

Board Minutes for the Board of Sanitary Commissioners Meeting of May 19, 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.

Department managers and staff present; Drew Hall, Legal Counsel; John Barlow, District Administrator; John Anderson, District Engineer; Tim Stover, IT Administrator; Jason Ingram, WPCF Superintendent; Harvey Wright, Sewer Maintenance Superintendent; Phil Reagon, Sanitation Superintendent; Jason Donati, Recycling/Stormwater Educator and Megan Huff, Executive Office Manager.

Public present: No members from the public signed in on the attendance sheet.

Consideration of Minutes: Mrs. Brothers-Bridge moved to approve the Public Hearing Minutes and Board Minutes as submitted for the May 5, 2021 meeting. Mr. Stephens-Hotopp seconded the motion. The motion was approved (5-0).

Consideration of Claims: Mr. Stephens-Hotopp said the ETF dated for 5/14/21 shows \$59,079.68 that were for ongoing utility expenses. He said there are several items for ECR listed on the claims and those were for our trash disposal as well as from neighborhood cleanup days this spring. Mr. Stephens-Hotopp said there is a \$2,500 charge for several tablets that are being purchased. He said there is a small claim in each department for our Annual Bloodborne Pathogen Training that is completed in all departments. Mr. Stephens-Hotopp said under vehicles there are two claims: \$16,500 for a used truck to be utilized within Code Enforcement and \$105,990 for the last lease installment of one of our trash trucks. He said there is a few invoices from Commonwealth Engineers for our stormwater projects that are underway. Mr. Stephens-Hotopp said there is a \$4,200 item from Municipal H2O who is a third-party contractor that specializes in Risk Management and this is an annual payment. He said our second mowing of the levee through Coop's Landscape for \$16,000 and that includes a significant stretch of the levee mowed monthly. Mr. Stephens-Hotopp said there are several invoices associated with our LTCP projects. He said specifically the HNTB line is something we are working with to change our agreement with IDEM for our LTCP. Mr. Stephens-Hotopp said there is roughly a \$1,000,039 payment to Bowen for work on our Sanitation Building. He said a sidenote beyond the Sanitation building and the equipment costs there is only about \$600,000 in operational claims this pay period. Mrs. Brothers-Bridge moved to approve the claim amount totaling \$1,865,018.56. Mr. Stephens-Hotopp seconded the motion. The motion was approved (5-0).

Old Business:

1. On-Call Paving Bid Update. – John Anderson. Mr. Anderson said at the last meeting we opened bids for the 2021 On-Call Paving, and we only received one bid from E&B Paving for \$2,338,560.00. He said this bid came in a lot higher than we anticipated. Mr. Anderson said we are not going to accept the bid at this time, and we are going to reassess the bid before moving forward with it again in the future. Mrs. Brothers-Bridge said so it just came in higher than expected. Mr. Anderson said it was a lot higher. He said they were thinking. Mr. Stephens-Hotopp thanked Mr. Anderson for his work and asked if he would coordinate with the Street Department before he puts the new bid out so they can also send out to contractors. Mr. Brand asked what our original estimate was for this bid. Mr. Anderson said it was \$300,000-\$400,000 and the bid came in at \$2,338,560.00. Mr. Brand asked if there was a scope of work established. Mr. Anderson said yes, we had line items and approximate quantities. Mr. Stephens-Hotopp said he helped Mr. Anderson put the original bid together and we could not guarantee a minimum project

size, so we need to make sure in the future we get it out to some smaller companies as well. Mr. Brand asked Legal Counsel if we needed to make a Board move to reject the bid. Mr. Hall said now we do not need to take Board action to reject the bid.

District Administrator Update. – John Barlow. Mr. Barlow said that we will conclude the flow study at the end of this month, and we will put together a new plan to share with IDEM. He said we have officially begun Progress Meetings with our On-Call Design Consultants for Stormwater work on 7 different projects. Mr. Barlow said the projects at the Plant are substantially complete or very close and that is the Phosphorus Chemical Building as well as the Primary Upgrade. He said this month one of MSD's employees, Drew Holloway from the BWQ, was named Employee of the Month. Mr. Holloway is a Fisheries Biologist at the BWQ. He said that Mr. Stephens-Hotopp was interested in going out to see how Mr. Holloway and the BWQ Team conduct the fish shocking this summer. Mr. Barlow said Mr. Holloway is a valuable employee and is proud that he was named Employee of the Month. He said since the last Board Meeting, we have had 6 more neighborhood cleanups and we have 4 more to go this month. MSD provides manpower, facilities, and hardware for local neighborhoods and it has always been a huge success. Mrs. Brothers-Bridge said thank you to our staff that assists in the neighborhood cleanups as well as the neighborhoods and volunteers themselves. She said the efforts in those areas were tremendous. The rest of the Board agreed. Mr. Brand asked if we could announce the Employee of the Month each month. Mr. Barlow said anytime MSD has an employee selected he will be sure to do so. The Employee of the Month program is currently a program we share with the City of Muncie. Mr. Brand said he would like to see the fish shocking in action. Mr. Barlow said it is a fantastic way to see firsthand the health of the River, how it affects each species and a forecast of what is to come regarding the River's health. Mr. Brand asked if the species count has continued to grow over the years. Mr. Barlow said yes, absolutely. He said since he started at the Plant in 1982 until present there has been a remarkable difference in the River and wildlife during that time.

