

Board Minutes for the Board of Sanitary Commissioners Meeting of March 10, 2021

THE BOARD OF SANITARY COMMISSIONERS conducted a regularly scheduled meeting.

Board members present; Stephen Brand, Board President; Brian Stephens-Hotopp, Board Vice President, Joseph Evans, Board Secretary; Tonya Brothers-Bridge, Board Member and David Smith, Board Member (attended virtually).

Department managers and staff present; Mark McKinney, Legal Counsel; John Barlow, District Administrator; Deana Cox, Financial/Billing Manager; John Anderson, District Engineer; Harvey Wright, Sewer Maintenance Superintendent; Thom Noble, Sewer Maintenance Working Foreman; Dustin Jennings, IT, Tim Stover, IT Administrator; Melanie Lanich, Health Administrator; Phil Reagon, Sanitation Superintendent and Megan Huff, Executive Office Manager.

Public present: Dennis Otten, Bose McKinney Evans and Richard Ivy, Deputy Mayor of Muncie.

Consideration of Minutes: Mrs. Brothers-Bridge moved to approve the minutes as submitted for the February 24, 2021 meetings. Mr. Smith seconded the motion. The motion was approved (5-0).

Consideration of Claims: Mr. Stephens-Hotopp said there were several health insurance premium invoices this pay period. He said there was an incorrect invoice submitted for December 2020 that has been corrected as well as invoices for January and February of this year. Mr. Stephens-Hotopp said that is why there are so many health insurance items shown. He said there was an invoice paid to TCF Equipment for the remaining balance of our trash truck lease payment for \$320,193.53. Mr. Stephens-Hotopp said there are several annual invoices for Randolph Farms totaling \$125,262.68. He said these are Recycling services such as Household Hazardous Waste, Electronics, and other programs. Some of this money is subsidized by Delaware County. Mr. Stephens-Hotopp said there are a few items for Samara which is our new GPS software/hardware vendor for MSD vehicles. He said there is an invoice from Indiana 811 for \$741.95 because even though MSD locates their own utilities there is a fee charged for being a part of Indiana 811's updated network. Mr. Stephens-Hotopp said there is a reimbursement to one of our employees for a conference they attended in November 2020. He said this is not a late payment, but it is because of when the final invoice was received that we could follow through with the reimbursement. Mr. Stephens-Hotopp said there is also an invoice from 2020 that was a Napa Supply purchase for \$38.56. It seems to have gotten lost in the shuffle of things but is now being paid. He said there are two health insurance line items under Administration and that is because one is paid to retirees and the other is for current employees. Mr. Stephens-Hotopp said there were two ETF payments that he wanted to clarify on their purposes. He said the first was dated for March 1st services and the second was for services of January 5th - February 26th. These are property/casualty insurance claims/payments because we are self-insured like the City. Mr. Stephens-Hotopp said the firm used is Alternative Service Concepts and the total payments were \$81,604.29 and \$62,540.80. Mr. Smith moved to approve the proposed claims totaling \$1,476,720.60. Mr. Stephens-Hotopp seconded the motion. The motion was approved (5-0).

Old Business: Mr. Stephens-Hotopp said the District is still going through the Bond procurement process and that should finish up by the end of the month.

Mr. Barlow said at the last Board meeting we took Levee Mowing bids, and they are still under legal review at this time. He said we will not be approving anything on this until the meeting of March 24th.

District Administrator Update - John Barlow: Mr. Barlow said our Shut Off Program in Sewage Billing has tagged 60 homes/customers this month and out of that, 40 homes/customers have contacted to

