

Board Minutes for the Board of Sanitary Commissioners Meeting of November 03, 2021

THE BOARD OF SANITARY COMMISSIONERS conducted a regularly scheduled meeting.

Board members present; Stephen Brand, Board President; Tonya Brothers-Bridge, Secretary and David Smith, Board Member.

Excused absences: Brian Stephens-Hotopp, Board Vice-President

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; Tim Stover, IT Administrator; John Anderson, District Engineer; and Megan Huff, Executive Office Manager.

Public present: no one signed in

Consideration of Minutes: Mr. Smith moved to approve the Board Meeting Minutes as submitted for the meeting of October 20, 2021. Mrs. Brothers-Bridge seconded the motion. The motion was approved (3-0).

Consideration of Claims: Mrs. Brothers-Bridge said she would like to make a few comments regarding the proposed claims. She said of the \$1,052,945.35, a significant portion was paid towards health insurance and that was \$233,150.85. Mrs. Brothers-Bridge said there is a claim for NAPA in the amount of 31,809.52 and that is for various supplies going into our Sanitation store as well as toters. She said we paid \$28,885.74 for supplies that our MSD mechanics use to work on our vehicles. Mrs. Brothers-Bridge said there is a claim for \$30,178.97 for our CNG fuel. She said there are various claims paid to Greensfork Alliance totaling \$6,771.70 and that was paid for tires, mounting, alignment and other similar work. Mrs. Brothers-Bridge said we paid J.G. Case a total of \$64,974.00 for work done on Mt. Pleasant Boulevard. She said we paid Schneider Contracting \$14,800.00 for work done on West Adams Street and \$16,400 for work done on 7th Street. Mrs. Brothers-Bridge said there is a claim for \$24,998.65 paid to American Chevrolet for a vehicle at our IT Department. She said we paid BioChem \$13,536 for polymer for our belts and equipment. Mrs. Brothers-Bridge said we paid Shambaugh & Son \$3,907 and \$5,000.54 for electrical contracting work. She said Coop's Landscaping performed the 14th Levee Mow in the amount of \$16,000. There may be one more mow paid to Coop's this year as well as a cleanup session. Mrs. Brothers-Bridge said there is a claim to Flatland Resources for \$81,435.73 and this was pre-approved within a Board meeting recently. She said those are the main items she wanted to point out for the public's awareness. Mr. Smith moved to approve the proposed claims totaling \$1,052,945.35. Mrs. Brothers-Bridge seconded the motion. The motion was approved (3-0).

Old Business:

1. Addendum to Memorandum of Understanding between MSD and DAC (corrected version). – Stephen Brand, Board President. Mr. Brand said we signed and approved this at the last meeting, but there were a few corrections that had to be made, so he is just bringing it to the attention of the public that it has been amended and will need the Mayor's signature.

District Administrator Update – John Barlow. Mr. Barlow said just a reminder that leaf season has started and the pickups will be on Wednesdays and Saturdays for the next three-five weeks. He said he spoke with Bowen Engineering this morning and they are about to jump over Madison Street to Gilbert Street and work their way east from there. The portion on North Street is almost complete. Mr. Barlow said our annual Ethics and Conflict of Interest training is coming up with Shaffer Leadership Academy on December 16th. He said the 2022 have been sent out to the Board for review and will be presenting those at our next meeting Agenda. Mr. Barlow said we have a total of the debris that was removed between the East Jackson Street and High Street

Bridges. He said that amount is 68 tons of debris that was cleaned up in that area. Mr. Barlow said the Resolution that Mr. Smith brought up regarding benefits that are and are not included in the Board Member's benefits has been sent to the SBOA to have on record. He said the story that Mr. Donati shared last time about Douglas the dog that visited the Sanitation Department has resulting in some informal polling within our departments to help decide on naming a truck after him. Mr. Barlow said the owners also were contacted regarding this possibility. He said after all various discussions, it has been decided to name one of our trucks the "Dougie Dumper". Mr. Barlow said that will be written on the truck itself. He said we are also working on the Facebook campaign to submit names to vote on for the second truck. Mrs. Brothers-Bridge said she thinks it is very important that we are working on leadership and ethics trainings. She said it was a goal of our Board to have all employees go through that training and she is glad to see it happening.