Department Head Update. – Tim Stover, IT Administrator. Mr. Stover said our new local IT Support team is on board now. He said there were no issues with the transition. Mr. Stover said we are working on cleaning up our servers to where we can decommission our outdated and underutilized servers. He said at time we will be able to implement a disaster recovery plan and update our backups. Mrs. Brothers-Bridge said do we currently have backups. Mr. Stover said yes, we have backups, but it is not an efficient way to do backups per say and we have no disaster plan. He said it is more of an efficient and updated way to do backups is what they are working towards as a goal. Mrs. Brothers-Bridge asked when that will be completed. Mr. Stover said hopefully well before the end of the year. He said we have 30 servers, and we need to get that down to about 11 servers. Mrs. Brothers-Bridge asked if our new IT vendor is involved in that process. Mr. Stover said yes. Mr. Stephens-Hotopp said he wants to commend Mr. Stover on all his efforts in the last several months on working through several transitions and new projects. He asked if Mr. Stover knew what the savings is, annually or monthly now that we are working with a new IT vendor. Mr. Stover said it is quite a bit. Mr. Stephens-Hotopp said he if he had to guess he thought it was a savings of around \$20,000 per month. He also thanked Mr. Stover for letting him know about the older, more outdated, computers that were being recycled so that the Street Department could repurpose them for their interns. Mr. Stover said no problem, it is great when they can utilize those outdated machines especially with other divisions. Mr. Brand thanked Mr. Stover on taking the lead on working with a local vendor and the risk mitigation on protecting MSD's equipment and records.

New Business:

1. GMAX Contract between MSD and Bowen Engineering. – John Barlow, District Administrator. Mr. Barlow said we have the GMAX Contract ready to present to the Board today for approval. He said the Contract has been reviewed extensively by all parties involved including Legal Counsel. The Contract scope is majorly regarding the LTCP Projects and is mostly funded with the new Bond. He said

