

Board Minutes for the Board of Sanitary Commissioners Meeting of October 16, 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 David Smith, Board Member; and Aaron Clark, Board Member.

**Department managers and staff present;** Rick Conrad, District Administrator; Joe Rhetts, Legal Counsel; Thom Noble, Director of Engineering; Jason Donati, Sanitation Superintendent; Chuck Jones, Director of BWQ; Jason Ingram, WPCF Superintendent; Tim Stover, IT Administrator; and Maggie Bales, Executive Office Manager.

**Public present:** None.

**Public Comments:** None.

**Consideration of Public Hearing Minutes:** Mr. Brand entertained a motion to approve the Public Hearing Minutes as submitted for October 2, 2024. Mr. Overton moved to approve. Mr. Leach provided second. Motion passed (5-0).

**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 October 2, 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 \$579,358.04. Mr. Brand stated a claim on page two to East Central Recycling in the amount of \$38,291.35 for disposal of household disposal, Street Department, and Park Department. He stated a claim on page two for the third quarter CNG fuel station for the Sanitary District in the amount \$34,828.27. Mr. Brand stated a claim on page four to Corrigan Oil in the amount of \$6,946.87. He stated a claim on page four for a levy mow and cleanup of the levy after the storms in the amount of \$19,500.00 to Coops Lawn and Landscape. Mr. Brand stated a claim on page seven for remediation work being done at WPCF in the amount of \$50,842.80. He stated a claim on page seven for ongoing flow monitoring by Gripp in the amount of \$5,796.00. Mr. Brand stated a claim on page eight to Randolph Farms for sludge tipping from WPCF in the amount of \$12,243.97. He stated a claim on page eight to Invoice Cloud \$6,873.00. Mr. Brand stated that this is a huge reduction on the credit card fees. He stated a claim on page ten for the purchase of an equipment trailer in the amount of \$12,300.00. Mr. Brand stated a claim on page ten to the Indiana State Board of Accounts in the amount of \$13,810.13 for the annual audit. He stated that SBOA had zero findings for the Muncie Sanitary District. Mr. Smith moved to approve the consideration of claims. Mr. Leach provided second. Motion passed (5-0).

**District Administrator Update –** Mr. Conrad stated a traffic update with intermittent traffic closures at Charles and Mulberry until the end of the week, Godman is closed from Tillotson to Harvey with the expectation to open Friday, and lane restriction at Hackley and Kirby this afternoon or tomorrow. He stated that yesterday a meeting was held with the Citizens Advisory Committee to discuss future plans of the long-term control plan. Mr. Conrad stated the meeting went well with discussion of MSD's plan for the next seven to ten years to address combined sewer overflows. He stated that this is a mandate from IDEM. Mr. Conrad stated that there is quite a bit of money and projects involved and the meeting was a good chance to go over this with the public to ensure they understand what MSD's plan is. He stated that public hearings will be planned here in the auditorium so other members of the public can have a chance to get the same information and comment on it. Mr. Conrad stated those dates are to come and are not set yet. He stated that mowing will be completed at the Storer storm basin in the next few weeks. Mr. Conrad

stated that needs to be done at least once a year. He stated the canal downtown has been cleaned recently. Mr. Conrad stated that the Bureau of Water Quality received a grant from the Ball Brothers Foundation in the amount of \$50,000.00 to support the ongoing mussel propagation program. He stated that the program is now basically completely funded through grant work. Mr. Conrad stated that it is also used as an education center for the public and is getting use from all sorts of local groups interested in the treatment plant, Bureau of Water Quality, or what is happening in the White River. He stated that the leaves seem to be clinging to the trees. Mr. Conrad stated that it will be at least another week before leaf pick up starts. He stated that the dates and times will be announced either at a board meeting or on Facebook. Mr. Conrad stated the Gripp meters are for a surprise overflow of a manhole on the north side of town that connects to Royerton. He stated that meters have been installed to determine where the problem is coming from and to what extent before repairs begin. Mr. Conrad stated that it may be approaching the million-dollar range to address fixing the problem. He stated that one really heavy rain will help determine the source of the problem. Mr. Conrad stated once the data is collected the meters can come out. Mr. Overton asked if Ball State University partnered with the mussel project at all. Mr. Conrad stated not in terms of funding. He stated that there is communication with the biologists and have classes coming on a regular basis to the treatment plant and water quality. Mr. Brand stated the Gripp meter is located at 350 North. He asked if historically there would be any heavy rains toward the end of the year. Mr. Brand explained that it might be best to pull the meters until spring when we know heavy rain will come. Mr. Conrad stated that could be considered. He stated that this was part of our agreement to address it with IDEM, so they know the project is being monitored. Mr. Brand asked how the vehicle ID project was going and getting GPS on all vehicles. Mr. Conrad stated that there is one department working on that, the units are all in and working on installation. Mr. Brand stated a congratulations on receiving the grant.

