

Board Minutes for the Board of Sanitary Commissioners Meeting of June 30, 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; Mark McKinney, Legal Counsel; John Barlow, District Administrator; Phil Reagon, Sanitation Superintendent; Jason Donati, Recycling/Stormwater Educator Deana Cox, Financial Manager; Jason Ingram, WPCF Superintendent; John Anderson, District Engineer; and Megan Huff, Executive Office Manager.

Public present: Rick Yencer; 3100 N Co Road 500 W.

Consideration of Minutes: Mrs. Brothers-Bridge moved to approve the Board Minutes as submitted for the June 16, 2021 meeting. Mr. Smith seconded the motion. The motion was approved (5-0). Mr. Brand said now that the minutes are approved, they will be posted on our website for public awareness.

Consideration of Claims: Mrs. Brothers-Bridge said under the Sanitation department there is a health insurance claim totaling \$55,768.50. She said this is a wonderful benefit that we offer to our employees, but she also would like to draw attention to the expense related to that. Mrs. Brothers-Bridge said there is a claim for \$86,872.06 being paid to ECR for disposal services which is in part of our partnership. She said there is no question about this charge, but she wanted to draw attention to the payment which is a significant part of the claims today. She said Zonar Systems Incorporated is being paid \$10,209.12 for their final billing because our contract has ended. Mrs. Brothers-Bridge said we have several engineers and consultants currently assisting us on various projects totaling \$150,537.28. She said some of these vendors include Commonwealth Engineering, American Structurepoint and Wessler Engineering. She said there is a claim to General Truck Sales for \$6,229.33 which relates to a camera truck that was in an accident and needed repairs. Mrs. Brothers-Bridge said we did work with our attorneys on this to file the correct paperwork for the insurance claims. She said there is a claim for \$5,670 for LP Gas and that is a routine payment. Mrs. Brothers-Bridge said Coop's Lawncare continues to do a good job for us on the fifth mow of the levee in the amount of \$16,000. She said on the last page there are several claims for engineering services regarding the Long-Term Control Plan paid to HWC Engineering and United Consulting Engineering totaling \$82,482.75. Mrs. Brothers-Bridge said there are also claims for the new Sanitation building that include Applied Engineering, Beam Longest and Neff and Crowley Engineering for \$28,454.00. Mr. Smith moved to approve the claims totaling \$1,598,777.14. Mr. Stephens-Hotopp seconded the motion. The motion was approved (5-0).

Old Business:

- 1. Awarding of the Bid for Aluminum Sulfate at the WPCF. – Jason Ingram, WPCF Superintendent.** Mr. Ingram said at the June 16th Board meeting he opened sealed bids for aluminum sulfate. He said the first bid was from USALco \$29,947.95 and the seconded was from Chem Trade for \$27,755.04. Mr. Ingram asked the Board to award to the lowest bid. Mr. Brand said at the last meeting we approved the bid pending legal review. Mr. Ingram said yes and that has been completed. Mr. Stephens-Hotopp made a motion to accept the bid from Chem Trade for \$27,755.04. Mrs. Brothers-Bridge seconded the motion. The motion was approved (5-0).
- 2. Awarding of the Quote for the Mt Pleasant Blvd Sanitary Sewer Project. – John Anderson, District Engineer.** Mr. Anderson said at the during the last Board meeting the quote was opened for

the Mt. Pleasant Sanitary Sewer. He said the responsive quote was from JG Case Construction of \$64,974.00. He said that it has also been reviewed and approved by legal. Mr. Stephens-Hotopp asked if that was the only quote, we received. Mr. Anderson said yes. Mrs. Brothers-Bridge moved to approve the Quote Awarding for Mt. Pleasant Sanitary Sewer Project. Mr. Evans seconded the motion. The motion was approved (5-0). Mr. Brand said he would like to note that Mr. Case from JG Case Construction was present at the Board meeting last week and he appreciated that just in case we were to have had any questions.

