

Board Minutes for the Board of Sanitary Commissioners Meeting of August 21, 2024

THE BOARD OF SANITARY COMMISSIONERS conducted a regularly scheduled meeting.

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

Department managers and staff present; Rick Conrad, District Administrator; Joe Rhetts, Legal Counsel; Chuck Jones, BWQ Director; Thom Noble, Director of Engineering; John Anderson, District Engineer; Deana Cox, Financial Manager; Jason Ingram, WPCF Superintendent; Tim Stover, IT Administrator; Melanie Lanich, Insurance; Jason Donati, Sanitation Superintendent; and Maggie Bales, Executive Office Manager.

Public present: Kyleene Swackhamer, DMMPC 100 West Main Street RM 206.

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 August 7, 2024. Mr. Smith seconded the motion. The motion was passed (4-0).

Consideration of Claims: Mr. Brand entertained a motion to consider the register of claims totaling \$997,367.12. Mr. Brand stated a claim for toters that were ordered in about the amount of \$23,000 for five orders. He stated that East Central Recycling gave a credit for \$84,000. Mr. Brand stated that there are a couple of claims for road salt for the minimum distribution that we take every year. He stated that buying it now avoids a storage cost with a supplier. Mr. Brand stated a claim on page nine to Shambaugh and Sons for issues repaired at Jake's Creek in the amount of \$7048.27 for a breaker and two power monitors in the amount of \$1,834.78. He stated a claim on page fifteen of sixteen for the removal of log jams to Flatland Resources in the amount \$25,631.01. Mr. Brand stated that the county has an agreement to cover half of the expenses for log jam removals. Mr. Smith moved to approve the consideration of claims. Mr. Leach provided second. Motion passed (4-0).

District Administrator Update – Mr. Conrad stated there are no traffic restrictions or road closures due to MSD work. He acknowledged two employees who will be retiring soon, both long-time MSD employees. Mr. Conrad stated Ed Lowe from Engineering will be retiring after 31 years of service and Erin Wilson from the Water Pollution Control Facility after 32 years of service. He congratulated both employees and stated they will be missed. Mr. Conrad stated that the results on the rate study from early spring should be coming soon from Baker Tilly. Mr. Clark congratulated the two employees retiring. Mr. Brand congratulated the two retirees. He asked if we are backfilling their positions. Mr. Conrad stated they will be filled.

Department Head Update – Thom Noble, Director of Engineering. Mr. Noble stated that MSD is responsible for 26,000 structures either inlets, manholes, or catch basins. He stated MSD is responsible for 4.5 million feet or 852 miles of gravity sewer pipe and another 117,000 feet or 22 miles of forced main. Mr. Conrad stated that since March Engineering has cleaned 15,000 feet of storm pipe and 22,000 feet of sanitary sewer. He stated that since January Engineering has televised 24,000 feet storm pipe and 44,000 feet of sanitary sewer; those are manhole to manhole inspections. Mr. Noble stated Engineering has completed 184 in-house construction tasks this year. He stated that Elsie Avenue was the biggest with total design and implementation from Engineering crews, pre-paving and general repairs. Mr. Noble stated that videos are being linked to sewer pipe inspections on Cartegraph without the software, saving about \$25,000 annually. He stated that this year Engineering hired two part-time employees for data entry of the details for the 26,000 structures. Mr. Noble stated that the data entry is three quarters complete. He stated that this makes the response time quicker because all the information is in with pictures and videos.