set up payment plans. He said the 20 remaining homes/customers could lessen if they call in to make payment arrangements prior to the actual shutoff date. Mr. Barlow said you can call 765-747-4894 to make payment arrangement plans or ask other questions related to your bill. He said out of 24,000 customers we have about 1,600 customers that were over 90 days delinquent. Mr. Barlow said Jason Donati will be speaking today about battery recycling and sharps disposal. Mr. Donati, Recycling/Stormwater Educator, showed the Board a new battery recycling container he purchased for public use. He said the containers are 3ft tall and hold up to 5 gallons of batteries. Mr. Donati said these were purchased to place in City Hall and other MSD/City offices to encourage employees to recycle batteries (lithium, alkaline and cell phone batteries). He said he will be responsible for taking the filled containers to East Central Recycling once he is contacted by staff that the bins are full. Mr. Donati said there will be a tower outside of the Sewage Billing office near the current Blue Bag display where the public can drop off batteries. The public can also drop off batteries at East Central Recycling between 8 a.m.-5 p.m., M-F; and 8 a.m.-12 p.m., Saturday at their convenience. Mr. Donati said he has also purchased some safe "sharp" containers for members of the public who need them to dispose of used needles or lances. He said Sanitation is always trying to keep needles out of the waste stream and to protect their employees and public, so this goes hand and hand. Mr. Donati said we have seen a lot of needles during River and Neighborhood cleanups and we want to take the right precautions and be proactive on the matter. If anyone needs a 'sharps' container, they can contact Jason Donati at 765-213-6450. Once your container is full, it can be taken to the Sanitation department where it will eventually be incinerated. Mr. Donati said these containers can be kind of pricey for people to purchase on their own and we want to make them available to those in need. Mr. Donati reminded that the public that the 2021 spring Neighborhood Cleanup applications are due April 1st and can be found at www.munciesanitary.org. Mrs. Brothers-Bridge thanked Mr. Donati for doing his best to see that these hazardous items are disposed of properly. She asked if he could share some facts about how much we are already recycling batteries in the community. Mr. Donati said last year we collected 140 lbs. of lithium batteries, 2640 lbs. of alkaline batteries, 1062 lbs. of nickel/cadmium batteries, and 329 lbs. of lead/acid batteries. He said those numbers were taken directly from East Central Recycling's materials and were combined totals of Muncie and Delaware County residents. Mr. Donati said he is going to weigh and track the battery towers so that he can update the Board at the end of the year. Mr. Brand mentioned that sometimes when batteries are stacked in a pile, they can cause an electrical current, so it is advised to place them in an area where there is not anything flammable around. He said taping your batteries is best practice when possible. Mr. Donati thanked him and said he would make sure to share that information with employees to keep in mind for their tower's placement.

New Business:

- 1. Letter of Engagement with McKinney & Malapit for Muncie Sanitary District Legal Services. – John Barlow, District Administrator.** Mr. Barlow said he would like to ask the Board to give him permission to execute this Letter of Engagement with McKinney & Malapit Legal. He said it is an update of the current Letter of Engagement that we are working under from 2016 and the rates are also from 2012. Mr. Barlow said the new letter lists him as the District Administrator and updates the rates to go with the current year. He said the Board would be reviewing this letter each year for any changes. There were no questions. Mr. Evans moved to approve the Letter of Engagement with McKinney and Malapit for Muncie Sanitary District Legal Services. Mr. Stephens-Hotopp seconded the motion. The motion was approved (5-0).
- 2. Notice to Proceed for Demolition at 2401 W Oliver Dr. Muncie, IN 47302. – John Barlow, District Administrator.** Mr. Barlow said this is a notification that we are going to be moving forward with the demolition of 2401 W Oliver. He said it was purchased because it is adjacent to Buck Creek and a future stormwater project will allow access to the creek at that property. Mr. Barlow said these bids were opened at the Board of Works meeting of last Wednesday. He said there were several properties listed

during the meeting, but this was the only MSD owned property. Mr. Barlow said the low bidder was Frederick Services and the total demolition bid was less than \$8,000. He said pending the confirmation of utility shut offs he will be giving notice to proceed to start the demolition project this month. There were no questions.

