

Board Minutes for the Board of Sanitary Commissioners Meeting of September 22, 2021

THE BOARD OF SANITARY COMMISSIONERS conducted a regularly scheduled meeting.

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

Excused absences: None

Department managers and staff present; Mark McKinney, Legal Counsel; John Barlow, District Administrator; Harvey Wright, Sewer Maintenance Superintendent; Thom Noble, Sewer Maintenance; 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:

Consideration of Minutes: Mrs. Brothers-Bridge moved to approve the Board Meeting Minutes as submitted for the meeting of September 9, 2021. Mr. Stephens-Hotopp seconded the motion. The motion was approved (4-0).

Consideration of Claims: Mrs. Brothers-Bridge said regarding the claims there are a few items she would like to highlight for the public's attention. She said there is an EFT payment dated for September 20th for an escrow payment to Bowen Engineering totaling \$80,012.30. Mrs. Brothers-Bridge said on the claims dated for September 24th we have claim to Specialty Earth Sciences for a storage tank closure on Centennial. She said we are hopeful that IDEM will reimburse us for this claim totaling \$28,110. Mrs. Brothers-Bridge said there are claims to our Engineering firms totaling \$66,649.01 for Commonwealth, American Structurepoint and Wessler Engineering for design work they are currently completing for us. She said MacAllister Machinery has done some maintenance on our large generators at our Jakes Creek and McColluch Park lift stations, and those claims total \$4,386.69. Mrs. Brothers-Bridge said we paid Stoops Freightliner a total of \$4,176.02 for repairs on Truck 425 which is a Vactor truck that needed some electrical repair done. She said there is an invoice for VS Engineering for a Stormwater project on the Cardinal Trail bridge, and we paid them \$22,590.00. Mrs. Brothers-Bridge said we have an invoice from Bowen Engineering for \$720,110.70 and that is Pay #3 for work done at the Sanitation site and at the inside of the old U-Haul building. She said we have one more claim to Bowen Engineering listed as Pay #23 totaling \$239,058.36 for exterior work done on the Sanitation building and old U-Haul site. Mr. Stephens-Hotopp said he wanted to point out a couple things on the claims as well beginning with a claim to Coops Lawncare for the 8th mowing of the levee totaling \$16,000. He said there is a claim of \$3,445 to Indiana American Water which is to help collect on unpaid sewage utility bills by administering water shut offs. Mr. Stephens-Hotopp said there is a claim to Stantech Consultant Services for work on our Long-Term Control Plan totaling \$2,658.00. He said there is a claim to Christopher Burke Engineering for \$1,174.25 for Levee Consulting. Mr. Stephens-Hotopp said HWC, and United Consulting are part of our Long-Term Control Plan Updates where HWC is assisting with design of CSO Basin 7 and United with Construction Administration and Inspection. Mr. Smith moved to approve the \$1,683,812.17. Mr. Stephens-Hotopp seconded the motion. The motion was approved. (4-0)

Old Business:

None.

District Administrator Update – John Barlow. Mr. Barlow said as you may recall we had approved some purchases of new Sanitation trucks that were CNG, and this is part of the IDEM VW Grant to turn your Diesel Vehicles over to CNG. He said we have two vehicles that we have taken possession of, and they are going to be

