

**REGULAR MEETING, BOARD OF SANITARY DISTRICT COMMISSIONERS**  
**WEDNESDAY, JUNE 23, 2010 – 1:00 P.M. – 1100 E. EIGHTH STREET**

The meeting was called to order at 1:00 p.m. in the Board Room of the Administration Building, 1100 E. Eighth Street, by the President of the Board, Boyd W. Phelps.

Commissioners present for the meeting were J. Jeffrey Jones, Ph.D., Judith A. Paul, Boyd W. Phelps, Linda G. Simmons and Ronald J. Strauss.

Staff Members present for the meeting were:

Alan J. Walus, General Manager  
Milorad (Mike) Milatovic, Interim Plant Superintendent  
Michael A. Hoffman, Collection System Superintendent  
James L. Kintzele, Sr., Refuse Superintendent  
Doretha M. Sanders, Administrative Director  
Tina M. Tabisz, Administrative Assistant  
William J. Nelson, Jr., Legal Counsel

Also present for the meeting were:

Phil Jankowski, Sixth Ward City Councilmember  
Ron Meer, Third Ward City Councilmember  
Pat Boy, Fourth Ward City Councilmember  
John Doyle, John A. Doyle & Associates  
John Pavy, Haas & Associates  
Dave McCormick, McCormick Engineering  
Mike Edinger, Woodruff & Sons  
Matt Field, News-Dispatch  
Ron Miller, WEFM Radio  
Andre Steele, ALCO TV

In reference to the Transition/Election of Officers, Mr. Phelps made the following statement:

*“During the past three weeks, I have had conversations on a one-to-one basis with each Commissioner in order to be within the law.*

*The purpose of the conversations was to inform the Commissioners that I plan to step down as President of the Commission at our next meeting.*

*Therefore, I resign as President of the Board of Sanitary Commissioners. I will still be on the Board but I resign strictly as President.”*

At this point, Mr. Phelps then asked Dr. Jones to preside over the meeting.

Dr. Jones commented that he currently serves as Vice-President of the Board so he asked if would be appropriate to hold an election at this point in time.

Attorney Nelson advised that, right now, there is no President and that Dr. Jones remains as Vice-President and Ms. Simmons remains as Secretary of the Board and there are now three Board Members at this point since Mr. Phelps has resigned as President.

Attorney Nelson advised that, at this stage, it would be appropriate for the Board to decide whether it wants to elect a new President, as is done at the Organizational Meeting. At this point, with the President having resigned, Dr. Jones is simply taking the helm to conduct the meeting from this point forward.

Attorney Nelson commented that one of the first orders of business would be to make a determination as to whether or not the Board would like to hold an election of a President with a potential of affecting other positions, depending upon who would be elected as President.

Mr. Phelps then made a motion that an election of officers be held for the positions of President, Vice President and Secretary – seconded by Ms. Paul.

There being no discussion or comment on the matter, Dr. Jones opened the floor for nominations for President of the Board.

Mr. Phelps nominated Jeff Jones as President – seconded by Ms. Paul.

There being no further discussion, Dr. Jones asked if there were any other nominations.

Mr. Strauss nominated Linda Simmons as Vice President – seconded by Ms. Paul.

Dr. Jones asked if there were any further nominations for President.

There being none, Dr. Jones called for a motion to close the nominations for President of the Board.

Mr. Phelps made such a motion – seconded by Ms. Paul.

Dr. Jones called for the vote on the nomination of Jeff Jones as President of the Board. Motion carried 5 – 0 in favor.

Dr. Jones then called for nominations for Vice President of the Board.

Mr. Strauss nominated Linda Simmons – seconded by Mr. Phelps.

Dr. Jones called for discussion on the matter. There was none.

Dr. Jones then asked if there were any further nominations for Vice President of the Board.

There being none, Dr. Jones called for a motion to close the nominations for Vice President of the Board.

Mr. Phelps made such a motion – seconded by Ms. Paul.

Dr. Jones called for vote on the nomination of Linda Simmons as Vice President of the Board. Motion carried 5 – 0 in favor.

Dr. Jones then called for nominations for Secretary of the Board.