District Administrator Update – John Barlow. Mr. Barlow said he would like to give a shout out to Megan regarding the last Board minutes. He said she did a great job on such a marathon meeting. Mr. Barlow said the claims mentioned for fund 423 are our on-call consultants that are doing design work for various drainage projects. He said we are almost to the point of having their 30% design estimates submitted and soon after that, those projects will be shared on our website for the public to view. Mr. Barlow said the paving out at the WPCF has been completed. He said this is something we have waited on for a long time but did not want to do it until the construction was finished out there. Mr. Barlow said the State Board of Accounts held a meeting recently to conduct their entrance exam for the year's audit. He said we have begun the CSO 28 project and there is currently a road closure on North Street between Jefferson and Walnut Street. Mr. Barlow said the project would be moving west to east all the way to Brady Street. There were no further questions.

Department Head Update – Phil Reagon, Sanitation Superintendent. Mr. Reagon thanked the Board for coming out to the Sanitation department for the Global Trashman's Day Picnic. He said everyone had a great time. Mr. Reagon said the new building at 2121 N MLK Blvd is moving along great, and the first layer of pavement has been completed as of last week. He said the top layer is scheduled to be done by Tuesday of next week. Mr. Reagon said AT&T has brought in the internet line and it is working, but they are partnering with our IT Department to get everything finalized and configured with our network. He said all the door hardware has finally come in and the building is done. Mr. Reagon said they have started moving some items inside and hopefully 2 weeks after the 4th of July they can begin moving. He said the Napa Parts is installing shelves today for our store. Mr. Reagon said we have begun our annual summer mosquito spraying around town. He said you cannot spray when it is raining or windy, so we have had to wait for the weather to cooperate. Mr. Reagon said please call us if you have specific areas of standing water where mosquitos are breeding, and we can address those areas. He said our Code Enforcement department is back in full strength dealing with totter issues as well as working with the Building Commissioner's office on other major violations. Mr. Reagon said so far in June we have had 493 citations, revisits or totter notices as well as 285 water shut-off notices. He said a totter notice is not really a citation it is just being told that you have 12 hours to put your totter away. Mrs. Brothers-Bridge asked about the job fair the Sanitation participated in recently at the Muncie Mall. Mr. Reagon said the fair did not go well. He said we did not receive any applications although there was some interest. Most individuals did not have their CDL license but wanted to learn how to get it. Mr. Reagon said he did speak with 2 or 3 people who he believes will follow through with getting their CDL's and will apply at that time. Mrs. Brothers-Bridge asked if Napa will be fully functional when the Sanitation employees move into the building. Mr. Reagon said yes. Mrs. Brothers-Bridge said today we saw Fastenal and other vendors on the claims for supplies. She asked if those extra charges would stop at that time. Mr. Reagon said he believe 85% of what Sanitation regularly needs will come from Napa but there will be a few items that will need to be ordered elsewhere. Mr. Stephens-Hotopp asked if we were to hire a person without their CDL license for a probationary period while they are working towards their CDL lincense, would there be a current functional job for them at Sanitation. Mr. Reagon said yes, and he has spoken to Mr. Barlow on this topic. He said at some point we may have to do that, and it may be now. Mr. Stephens-Hotopp said if he would like to discuss this with John further and gather information on what this process might look like the Board can review it. He asked Mr. Reagon to cover Shred Day and Neighborhood Cleanups. Mr. Reagon said Shred Day usually happens in April around Earth Day. He said the spring