**Department Head Update – None.**

**Old Business: None.**

**New Business:**

**1. Resolution 2024-16 Amendment to the Personnel Policy Handbook.** Mr. Conrad stated that this resolution makes changes to section four in the Sanitary District handbook. He stated that the first change is to change wording for use of Sick Leave Bank by employees. Mr. Conrad explained that this was changed earlier in the year that received feedback from Department Heads and Office Managers where the wording was requested to be clarified. He stated the second change limits the donations of Sick Leave Bank time to fellow employees to 80 hours per FMLA qualifying event. Mr. Conrad stated that employees have the option to donate Sick Leave Bank to other employees who may be in need. He stated that this change limits that to prevent unending absences. Mr. Conrad stated that another change made is related to workers' compensation in instances where a worker's compensation injury requires an employee to be out of work this will also qualify as an FMLA event. He stated that this is standard practice and needs to be cleaned up and made clear. Mr. Conrad stated that legal counsel recommended changes be made to more accurately address requirements from the ADA. He stated that this mainly spells out that the district will provide reasonable accommodation for people with disabilities whether they are permanent or temporary. Mr. Overton stated that he appreciates the disability language being added. Mr. Leach stated that this is not a punitive measure against employees, it is recommended by legal counsel to reduce general liability and/or ghost employment wherein employees could essentially game the system that was set up in good will. He stated that the system was set up to allow donations but with the amount of time employees accrue time through vacation or personal accruals it would be possible for an employee that was sufficiently well liked that donations could be solicited forever under the system as it was. Mr. Leach stated that it is not a punitive measure but a measure to limit liability. He stated that we do expect employees to work and be respectful of their employment. Mr. Brand asked that all Department Heads are in support of these changes. Mr. Conrad stated yes. Mr. Brand entertained a motion to approve

Resolution 2024-16 as presented. Mr. Leach moved to approve. Mr. Clark provided second. Motion passed (5-0).

**Additional Board Topics:**

1. Mr. Leach gave a shoutout to Deana Cox for her efforts during budget planning time and the work being done on it. He stated that Mrs. Cox makes Department Heads walk the line and keeps Mr. Conrad in line. Mr. Leach stated that Mrs. Cox was more than happy to tell Commissioners if there is or is not money. He stated that Mrs. Cox is a real asset with her team keeping the wheels on finance and keeps the bills paid

2. Mr. Brand stated that at the last discussion there was talk about Macedonia where the district did some work there and now the ADA ramps need to be restored. Mr. Leach stated that Bowen has been asked to provide a price proposal for it as they are good at this type of work. He stated that typically per the patching agreement Public Works would handle it, but this is nineteen individual ADA ramps. Mr. Leach stated that it is out of the scope of normal work for Public Works. He stated that this is a capital project with prices in the range of about \$4,000 per ADA ramp. Mr. Brand stated that the leaf pickups will be coming soon. He asked that the public would help keep storm drains clean and clear as the leaves start to fall. Mr. Brand stated the McCulloch lift station work is now complete. He stated that Sanitation is working on a rerouting plan where in the future there could be a change to the trash routes. Mr. Brand stated that the board is considering requiring a deposit equal to one month's worth of septic processing at the start of an account. He stated that MSD has bills of past due amounts 90 days and over is \$1.74 million and in liens \$1.17 million. Mr. Brand stated that the deposit would be used to pay the final bill upon completion of the account. He stated that this would be an effort to reduce the past-due amounts.

**Public Comments:** None.

**Adjourn:** Mr. Brand stated our next regularly scheduled meeting will be held on Wednesday, October 30, 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 October 16, 2024. Mr. Smith seconded the motion. Motion passed (5-0).

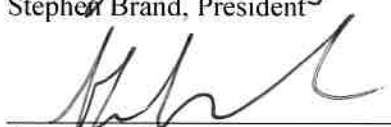
Respectfully Submitted,



Maggie Bales, Executive Office Manager

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

  
Stephen Brand, President

  
Adam Leach, Vice President

  
Aaron Clark, Board Member

  
Tim Overton, Secretary

  
David Smith, Board Member