program for preventative maintenance program. Mr. Wright stated in 2019 there were over 500 call outs. He stated this increased overtime and employees losing their evenings and weekends. Mr. Wright stated in 2023 there were 99 call outs. He stated a thank you to Mr. Noble for what he did to help develop this program. Mr. Wright stated the street sweepers collected 1,481 tons of dirt and debris throughout 2023. He stated leaf pickups totaled 397 tons by Sewer Maintenance and 213 tons by Sanitation, for a total of 610 tons of leaves collected in 2023. Mr. Wright thanked the employees of Sewer Maintenance and MSD for doing an exceptional job collecting debris off the streets of Muncie. He stated a thank you to Todd Huxhold for his part in warehouse racking, we have the second set of racking in planning for Mr. Noble to keep pipes inside. Mr. Wright stated these will have to be ordered to save costs. He stated that throughout the year we had new fences put in and additional cameras and lights to decrease any theft. Mr. Wright stated that since this was done, we have not had a problem. He thanked the board for the help with upgrading equipment and for the roof on building two. Mr. Wright stated we still have some improvements to make to the buildings and are currently working on preventive maintenance of the buildings. Mr. Brand stated that he agrees, a clean workspace is a safe workspace. Mr. Clark stated good work on the preventative maintenance program, it goes a long way in reducing call outs. Mr. Overton stated that the preventative maintenance also takes the burden off citizens who might have to call in these issues. He looks forward to the paint and parking lot job, he appreciated Mr. Wright's work while he has been at the district. Mr. Leach stated his appreciation for Mr. Wright taking steps to improve the safety of the workspace for the employees of Sewer Maintenance. Mr. Smith stated that he is impressed with the additional security with cameras, fencing, security doors, and lights. He stated that he drove by at night and thinks the lights are sufficient. Mr. Brand stated that we pick up leaves so the stuff does not end up in our infrastructure where it could plug up inlets and drains, causing more expensive repairs. He stated that street sweeping is part of our MS4 program where we have an obligation to sweep every lane mile twice a year. Mr. Brand stated that it is not only for beautification, but to prevent debris from ending up in our infrastructure. He stated his appreciation to all of Sewer Maintenance.

Old Business:

1. Election of Officers for 2024. Mr. Smith made the motion that President be Stephen Brand, Vice President be Adam Leach, and Secretary be Tim Overton. Mr. Leach stated second. Motion passed (5-0).

New Business: None.

Additional Board Topics:

1. Mr. Leach stated thanks to Jason Donati and Jason Ingram for loaning some equipment and people to help set up a tank at Public Works. He stated a thanks to Dan and Will from WPCF, they ran the crane to help set the tank and Chris from Sanitation helped us weld that down. Mr. Leach stated we appreciate their work.

2. Mr. Brand stated that he visited the McCulloch lift station with Thom Noble, Jason Ingram and Rick Conrad. He stated we have a project coming up there in the summer. Mr. Brand stated there is a VFP rental unit that was approved. He stated that he reviewed the project, and it is necessary. Mr. Brand stated that he appreciates the individuals who helped him understand the project. He stated the Cardinal

Greenway Bridge, in 2020 we passed a resolution on change orders where any change order that exceeds 20% of the original quote had to come before the board.

Public Comments: None.

Adjourn: Mr. Brand stated our next regularly scheduled meeting will be held on Wednesday, February 7, 2024, at 11:30 a.m. in the City Hall Auditorium. Mr. Brand stated he would accept a motion to adjourn. Mr. Smith made a motion to adjourn the meeting for January 24, 2024. Mr. Leach seconded the motion. Motion passed (5-0).

Respectfully Submitted,

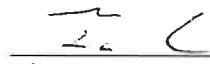


Maggie Bales, Executive Office Manager

*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