

## Board Minutes for the Board of Sanitary Commissioners Meeting of November 18, 2020

THE BOARD OF SANITARY COMMISSIONERS conducted a regularly scheduled meeting in the Muncie City Hall Auditorium.

Board members present; Stephen Brand, Board President; Brian Stephens-Hotopp, Board Vice President and Joseph Evans, Board Secretary.

Excused absences: William Smith, Board Member and Tonya Brothers-Bridge, Board Member attended the meeting virtually.

Department managers and staff present; John Barlow, District Administrator; Mark McKinney, Legal Counsel; Deana Cox, Financial/Billing Manager; Jason Donati, Stormwater/Recycling Educator; Melanie Lanich, Health Insurance Administrator; Rick Conrad, BWQ Director/MS4; Harvey Wright, Sewer Maintenance Superintendent and Megan Huff, Executive Office Manager.

Public present:

**Consideration of Minutes:** Mr. Evans moved to approve the minutes as submitted for the November 4, 2020 meeting. Mr. Stephens-Hotopp seconded the motion. The motion was approved (5-0).

**Consideration of Claims:** Mr. Stephens-Hotopp said he would highlight some items that were brought up before the meeting regarding the claims. He said the first thing he wanted to mention an invoice for \$20,564.37 and this was an interdepartmental transfer for the maintenance of Sanitation vehicles. He said there was an item for Zones, Inc. for \$10,337.27 and those are IT and computer related equipment purchases. He said there Cardinal CDA Group for a charge of \$1,115 and that was for recouping taxes that would otherwise be charged to the District. He said there was an invoice from TCF Equipment for \$27,997 and that was for a vehicle lease at the Sanitation Department. He said there was an invoice from ESRI \$13,900 which is paying for the GIS Software for our equipment at our Engineering Department and it is bill by departments. He said there is an invoice from Complete Comfort Heating and Cooling for \$9,400 and that is paying for upgrades for our server room. He said there an invoice from Flatland Resources for \$18,583.88 and it is for contract maintenance for the Levee. He said there are large invoice amounts for Bowen Engineering, and he thought he would hit on some of the areas. One invoice is for \$716,409 and relates to the 2017 BAN. The projects included in that account are Primary Clarifier, Chemical Phosphorus Removal as well as sewer separation projects at Monroe Street, MLK and 17<sup>th</sup> & Port. The other large invoice from Bowen Engineering is for \$539,420.69 for work that is being done at the new Sanitation Building. Mr. Stephens-Hotopp moved to approve the claims totaling \$1,795,571.66. Mr. Evans seconded the motion. The motion was approved (5-0). Mr. Brand said the claims will be posted after the meeting for anyone to view as well as the signed Board minutes.

### Old Business:

**1. Purchase of Vac Truck and Pipe Hunter Update.** Mr. Brand said at the last Board meeting there was a conversation regarding Source Well and the legality of the bidding documents, so we passed the motion contingent upon legal review. He said Mr. McKinney gave the OK to move forward on those purchases. There was no further discussion.

**District Administrator Update or Department Head Update – John Barlow, District Administrator.**  
**New Business:** Mr. Barlow said there is a lot on the agenda today so he will keep his update brief today. He said the Long-Term Control Plan Update Executive Summary has been officially submitted. This is summary of the modifications that we would like to see IDEM consider included financial, environmental

enhancements and scheduling amendments. There were no questions regarding this update. Mr. Stephens-Hotopp asked if Mr. Barlow could speak on the Guaranteed Savings Project RFQ. Mr. Barlow said we posted twice in the newspapers per State Statue to request qualifications for another GMAX Contractor. He said we have received feedback from some contractors that have declined and the deadline for submittals is next month on December 9<sup>th</sup>. Mr. Barlow said our contract with Bowen Engineering recently expired for any new projects so we need to line up another contract with a qualified supplier so we can begin new projects in 2021. Mr. Barlow introduced Melanie Lanich of the Health Insurance Office to discuss her department and said Deana Cox of Sewage Billing will have a short update to follow. Mrs. Lanich said she is the Health Insurance Administrator for the Muncie Sanitary District and the City of Muncie as well as the Workman Comp Administrator and she has been in this role for 23 years. She said this is open enrollment season beginning November 5<sup>th</sup>. Employees have until November 30<sup>th</sup> to turn in any changes and we will go over that with them. Mr. Stephens-Hotopp said the letter may have come as a bit of shock to some employees with the changes in premiums that occurred can you give some detail to this change. Mrs. Lanich said the previous premiums was estimated to \$2 and something bi-weekly and has gone up to by 5-8 times. Mr. Stephens-Hotopp said so about \$20-\$60 per pay. Mrs. Lanich said yes. Mr. Stephens-Hotopp asked when the last time a premium increase occurred for the District. Mrs. Lanich said about 12 years ago until they decreased it to where we are now in 2015. She said we usually follow the City on their decisions on premiums and benefits. Mr. Brand asked how these numbers for premiums were decided. Mrs. Lanich said by the City Administration and she was not a part of that so she can not say. Mr. Brand said so there are probably negotiations that go on between different union reps for Police and Fire. Mr. Lanich said yes. Mr. Brand thanked Mr. Lanich for her time and the great job she does.

