

Board Minutes for the Board of Sanitary Commissioners Meeting of November 16, 2022

THE BOARD OF SANITARY COMMISSIONERS conducted a regularly scheduled meeting.

Board members present; Stephen Brand, President; Adam Leach, Secretary; and David Smith, Board Member. Excused absence; Tonya Brothers-Bridge, Vice President.

Department managers and staff present; John Barlow, District Administrator; Mark McKinney, Legal Counsel; Deana Cox, Financial Manager; Tim Stover, IT Administrator; John Anderson, District Engineer; Jason Donati, Stormwater Educator; Harvey Wright, Sewer Maintenance Superintendent; Thom Noble, Sewer Maintenance Assistant Superintendent; Phil Reagon, Sanitation Superintendent; Melanie Lanich, Health Insurance; and Maggie Bales, Executive Office Manager.

Public present: Zane Bishop, 1301 N Jefferson.

Consideration of Minutes: Mr. Brand entertained a motion to approve the minutes as presented. Mr. Leach moved to approve the Board Meeting Minutes as submitted for the meeting of November 2, 2022. Mr. Smith seconded the motion. The motion was approved (3-0).

Consideration of Claims: Mr. Brand entertained a motion to consider the register of claims totaling \$2,006,264.07. Mr. Leach stated on page ten and eleven of fifteen there is a claim for the improvements of the south building of Bureau of Water Quality's mussel farm. He stated this is a match of the grant received. Mr. Leach stated on page eleven of fifteen a claim for Aultshire drainage improvements for the reestablishment of ditches to help with the drainage on the main roadways in that neighborhood. He stated on page fourteen of fifteen there is a bond payment for Bowen and CSO projects number 17 for \$491,760. Mr. Brand stated we recycled household and general disposal at ECR approximately \$84,000. He stated fall clean up from Smith Family Services was \$5,000. Mr. Brand stated they also helped with the log jams for \$1,175. He stated the credit card fees is something he will follow up on as it is a decent expense for the district. Mr. Brand stated this allows customers to pay with a credit card but would like to look for an alternative that lowers the fees altogether. Mr. Brand stated a claim to Bowen Engineering on call stormwater for \$352,805.40. He stated a claim for Bowen Engineering for a bond \$491,760. Mr. Smith moved to approve. Mr. Leach provided second. The motion was approved (3-0).

Old Business – None.

District Administrator Update – John Barlow. Mr. Barlow stated a few updates for the board. He wanted to recognize two of the sewer crewmembers with a situation that happened last week. Mr. Barlow stated that the crewmembers were working on a call for inlet work and while they were working, they noticed some smoke and/or smoldering. He stated the crewmembers went to the resident's door to notify them and get them outside. Mr. Barlow stated that the crewmembers took the jet hose to extinguish what was believed to be a small fire. He stated that Muncie Fire was then called. Mr. Barlow stated the two individuals were Todd Orme and Ernie Young who did a great job on something they are not trained on. He stated that they happened to be in the right place at the right time and thanked them for their diligence and work on that. Mr. Barlow stated an update on the Cardinal Greenway bridge work that is off McCulloch Boulevard with the trussell bridge. He stated the concrete retaining and mud walls are completed, the dirt work has been completed on the south side of the bridge, the deck panels have been delivered, the handrailing has been fabricated and shipped to the powder coater, handrail netting has been fabricated and received, and the onsite deck construction to take place in the middle of December. Mr. Brand thanked Mr. Barlow for recognizing Todd and Ernie. He stated that he appreciates the willingness of see something, say something. Mr. Smith added that this is just one example of how great our employees are and being alert and takin immediate action.

New Business:

