

Board Minutes for the Board of Sanitary Commissioners Meeting of March 5, 2025

THE BOARD OF SANITARY COMMISSIONERS conducted a regularly scheduled meeting.

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

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

Public present: None.

Public Comments: None.

Consideration of February 19, 2025, Public Hearing Minutes. Mr. Leach entertained a motion to approve the public hearing minutes as presented. Mr. Clark moved to approve the Board Meeting Minutes as submitted for the meeting of February 19, 2025. Mr. Smith seconded the motion. The motion was passed (4-0).

Consideration of February 19, 2025, Board Minutes. Mr. Leach entertained a motion to approve the minutes as presented. Mr. Clark moved to approve the Board Meeting Minutes as submitted for the meeting of February 19, 2025. Mr. Selvey seconded the motion. The motion was passed (4-0).

Consideration of Claims: Mr. Leach entertained a motion to consider the register of claims totaling \$1,587,557.54. Mr. Leach stated a claim to the Indiana Department of Transportation in the amount of \$948,800.00. He stated that this is a memorandum of understanding passed in 2021. Mr. Leach explained this payment is to match a federal FHWA, Transportation Alternative, or HAP grant to pay for the Kitzelman trailhead. He stated that as part of this work replacement of a stormwater line on that property. Mr. Leach stated that the anticipated cost of the district would have been \$650,000.00, He explained that this is a higher amount because there are additional private funds that are going to be paying for that match. Mr. Leach stated that an invoice has been sent to those private entities, primarily Cardinal Greenway. Mr. Selvey moved to approve the consideration of the claims. Mr. Leach provided a second. Motion passed (4-0).

District Administrator Update – None.

Department Head Update – Thom Noble, Director of Engineering. Mr. Noble, Director of Engineering, began by providing an overview of the engineering department's activities in 2024 and plans for 2025. He stated that the department fully implemented Cartegraph, the asset management software, at the beginning of the year and merged with the sewer maintenance department in March. Mr. Noble started by discussing the street sweepers, which collected 1,798 tons of road debris and 471 tons of waste, specifically leaves. He stated that the number of leaves has increased significantly in recent years, and this trend is expected to continue, leading to further discussions on how to address this issue. He stated that the department completed 5,850 total tasks department-wide by April. Mr. Noble went on to explain that they cleaned 120,000 lineal feet of sanitary sewer, which represents about 6% of their total responsibility. He noted that the crews also cleaned 27,500 lineal feet of sewer mains, about 1% of the total, and 414 storm structures, including inlets and manholes. He stated that the department responded to 447 sewer backup calls and 64 flooding calls in 2021, in addition to handling 60 sinkhole reports. Mr. Noble