Mr. Phelps nominated Ron Strauss as Secretary – seconded by Ms. Paul.

There being no further discussion, Dr. Jones asked if there were any other nominations.

There being none, Dr. Jones called for a motion to close the nominations for Secretary of the Board.

Mr. Phelps made such a motion – seconded by Ms. Paul. There being no discussion or comment on the matter, motion carried 5 – 0 in favor.

Dr. Jones called for a vote on the nomination of Ron Strauss as Secretary of the Board. Motion carried 5 – 0 in favor.

Dr. Jones entertained a motion in reference to the minutes of the Regular Meeting of May 26, 2010.

Ms. Simmons made a motion to approve the minutes of the Regular Meeting of May 26, 2010, as submitted– seconded by Mr. Phelps. No discussion or comment on the matter. Motion carried 5 – 0 in favor.

In reference to the Financial Report, City Controller John Schaefer was not in attendance.

Dr. Jones read the financial status of the District as follows:

**FINANCIAL STATUS – SANITARY DISTRICT  
June 17, 2010**

<b>OPERATION &amp; MAINTENANCE FUND #6201</b>	<b>\$523,009.81</b>
<b>SEWAGE WORKS SINKING FUND #6207</b>	<b>\$1,087,375.99</b>
<b>SEWAGE WORKS IMPROVEMENT FUND #6208</b>	<b>\$308,143.04</b>

**Public Comment**

Dr. Jones called for public comment.

Sixth Ward Councilman Phil Jankowski, of 410 Duneland Drive, approached the Board stating that he basically has two comments or questions.

Councilman Jankowski stated that it was his understanding that Mr. Walus received a report from IDEM yesterday (June 22<sup>nd</sup>) and asked if it would be possible to receive a copy of that report today after the meeting. Mr. Walus responded that he could possibly do that.

Councilman Jankowski then stated that, in a May 7<sup>th</sup> letter, the management of the Sanitary District informed the City Council that the financial plan, which was under consideration by the District's rate consultant, would be presented at today's meeting noting that it was not on today's agenda.

Councilman Jankowski asked if it has been presented to the Board and asked if it is possible to obtain a copy of that today as well. Mr. Walus advised that this remains in progress and has not been presented to the Board.

Councilman Jankowski thanked the Board for their time.

Dr. Jones then asked if there was any other public comment.

Third Ward Councilman Ron Meer, City Council Vice President, approached the Board stating that he has three items that he wished to address this afternoon.

Councilman Meer stated that the first item has been an ongoing issue that he believes that he first addressed with the Board sometime in 2008.

Councilman Meer advised that there is a drywell system located on the northwest corner of Bolka Avenue and Earl Road, right in front of 1201 Earl Road. He stated that, with any significant rainfall, this structure fails resulting in flooding of the northwest corner area as well as causing some damage to the property owner at that intersection.

Councilman Meer stated that he knows that the District has addressed this matter. However it just seems to be a very old drywell and is a failure of the system. It no longer is absorbing water during any significant rainfall.

Councilman Meer stated that he happened to be there today and the entire northwest corner was flooded with today's rainfall.

Councilman Meer stated that, with any significant rainfall, the same situation happens; it floods into Earl Road and vehicles that go through the area cause a large splash.

Councilman Meer stated that he believed that photos have been provided previously by the gentleman who resides at 1201 Earl Road.

Mr. Phelps asked if a drywell was put on Earl Road a couple of years ago. Councilman Meer advised that a new drywell was put in at Earl Road and Ramion Avenue, which is functioning properly.

Councilman Meer stated that this has been an ongoing issue and he would imagine that, if the District were to check the records, there have been numerous calls for vector trucks to report to that area.

Councilman Meer continued on to his second item, stating that he has been contacted by three residents in the 800 and 900 blocks of Henry Street on the north side of the street.

Councilman Meer explained that, between the rear of their properties and the CSX railroad tracks, the District has a drainage system, adding that he believed that D&M Excavating did some work in there several years ago and possibly put in a culvert.

Councilman Meer advised that this area is severely overgrown with foliage. He stated that he went into the area yesterday looking for inlets. He could not find inlets to the system and, if there are any, they are covered.