Mrs. Cox said at the Board Meeting on October 21<sup>st</sup> she asked the Board if the Sewage Billing office would be able to start billing the tenants and not strictly the owners which was changed in 2014. She said the Board has since approved this and homeowners can now choose to have the tenants billed or they can keep the bills in their names. Mrs. Cox said if the decision is to bill the tenants directly the owners will still receive any delinquent notices if the tenants are not paying their bill as will the tenants if the homeowner is not paying the bill. She said there are several methods on which the public can pay their bill; paying on our website, over the phone, by mail, or a local drop box. She said all this information can be found on the bill itself as well. Mrs. Cox said she appreciates the Board looking into this issue for her and helping to find an outcome. She hopes this method will lower delinquencies in the future. Mr. Brand said Mrs. Brothers-Bridge really took over this project, so the credit goes to her. Mrs. Brothers-Bridge thanked the Board for supporting the plan and for Deana to bring the necessary change to their attention. Mr. Stephens-Hotopp asked if there is a way to identify which accounts are paid by the landowners. Mrs. Cox said in the past we have done a mass mailing to notify the public. She said we can probably do this via our website and Facebook though now. Mrs. Cox said it is whatever the Board would like to approve if it is to do another mass mailing.

### **New Business:**

**1. Resolution 2020-15, Establish and Designate Fund 629 for MSD Greenline/CNG Fuel Station. – Deana Cox, Financial Manager.** Mrs. Cox said this Resolution establishes a new Fund, 269, for the CNG Fuel Station. She said we took the line item out of the Stormwater fund and created a new since it has its own revenue. Mr. Stephens-Hotopp thanked Deana for taking care of this item. There were no questions. Mr. Stephens-Hotopp made a motion to approve Resolution 2020-15, Establish and Designate Fund 629 for MSD Greenline/CNG Fuel Station. Mrs. Brothers-Bridge seconded the motion. The motion was approved (5-0).

**2. Resolution 2020-16, Transfer of Funds within the MSD. – Deana Cox, Financial Manager.** Mrs. Cox said we basically took the CNG funds out of the Stormwater fund to transfer to the new account. She said the amounts only reflect funds for this year. Mr. Stephens-Hotopp said so this is only moving the appropriated funds to the new

account. Mrs. Cox said yes. There were no questions. Mrs. Brothers-Bridge moved to approve Resolution 2020-16, a Transfer of Funds within the MSD. Mr. Evans seconded the motion. The motion was approved (5-0).

**3. Revenue Budget for 2021. – Deana Cox, Financial Manager.** Mrs. Cox said this is the Revenue Budget for 2021. She said main change that happened was in salary account. She said we did a 4% increase plus \$1000 to help offset some of the health insurance premium costs. Mrs. Brothers-Bridge said she appreciates being able to review the budgets in advance and she wants to make sure the employees are informed of the consideration we took to offset some of the premium increases we discussed with Melanie earlier. Mr. Smith said he agrees with Mrs. Brothers-Bridge. Mr. Stephens-Hotopp said this is only showing our budget for expenses and not our revenue budget. Mrs. Cox said yes. Mr. Brand said the total budget for public knowledge is about 25.5 million dollars. He said we have had plenty of opportunities to discuss these accounts and he appreciates the time Deana spent to put this together. Mr. Stephens-Hotopp said this budget includes the Insurance, IT, Treatment Plant, Sewer Maintenance, Engineering, Water Quality, Sewage Billing and the Administration departments. He said Sanitation and Stormwater are their own budgets. Mr. Stephens-Hotopp moved to approve the Revenue Budget for 2021. Mr. Evans seconded the motion. The motion was approved (5-0).

