

Board Minutes for the Board of Sanitary Commissioners Meeting of January 8, 2025

THE BOARD OF SANITARY COMMISSIONERS conducted a regularly scheduled meeting.

Board members present; Adam Leach, President; Tim Overton, Vice President; David Smith, Secretary; Aaron Clark, Board Member; and Steve Selvey, 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; Deana Cox, Financial Manager; Tim Stover, IT Administrator; Jason Ingram, WPCF Superintendent; Randy Reagon, Code Enforcement; and Maggie Bales, Executive Office Manager.

Public present: None.

Election of Officers: Mr. Leach entertained a motion for a slate of officers. Mr. Clark stated a slate of officers being Adam Leach as Board President, Tim Overton as Vice President, and David Smith as Secretary. Second motion by Mr. Smith. Motion passed (5-0).

Public Comments: None.

Consideration of Minutes: Mr. Leach entertained a motion to approve the minutes as presented. Mr. Overton moved to approve the Board Meeting Minutes as submitted for the meeting of December 11, 2024. Mr. Clark seconded the motion. The motion was passed (5-0).

Consideration of Claims: Mr. Leach entertained a motion to consider the register of claims totaling \$5,755,432.22. Mr. Selvey moved to approve the consideration of claims. Mr. Leach provided second. Motion passed (5-0).

District Administrator Update – Mr. Conrad gave a welcome to Steve Selvey as he is new to the board. He gave a thank you to the employees at Engineering and Sanitation for helping out the city with snow removal. Mr. Conrad stated that our crews are often called in during heavier snow to help out with ancillary roads and parking lots. He stated that at the last board meeting of 2024 some of the board members touched on some of the accomplishments of the district in 2024. Mr. Conrad took a moment to expand on some other highlights. He stated that 2024 saw a lot of personnel changes early in the year with the retirement of John Barlow, District Administrator who was with the district for 42 years. Mr. Conrad stated that a total of five employees would retire later in the year and the untimely passing of two of our employees: Lisa Fellers and Dave Campbell. He stated that in total it is a loss of over 200 years of experience with the district. Mr. Conrad stated that as employees were promoted and positions were backfilled this led to lots of new names and faces and new places with lots of new challenges. He stated that the district has a new District Administrator and a new Department Head at Sanitation and Recycling. Mr. Conrad stated that the Sanitation and Recycling Department Head has completed his first full year. He stated that there is new leadership at Sewer Maintenance. Mr. Conrad stated that through all of these changes the district continued to run incredibly smoothly on all accounts and by the evidence of a low number of complaints from the public. He stated that in March MSD provided emergency aid to the towns of Selma and Winchester after the touchdown of an EF3 tornado. Mr. Conrad stated that MSD was able to offer assistance for things like debris cleaning and removal to help get the communities back on their feet. He stated in April Muncie was hit with a pair of storms that dropped a total of seven inches of rain in a span of a week. Mr. Conrad stated that this resulted in overwhelming the design capacity of most of our storm drains in the city leading to some extensive inland flooding and a mass of callouts, all of which our employees responded to quickly and addressed as much as they could. He stated that in some situations

