

Board Minutes for the Board of Sanitary Commissioners Meeting of February 7, 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; Melanie Lanich, Insurance; Laura Bowley, BWQ 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. Leach moved to approve the Board Meeting Minutes as submitted for the meeting of January 24, 2024. Mr. Smith seconded the motion. The motion was passed (5-0).

Consideration of Claims: Mr. Brand entertained a motion to consider the register of claims totaling \$878,315.88. Mr. Overton moved to approve the consideration of claims. Mr. Leach provided second. Motion passed (5-0).

District Administrator Update – Mr. Barlow stated he and Jason Donati attended the kickoff breakfast for Black History Month at Minnetrista. He stated that Muncie Sanitary District received the James P and Marilyn Carey award from the MLK Dream Team. Mr. Barlow stated that MSD is proud to receive that award. He gave credit to Jason Donati for initiating the events to allow MSD to be considered for the award. Mr. Barlow stated that the award is for numerous and significant contributions to the community. He stated that this past week the Delaware County Commissioners adopted the new MS4 stormwater permit draft. Mr. Barlow invited Laura Bowley to speak on this. Laura Bowley, MS4 Coordinator, stated for the benefit of the public that the MS4 is the Municipal Separate Storm Sewer System. She stated that this is a system of piles, channels, ditches, etc. that are owned by a public entity that are used to move stormwater away from the community to prevent flooding. Mrs. Bowley stated that when the water runs over the land through these systems, it can pick up pollutants that can end up in our rivers and streams. She stated MS4's are charged with trying to prevent as much pollution as possible from going to waterways. Mrs. Bowley stated that we are a co-permitted MS4. She stated that MSD with the Twon of Yorktown, Ivy Tech of Muncie, and Delaware County are permitted together to take on this task. Mrs. Bowley stated that IDEM changed from having an individual permit system to a general permit system. She stated that when this change happened it added additional requirements and updated some requirements. Mrs. Bowley stated that part of that as an MS4 we must pass an ordinance to reflect those changes. She stated that we worked together to come up with an ordinance that was passed through Delaware County then we are in the process of adopting that ordinance through a resolution. Mrs. Bowley stated that then the other organizations will also adopt that through different mechanisms that are similar. She stated that this process as well as a separate drainage ordinance and technical standard all must be done by June. Mrs. Bowley stated that there is urgency in getting these done. She stated that for anyone who would like more information there is a page on the Muncie Sanitary District website. Mr. Brand clarified that a resolution would come before the board to adopt these new regulations. Mrs. Bowley stated that is correct.

Department Head Update – Deana Cox, Financial Manager. Mrs. Cox stated that the Sewage Billing office consists of six employees. She stated that one of the employees, Jackie Bartling, will be retiring March 1, 2024. Mrs. Cox stated that she has been with the district for 46 years and will be missed. She stated regarding delinquencies on active accounts, when they are 90 days and over, we start the process of shutting the water service off. Mrs. Cox stated that she sends a spreadsheet to the Code Enforcement employees at Sanitation where they will tag the properties. She stated Code Enforcement usually tags about 65 per week. Mrs. Cox stated that once the property is tagged, they have a week to pay their balances in the Sewage Office. She stated that if they are not paid, Indiana American Water is notified and sent a file for water shut off. Mrs. Cox stated for the final or inactive accounts, if they are 90 days and over the lien process begins. She stated that if the property is already sold those are sent to Atlas Collections. Mrs. Cox stated that currently the total delinquencies over 90 days make up about 50% of our actual balance. She stated that of about \$3 million that is owed to us about \$1.5 million is 90 days and over including inactive and active accounts. Mr. Cox stated that out of that number a little over \$1.1 million have liens or have been sent to Atlas. She stated that for the financial side of it, we saved money in the 2023 budget. Mrs. Cox stated that we have three sections: Revenue, Stormwater, and Sanitation. She stated on the revenue side we spent under our budget by \$1.1 million, the Stormwater side we spent under \$2.4 million, and the Sanitation side we spent under \$500,000. Mrs. Cox stated our expenses were under budget. Mr. Clark stated that from the \$3 million outstanding, is that a monthly rolling average. Mrs. Cox stated the \$3 million makes up current bills, 30-day, 60-day, and 90-day. She stated that it is an average. Mrs. Cox stated that there is a monthly spreadsheet that shows monthly delinquencies that shows per month with numbers and percentages. Mr. Clark asked if there was anything common with the 90-day delinquencies. Mrs. Cox stated that final accounts that are not paid are usually a tenant situation where the owner does not feel responsible for the bill. She stated that for active customers about 70% of the disconnects are the same ones. Mr. Overton stated that if someone is overdue for 90 days, goes for collection, and it is still not paid for the next 30, 60, or 90 days. Mrs. Cox stated that anything sent for collection or lien is the final balance for that account, it does not accumulate. Mr. Leach stated his appreciation for what the Sewage Office does and a congratulations to Jackie Bartling for many years of service. Mr. Smith stated his appreciation for what Mrs. Cox does. Mr. Brand stated that the job would be posted. Mrs. Cox stated that it is posted on the website and on Facebook. She stated some applications have come in and the interview process will start tomorrow.