according to the Contract all projects are to be completed by May of 2023. Mr. Barlow asked if the Board had any questions for Paul Creasy or Steve Nutt from Bowen Engineering. Mrs. Brothers-Bridge said she does not have any questions, but she does want to say that she has found Bowen Engineering to be extremely easy to work with and very responsive. She said it is a very large contract so having that good relationship with the firm and being able to communicate openly is very important to the MSD Board. Mr. Stephens-Hotopp said it may be worth identifying the total contract amount and the three items that are specified. He said it is page 28. Mr. Barlow said the total contract amount is \$20,727,646. He said our spreadsheet estimate and what Bowen put together was very similar. Mr. Stephens-Hotopp said in the construction costs plus allowances there is nearly \$1,000,000 to allow for repairs whether it be sanitary or stormwater fixes in the streets, etc. He said this allows Bowen to be an emergency contractor during the project's duration. Mr. Stephens-Hotopp said there is also \$1,700,000 that is built in as a contingency. He said as projects are completed that money gets released if something is not encountered unexpectedly. Mr. Stephens-Hotopp said once that money is released it allows for additional projects to be completed or additional work. He said the whole concept of the Guaranteed Savings Contract is assuming that there is a savings that has been provided by instituting these projects. He said part of the contract shows that there is an annual savings of \$1,900,000, so over a 20-year period there is a savings of \$37,900,000. The savings comes from reducing the amount of flow getting to the treatment plant, reducing the amount of flow to our lift stations and the burden that it puts on our system. Mr. Stephens-Hotopp said this is getting us closer to the completion of our Long-Term Control Plan and improving our capacity of our infrastructure items. Mr. Barlow said some of the allowances you mentioned allow us to reduce time and keep the ball rolling once we start projects. Mr. Stephens-Hotopp asked if Mr. Barlow or Bowen could touch on sub-contractor protocols and prevailing wages. Mr. Nutt, Vice-President of Performance Contracts at Bowen Engineering, said MSD advertised for qualified providers for this round of projects and future phases. He said we responded to that and were selected by the District. Mr. Nutt said moving forward as we look at the various projects, we like to reach out to the community we are working in, in this case Muncie, to see if there are local sub-contractors interested. He said we then present the contractors to the Board and District Administrator to determine the best to complete the project. Mr. Nutt said we have been able to keep local labor, local suppliers, local contractors wherever possible and that is done with a collaborative process during the project. He said about prevailing wages, Bowen is a signatory to the Unions, laborers, mechanics, and carpenters. Mr. Nutt said we do follow prevailing wage at the Union scale. Mr. Evans said really that is just contract wages because prevailing wages do not exist on paper anymore. He asked Mr. Nutt how long Bowen has been working with the District. Mr. Nutt said we have completed 7 years so far on these various projects. Mr. Evans said, and you have an office here in Muncie. Mr. Nutt said yes, we have had that office since the beginning. He said they could do a job trailer, but that costs more money. Mr. Evans said the last contract was for \$47,000,000, he believes. He asked how many employees Bowen used during that project. Mr. Creasy, Bowen Engineering, said he believes it got up to 70-80 employees at peak. Mr. Evans asked if those were local people. Mr. Creasy said yes. There were no further questions from that Board. Mr. Nutt said they are excited to get started and to deliver the projects completed. Mr. Creasy said it we know that the scopes are not fully developed so we can be flexible under the GMP and execute what needs to be done. Mr. Brand said the advantage of that is that sometimes you find things you did not anticipate below grade. He said to have the flexibility that is a perk. Mr. Creasy said yes and on the other side if there is money left over that comes back to the District to fund other projects if they so choose. Mr. Barlow asked the Board to approve the Guaranteed Savings Contract with Bowen Engineering and after that approval to sign a Notice to Proceed for Bowen to begin work. Mr. Brand said a reminder to the public we are talking about a contract of \$20,727,646. Mr. Evans moved to approve the Guaranteed Savings Contract with Bowen Engineering. Mr. Stephens-Hotopp seconded the motion. The motion was approved (5-0).

2. Resolution 2021-07, Notice for Publication of Sale of Real Estate. – Stephen Brand, Board President. Mr. Brand said this parcel of property is a t 300 E Jackson Street here in Muncie and it is owned by the District. He said we have decided to dispose of this property and hopefully return it to the

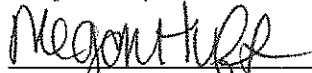
tax rolls. Mr. Brand said with this Resolution today we are going to establish a minimum asking price of \$625,000 and the bids will start being received on Tuesday, June 1, 2021. He said the sale will continue day to day up to 60 days and at that time we will review any bids that have been received. There were no questions from the Board. Mr. Barlow said he has a question for his own benefit. He asked if a newspaper notice will be advertised subsequent with this. Mr. Hall, Legal Counsel, said yes there is language in the Resolution can be published. Mr. Barlow said bids would be received at the Administration Office. Mr. Brand said it will also be published on the website. Mrs. Brothers-Bridge moved to approve Resolution 2021-07, Notice for Publication of Sale of Real Estate. Mr. Smith seconded the motion. The motion was approved (5-0).

Additional Board Topics: Mrs. Brothers-Bridge said she wanted to remind Delaware County and Muncie citizens to please do not pollute. She said the neighborhood clean ups are doing a fine job of cleaning up the litter, but it starts with not littering in the first place. Let us teach our children the importance of not littering. She said if we do see litter out there make sure we are the ones to pick it up and dispose of it properly. Mrs. Brothers-Bridge said we have an employee that walks the River with his family and picks up litter. She said she commends Jason Donati for doing that with his family. Mrs. Brothers-Bridge said grass clippings are also something that is very important to pick up. She said we do not want to clog up the drain systems or get into the waterways and they are dangerous to motorcyclists because they become slick.

Public Comments: There were none.


Adjourn: Mr. Stephens-Hotopp said the next Board meeting will take place on June 2, 2021. Mrs. Brothers-Bridge moved to adjourn the meeting. Mr. Smith seconded the motion. The motion was approved (5-0).

Respectfully Submitted,

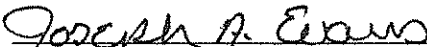


Megan Huff, Executive Office Manager

*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