Mr. Noble stated the survey crew has added two new GPS collectors this year to instantly update the mapping to GIS. He stated that research is being conducted for a new total station collector for design work. Mr. Noble stated that the draftsman and head surveyor are going to an open house at Sylar and then a demo will be done on site. He stated that this is a new collector that will allow AutoCAD and the GIS to communicate a little better and will improve design capabilities for in-house construction work. Mr. Noble stated GIS capabilities have expanded resulting in a decrease in AutoCAD licenses saving \$10,000 annually. He stated prior to this Engineering mapped everything through AutoCAD that had some issues, so now there are three licenses saving money. Mr. Noble stated that Engineering has completed 45 affidavits, three were waived off the fee as they were investigative work for MSD to track lines. He stated nine required MSD repairs. Mr. Noble stated that the fee has offset some of the costs that go into it. Mr. Noble stated that Engineering is continuing to design projects and have a sewer project on 1st and Macedonia ready to start. He stated the project is 250 feet of sewer replacement and another 250 feet of new sanitary sewer. Mr. Noble stated Engineering is looking into some separation projects to help with the long-term control plan. He stated that GovDeals has been utilized to sell old equipment and unused pickup trucks. Mr. Noble stated the sold equipment totals almost \$44,000. He stated that a challenge Engineering faces is the building space and aging fleet. Mr. Noble stated that the hope is to use the GovDeals earnings to construct a heated pole barn for additional storage space for vehicles and equipment. He stated this will prevent Engineering from having to winterize camera trucks and take them out of service until the end of winter. Mr. Noble stated that there are four street sweepers: a 2007, a 2014, a 2015, and a 2022. He stated the average lifespan on a sweeper is six to eight years so one of them is really outdated and two are coming close in the next few years. Mr. Noble stated that right now if we ordered a street sweeper, we would be lucky to receive it a year from now. He stated that we are seeing more and more maintenance costs. He stated that the VacTrucks are years 2013, 2015, 2021, and a 2023 with an average lifespan of six to eight years. Mr. Noble stated this week only one VacTruck was operational for work on Macedonia. He stated that as a result of this the sewer crew members painted the Sewer Maintenance buildings. Mr. Noble stated the dump trucks are years 1992, 1995, two 2004's, and a 2025. He stated the maintenance are increasing and will continue to increase as the construction crews continue their work. Mr. Noble stated that the older VacTrucks are constantly in and out for repairs of sensors or the wiring. He stated Ed Lowe is retiring September 5th. Mr. Noble stated that Ed is a laborer who started at the trash barn and is now with Engineering where he partners with Delaware County Community Corrections and runs a labor crew. He stated that they focus on MSD clean ups. Mr. Noble stated that an open house will be held on September 3rd at Sewer Maintenance from 12:30 to 2:00 pm. Mr. Clark stated it is concerning to hear the 2021 VacTruck was out. Mr. Noble stated that is correct the 2021 had a hydraulic hose which was attempted to be fixed in house but was taken down to Best Equipment. Mr. Clark stated he appreciates the updates on the fleet and recommends putting together an acquisition plan for future purchases with age, status, and reasonable life expectancy. Mr. Leach asked for the public and board knowledge what a VacTruck, a tandem 1500 gallon. Mr. Noble stated between \$600,000 and \$700,000. Mr. Leach stated that in order to get the fleet back to a general semblance of correctness you need two. He asked about sweepers. Mr. Noble stated \$450,000. Mr. Leach stated two are needed to get back into general compliance. Mr. Leach asked the cost of dump trucks. Mr. Noble stated \$217,000. Mr. Leach stated that it would be about \$4 million to get back into general compliance. He stated that this is the cost of operations for a city the size of Muncie. Mr. Leach asked if Mr. Noble would stick with CNG sweepers. Mr. Noble's recommendation would be no because of cost, delays in manufacturing, the CNG storage compliance, and for the convenience of fueling. Mr. Brand stated that he is glad to hear the construction projects are going well as it saves money as opposed to outsourcing the work. He stated that the Elsie project is a big accomplishment. Mr. Brand made note of the savings of \$25,000 and \$10,000. He asked if Engineering has a portable fuel tank. Mr. Noble stated that there is one in service currently and another one that will be implemented for the construction crews. Mr. Brand clarified the gravity sewer. Mr. Noble stated that it is 4.5 million feet or 852 miles. Mr. Brand asked what Mr. Noble needed from the board. Mr. Noble stated that there is one position posted district wide and then we will be fully staffed. He stated that another laborer will be stepping in to take Ed's position.

Tabled Business:

1. Muncie South Levee Tie-Back Design Amendment Number 3 with Christopher B. Burke Engineering. Mr. Brand entertained a motion to take this off the table. Mr. Clark moved. Mr. Leach provided second. Motion passed (4-0). Mr. Clark stated that the last couple weeks have been educational on the tie-back levee project of all parties involved and the requirements. He stated that it has to be done. Mr. Clark stated that the cost was analyzed to ensure we represent the rate payers well and pricing this out accordingly. He stated that we received a second opinion so this falls within the respective range for an engineering service. Mr. Brand stated this is a scope amendment for \$69,700 that brings the total estimated fee for this project to \$877,600 for Christopher Burke Engineering. He stated that he also received education over the last two weeks and spent time out at the trailhead and the tie-back levee area. Mr. Brand stated some folks came in today to discuss it further. He stated that he does not see a way to complete the tie-back levee without doing this work. Mr. Clark clarified where this money will come from. Mr. Brand stated it will come from Stormwater. Mr. Brand entertained a motion. Mr. Leach moved to approve. Mr. Smith provided second. Motion passed (4-0).