Councilman Meer stated that, currently, he has viewed six properties that have standing water in the rear of their properties because it is not properly able to run off into the system that D&M worked on.

Councilman Meer stated that he is also aware that, last year, Mr. Hoffman was going to try to have the crew get in there and do some cutting. Councilman Meer stated that he is aware that weather conditions such as rainfall can obstruct us from getting in there to do this work. However, presently, the area and system is in very poor condition and he does not believe that it is draining off properly.

Councilman Meer stated further that there are many insects and mosquitoes that the residents are also complaining about. He explained that there is actually two inches of standing water in some of the backyards.

Councilman Meer stated that he would like to see if the District could do something about this.

Mr. Phelps asked if this is the back of the CSX Railroad. Mr. Walus advised that this abuts the CSX Railroad tracks noting that a swale was previously installed for the water to flow to the drain.

Mr. Walus explained that, at times, residents put debris back there. Mr. Walus spoke with Mr. Hoffman to contact the Railroad to see what the clearance distance is from the center of the tracks so that we can get our equipment back there to do some mowing.

Mr. Phelps commented that he remembers that we were not able to get the Railroad to respond for a long time.

Mr. Walus advised that we are in the process of double-checking the offset requirements from the center of the railroad tracks so that we can do work back there and then Mr. Hoffman will schedule the work.

Councilman Meer stated that he is aware that there were discussions with Mr. Hoffman about this last year. He stated that he is aware that conditions can play a factor with the rainfall in attempting to get equipment in the area. However, hopefully this can be addressed.

Councilman Meer advised that the third item he wished to discuss today is concerning some surveillance cameras that were installed at the sludge lagoons at Emily Street, which he believes was done in 2008.

Councilman Meer stated that these cameras were installed to observe Peanut Bridge. He believes that they were bringing out some old artillery shells at that time and the surveillance equipment was put out. Councilman Meer added that he has photos of that equipment which he distributed to the Board for their viewing.

Councilman Meer stated that it is his understanding that the area (Peanut Bridge) has been cleaned up adding that he is unsure whether this camera equipment is actually operational at this time. He stated that there is foliage covering up the area where it would be able to observe the bridge any longer. Councilman Meer pointed out that the photos he distributed were taken before there were any leaves on the trees.

Councilman Meer stated that this equipment, consisting of cameras, solar panels and batteries, were installed by District personnel and staff and this equipment may be

better served by using it possibly at the entrance of the WWTP for security purposes or perhaps even directed at the chlorine storage building for security purposes. He commented that things of this nature are crucial to be protected as an aspect of homeland security.

Councilman Meer stated that he believes that this equipment and funding is wasted at this point and maybe we can still utilize the equipment. He commented that, at the time, it may have been the best benefit for the equipment. However, he believes it should now be shifted somewhere else.

Councilman Meer then thanked the Board for their consideration on these matters.

The Board thanked Councilman Meer for his comments.

Dr. Jones then asked if there was any further public comment. There was none.

The following status reports were given:

Dave McCormick of McCormick Engineering reported on the following project:

**Michigan City Golf Course Channel Daylighting Project**

Mr. McCormick reminded the Board that, at the last meeting, there was an outstanding issue of as-builts and record drawings. This matter has been resolved so D&M Excavating has requested release of retainage and he recommended approval of same.

Mr. McCormick advised that Mr. Walus asked that he additionally provide photo documentation of the transformation that has actually happened at the golf course. Mr. McCormick then distributed a packet of eight photos that show views from the south side of the course to the north side of the course.

March 3, 2010 – First photos show snow cover at the start of the project.

March 10, 2010 – A week later shows quite a bit of the trees have been moved for the clearing operation.

March 24, 2010 – A view of the project already begins to shape up quite nicely for the open channel on the south side of the course.

May 6, 2010 – A view of many of the trees and shrubs that City crews had already started to plant. Final seeding had not been fully completed at this point.

June 23, 2010 – A final scene of the view of the completed project.

Mr. Phelps questioned the material shown in the final photo. Mr. McCormick explained that there is a little bit of everything out there including sand, clay, peat and muck.