Department Update – Tim Stover, IT Administrator. Mr. Stover said he would like to address an issue that we recently had with an AT&T outage that took us out for a couple of days. He received notification from AT&T that a contractor was doing a dig after hours nears Anderson that took out a main fiber line. The dig was being done without any locates. Mr. Stover said make sure any type you are digging either with a business or personally that you are calling 811 to do locates. He said high fiber line could have easily been a high-power line with serious injury. Mr. Stover said we have started aggressively working on our disaster recovery plan if that should happen again. He said he is working with AT&T on a 'cellular fat pipe' option so if there is another outage with AT&T it will automatically kick over to cellular so we will not feel the outage. Mr. Stover said on another note the IT Department is working on a new program that will track reported drainage problems internally as well as letting them be more transparent to the public. He said once a customer calls in about a problem, they will be able to track the progress as it goes through the steps. They would also be notified as the progress of the problem changes by email. Mr. Stover said also they are looking at a workforce app that ties in with our GIS. He said most of our field staff have tablets that allow them to do their work in the field easier and they will also be able to respond to problems immediately in the field. Mr. Stover said as these projects move along, he will continue to update the Board. He said we are currently integrating our Samsara system with our GIS. Samsara is on our Vac Trucks, Sweeper Trucks and Trash Trucks and with that we will be able to take the information and put it on a dashboard to see the status of various items. He said they are working on a live map to see the status of a trash route which will also be able to be used by customers. Mr. Stover said they are actively trying to address as many GIS tools as possible with these various ongoing projects. He said as the Board may have noticed we have recently added Employee Information Boards in departments around the district near the timeclocks. These boards help improve communications and we have had positive feedback on those boards so far. Mrs. Brothers-Bridge asked when Mr. Stover expects the disaster recovery plan to be completed. Mr. Stover said it will be a full plan once we get the cellular fat pipe installed, but we have been doing backups for the disaster recovery since August and he was hoping to have that complete by the end of the year. He said he is meeting this week with AT&T to get a proposal on the pipe to see if we can get that installed yet this year. Mrs. Brothers-Bridge asked how citizens would know to go to the website for that. Mr. Stover said we are looking to just putting that on our website with a table to do so and it would be prompting in the sense that would be easy to use. He said we would internally have a dashboard where you can see how many new complaints etc. Mrs. Brothers-Bridge said she is a firm believer in whatever gets rewarded gets repeated, so she recommended having a place for people to say thank you as well. Mr. Brand asked how things are going with Leap, our new IT provider. Mr. Stover said things are going great and they always ready to hop on and help like during the outages. Mr. Brand said since so many hackers are now using email phishing instead of other things are we planning to do a training for our employees to make sure our systems are not compromised. Mr. Stover said we have talked about doing that, but in the meantime, departments know to reach out if they are in doubt of the origin of the emails. Mr. Brand said he has seen businesses create emails such as phishing@msdeng.com and if they receive something suspicious try should send it to that email for IT to review.

New Business:

1. Change Order No. 1, Project Mount Pleasant Blvd. Sanitary Sewer. – John Anderson, District Engineer. Mr. Anderson said J.G. Case did some work out on Mount Pleasant Blvd when they ran into some ground water while digging deep underground. He said there was a substance found soon after that that was of unknown origin, and we were worried in may be a contaminant. Mr. Anderson said we contacted BWQ, and it was tested. He said IDEM put a stop work order on the project until we knew exactly what the substance was, and it turned out that it was completely benign with no chemicals or oils present. Mr. Anderson said during the downtime J. G. Case had a change order for remobilization costs and rental costs. He said the original contract was \$64,974 and the change order was \$10,011.98. Mr. Brand said the requirement is that if it is more that 25% of the original contract price the change order needs to come before the Board. Mr. Anderson said we have been doing all change orders through the Board. Mr. Brand said but the rule is 25%, correct. Mr. Anderson said state statute is 20%. Mr. Brand said thank you and that he was just trying to clarify for the public. Mrs. Brothers-Bridge moved the approve the Change Order for Project Mount Pleasant Blvd. Sanitary Sewer. Mr. Smith seconded the motion. The motion was approved (3-0).

Additional Board Topics:

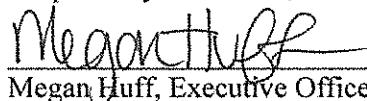
None.

Public Comments:

There were no other comments.

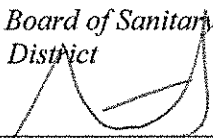
Adjourn: Mr. Brand said the next Board meeting will take place on November 17, 2021. Mrs. Brothers-Bridge moved to adjourn the meeting. Mr. Smith seconded the motion. The motion was approved (3-0).

Respectfully Submitted,



Megan Huff, Executive Office Manager

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

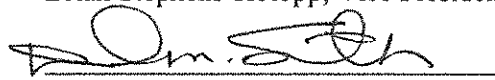


Stephen Brand, President

Brian Stephens-Hotopp, Vice President



Tonya Brothers-Bridge, Secretary



David Smith, Board Member