Department Head Update – Thom Noble, Director of Engineering. Mr. Noble stated that Cartegraph went live on January 23, 2024. He stated that all workflow, mapping updates, affidavits, permitting, etc. is now being tracked on Cartegraph. Mr. Noble stated that everyone in the field is getting used to it and learning the program. He stated that we are in the process of adding the videos through WinCam Enterprise through Cartegraph. Mr. Noble stated that this allows anyone with access to Cartegraph to see the videos. He stated that two of the camera trucks are wrapped now so the public can easily see workers in the field. Mr. Noble stated that both working foremen on the construction crews went through trench safety training on January 25th. He stated that both are certified, and this was very important knowledge that they need. Mr. Noble stated that in 2022 we did a total of 20 contracted jobs through the Engineering Department and 150 in house jobs. He stated in 2023 we contracted eight jobs with zero change orders and completed 223 in house jobs. Mr. Noble stated that interviews will start next week for the third construction crew. He stated this will be the pipe patch manhole rehab crew and the truck is being prepared at Sanitation with Chris. Mr. Noble stated there was an initial meeting with an architect to discuss the new Engineering facilities. He stated that the survey crew went out this week on the property to start the process. Mr. Noble stated he is very appreciative that this is getting started. Mr. Clark provided an example of the Engineering crew out in the field and commended the crew for being very professional. He stated that trenching and shoring safety is very important. Mr. Overton expressed his appreciation to Mr. Noble and the Engineering Department. He stated that the Cartegraph system gives ratings to all the sewer systems where it gives the quality. Mr. Overton explained the improvement that this brings to the district. Mr. Leach expressed his appreciation. Mr. Smith expressed his appreciation. Mr. Brand agreed

that Cartegraph improves the efficiency of not having to submit to the draftsman and wait, it goes live immediately. Mr. Noble explained that when a job was contracted out, we did not track the investigative costs. He stated that now, with Cartegraph, every cost can be tracked with each job. Mr. Noble explained that this also helps track the progress of each job. Mr. Brand stated that he is all for improving processes and procedures.

Old Business: None.

New Business:

1. Resolution 2024-01 Interlocal Agreement with the City of Muncie, IN – John Barlow. Mr. Barlow stated that this is a resolution for an interlocal for shared services. He explained that prior to this resolution, by default Jason Donati took the responsibility for public outreach, communication, postings, etc. Mr. Barlow stated that with Mr. Donati accepting the Superintendent position at Sanitation, he now has a myriad of responsibilities. He stated that this resolution would allow MSD to share services with the Communication Director for the City of Muncie, Michelle Owen. Mr. Barlow stated this interlocal agreement allows any Department Head or Board Member to communicate with Michelle to be posted and/or put out to the public. He stated the stipend is in the amount of \$5,000 for the year. Mr. Clark stated for clarification that Michelle Owen will remain a city employee. Mr. Barlow stated that is correct, this is a shared service. Mr. Clark asked if the District Administrator has final say on what is posted to the public. Mr. Barlow stated that Department Heads have discretion over emergency postings and anything else would come before the District Administrator. He stated there is some oversight there. Mr. Overton stated that Michelle Owen does a great job and is a great partner. Mr. Leach stated that Mr. Donati would like to have this off his plate and encourages Department Heads to use Michelle Owen's creativity to their best advantage. Mr. Smith stated that this is a great agreement. Mr. Brand stated for clarification that the entire board will sign the agreement and then on the last page he and the mayor will sign. Mr. Brand entertained a motion to approve Resolution 2024-01 as presented. Mr. Smith made a motion to approve. Mr. Overton provided second. Motion passed (5-0).

Additional Board Topics:

1. Mr. Clark asked Mr. Barlow about the Village Revitalization Project as it is gaining steam, and some large structures will be built. He asked what MSD's part looks like in that. Mr. Barlow stated that would be more of a question for Mr. Leach as City Engineer. He stated that he has not received any information as far as infrastructure for that project. Mr. Leach stated that he has received some plans that have also been sent to John Anderson and Thom Anderson. He stated nothing is final, it is still in the planning stages.
2. Mr. Overton stated that he attended Muncie on the Move and recognized Jason Donati and Laura Bowley for their excellent presentation. He stated that one of the most interesting presentations was from MSD. Mr. Overton appreciates the work and the workers of MSD, for example the mussel project.
3. Mr. Leach stated his appreciation to the district and encourages employees to be safe and professional.
4. Mr. Brand stated that there will be a community presentation by President Mearns at Cornerstone Center for the Arts in the Legacy Room on the third floor, Tuesday February 13th at 6:00 pm for the Village Revitalization Project.

Public Comments: None.


Adjourn: Mr. Brand stated our next regularly scheduled meeting will be held on Wednesday, February 21, 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 February 7, 2024. Mr. Smith seconded the motion. Motion passed (5-0).

Respectfully Submitted,



Maggie Balés, 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