mentioned that their camera crews televised 64,610 lineal feet of sanitary sewer (about 3% of the total) and 35,272 lineal feet of storm sewer (about 1%). He noted that every time a video of a sewer line is made, they update the lateral information, which is crucial for maintaining accurate maps of the system. He continued, stating that in the fall, they began doing complete videos of sewers from the cleanout to the main. Mr. Noble highlighted that they are working toward fully mapping the system so they can identify where private sewers tie into the public system. He stated that they completed 74 affidavits last year, 16 of which had issues on the MSD side, about 20%, and the crews have already completed 29 affidavits this year in just two months, showing an increase in the number of affidavits being processed. Mr. Noble also mentioned that they completed 301 construction-related tasks, including replacing 1,319 lineal feet of sanitary sewer, 418 lineal feet of sewer, and 9,000 feet of storm sewer and storm structures with in-house construction crews. He noted that the survey crew had worked on projects in Beech Grove, Riverview Park, and Thomas Park, as well as updating infrastructure maps for upcoming projects. He stated that their maintenance crews pump the sanitary holding tanks at Prairie Creek twice a week from April through October to maintain service for the campers. Looking ahead to 2025, Mr. Noble mentioned that the engineering department is currently working on cleaning the storm system between Tillotson and Wheeling, a project that had likely never been done before. He stated that the 36-inch pipe contained around 22 inches of debris and cleaning it would improve the infrastructure and extend its lifespan. Mr. Noble also shared plans to update the geofencing system to better track street sweeper coverage, ensuring all areas are covered as required by the stormwater permit. He then discussed ongoing projects, including the replacement of 250 feet of sanitary sewer in the alley west of Macedonia and the addition of 150 feet of new service to connect houses currently cutting across private property. He mentioned that if the weather had cooperated, they would have finished a stormwater project on Reserve Street by today, but they anticipate completing it by tomorrow. Mr. Noble also outlined several upcoming projects for 2025, such as replacing 320 feet of storm sewer on Rochester between 17th and 18th Streets due to multiple sinkholes. He explained that this work would begin in the next couple of weeks, weather permitting. Additionally, they are in the design phase of a 1,400-foot sewer replacement on Hodson, which is currently 17 feet deep. He stated that they are investigating the possibility of shallowing the sewer to around 6 or 7 feet at the start, with some areas potentially going deeper due to a hill in the road. He also mentioned a planned sewer replacement on Amherst, which was postponed last year at his request to ensure the sewer is replaced before the street is paved. Mr. Noble spoke about a planned drainage project on Delinda Street, where there is currently no stormwater structure. He stated that they hope to have the design completed this year, with construction taking place before East McGalliard is paved in 2026. He also mentioned that they are working on improving drainage on Leslie Street and assisting the White Lake Community Council with drainage for their new facility on Centennial East of MLK. He noted that they are looking at cost-effective solutions for separation projects within the CSO 23 area, which is scheduled for full separation in the long-term control plan. Mr. Noble emphasized that the Engineering Department could complete the remaining work at a much lower cost than anticipated. Additionally, he stated that they are exploring more efficient ways to perform manhole rehabs, such as using a sprayer to apply epoxy instead of doing it by hand, which would reduce exposure to VOCs. Mr. Noble shared an update on their new building, which started construction last week. The framing and roofing were completed by the end of yesterday, and they hope to finish the building's exterior and start interior work by the end of next week. Afterward, the electrician will be brought in to begin wiring. Mr. Leach wanted to harp on the point of how far we have come. He stated that three years ago, if we had to do anything, it had to be contracted out. Mr. Leach stated that they were doing what they could with what they had. He stated that MSD made some investments those investments have been paying off. Mr. Leach stated that he's been reporting to the other board members, trying to keep making those investments and continue improving the program. He stated that he really appreciates the good work both Mr. Noble and the employees are doing out there because it is making a difference. Mr. Leach stated that all your work has helped things look better and it no longer seems neglected as it once was. He stated that it's fantastic work.

Old Business: None.

New Business:

1. Resolution 2025-03 Amendment to Personnel Policies Handbook – Rich Ivy. Mr. Ivy stated before you is an amendment to make a personnel policy, Section 2.1, in the fifth paragraph, referring to personnel policy criteria. He stated that this is to fill a position internally, where we, in the past, did not consider past evaluations and employee status for those who have been here. Mr. Ivy stated that we've been challenged on the seniority issue several times, and all the scenarios are taken into consideration. He stated that other things are taken into consideration prior to seniority having an influence on the decision process. Mr. Ivy stated that, all things being equal, seniority would have a lot of weight concerning that position. He stated that the other section is Section 7, Problems and Resolutions, and we just cleaned up a lot of language on the step-by-step process in which to follow complaints within the district. Mr. Ivy stated that we've also established the criteria for Step 1, Step 2, and Step 3, which are required when submitting such complaints according to your supervisor and/or by policy. He stated that these definitely need a person listed. Mr. Leach provided a synopsis from the promotions are awarded via merit, all merit being equal, seniority, and in general, the complaint or concern process would go as such. He stated that the first step would be the department head or direct supervisor, then it would go to the HR director. Mr. Leach stated that the HR director would take it to the District Administrator, then take it to the Board President. Mr. Ivy stated that it is correct. Mr. Leach entertained a motion to approve Resolution 2025-03. Mr. Selvey made a motion to approve. Mr. Smith provided second. Motion passed (4-0).