financed partially through Star Bank and we will receive the Grant money once the vehicles are destroyed to their liking. Mr. Barlow said he has been told by Harvey Wright that the Levee mowing has been very satisfactorily as to how Coop's Lawncare is performing their services. He said we are still in the process of conducting the Log Jam Removal at the High Street Bridge. The total weight of the jam at High Street Bridge was 83,800 pounds. Mr. Barlow said we are still finishing up some other areas. He said Flatland is currently doing some work at East Jackson Bridge and they are pulling out a very large, long jam at that time, but MSD will help with the removal of the debris once it is pulled out. Mr. Barlow said the White River Cleanup took place on September 18th and there were an estimated 250 volunteers, there were 15 miles of River cleaned from Ribble to Canoe Country, pulled out 24 tires, prescription pills, 13,000 pounds of debris pulled from River including a heavy cement mixer. He said there was also a puppy discovered and that puppy has now been adopted. Mr. Barlow said there is a new Pipehunter Truck from Sewer Maintenance in the parking lot if anyone is interested in viewing it after the meeting. Mrs. Brothers-Bridge said she saw Flatland Resources working at the log jam removal site and Coops's was out mowing that same day. She was pleased with the work she saw from all involved. Mrs. Brothers-Bridge said thank you to Mr. Donati for putting together the White River Cleanup. She is an avid kayaker and asked if it is possible that tires from the bank could be falling into the river. Mr. Barlow said they are probably being dumped in there. Mr. Stephens-Hotopp thanked Mr. Barlow for all the great work he has been overseeing. He said regarding the Coop's Contract he wanted to see if it is worth looking into either renewing the contract or still prepare for the contract to be put back out for bids. Mr. Barlow said after some discussions at the very least we are going to look at the specs and add in some more details. He said it is a fair question as to if we would want to review with Coop's and it may be something worth looking into before next year. Mr. Smith said thank you to Mr. Donati as well for a job well done on the River Cleanup. Mr. Brand asked if Mr. Barlow if he could remind the public of the benefits, they must dump tires at ECR. Mr. Barlow said if you are an MSD customer you can drop off up to 6 tires per year to ECR for free disposal. Mr. Brand said so they get six for free, but we will take more if they pay correct. Mr. Barlow said yes, the fee is \$3 off rim and \$5 on rim to dispose of tires after the first 6 free tires.

Department Head Update – John Anderson, District Engineer. Mr. Anderson said his department is continuously evaluating issues whether it is a sanitary lateral or drainage problem. He said our CSO 028 project with Bowen Engineering has been going well as our camera crews are assisting in evaluating active laterals within the project area. Mr. Anderson said we are looking to save costs where we do not need to tie back a lateral if it is inactive and there is some dye testing needed to move that project along. He said we are working by the City's paving list this year as well as the County TIF districts, our inspectors and camera crews are working out ahead of those to eliminate any problems in our infrastructure before it gets paved. Mr. Anderson said Thom Noble's construction crew at Sewer Maintenance has been very busy the last few weeks in the District County areas as well as the city. He said with technology moving forward our workstations with our CAD designers and Surveyors is running up to its life expectancy so we will work to meet our new requirement needs. He said we currently have two computers in and functioning with several more to follow before year's end. Mr. Stephens-Hotopp thanked Mr. Anderson for his help and the construction crew to address the paving list for the city's 2021 projects. He said with our CAD and GIS licensing do we have sufficient licenses for our users or are we looking to transition to network licenses as we purchase new machines. Mr. Anderson said in terms of CAD, we have plenty of licenses and the GIS licenses, he will have to investigate. He believes we have some concurrent licenses where they can be used by multiple users, but that may need to be updated in the future. Mr. Stephens-Hotopp asked if we try to update the actual software version every 2-3 years or how does that work. Mr. Anderson said it is on an annual subscription for each seat. Mr. Stephens-Hotopp said Mr. Anderson should work with his staff to see what if any new software or hardware needs to be added in the budgets for the 2022 year as we are finishing budgets. Mr. Anderson said he would do so. Mr. Brand asked if Mr. Anderson needed any employees at this time. Mr. Anderson said if anything he would need a CAD Draftsman because we currently only have one. He said potentially we could additionally use a new Field Crewmember too. Mr. Brand asked how many CAD seats there were available. Mr. Anderson said there are 11 seats and those could be used by our Surveyors, IT staff, or Administrative Manager. Mr. Brand thanked Mr. Anderson.

New Business:

1. Professional Services Contract between Aspect 6 Creative and Muncie Sanitary District. – John Barlow, District Administrator. – Mr. Barlow asked the Board to consider the renewal of our Contract with Aspect 6 Creative. He said the Contract includes our content review and updates on our website as well as graphic design on the wrapping for our various trucks, logos, signage, bill pay boxes and some of our social media management. Mr. Barlow said Allison Robbins runs Aspect 6 right here in Muncie and we have used her services for 2 years through Aspect 6. He said it was lapse in time and officially expired in June of this year as it is a yearly contract. Mr. Barlow said we have been using her services subsequently after the lapse of the contract. Mrs. Brothers-Bridge asked how often we are doing things outside of this retainer amount for example if there is work outside of the retainer are we notified prior to the work being completed. Mr. Barlow said yes, it is usually him calling Allison to ask for additional work to be done. He said the new drop box wrapping we had done this summer would be an example of something that he has requested outside of the normal scope of work. Mrs. Brothers-Bridge said she reads the contract as having those items being included in the monthly retainer fee. Mr. Barlow said he did not have Mrs. Robbins come today because she had a medical procedure done recently, but he could pass along any specific questions to her if needed. Mr. Stephens-Hotopp said he is curious because Jason Donati does a lot of our social media work, so is there any desire to do more of this work in-house in the future. Mr. Barlow said yes, absolutely it is worth looking into. Mr. Brand said he knows we have some refuse haulers wrapped with breast cancer awareness artwork and we have talked in the past about wrapping some trucks with the fish of the river and other various MSD related work themes. He said he has met and worked with Allison a few times and she is a super nice lady, very helpful. Mr. Brand confirmed that the work summary Mr. Barlow receives monthly from Aspect 6 regarding their monthly retainer is reviewed. Mr. Barlow said yes that is included in the monthly bill. He said if the Board prefers to table this for another meeting, he does not have any issues with that. Mr. Brand said he hopes Mrs. Robbins is okay, but he feels that she should attend the next meeting to help answer some of our questions before moving forward with an approval. Mrs. Brothers-Bridge moved to table the Professional Services Contract between Aspect 6 Creative and the Muncie Sanitary District until Mrs. Robbins can help answer some questions regarding said contract. Mr. Smith seconded the motion. The motion was approved (4-0).

2. Scope Addition #1 for 2021 Bond Projects. – John Barlow, District Administrator. Mr. Barlow said he is asking the Board to approve the Scope Addition to the 2021 Bond Projects in our GMAX Contract. He said the actual Scope Addition is in your Board packets and it is for the White River Interceptor Lining Project that runs from Jackson Street to the Cardinal Greenway Trestle. Mr. Barlow said this is a two-part project because it lines the combination line approximately 7,300 feet and a parallel sanitary only line the same length. He said it will also do repairs on manhole lining castings and complete a White River Interceptor project that started at the High Street Bridge to the Water Pollution Control Facility. Mr. Barlow said this interceptor also serves as the main conduit for the Liberty Regional Wastewater and where they dump into. He said this is project that needs to be done and the option we have selected, option 1, has an added cost of \$3,753,308.00 added to the original contract amount of \$20,727,646.00. Mr. Barlow said this would also take place, if approved, in approximately a month before the weather become prohibitive. Mrs. Brothers-Bridge said to clarify with Mr. Barlow, the preferred option 1 at \$3,753,308.00. Mr. Barlow said that is correct. Mr. Stephens-Hotopp said the proposed deduct for road closures is \$87,546.00 based on potential of doing a hard closure on Bunch Blvd. He said right now the bulk of this would be paid from fund 611 and whereas the rest of Bowen's work is paid from the 2021 Bond Fund. Mr. Brand said this will take place about a month after the Iron Man Marathon. He said some people will wonder if 32 will be shut down at any point. Mr. Barlow said if we do a closure, it would be from Bunch Blvd at 32 to Carver Drive. He said there aren't any neighborhoods in that area. Mr. Brand said option 1 is to do both the sanitary and storm sewer parallel while the other options were to do just sanitary. Mr. Barlow said yes, and we felt once the sub-lining contractor mobilizes, he can do both at once and it cuts down on mobilization costs. Mr. Stephens-Hotopp said this has been prepared by Bowen but some of the graphics go back to 2017 so this design has been in the process of being analyzed for over four years. He said this is not something we are being casual about, and it has been a multi-year effort to identify this. Mr. Stephens-Hotopp

said there would be work visible from above ground but in general we are not talking about open cutting we are talking about lining process from above ground and doing repairs to the existing pipe systems. He said this would ensure a reduction of influent infiltration into the system to make sure that cracks are being addressed. Mr. Brand said when we did this at High Street, we had the big 18-inch pipes running across the road we would be doing that again. Mr. Stephens-Hotopp said yes and that is the reason for the road closing. Mrs. Brothers-Bridge moved to approve the Scope Addition #1 for 2021 Bond Projects. Mr. Stephens-Hotopp seconded the motion. The motion was approved (4-0).