Old Business: None.

New Business:

1. Consideration of STX Contract – Rick Conrad. Mr. Conrad stated that the Muncie Sanitary District uses quite a bit of natural gas and does have a natural gas fueling station. He stated that MSD was presented with the opportunity to participate in receiving credits for using renewable gas. Mr. Conrad stated that the process on how we acquire that is a lot of paperwork and tracking to make sure renewable gas is put into the system and an equal amount is being used by us. He stated that if that is the case STX will provide a credit to MSD for the gas used of 11%. Mr. Conrad turned it over to Mr. Smith to share his knowledge. Mr. Smith stated that this is a great opportunity and another stream of income for something that we are already doing. He stated that Jason Donati has done a lot of work as well. Mr. Smith stated that this is a mandate through the EPA that the mandate for petroleum companies to do a mixture of RNG and biogases. He stated that it is a requirement and MSD comes in where we already use our CNG station. Mr. Smith stated that last year we used roughly 66,437 GTE's and this information will be reported through STX to the EPA where we will earn these credits that become RIN, renewable identification numbers. He stated that the earned credits will be traded on the local market by STX and that is where the 11% income comes from. Mr. Smith stated that with the 66,437, had we been already enrolled in the program, we would have earned about \$35,000 for just reporting something we are already using. Mr. Leach stated that STX has been diligent in working with MSD, including Mr. Smith, Mr. Conrad, and legal counsel Joe Rhetts. He stated this has been reviewed by legal. Mr. Leach stated that STX agreed to handle the paperwork aspect so there is no additional work for MSD staff. He stated that it is fairly low risk and as close to free money as possible. Mr. Brand stated that for the six months was \$35,000. Mr. Smith stated that would be from January through July. Mr. Brand entertained a motion to approve. Mr. Smith moved to approve. Mr. Clark provided second. Motion passed (4-0).

2. Resolution 2024-10 Increasing Fees for Certain Sewer Line Inspections – Rick Conrad. Mr. Conrad stated that last year the in-house crews expanded to inspect private sanitary laterals for the benefit of the homeowner and seems to be working very well. He stated that the price of this has been evaluated to not lose money but also not compete with a private service. Mr. Conrad stated that it is helpful when Engineering is already in the area and offer a second opinion. He stated that the original fee was \$100, and the resolution is to raise the fee to \$200. Mr. Brand reminded those that a rate study is being conducted and that MSD is doing due diligence on this side, so we do not lose money. Mr. Brand entertained a motion to approve 202-10. Mr. Leach moved to approve. Mr. Smith provided second.

Motion passed (4-0).

3. Resolution 2024-11 Amendment to Muncie Sanitary District Personnel Policy Handbook – Rick Conrad. Mr. Conrad stated that MSD allows employees to bank extended sick time to be used in cases of Family and Medical Leave. He stated that the allowed amount is 960 hours or 120 days. Mr. Conrad stated that those can be earned at a rate of 1.6 hours per pay period or by rolling over unused time off into this extended sick bank. He stated that this has led to a fairly large liability for the district because all of that time will be paid out when an employee retires or leaves the district's employment. Mr. Conrad stated that we are currently sitting at a little under \$2 million in liability for that extended sick time. He stated that this resolution would propose lowering that bank time to 720 hours or 12 weeks to better match FMLA. Mr. Conrad stated that it would also help the liability. He stated that this would only be for new hires, all current employees retain the ability to earn up to 960 hours. Mr. Conrad stated that any employee hired from this point forward would be limited to 720 hours. Mr. Brand stated that this does not affect any employees that were hired today and only for new hires. Mr. Brand entertained a motion to approve as presented. Mr. Smith moved to approve. Mr. Brand provided second. Motion passed (4-0).