**4. Stormwater and MSD Greenline/CNG Fuel Station Budget for 2021. – Deana Cox, Financial Manager.** Mrs. Cox said this is the Budget for the Stormwater and Greenline Station for 2021. She said last year's budget we did have the CNG included but this year it has been removed and is on its own Fund of 629. Mr. Stephens-Hotopp said 617 Funds include all our MS4 responsibilities, employees and construction activities for drainage improvements and levee maintenance. He said the total of the 617 Fund is \$5,914,568 and new 629 Fund has a total of \$400,000. There were no further questions. Mr. Stephens-Hotopp moved to approve Stormwater and MSD Greenline/CNG Fuel Station Budget for 2021. Mr. Evans seconded the motion. The motion was approved (5-0).

**5. Resolution 2020-17, Salary Resolution for 2021. – Deana Cox, Financial Manager.** Mrs. Cox said this will include 4% plus \$1000 rate increase for the MSD employees. Mr. Stephens-Hotopp said since this is related to the insurance concerns brought up by employees can you bring up any other changes for programs that this would affect. Mrs. Cox said other than insurance premiums she is not sure. Mr. Stephens-Hotopp said there will be a \$1000 increase to base pay plus the 4%. He said next year it would be the base pay we are expecting for the same position to assist with the premiums. Mr. Brand asked if we do any benchmarking with local businesses to make sure we are paying our employees a competitive rate. Mrs. Cox said not that she knows of. Mr. Brand said some it may be of some benefit to investigate that with the Chamber of Commerce. He wants to make sure we are being fair with our employees. Mr. Brand said he will get with Deana on that topic for next year's Salary Resolution because he has some helpful contacts. There were no further questions. Mrs. Brothers-Bridge made a motion to approve Resolution 2020-17, Salary Resolution for 2021. Mr. Smith seconded the motion. The motion was approved (5-0).

**6. 2021 Holiday Schedule. – Deana Cox, Financial Manager.** Mrs. Cox presented the Holiday Schedule for 2021. Mr. Stephens-Hotopp said he assumes this matches the City's Holidays. Mrs. Cox said yes. Mr. Brand said there are 13 total Holidays set for 2021. There were no other questions. Mr. Stephens-Hotopp moved to approve the 2021 Holiday Schedule. Mr. Evans seconded the motion. The motion was approved (5-0).

**7. Board Schedule for 2021. – Deana Cox, Financial Manager.** Mrs. Cox presented the Board Meeting Schedule for 2021. Mr. Brand said this year we have three meetings set for December and our last meeting would be on December 30<sup>th</sup>. He said we should discuss in a meeting soon that we should not potentially have that meeting right there at the end of the year. There were no further questions. Mrs.

Brothers-Bridget moved to approve the Board Schedule for 2021. Mr. Stephens-Hotopp seconded the motion. The motion was approved (5-0).

**8. Contract for On-Call Services with Flatland Resources. – Phil Tevis, Flatland Resources/John Barlow, District Administrator.** Mr. Barlow introduced Mr. Tevis. He said this On-Call Contract would allow Flatland to do permitting, land acquisition investigations, trails and much more. Mr. Barlow said the Board thought it was a great idea to have an On-Call agreement set up with Flatland Resources in which he agreed, and this Contract is given a not to exceed, \$75,000 limit. Mr. Tevis said this is a standard On-Call Agreement for things the District normally calls us for to do. Mr. Smith said Mr. Tevis has always worked great with the District and City on any projects and he is perfect for this job. Mr. Evans said Mr. Tevis is a great resource for the District to have and he cares greatly about the City. Mr. Stephens-Hotopp said in the past Flatland has been asked to do things, but we wanted to get a formal tool established, specifically some permitting for logjams and bridge cleanups that come along with IDEM permitting. Mr. Brand asked what an On-Call Agreement could benefit in the terms of timing. Mr. Tevis said it holds a better line of accountability because if he gets a call for Professional Service or an email, but this route is more formalized with each task. He said it really is a benefit for each party. Mr. Evans moved to approve the Contract for On-Call Services with Flatland Resources. Mr. Stephens-Hotopp seconded the motion. The motion was approved (5-0).