1. Muncie Sanitary District 2023 Revenue Budget – John Barlow. Mr. Barlow stated the 2023 revenue budget before the board for approval. He stated that the budget for 2023 is \$28,272,539. Mr. Barlow stated this is an increase of \$3,409,615. He stated this includes increases in the departments for supplies, increased prices in fuel, petroleum, and chemical. Mr. Barlow stated we have some programmed capital expenditures in fund 88 which are programmed for next year, including purchase of some construction equipment, an Aquatec, a camera truck, the match to the recycle fund from IDEM, and capital equipment repairs at the Water Pollution Control Facility. He stated the anticipated revenues with the inclusion of various revenue streams and the roll over revenue will equal the same amount as the revenue expenditures. Mr. Barlow stated this makes it a balanced budget. Mr. Leach stated the roll over funds are not from rainy day funds, and our rainy-day fund is currently at what amount. Mr. Barlow stated a little over \$4.2 million and is exclusive, it is funded and stand alone. He stated we are not pulling a penny from the rainy-day fund. Mr. Leach stated on the operation side is the day-to-day expenses like maintenance, personnel, insurance, and utilities. He stated increases there were inflation and wages and adding some personnel. Mr. Barlow stated another five to nine people. Mr. Leach stated capital expenses are one-time specific purchases that we have identified with department heads. Mr. Barlow stated at least two items for construction equipment, a camera truck, a fleet truck for sanitation, two additional sanitation trucks for the IDEM recycling grant, various large equipment that have reached age that will need to be repaired or replaced. Mr. Leach stated these are long life, high expense equipment that are one-time purchases. He stated approximately \$1 million in Sanitation trucks for recycling program, \$750,000 for a Vactruck, \$300,000 for a camera truck, and additional equipment for the expansion of the in-house construction crew. Mr. Leach stated there is a big increase but driven by the capital expenses. He stated we have the cash to pay for all these onetime purchases. Mr. Barlow stated that is an accurate summary. Mr. Barlow stated his appreciation to Deana Cox and Mr. Leach for their help on the budget. Mr. Smith stated this is being done without a rate increase to customers. Mr. Brand stated there is a grant match in this that is a one time. Mr. Barlow stated that is for the recycle grant explained at the last meeting by Phil and Jason. He stated we received the grant and will be over matching to purchase two additional trucks for Sanitation that will be earmarked for recycling. Mr. Brand stated there is an overall budget increase of about 6% without the one-time purchases. He stated that is reasonable. Mr. Brand stated this is a balanced budget, 611 and 617 are both balanced. Mr. Barlow stated that is correct. Mr. Brand entertained a motion to approve the revenue budget as presented by Mr. Barlow and is present in board packets. Mr. Leach moved to approve the budget as preset for the 2023 fiscal year. Mr. Smith provided second. Motion passed (3-0).

2. Muncie Sanitary District 2023 Stormwater Revenue Budget – John Barlow. Mr. Barlow stated before the board is the stormwater revenue budget for fund 617. He is asking the board to consider and approve. Mr. Barlow stated this is a balanced budget. He stated the budget for 2023 is \$16,450,753. Mr. Barlow stated the anticipated revenues include stormwater fees, miscellaneous reimbursements, and a roll over cash reserve that will equate to \$16,450,753. He stated this is an increase from 2022 of \$2,552,580. Mr. Barlow stated that this is balanced and there are stormwater funds that are earmarked for projects that are already in the pipeline, those are planned and part of this budget. Mr. Leach stated is it a reasonable expectation that we will spend the full amount in a full fiscal year. Mr. Barlow stated no. He stated the projects will take a while to get underway and take a while to finish, some may not be completed until 2024 and some will be started and finished in 2023. Mr. Leach stated this is everything that could potentially be spent out but not likely to spend all of it out. He stated that every project is accounted for. Mr. Brad entertained a motion to approve the stormwater budget as submitted. Mrs. Cox stated that along with the stormwater budget is the CNG and is not changing from last year \$580,000. Mr. Leach moved to approve the 2023 fiscal budgets for 617 and fund 629 as presented. Mr. Smith provided second. Motion passed (3-0).

3. Resolution 2022-6 Muncie Sanitary District Salary Resolution for 2023 – John Barlow. Mr. Barlow asked the board to consider and approve the resolution for salaries and positions for the Muncie Sanitary District for the year of 2023. He stated we have added a 4% across the board raise for all employees for 2023. Mr. Barlow stated the high end of the sliding scale has been increased by \$0.25, this allows space for giving raises to those who do an exemplary job. He stated that we have changed some of the positions, Secretary is now Administrative Assistant. Mr. Barlow stated that a position for Director at Engineering has been added considering John Anderson's work to lighten the load of work with the increase of in-house construction projects. He stated that the construction crew will be moved to the Engineering and the engineering aspect of that will increase so we want to make sure we do not think the efforts out as far as the engineering work and running the department. Mr. Barlow stated the Director's position has been added, Administrative Manager has been changed to Field Manager with different responsibilities as construction comes over. Mr. Brand stated a lot of work was done in the executive sessions to tune this up. Mr. Brand entertained a motion to approve the salary resolution as presented. Mr. Smith made a motion to approve the salary resolution number 2022-06. Mr. Brand provided second. Motion passed (3-0).

4. Resolution 2022-7 One Time Bonus for all MSD Employees for 2022 – John Barlow. Mr. Barlow stated resolution 2022-7 is before the board for consideration and approval. He stated this is for a one-time bonus of \$1,000 to be paid out this year. Mr. Barlow stated that this is intended to occur before Christmas. He stated that the City of Muncie received one this year so we would like to follow suit. Mr. Leach asked if any MSD employees receive any cost of living, raise, or increase during the 2022 fiscal year. Mr. Barlow stated there were no raises or bonuses in 2022. Mr. Leach asked if there is sufficient funding in the existing budget. Mr. Barlow stated yes. Mr. Brand entertained a motion to approve the resolution 2022-7 as presented. Mr. Leach moved to approve. Mr. Smith provided second. Motion passed (3-0).