2. Task Order Number Three from TYLin/Greeley and Hansen – Adam Leach. Mr. Leach stated the first item is a task order in the amount of \$35,800 with TYLin/Greeley and Hansen where TYLin has been preparing our contract with IDEM. He stated that the models had to be updated and change the language at the request of IDEM, not necessarily the sanitary district. Mr. Leach stated TYLin/Greeley and Hansen would like to continue being compensated for those efforts. He stated this is kind of an ongoing item and he would like to continue compensating TYLin/Greeley and Hansen for their efforts. He stated that everyone would generally agree TYLin/Greeley and Hansen have done great work for us thus far. Mr. Leach entertained a motion to approve Task Order Number Three with TYLin. Mr. Leach made a motion to approve. Mr. Selvey provided second. Motion passed (4-0).

3. Water Pollution Control Facility Design Agreement with TYLin/Greeley and Hansen – Adam Leach. Mr. Leach stated item number three of new business is the Water Pollution Control Facility design agreement with TYLin/Greeley and Hansen. He stated as the commissioners know, and hopefully the general public as well, MSD is currently going through our long-term control plan. Mr. Leach stated as part of that, there are anticipated changes to be made to the water pollution control facility. He stated several fairly large-scale improvements to our facility have already been made. Mr. Leach stated MSD went through a request for qualifications, and we selected TYLin as the most qualified to do the work. He stated we went through a scoping exercise to determine the work we think will be necessary. Mr. Leach stated Jason Ingram has been heavily involved in this with TYLin. He stated this contract would be for \$3 million by the end of this year, and we would anticipate funding this work as part of our long-term control plan. Mr. Leach stated I believe, and I think Jason may correct me if I'm wrong, that we have around 37 overflows at the plant on a fairly regular basis, which is more than we'd like. He stated that seems to be the running average. Mr. Leach stated generally speaking, our goal is to reduce those overflows to five to eight, which is the number the state says is acceptable. He stated TYLin will provide an alternatives analysis because there are a couple of ways we can reduce those 37 overflows to eight and increase the plant's capacity. Mr. Leach stated the goal is to make improvements that are less capital-intensive while also improving the quality of life for our workers. He stated the plant is old and has been upgraded several times throughout history, usually every 25 to 30 years. Mr. Leach stated the last significant upgrade was around 2005, with some minor tweaks since then. He stated but, honestly, it's just that time again. Mr.

Leach stated that's the basis for the contract we are discussing. He stated TYLin will provide an analysis on how to best meet the required overflow numbers and also make necessary upgrades to ensure the plant continues to function effectively. Mr. Leach entertained a motion to approve. Mr. Smith moved to approve. Mr. Smith provided second. Motion passed (4-0).

Additional Board Topics:

1. Mr. Leach stated a thank you to Deana. He stated with all of our great changes and structural changes, moving things around, it's mostly been borne by her office. Mr. Leach stated she has done an excellent job explaining why things have changed, what has changed, and where they have changed. He stated she does work, and her staff remains professional and generally friendly, which is far better than what I would do in that situation. Mr. Leach stated he appreciates the effort she put into working with folks, and he is thankful for what she does. He stated Deana also pays the bills, and takes all the calls, so thanks for taking that bullet for us, so to speak. Mr. Leach stated a good job in there.


Adjourn: Mr. Leach stated our next regularly scheduled meeting will be held on Wednesday, March 5, 2025, at 11:30 a.m. in the City Hall Auditorium. Mr. Leach stated he would accept a motion to adjourn. Mr. Selvey made a motion to adjourn the meeting for February 19, 2025. Mr. Leach seconded the motion. Motion passed (4-0).

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