Mr. McCormick stated that D&M Excavating has done a good job. Additionally, Bill Woodruff, of La Porte County Landscaping, has done a wonderful job with the tree and shrubs.

Dr. Jones entertained a motion to approve the release of final retainage in the amount of \$9,755.05.

Ms. Simmons made a motion to approve Pay Request #4 of D&M Excavating, in the amount of \$9,755.05, for the final release of retainage as submitted – seconded by Ms. Paul. No discussion or comment on the matter. Motion carried 5 – 0 in favor.

Dr. Jones then entertained a motion to accept the project as complete.

Mr. Phelps made such a motion – seconded by Ms. Paul. No discussion or comment on the matter. Motion carried 5 – 0 in favor.

Dr. Jones commented that the project is turning out to be a very attractive enhancement to the golf course and it will certainly improve the drainage situation.

Dr. Jones thanked Mr. McCormick for his report.

John Pavy of Haas & Associates reported on the following project:

**Ohio Street Lift Station Sanitary Sewer & Sanitary Sewer Replacement Project**

Mr. Pavy advised that Jim Maurer is actually heading up this project. However, there is nothing new to report at this time.

**Palatek Water & Sewer Extension Project**

Mr. Pavy submitted Final Pay Request #3 of HRP Construction advising that all of the waivers of lien have been received as well as the unit price itemizations. He recommended payment in the amount of \$67,122.60, as requested, which constitutes 100% completion.

Dr. Jones entertained a motion on the matter.

Mr. Strauss made a motion to approve Final Pay Request #3 of HRP Construction, in the amount of \$67,122.60, as submitted – seconded by Ms. Paul. No discussion or comment on the matter. Motion carried 5 – 0 in favor.

Dr. Jones then entertained a motion to accept the project as complete.

Mr. Phelps made such a motion – seconded by Ms. Simmons. No discussion or comment on the matter. Motion carried 5 – 0 in favor.

Dr. Jones thanked Mr. Pavy for his report.

Jason Sluzas of Christopher Burke Engineering reporting on the following project:

**Lafayette/Barker Storm Sewer Interceptor Project**

Mr. Sluzas introduced himself advising that he will be the Field Engineer on-site every day for the Lafayette/Barker Storm Sewer Project.

Mr. Sluzas advised that Jeremy Morris, the Project Manager who was asked by Mr. Walus to attend this meeting as well, was actually on his way home from attending a tunnel conference in Portland, Oregon, and was therefore unable to attend today's meeting.

Mr. Sluzas explained that Mr. Morris will be on-site part-time and will be present during some of the more critical operations that are taking place as well as attending the monthly project meetings.

Mr. Sluzas explained that he does not have much to report at this point because the project has not quite started.

Mr. Sluzas advised that the project is a 78 inch diameter storm sewer which will start approximately 300 feet east of Michigan Boulevard on Eighth Street. They will tunnel under Michigan Boulevard to Lafayette Street, at which point the direction will be changed to head south to a termination point at the north right-of-way of Eleventh Street on the north side of the South Shore railroad tracks.

Mr. Sluzas advised that three shafts will be constructed to perform the tunnel work, which will be between 20 and 30 feet deep. Additionally, there will be approximately 1,640 linear feet of tunnel between those shafts for a storm sewer interceptor.

Mr. Sluzas advised that the Notices to Proceed have been signed and sent out today. There are two separate contracts.

The first contract with Woodruff & Sons is to relocate some of the utilities such as storm sewer, water main and sanitary sewers that might be in conflict with the shaft locations. This contract Notice to Proceed went out today for that work.

The other Notice to Proceed also went out today to Super Excavators who is the contractor that will be doing the tunneling work itself.

Mr. Sluzas advised that both of the contracts have 450 calendar days until substantial completion. However, the schedule that Super Excavators has provided the engineer is very aggressive and they look to have all of the tunneling and the junction structure work complete before the weather changes in December/January. Additionally, there may be a need to complete some of the final restoration when the weather warms up in the spring.

Mr. Sluzas advised that the progress-to-date is that there has been some utility relocation work that has already taken place by NIPSCO, Comast, Automated Data Systems, Kentucky Datalink and AT&T. This work was to get the utilities clear of the shaft areas. Mr. Sluzas believes that all of this work has been completed to date. Additionally, there has been the submittal review process that is ongoing.