5. 2023 Muncie Sanitary Board of Commissioners Meeting Schedule – John Barlow. Mr. Barlow stated the board was sent the schedule for meetings of 2023. He stated that it is the same pattern, same time as this year just with different calendar days. Mr. Brand stated there are two months with three meetings, May and November. Mr. Brand made a motion to approve the 2023 schedule of meetings for the Muncie Sanitary District. Mr. Smith provided second. Motion passed (3-0).

6. 2023 Muncie Sanitary District Holiday Schedule – John Barlow. Mr. Barlow asked the board to consider and approve the holiday schedule for the 2023 for the Muncie Sanitary District. He stated we cross referenced this with the City of Muncie schedule, specifically for Christmas and Christmas Eve recognition days. Mr. Brand entertained a motion to approve the 2023 holiday schedule as presented by Mr. Barlow. Mr. Smith moved to approve. Mr. Leach provided second. Motion passed (3-0).

7. Resolution 2022-8 Transfer of Funds within the Muncie Sanitary District – Deana Cox. Mrs. Cox stated she is asking for the approval to transfer funds from fund 611-84-421022 Materials, Supplies, and Equipment Repairs (\$27,000), 611-84-421035 Vehicle Parts and Repairs (\$10,000), and 611-84-421037 Computers, Supplies, and Parts (\$3,000) a total of \$40,000 to 611-84-439071 Other Services and Charges (\$40,000). She stated that this is just a transfer of funds to funds, this does not do anything to the budget. Mr. Brand entertained a motion to approve the resolution 2022-8 as presented by Mrs. Cox. Mr. Leach moved to approve. Mr. Smith provided second. Motion passed (3-0).

Additional Board Topics:

1. Mr. Leach thanked the department heads, Deana Cox, and John Barlow for helping through the budget process. He stated that decisions must be made, and the accounting is not super fun. Mr. Leach is glad we

were able to put our money where our mouth is for the employees of MSD. He stated that it is a small thing, and he understands inflation is high. Mr. Leach stated his appreciation to everyone and what they do for MSD and the city.

2. Mr. Smith thanked Mr. Barlow and Mrs. Cox for their hard work on the budget. He also extended his gratitude to Todd and Ernie for their quick actions last week.

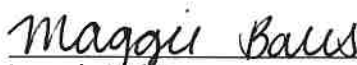
3. Mr. Brand stated his thanks to all those involved in the budget. He stated he is pleased with the progress and the fiscal responsibility of the Muncie Sanitary District. Mr. Brand stated there are two types of budgets, lucky and wrong, and we have been pretty good the last couple of years. He appreciates everybody's effort and the transparency from the department heads.

Public Comments:

1. Zane Bishop, 1301 N Jefferson, stated he is seeking a status update on getting toters off the sidewalks throughout the City of Muncie. He clarified this is with streets where there is not on street parking, not a buffer between the sidewalk and the street, not sufficiently wide, or it is uneven. Mr. Bishop stated this is not necessarily an enforcement issue it is more for regular trash times, the hours toters are able to be out. He stated people place them on sidewalks on major streets without the parking or the buffers. Mr. Bishop stated no one has asked them to put them anywhere else. He stated that he started bringing this up when Neely Avenue was redone with complete sidewalks, a key corridor for students and those getting to Ball State. Mr. Bishop stated that everyone puts the toters on the sidewalks, even during regular hours during trash pickups. He stated other major streets are Hoyt, Walnut, 12th, and Jackson where people must weave around them. Mr. Bishop stated he has presented options to Mr. Barlow and other staff previously. He stated he met with Mr. Smith and Human Rights Commission. Mr. Bishop stated he would like to know where the conversation is at, and he is still willing to help. He thinks on streets where we have decent sidewalks and major streets, toters should not be blocking ADA compliance. Mr. Bishop stated the Sanitary District is in an obvious position to lead that effort. Mr. Brand stated that the information Mr. Bishop is looking for is how soon people can put their toters out, where can they put them, and how quickly they are to remove them once the trash is emptied. Mr. Bishop stated that he knows enforcement has always been an issue and there is an element to that when they are blocking the sidewalk. He stated the primary issue is the district to first ask customers to place them along the corners of driveways on the edge of the property on a flat surface. Mr. Bishop stated he has had it tested that the arms can reach eight plus feet. He stated it is feasible in a lot of circumstances and think that the district has not asked them to put them anywhere else. Mr. Bishop the first step would be to make graphics and educating the public, then after that lightly enforce it, and then move onto full enforcement. Mr. Brand asked Mr. Bishop to prepare and share the option with the board.

Adjourn: Mr. Brand stated our next regularly scheduled meeting will be held on Wednesday, November 30, 2022, at 11:30 a.m. in the City Hall Auditorium. Mr. Brand stated he would accept a motion to adjourn. Mr. Leach made a motion to adjourn the meeting for November 16, 2022. Mr. Smith seconded the motion. The motion was approved (3-0).


Respectfully Submitted,


Maggie Bales, Executive Office Manager

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

Stephen Brand, President


Tonya Brothers-Bridge, Vice President


Adam Leach, Secretary

David Smith, Board Member