3. Emergency Project in Alley of 1100 Blk of East 6th Street – John Anderson, District Engineer. Mr. Anderson said he would like to ask the Board to declare an emergency project in the alley of 1100 Block of East 6th Street. He said yesterday Sewer Maintenance was in the process of cleaning the line and their equipment got hung up but we were able to retrieve it. Mr. Anderson said he is asking for this to be declared an emergency project due to the missing pipe and one manhole being trash. He said we are doing as much evaluating as we can to see how much more may need to be addressed. Mrs. Brothers-Bridge asked what the dollar amount was. Mr. Anderson said we do not have any estimate at this time until we find out exactly what needs to be done. Mr. Stephens-Hotopp asked if there was a contractor involved. Mr. Anderson said no, Sewer Maintenance dug down and got the hoses out that were stuck from the Vac trucks. Mr. Stephens-Hotopp asked if it would be an outside contractor. Mr. Anderson said because it is about 11 feet down deep in the alley. Mr. Stephens-Hotopp said is this a notification to the Board and requesting emergency action to be approved then we will retroactively authorize the exact dollar amount once it is finalized. Mr. Stephens-Hotopp made a motion to approve the Emergency Project in Alley of 1100 Blk of East 6th Street. Mr. Smith seconded the motion. The motion was approved.

Additional Board Topics:

1. Mr. Stephens-Hotopp said the MSD is going to be participating in a Grant Application effort to help with the coordination and monitoring blockages within the city. He said the Sanitary District will be participating \$4,000 in the Grant Application process which helps with the monitoring of train activities, signage, and getting blockage information to emergency personnel. Mr. Stephens-Hotopp said the MSD had also applied for ARP money and it was awarded to the State and then being held for Sanitary and Stormwater projects. He said there was a Grant Application filled out for this, but we were not funded the money because priorities were given to communities with sanitary bills higher than \$100/month and stormwater bills higher than \$15/month. Mr. Stephens-Hotopp said it can be looked at as good and bad because at least we have lower bills in comparison to several communities around the state and he is glad those areas are receiving assistance. Mrs. Brothers-Bridge said she wanted to comment on the train monitory grant opportunity. She said she is very supportive of participating, and she would like to make sure that in addition to monitoring that we take the opportunity to communicate with the train company about the trains stopped within the city. Mrs. Brothers-Bridge said she believes this is a great first start to be moving forward. Mr. Stephens-Hotopp said as the City Engineer his discussions with the train company has been ongoing and this seems like a step in the right direction to improve transportation and access within the City. He said he appreciates the Board's support.
2. Mr. Smith said this coming Saturday, on September 25, MSD will be in partnership with the Whitely Community Council for their fall cleanup.
3. Mr. Brand said he wanted to update that the Board has been working on a plan for a procedure to assist in economic development regarding the connection of sanitary service for businesses coming to Muncie. He said many times this can be a great expense to the entity that is coming to town and other utilities offer a form of a credit allowance. Mr. Brand said the Board is looking into implementing something like that to light up an area and bring additional businesses to Muncie. He said there may be something as soon as the next meeting to discuss said program.

Public Comments:

Paul Creasey, Bowen Engineering, said as it was mentioned earlier there is a construction crew performing work on North Street for the CSO 028 sewer separation. He said last week we had some illegal activity take place on the job site and we were able to report that direct to the MPD. Mr. Creasey said he wanted to thank the MSD, City of Muncie and the MPD for addressing the problems and helping them finish up the remainder of the project safely. Mr. Brand thanked Mr. Creasey. He said it could have been a very serious situation, and in fact it was serious enough that Bowen took their employees off site and shut down for the day. Mr. Brand said there is nothing more important than safety and he appreciates the Police Department handling the situation and making a presence during the remainder of the project.

There were no other comments.

Adjourn: Mr. Brand said the next Board meeting will take place on October 6, 2021. Mrs. Brothers-Bridge moved to adjourn the meeting. Mr. Smith seconded the motion. The motion was approved (4-0).

Respectfully Submitted,

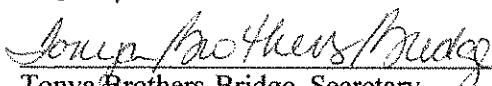


Megan Huff, Executive Office Manager

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

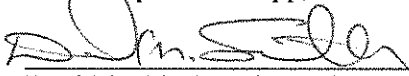


Stephen Brand, President



Tonya Brothers-Bridge, Secretary

Brian Stephens-Hotopp, Vice President



David Smith, Board Member