**9. HWC Amendment from 30% to Full Design for CSO 007. – Brian Stephens-Hotopp, Board Vice-President.** Mr. Stephens-Hotopp said John Barlow had mentioned we recently submitted an Executive Summary to IDEM regarding our Long-Term Control Plan. He said there are certain projects that should be completed by certain dates per the LTCP so as part of that process we are trying to get companies involved to get these upcoming projects ready for bid. Mr. Stephens-Hotopp said on the second page the total amount of the proposed amendment is \$175,250 and it includes a few items that lump sum completion of work as well as not to exceed items. He said overall this amendment will take us to a total contract amount of \$310,450. Mr. Smith said this is part of an unfunded \$190 million requirement for sewer separation. He said the Board is working diligently to work on keeping these rates down. Mr. Brand asked if this was technically a change order. Mr. Stephens-Hotopp said it is a Change Order from the current Agreement because it was only to take it to a 30% design level and now, we are asking them to take it to 100% design. He said the original contract amount was higher because that included all the survey work it initially took to start the project. Mr. Stephens-Hotopp moved to approve the HWC Amendment from 30% to Full Design for CSO 007. Mr. Evans seconded the motion. The motion was approved (5-0).

**10. Professional Services Contract between MSD and American Structurepoint for On-Call Stormwater Design. – Brian Stephens-Hotopp, Board Vice-President.** Mr. Stephens-Hotopp said this item and the following item are essentially the same with different companies. He said a few months ago we had put out a Request for Qualifications for On-Call Engineering Design and we received several qualifications. He said this is awarded contract to two of those companies today. He said this contract is like the contract we just approved with Flatland Resources for On-Call work. He said we are approving a \$300,000 not to exceed amount with an end date being December 31, 2022. Mrs. Brothers-Bridge said this helps us move quicker due to a capacity issue. Mr. Stephens-Hotopp said there has been a back log of drainage so hopefully this gets us able to address larger neighborhood projects. Mr. Brand said page 4 there is a section with an ending date, but it has been left blank. Mr. Barlow said we left that blank intentionally because that is what your email read this morning. Mr. McKinney said he is fine with leaving the section blank, but you need to write that you are doing so on purpose. Mr. Stephens-Hotopp moved to approve the Professional Services Contract between MSD and American Structurepoint for On-Call Stormwater Design. Mr. Evans seconded the motion. The motion was approved (5-0).

**11. Professional Services Contract between MSD and Wessler Engineering for On-Call Stormwater Design. – Brian Stephens-Hotopp, Board Vice-President.** Mr. Brand said this is the same as the item above. There were no questions. Mr. Stephens-Hotopp moved to approve the Professional Services Contract between MSD and Wessler Engineering. Mr. Evans seconded the motion. The motion was approved (5-0).

**Additional Board Comments:**

Mr. Brand said a couple months ago he wrote an Open-Ended Letter and referenced a few things that we were going to do in the MSD. He said in connection with the State Board of Accounts as well as a State Statute we have accepted a materiality policy as well as a non-retaliation policy for report materiality. Mr. Brand said our staff will also sign confidentiality agreements and we will be taking a Code of Conduct and Ethics training through a local training facility, Shaffer Leadership Academy. He said there will be another Open-Ended Letter coming from Mr. Stephens-Hotopp and his focus will be more on finance. Mr. Brand said he appreciates Mr. Stephens-Hotopp's focus on finance because this is complicated business with multiple revenue streams.

Mr. Brand said the Board Meeting schedule was approved already for 2020, but with the meeting set for December 30, 2020 he feels as if we should cancel. He asked Mr. McKinney what the best way to handle this would be. Mr. McKinney said to take a vote. Mr. Brand proposed we do not hold the December 30<sup>th</sup> meeting for 2020. Mr. Brand made a motion. Mr. Stephens-Hotopp seconded the motion. The motion was approved (5-0).

**Public Comments:**

There were no comments.

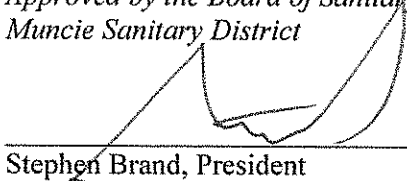
**Adjourn:** Mr. Brand said he would accept a motion to adjourn the meeting. Mr. Stephens-Hotopp made a motion to adjourn the meeting. Mrs. Evans seconded the motion. The motion was approved (5-0).

Respectfully Submitted,



Megan Huff, Executive Office Manager

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



Stephen Brand, President



Joseph Evans, Secretary



Tonya Brothers-Bridge, Board Member



Brian Stephens-Hotopp, Vice President



William B. Smith, Board Member