Cleanups took place in May, but we will have more in September for fall. The cleanup applications are sent out at the same time, for both seasons, and we schedule in a first come, first serve order. Mr. Stephens-Hotopp said if someone's neighborhood contact information has changed, how would they go about getting an application form. Mr. Reagon asked Mr. Donati to speak some on that because he works closely with the topic. Mr. Donati said he works closely with Heather Williams who is the Neighborhood Council President. He said she usually has the most up to date contact list for neighborhoods. Mr. Stephens-Hotopp said thank you for the information and thanked Mr. Reagon for coordinating the Picnic for Trashman's Day. Mr. Smith also said thank you for the invite to the event and he appreciates Mr. Reagon and the staff. Mr. Brand said yes, it was a fantastic event. He asked how many openings Sanitation currently has available to hire. Mr. Reagon said just one right now. Mr. Brand said and that position must be CDL certified. Mr. Reagon said yes, unless we come to a contract situation like we mentioned to hire someone prior to them receiving their CDL. Mr. Brand said he understands that not all neighborhoods have a neighborhood association group. Mr. Donati said that is correct. Mr. Brand said there are a lot of neighborhoods that could use a cleanup that maybe do not have an official association but there are individual citizens within the neighborhood that would like to help, so how do we reach those areas. He said could we recognize the people that want to help within an area and consider them an unofficial association. Mr. Donati said that is a good idea to reach as many streets and neighborhoods as we can. He said even if we need to go to specific areas to do outreach, he will help with that cause. Mr. Brand said he would be in favor of this proactive outreach for neighborhood cleanups. Mr. Donati said to touch on Mr. Stephens-Hotopp's question about shredding, he is hoping to add a free shredding coupon in the blue bag coupons for 2022. He said that would be a coupon they would receive every 6 months with their blue bag coupons. Mr. Donati said anytime though you can utilize the shredding at ECR for a small fee of \$7.50, up to 50 pounds. Mr. Brand thanked Mr. Reagon and Mr. Donati for the information.

New Business:

- 1. Release of Retainage for the 2016 Bond Projects and 2017 BAN Projects with Bowen Engineering. – Deana Cox, Financial Manager.** Mrs. Cox asked for the approval of the Final Release of Escrow in the amount of \$50,000 that goes to Bowen Engineering for the 2016 Bond Projects. Mr. Stephens-Hotopp said just to clarify this is for a significant project of over 29 million dollars so the remaining \$50,000 is the small amount of retainage to make sure all the work was completed. Mrs. Brothers-Bridge made a motion to approve the Release of Retainage for the 2016 Bond Projects and 2017 BAN Projects with Bowen Engineering. Mr. Smith seconded the motion. The motion was approved (5-0).
- 2. Resolution 2021-13, a Transfer of Funds within MSD Concerning the Rainy-Day Fund. – Deana, Cox, Financial Manager.** Mrs. Cox said this was discussed some at the last meeting regarding the Rainy-Day Fund. She said there are 4 funds and 3 of them are dormant so we would like to move the money from those accounts to the new Rainy-Day Fund. Mrs. Cox said from the 4 funds that will be transferred, the total is \$1,426,298.26. Mrs. Brothers-Bridge said she is so happy to see this completed. Mr. Stephens-Hotopp said he believes there was some money in that account before the transfer and asked for a total after the transfer is made. Mrs. Cox said originally it was \$178,655.47, but back in January we did a Resolution to take that out and put it back in the 611 Fund because we thought we would get rid of the Fund number. She said we are moving back the money that was already in there so the \$1,426,298.26 is that total. There were no questions. Mrs. Brothers-Bridge made a motion to approve Resolution 2021-13, a Transfer of Funds within MSD Concerning the Rainy-Day Fund. Mr. Stephens-Hotopp seconded the motion. The motion was approved (5-0).
- 3. Confirmatory Resolution 2021-14, a Resolution Regarding Solar Energy Projects. – Brian Stephens-Hotopp, Board Vice-President.** Mr. Stephens-Hotopp said this is the follow up to the Public Meeting we had at the beginning of the meeting today. He said this is the next step in the