the drains were carrying all they could or there was nowhere for the water to go. Mr. Conrad stated that this rain event helped us identify the more vulnerable areas of town and helped with the development of a long-term plan to address the flooding in the most susceptible neighborhoods. He stated that these events spurred MSD to seek a formal mutual aid agreement with neighboring communities. Mr. Conrad explained that this agreement establishes the term under which assistance is provided between two or more jurisdictions to allow for a timelier response and a more orderly sharing of resources whenever help is needed. He stated that all of MSD departments evaluated the individual emergency action plans which is important given the diversity of work MSD does and the noncentralized locations of our departments. Mr. Conrad stated that 2024 was also the year of intense focus on expenses, fees, and rates. He stated that many meetings were held to investigate various potential cost savings initiatives and activities. Mr. Conrad stated that these meetings led to a number of changes in daily operations and many adjustments to the fees and rates for the dozens of billable services we provide. He stated that in total MSD passed five resolutions to ensure that our expenses match the level of service we are providing. Mr. Conrad stated that MSD solicited a professional cost of service study to evaluate our ability to meet a regular annual operational cost as well as future obligations for projects like the unfunded mandates for CSO separations and maintenance of the Army Corps built levees. He stated that following the rate study MSD passed a rate increase for the first time since 2016 ensuring we are able to meet these obligations and to continue maintaining our high level of service for the next four years and beyond. Mr. Conrad stated that MSD combined Sewer Maintenance and Engineering into one for more efficient operations. He stated that MSD continues to expand our in-house construction crews and reduce our reliance on more expensive outside contractors. Mr. Conrad stated that we incorporated the use of renewable natural gas throughout the district which allows us to now earn credits that have offset our costs in the predicted amount of \$72,000 per year. He stated that credit card fee subsidizing was halted on sewer bill payments by having users pay their own fees and encourage use of ACH payments which saves the district about \$15,000 per month. Mr. Conrad stated that in 2024 MSD invested in human capital to help retain and develop our exceptional employees throughout the district. He stated that we hired an HR Director and purchased new software to better track personnel hiring, training, and evaluations. Mr. Conrad stated that a number of changes were made to the personnel policies handbook. He stated that we completed construction projects like upgrades to infrastructure throughout the city in areas like Hoyt, Elsie, and a number of others. Mr. Conrad stated that MSD completed the partial separation of CSO 7 and completely closed 13 and 33. He stated that through a grant from the Ball Brothers Foundation we began installation of a canoe launch at Luick Avenue with plans for four more launches in the coming year. Mr. Conrad stated that MSD continued work on realigning the south levee system for a project that will save the district \$3 million in future levee maintenance, and we are continuing to negotiate our long-term control plan with IDEM that will eventually get the alternative plan approved. He stated that could save the district as much as \$300 million over the next 10 years. Mr. Conrad stated that we do not do the work for awards, we appreciate it whenever we do receive recognition. He stated that MSD received an award from Selma for our help in response to tornado damage, MSD received the Governor's award for our new and still growing recycling program, MSD received the Martin Luther King Jr. and James Marilyn Carey Award for community service, MSD received the Laboratory Excellence Award from the Indiana Water Environment Association, and MSD received the Greater Chamber of Commerce Chairman Award for public service. He stated that at the end of 2024 MSD said goodbye to Board President Stephen Brand who has been elected to a new position with Delaware County and begin 2025 by welcoming Steve Selvey to the board. Mr. Conrad stated that over the next few board meetings the plan is to have Department Heads come and give updates on their activities. Mr. Clark stated that 2024 was a highly successful and busy year that bodes to the great work MSD employees do. Mr. Overton gave a thank you for a great year. Mr. Smith stated that he would like to see the list of accomplishments posted on the website. Mr. Selvey gave a thank you. Mr. Leach stated that is a great report of the many activities MSD does. He stated that it is very hard to consolidate any particular list of the number of things that happen throughout the year. Mr. Leach stated his appreciation to the MSD employees and to MR. Conrad.

Department Head Update – None.

Old Business: None.

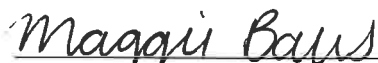
New Business: None.

Additional Board Topics:

1. Mr. Leach stated that it is a pleasure to serve the district, and we look forward to continuing the good work that has been done in the past and continuously improving the organization. He stated that every year bring new challenges and new opportunities which is an HR way of saying eventually things will screw up and then we will go fix it. Mr. Leach stated that is what we are here for and what our employees get paid to do. He stated that we are happy that the employees are here, and they provide quality service. Mr. Leach stated that government should be boring and as a utility that is a quasi-governmental entity he hopes we remain boring and keep improving.

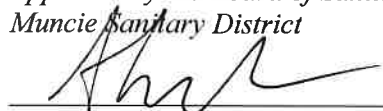
Adjourn: Mr. Leach stated our next regularly scheduled meeting will be held on Wednesday, January 22, 2025, at 11:30 a.m. in the City Hall Auditorium. Mr. Leach stated he would accept a motion to adjourn. Mr. Smith made a motion to adjourn the meeting for January 8, 2025. Mr. Leach seconded the motion. Motion passed (5-0).

Respectfully Submitted,



Maggie Bales, Executive Office Manager

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



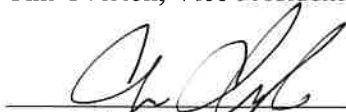
Adam Leach, President



Tim Overton, Vice President



David Smith, Secretary



Aaron Clark, Board Member



Steve Selvey, Board Member