Mr. Sluzas advised that the planned activities for the next month are subject to the Notices to Proceed that went out today. Woodruff & Sons will be the first to mobilize to begin some of the relocation work.

Woodruff & Sons will start at Shaft A, which is the shaft on the east side of Michigan Boulevard. Once they get the utilities clear in that area, Super Excavators will have their sheet-driving subcontractor for the shafts come in.

Woodruff & Sons will then progress to Shaft B, which is at Lafayette and Eighth Streets, and then progressing to Shaft C near Eleventh Street. All contractors will then follow.

Mr. Sluzas explained that Super Excavators will be distributing a form for a pre-construction survey of each residence in the path of the tunnel work, especially at the locations where the shafts are being constructed.

Mr. Sluzas further explained that Super Excavators has a subcontractor to come in and perform an assessment survey of the existing conditions of the house. This will take place outside of the houses and they will also request permission to get inside the houses to take photographs as well to document everything in the event of a claim of damage by the property owner.

Mr. Phelps asked Mr. Sluzas to explain the structure settlement monument. Mr. Sluzas advised that he did not know too much about this yet.

Mr. Sluzas advised that Super Excavators is meeting with Earth Explorations tomorrow. This is the subcontractor that will do this work.

Mr. Sluzas stated that it will just be a monument that will then be monitored for elevation change and settlement. If there is anything wrong with the foundations or any problems, this information will be used to determine a claim.

Mr. Walus interjected explaining that typical sewer projects involve approximately 10 to 12 foot depths. At the start of those projects, the contractors will hire a videographer to drive the street to take photos of the sides of the rights-of-way in an effort to document pre-construction conditions.

Mr. Walus explained that, since some of this work will be 30 feet below ground, we want to take the extra step of assessing before and after specific foundation structures. The only way to do that would be to go on private property to establish some type of monument or to go into homes to take pictures.

Mr. Walus advised that Super Excavators has done this before and we are working with them to get the appropriate documentation to the residents to obtain approval to do this.

Mr. Walus explained that we have taken our normal pre-construction survey a step further because we will be so deep on this project.

Mr. Phelps explained that the interesting item to him is the fact that this is a little bit different than he has heard before because they are doing it with each foundation in setting these rods. Therefore, you will really know if there has been settlement or not.

Mr. Phelps commented that it is very interesting and a good idea.

Mr. Sluzas imagined that this will also be based on whether the contractor obtains the permission to do it or not.

Mr. Walus added that the Board packets included a copy of the press release that was issued last Friday, June 18<sup>th</sup>, identifying that the first phase of work will begin with Woodruff & Sons on the utility relocation in the first block of Eighth Street from Michigan Boulevard to E Street, which will most likely be closed early next week.

Mr. Walus explained that, once this is closed, it will remain closed probably through the end of the year because of the construction activities. For this particular block of Eighth Street, there will be one lane open for emergency vehicles. That lane of traffic will have barricades up that can be temporarily removed by emergency vehicles for access. Therefore, the first street closure for the Lafayette/Barker Tunnel Project will begin early next week.

Mr. Walus advised that Board packets also included the schedule issued by Super Excavators.

He explained that, once Woodruff & Sons begins the utility relocation, Super Excavators will mobilize to install de-watering equipment as well as sheet piles so that they can begin building their shafts. The tunneling progresses later in the year and then they will try to wrap up most of their activities in late November or early December.

Mr. Walus then reminded the Board that he presented a proposed Agency Agreement at last month's meeting between the Sanitary District Board of Commissioners and the Michigan City Redevelopment Authority whereby, if we approve this agreement, this would provide a mechanism for the Sanitary District to submit the claims directly to the agency holding the funds. The Board approved this agreement conditioned upon legal review by Attorney Nelson.

Mr. Walus advised that Attorney Nelson has reviewed the agreement and has advised that it would be in order to execute the agreement. Additionally, the Redevelopment Authority requested that we provide four executed originals which will then be submitted with some of the bond documents being prepared by Baker & Daniels.