3. Consideration of Integrated Supply Agreement between NAPA, IBS, and MSD. – Phil Reagon, Sanitation Superintendent. Mr. Reagon said he believes the Board has seen this contract already, but he will go over the details. He said NAPA and IBS provides integrated business solutions or an inventory control service. Mr. Reagon said they will supply the inventory for our new maintenance garage on MLK. He said the program is fully customizable to our needs as we see fit. Mr. Reagon said NAPA is locally owned in Indiana and they are going to employ local people to use as the manpower in our building. He said the closet facility like this is in Fishers, Indiana and he has visited the location. Mr. Reagon introduced Ron Nelson, Division Manager and Andrew Thomas, Owner of NAPA in Muncie. Mrs. Brothers-Bridge asked Mr. Nelson to give a brief description of what this program does for the Sanitary District. Mr. Nelson said the IBS program is a vendor managed inventory program. He said this inventory can be any product that you can consume. Mr. Nelson said the District pays for the items as they use them, and we charge you at the same costs we acquire inventory. He said anything that is part of the NAPA System, you are buying at the same costs as the store is buying them. Mr. Stephens-Hotopp asked if they would be supplying all the parts that we need for various departments. Mr. Nelson said absolutely. He said it does not matter what the product is – if it is something that you can consume in your workload, we can stock it. Mr. Evans asked if things like vehicle tires you would stock. Mr. Nelson said yes, in the City of Cincinnati we have over 300 tires stocked for their lawnmowers up to their fire trucks. He said we will stock as much or as little as you want us to, but our goal is to make sure we keep you out on the road with as little downtime to repair as possible. Mr. Brand asked if Mr. Thomas could come up to answer some questions. Mr. Thomas said he is here today representing his family and the NAPA store. He said his work really starts now because he will be there to help manage the store inside our facility and to make sure it runs smoothly. Mrs. Brothers-Bridge asked if it will be a NAPA employee working inside our facility. Mr. Thomas said yes, that is correct. She asked if were buying those products at cost, how is that benefitting the NAPA Store and how is that achieved. Mr. Thomas said you pay what we pay and we have a service fee at the end of the contract, but what you leave is the larger gap from percentage points that any municipality would pay at our store. He said we would have 1 employee there and we are funneling more dollars through this, we do not necessarily sell manhole covers or trash bins from our local store, but in this case we will buy truckloads of them for your needs. Mr. Thomas said we bring our teams together to purchase within the network of other municipalities that are using the same program and Mr. Nelson can talk more about that. He said it stretches the buying power for everyone. Mr. Brand asked if Mr. Thomas was a local resident. He said he is from Allen County in Fort Wayne, Indiana. Mr. Brand said the person in the store, will that be local. Mr. Thomas said yes, the people that will be hired or will be shifted over from a current store; will be local. He said there will probably be at least 1-3 hires from this new contract. Mr. Reagon said he needs to ask the Board to approve the Contract of Integrated Supply Agreement between NAPA, IBS and MSD. He said he believes the option that we have all discussed and agreed upon would be “Option 2A – Not to Exceed 10% Margin Model”. Mr. Reagon said if we buy \$5,000 worth of parts, they add 10% to the invoice, but now if we go to their store, we may pay 35% markup on one item at a time. There were no further questions. Mrs. Brothers-Bridge made a motion to Consider the Integrated Supply Agreement between NAPA, IBS, and MSD. Mr. Smith seconded the motion. The motion was approved (5-0).

4. Consideration of VS Engineering Contract for Cardinal Greenway Bridge Work. – Brian Stephens-Hotopp, Board Vice-President. Mr. Stephens-Hotopp said MSD has been looking at replacement of the Cardinal Greenway Bridge and moving the trail from the current location to the existing railroad truss bridge. He said this would help reduce risks to a siphon that goes under the river in that location as well as reduce the flood impact at the Levee during projects. Mr. Stephens-Hotopp said

the next step is to undergo some professional services completed to get permitting in place for demolition of the existing bridge and for evaluation of the railroad bridge for structural stability to make sure we can use it in the future. He said we have a contract proposal from VS Engineering, and he would like to recommend authorizing VS to move forward with the scope as provided. Mr. Stephens-Hotopp said initially there will be \$15,000 that is associated for permitting and plan preparation for demolition. He said there would be an additional \$60,000 that is included for structural engineering, site inspection, structural modeling of the members to make sure the new use bridge is sufficient for loading required. The overall total contract amount would be for \$117,500 with the initial notice to proceed being \$75,000. There were no questions. Mr. Smith moved to approve the VS Engineering Contract for Cardinal Greenway Bridge Work. Mr. Stephens-Hotopp seconded the motion. The motion was approved (5-0).

Additional Board Topics: There were no additional topics.

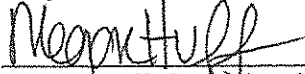
Public Comments:

Mr. McKinney, McKinney & Malapit Law, thanked the Board for their continued confidence in his firm. He said he enjoys the partnership they have with the MSD Board and Staff and the work is rewarding with so much more than is seen on the surface. Mr. McKinney said it is not often that attorneys get to do positive work, so it is appreciated to be a part of the work MSD does for the community.

Mr. Brand thanked the Mayor for the improved seating in the Board panel area.

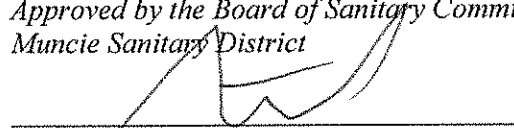


Adjourn: Mr. Brand said the next Board meeting will take place on March 24, 2021. Mrs. Brothers-Bridge moved to adjourn the meeting. Mr. Stephens-Hotopp seconded the motion. The motion was approved (5-0).

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
David Smith, Board Member