

## Minutes

### Board Meeting of November 7, 2018

THE BOARD OF SANITARY COMMISSIONERS conducted a regularly scheduled meeting in the Auditorium on the first floor of City Hall in Muncie, Indiana.

Board members present were: William Smith, Michael Cline and Joseph Evans.

Department managers and staff present were: Drew Hall, Legal Counsel; Deana Cox, Billing Manager; John Anderson, District Engineer and Megan Huff, Administration Office Manager.

Public: Dick Weigel, HWC Engineering.

**Consideration of Minutes:** Mr. Evans moved to approve the minutes as submitted for the October 24, 2018 meeting. Mr. Cline seconded the motion. The motion was approved (3-0).

**Consideration of Claims:** Mr. Cline moved to approve the Register of Claims for \$497,201.67. Mr. Evans seconded the motion. The motion was approved (3-0).

#### Old Business:

None.

#### New Business:

**1. Emergency Project 70E-18. – John Anderson, District Engineer.** Mr. Anderson said last week there was a sewer collapse on MLK Blvd which declares it an emergency. He said the Engineering department had to bypass pump all night. Mr. Smith thanked Mr. Anderson for the update. Mr. Evans moved to approve Emergency Project 70E-18. Mr. Cline seconded the motion. The motion was approved (3-0).

**2. Resolution 2018-11, a Transfer of Funds within the MSD. - Deborah Ervin, Financial Manager.** Mrs. Ervin said this Resolution is for a transfer of funds totaling \$87,116.14 from account 617-89-438011 (Bond Principal) to account 627-89-438011 (Bond Principal). Mr. Evans moved to approve Resolution 2018-11, a Transfer of Funds within the MSD. Mr. Cline seconded the motion. The motion was approved (3-0).

**3. Contract for Design Services for Sanitation Building with Pridemark Construction. – Nikki Grigsby, District Administrator.** Ms. Grigsby said this Contract has been reviewed by Board Members and it is a very standard contract. She asked that the Contract with Pridemark be approved based on legal review. Mr. Evans moved to approve the Contract for Design Services for the Sanitation Building with Pridemark Construction. Mr. Cline seconded the motion. The motion was approved (3-0). Mr. Smith asked if Mr. McKinney would review that this week. Mr. McKinney said he would, but he does know that under Section 2.2 the Board has authorized Ms. Grigsby to act on Board behalf with regards to decisions about architects submittals. Mr. Smith said yes, that is true and thanked Mr. McKinney and Ms. Grigsby.

**4. Resolution 2018-12, an Amendment to Resolution 2018-10 Regarding the MSD Personnel Policies Handbook. – Nikki Grigsby, District Administrator.** Ms. Grigsby said at the last Board meeting we passed a Resolution regarding cell phones and we have since found a mistake. She said this is another amendment to that policy. Mr. Smith said we have reviewed other governmental agencies and have based our policy on what others have done. Ms. Grigsby said that is correct. Mr. McKinney said he was

discussed that we would put a dollar amount on this policy due to the fact that cell phone plans change and the minimum price will vary from year to year. Mr. Smith said yes, our policy states up to \$100.00. Mr. Cline moved to approve Resolution 2018-12, an Amendment to Resolution 2018-10 Regarding the MSD Personnel Policies Handbook. Mr. Evans seconded the motion. The motion was approved (3-0).


**Public Comments:**

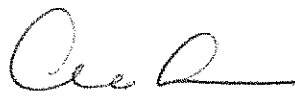
There were no public comments.

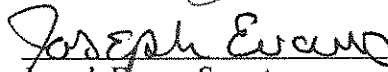
Respectfully Submitted,

  
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Megan Huff, Administration Office Manager

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

  
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William Smith, President

  
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Michael Cline, P.E., Vice President

  
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Joseph Evans, Secretary