4. Resolution 2024-12 Transfer of Funds within the Muncie Sanitary District – Deana Cox. Mrs. Cox came before the board for the approval of the transfer of funds between two departments where it basically goes from one fund to another. Mr. Brand stated that the amounts are \$28,000 to be transferred from one fund into health insurance and another for \$180,000 to be transferred from a fund into health insurance. He stated that this is due to the rising cost of health insurance. Mrs. Cox stated that is correct. Mr. Brand entertained a motion to approve resolution 2024-12. Mr. Clark moved to approve. Mr. Leach provided second. Motion passed (4-0).

5. Resolution 2024-13 Amendment to Salary Resolution – Rick Conrad. Mr. Conrad stated that it was previously mentioned that Erin Wilson will be retiring from his Administrative Manager position at the Water Pollution Control Facility. He stated that he and Jason Ingram, Superintendent of Water Pollution Control had a discussion about filling this role and what it will require. Mr. Conrad stated that Mr. Ingram brought to the attention that the title is vague and there are a few items in the job description that do not match what was being done. He stated this resolution changes the Administrative Manager title to SCADA Systems Specialist. Mr. Conrad stated that the SCADA system is a well-known system for most wastewater operators, and it does a tremendous amount of tracking of any digital information that is recorded from the treatment plant. He stated that if we end up going outside of the district to fill this position the title change will better reflect what a potential hire would be doing in this position. Mr. Conrad stated that there is no change to the salary range, just a title change. Mr. Leach asked if a new job description had been prepared already. Mr. Conrad stated that the new job description has been prepared. Mr. Brand asked if the Administrative Manager position go away. Mr. Conrad stated it will go away as this manager's position is not managing any people. Mr. Brand stated that this is good practice to modernize job title and job description. Mr. Brand entertained a motion to approve resolution 2024-13. Mr. Leach moved to approve. Mr. Smith provided second. Motion passed (4-0).

Additional Board Topics:

1. Mr. Brand brought up the long-term control plan where this was taken on a couple of years ago. He stated that to date MSD has spent \$90 million and some of the original engineering and design plans did not net the results expected. Mr. Brand stated that a new plan design is being completed by Greeley and Hansen. He asked Mr. Leach for an engineering estimate. Mr. Leach stated between \$125 to \$150 million. Mr. Brand stated that additional bonds will be necessary to complete this.

Public Comments:

1. Kylene Swackhamer with the Delaware Muncie Metropolitan Plan Commission comes before the board on behalf of the DMMPC office to offer appreciation for the work and the approval of the levee work. She stated that this directly affects some of the projects being done within the DMMOC office specifically the Kitzelman phase three project which office has allocated money towards. Ms. Swackhamer stated that some of this money would be lost if this project were not able to be moved forward. She stated that this levee work will help this be able to happen. Mr. Brand asked how much money. Ms. Swackhamer stated that this project has been visioned since 1994, the current improvement plan list projects from 2022 to 2025. She stated from here moving forward \$370,000 of MPO funds have been put toward this project. Ms. Swackhamer stated in 2025 there is over \$3 million toward this project. Mr. Brand asked where the funds come from. Ms. Swackhamer stated that these are federal funds allocated to the MPO where then the ability to forward those funds to LPAs in the area. Mr. Brand asked what MPO stands for Ms. Swackhamer stated Metropolitan Planning Area.

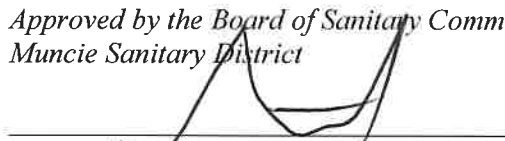
Adjourn: Mr. Brand stated our next regularly scheduled meeting will be held on Wednesday, September 4, 2024, at 11:30 a.m. in the City Hall Auditorium. Mr. Brand stated he would accept a motion to adjourn. Mr. Leach made a motion to adjourn the meeting for August 21, 2024. Mr. Smith seconded the motion. Motion passed (4-0).

Respectfully Submitted,



Maggie Bales, Executive Office Manager

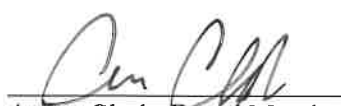
*Approved by the Board of Sanitary Commissioners
Muncie Sanitary District*


Stephen Brand, President


Tim Overton, Secretary


Adam Leach, Vice President


David Smith, Board Member


Aaron Clark, Board Member