

Board Minutes for the Board of Sanitary Commissioners Meeting of November 27, 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 (remote); 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; John Anderson, District Engineer; Dustin Jennings, Computer Network Specialist; and Maggie Bales, Executive Office Manager.

**Public present: None.**

**Public Comments: 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 13, 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 \$1,887,023.22. Mr. Leach stated a claim on page eleven to Best Equipment in the amount of \$247,685.00 for a portion of the payment for a new trash truck for the Sanitation Department. He stated a claim on page twelve to Baker Tilly Municipal Advisors in the amount of \$29,035.00 for the cost-of-service study. Mr. Leach stated on page thirteen in the amount of \$105,950.00 for the McCulloch Park lift station. He stated a claim on page fourteen to Best Equipment in the amount of \$247,685.00 for a portion of a payment for another trash truck. Mr. Brand stated a claim on page three to East Central Recycling in the amount of \$81,000.00 for the Parks Department and household waste disposal. He stated on page six a claim to Coops for the fall clean-up of the levee in the amount of \$6,000.00. Mr. Brand stated a claim to ECR for sweeper dumping in the amount of \$8,100.00. He stated a claim on page nine to Specialty Earth Sciences for remediation and plot testing in the amount of \$42,971.84. Mr. Brand stated a claim to Randolph Farms for sludge tipping fees in the amount of \$13,919.56. Mr. Smith moved to approve the consideration of claims. Mr. Leach provided second. Motion passed (5-0).

**District Administrator Update** – Mr. Conrad stated that leaf season is ending with one pickup today and one final pickup on Saturday. He stated that anyone who might have leaves after the pickup times the leaves can still be dropped off at East Central Recycling. Mr. Conrad stated that ECR will require those who do drop them off to separate them from plastic bags. He stated that logistical issues have come forward with bagged leaves. Mr. Conrad stated that ECR has difficulty handling the bagged leaves so MSD is trying to handle it on their own. He stated that these bagged leaves should not be taken to a landfill. Mr. Conrad stated that alternatives for disposal are in the works. He stated that in the future more efficient ways will be looked into and for now nothing has changed. Mr. Conrad stated that those who use paper bags are appreciated. He stated that this method is much better for the environment and is cheaper for MSD. Mr. Conrad stated that anyone who is able to mulch the leaves and leave them on the ground is appreciated as well.

**Department Head Update – None.**

**Old Business: None.**

**New Business:**

**1. Release of Retainage to Bowen Engineering – Rick Conrad.** Mr. Conrad stated that the consideration for release of retainage is to Bowne Engineering for on-call Stormwater work performed mostly on Hoyt Avenue. He stated that the work is complete so the retainage in the amount of \$325,987.50 is ready to be released. Mr. Brand entertained a motion to approve the release of retainage as presented. Mr. Smith moved to approve. Mr. Clark provided second. Motion passed (5-0).

**2. Resolution 2024-18 Transfer of Funds within the Muncie Sanitary District – Rick Conrad.** Mr. Conrad stated that resolution 2024-18 is a request to move funds within the Sanitation department from the Disposal Services fund to the Salaries and Wages fund in the amount of \$80,000.00. He stated that the Salaries and Wages fund is low this year due to adding personnel and the salary increase being more than budgeted for. Mr. Conrad stated that the Sanitation budget is prepared earlier than other budgets, so the exact salary increase was not budgeted exactly for the 2024 year. Mr. Brand stated that in the budget 3% was accounted for increases, but 5% was approved by the board. Mr. Conrad stated that is correct. Mr. Brand stated that we approve the hiring of the two additional employees for good reason. Mr. Brand entertained a motion to approve Resolution 2024-18 as presented. Mr. Leach moved to approve. Mr. Smith provided second. Motion passed (5-0).

**3. Resolution 2024- 19 Rate Increase for Septic Vendor and Hauling – Rick Conrad.** Mr. Conrad stated that resolution 2024-19 is proposed to increase the fees for dumping septic waste at the treatment facility. He stated that there are quite a few costs for this in addition to treating the water. Mr. Conrad explained that the solids have to be removed from this water including the price for hauling that to a landfill and monitoring it through the Bureau of Water Quality. He stated that the current price was \$90 for 0 to 2,000 gallons with the proposal to move that to \$200 and a fee for greater than 2,000 gallons which was \$135 with the proposal to make that \$300. Mr. Overton stated that he appreciates getting the charges up to par with other entities in surrounding regions. Mr. Clark stated that this is a positive outcome of the process improvement meetings. He stated this increase efficiency and modernize without putting burden on rate payers. Mr. Brand entertained a motion to approve Resolution 2024-19. Mr. Smith moved to approve. Mr. Clark provided second. Motion passed (5-0).

#### **Additional Board Topics:**

**1.** Mr. Leach stated that the Sanitary District published a request for qualification for engineering consults firms to perform work on our long-term control plan. He stated that six consultants responded. Mr. Leach announced the top three selected consultants: Lochmueller, TYLin, and American Structurepoint. He stated that moving forward a scope of work and working with each consultant to get the long-term control plan started. Mr. Leach stated that Rick Conrad will reach out to each one individually and provide a score.

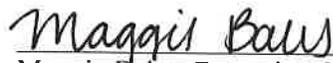
**2.** Mr. Overton complimented Mr. Conrad, the Department Heads, and MSD staff, as we approach the end of the year the to do list made at the beginning of the year, he stated that it is remarkable the achievements made this year. He expressed his appreciation to Mr. Conrad and Department Heads.

**3.** Mr. Brand stated that the fall tax draw has been received and distributed accordingly. He stated that leaf retrieval and that in the future there will more than likely be a requirement for paper bags. Mr. Brand stated that plastic bags cause issues with additional handling, the cost, and the risk for health and safety of employees handling them. He stated that paper bags can be picked up mechanically. Mr. Brand stated that the public is also welcome to take them to ECR themselves. He stated that in April there was a tornado that came through the north side of Delaware County, through Selma and Winchester. Mr. Brand stated that MSD responded in a very kind way. He stated that time and costs were submitted where no FEMA

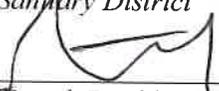
funds were returned, but the state did reimburse \$8,000 to MSD funds. He stated that the Engineering Department is going through vetting addresses in the city that are possibly on our system but not on our billing system. Mr. Brand stated that it is being uncovered that some are connected to our system and are not being billed. He stated that five out of one hundred thirty addresses were discharged and not being billed. Mr. Brand stated that they will be added to our billing cycle. He stated there are about 5,000 addresses to go and that will continue.

**Adjourn:** Mr. Brand stated our next regularly scheduled meeting will be held on Wednesday, December 11, 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 November 27, 2024. Mr. Smith seconded the motion. Motion passed (5-0).

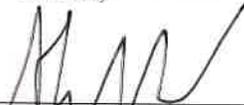
Respectfully Submitted,

  
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Maggie Bales, Executive Office Manager

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

  
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Stephen Brand, President

  
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Tim Overton, Secretary

  
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Adam Leach, Vice President

  
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David Smith, Board Member

  
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Aaron Clark, Board Member