process to formally approve the MSD's financing process. Mr. Stephens-Hotopp said he would like to address some comments made in the public hearing. He said at 2 prior MSD Board Meetings there were extensive power point presentations made that identified five different locations including graphics, timelines, and cost estimates for the infrastructure. Mr. Stephens-Hotopp said it showed a 30-year projection of the cost as well as the payback for each project. He said the Declaratory Resolution was passed at the June 16th meeting and all Resolutions that are passed are then posted online for the public to view. Mr. Stephens-Hotopp said as far as cost to ratepayers and taxes this project is all being done without any type of increases or raises to taxes or fees. He said the thought is that what we currently pay in energy will offset the cost of these projects. Mr. Stephens-Hotopp said a timeframe for a breakeven point is roughly 17 years on infrastructure that is expected to have a 30–50-year lifespan. He said a significant portion of the cost that is being included at this time includes infrastructure such as the racking, the electrical lines, the design that will not need replaced even when the panels do. Mrs. Brothers-Bridge is looking forward to the implementation of the Solar Project because as we learned at a previous meeting, we paid upwards of \$40,000 at one site for electricity per month. Mrs. Brothers-Bridge made a motion to approve Resolution 2021-14, a Confirmatory Resolution Regarding the Solar Energy Projects. Mr. Evans seconded the motion. The motion was approved (5-0).

4. **Resolution 2021-08 (was originally tabled on 6/2/21), a Resolution Pledging a Payment Source to BOT Lease Payments and Taking Certain Other Related Actions Regarding the Solar Energy Projects. – Brian Stephens-Hotopp, Board Vice-President.** Mr. Stephens-Hotopp said again the BOT stands for Build, Operate and Transfer. He said Gregg from GM Development is here today to give the overview, but this breaks down how the financing would be executed. Mr. Martz said this is the final step in the Public Hearing process to approve moving forward with the financing. He said we would deliver bank documents that are in accordance with the Resolutions approved today to be reviewed by your attorneys. Mr. Martz said upon legal approval of those bank documents they would be ready for Board approval. He said attorneys should have the documents within 48 hours. Mr. Martz said the maximum funding is 4.7 million dollars, but each individual project will be brought to the Board and explained to make sure it meets the criteria for what is wanted before using part of that funding. He said any money for a project would need to be drawn for January 1, 2022. Mrs. Brothers-Bridge said it is kind of like a line of credit. She said that 4.7 million dollars does not mean that we are going to use it all, it means that is the amount that we could use. Mrs. Brothers-Bridge said as Greg brings projects to us, we can determine if it is something that we want to implement or not. She just wanted to help clarify for the public. Mr. Stephens-Hotopp said the intent of the Board's review would be that each individual project is sustainable, makes sense and has a repayment period that the Board is interested in pursuing. Mr. Brand said it is also worthy to note that we are going to start with the two biggest projects first being the WPCF and Jake's Creek. There were no further questions. Mrs. Brothers-Bridge made a motion to approve Resolution 2021-08, a Resolution Pledging a Payment Source to BOT Lease Payments and Taking Certain Other Related Actions Regarding the Solar Energy Projects. Mr. Stephens-Hotopp seconded the motion. The motion was approved (5-0).


Additional Board Topics: Mrs. Brothers-Bridge wanted to remind the public that old or unwanted paint can be taken to ECR where they can be disposed of properly. She also wanted to remind the public to make sure they are disposing of fireworks properly with the upcoming Fourth of July holiday.

Public Comments: Rick Yencer, 3100 N Co Road 500 W, said he heard the Solar Project panels will not be owned by the District. He said if it is a BOT, that type of project has cost 1000's of labor jobs in the state. Mr. Yencer said it was created for conservatives to bust labor and he wants to see some guarantee that the Board will use Union labor because you do not own it, you only pay for it out of our utility rates.

He said he has seen government not use local or union labor, so he would warn this government that people are watching to see if this is a way to take our money.

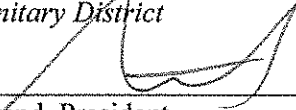
Adjourn: Mr. Brand said the next Board meeting will take place on July 14, 2021. Mr. Stephens-Hotopp moved to adjourn the meeting. Mr. Smith seconded the motion. The motion was approved (5-0).

Respectfully Submitted,

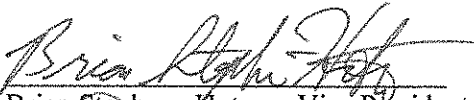


Megan Huff, Executive Office Manager

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



Stephen Brand, President



Brian Stephens-Hotopp, Vice President



Joseph Evans, Secretary



David Smith, Board Member



Tonya Brothers-Bridge, Board Member