Dr. Jones clarified that the Board has already taken appropriate action on this and it is just a matter of signatures. Mr. Walus advised that this is correct.

Dr. Jones asked if there were any further questions on this matter.

Mr. Phelps commented that Dr. Jones asked a question last month as to who the trust company was and Mr. Phelps stated that he would still like to know the answer. Mr. Walus advised that this information has not been received back from Umbaugh yet because they are working out some of the details. Once this information is received, Mr. Walus will inform the Board.

Dr. Jones asked if there were any further questions about this project. There were none.

Dr. Jones thanked Mr. Sluzas for his report.

The following departmental status reports were given:

**Al Walus**

Mr. Walus advised that he does not have anything for today's Board meeting in reference to the summaries of the Proposals for Continuing Engineering Services and asked that the matter be tabled until next month.

In reference to Personnel Staffing Levels, Mr. Walus stated that, due to the retirement of Plant Superintendent Dan Olson, he is seeking the Board's approval to advertise for the position of Plant Superintendent at the Sanitary District.

Mr. Walus distributed a packet to the Board which included a copy of the current job description for Plant Superintendent which identifies the various characteristics and duties of the Plant Superintendent.

Mr. Walus explained that the characteristics and duties refer to what is involved with being Plant Superintendent. Additionally included in the job description are the physical demands, work environment, desired knowledge, experience and education. He explained that this job description was last updated in 1996.

Mr. Walus advised that the packet also included a copy of the Director of Plant Operations job description from the Central Contra Costa Sanitary District in California.

Mr. Walus explained that, as we have updated job descriptions in the past, we have used some of the similar language of job descriptions that are available on the Central Contra Costa Sanitary District website.

Mr. Walus explained that the job description for the Director of Plant Operations would be the one most closely applicable to Plant Superintendent here at the Sanitary District of Michigan City.

Mr. Walus pointed out that examples of essential duties speak to the several items contained in our current job description but with a little bit more explanation and clarification of those duties.

Mr. Walus then advised that the packet also included a proposed job description for Plant Superintendent for the Sanitary District which utilized some of the language from our current job description and much of the language from the Central Contra Costa job description.

Mr. Walus advised that proposed job description addresses managing the Class IV J.B. Gifford WWTP, supervision received and exercises, receive general direction from the General Manager, and exercise direct and general supervision over personnel in the WWTP as well as exercise general supervision over personnel in the Collection System Department.

Mr. Walus advised that examples of essential duties is a more detailed description of our current duties such as provide professional expertise in planning, organizing, directing, coordinating, managing the wastewater treatment plant department, setting objectives such as maintaining regulatory compliance strategy, organizing the department to implement the strategy, motivate and communicate objectives, measure results, develop staff skills, responsible for maintaining an effective safety program, responsible for meeting regulatory standards and requirements.

Mr. Walus advised that the job description continues on to address effective communication and good working relationships with staff. Additionally, there are other duties involved with reviewing designs, plans and specifications as they affect the WWTP and representing the District on different avenues.

Mr. Walus advised that these several examples of essential duties more clearly identify what the District would expect from the new Plant Superintendent.

Mr. Walus advised that the qualifications addresses knowledge of principles and techniques of organization, management, personnel administration, budgeting, cost control, engineering principles, methods, and practices as they apply to the wastewater treatment process, implementing comprehensive maintenance programs, financial management, maintenance of the equipment and instruments common to wastewater treatment plants, etc.

Mr. Walus explained that the last page of the job description contains experience and education and we were following the guidance that was included in the Central Contra Costa job description which talks about "any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying".

A typical way to obtain the knowledge would be at least 10 years of increasingly responsible professional process experience, six years of which were in a management position within the wastewater treatment plant or similar process history; equivalent to a bachelor's degree from an accredited college or university in a closely related field.

Additionally, possession of a Class IV Wastewater Treatment Plant Operator certification is required. Mr. Walus explained that we would want this individual to be the certified operator in responsible charge which, for our plant, would require a Class IV license.

Mr. Walus advised that this proposal is pretty thorough and a little bit more expanded than our current job description.

Mr. Walus asked the Board's consideration for approval of the new job description today in order that we can begin our process to advertise for the position in an effort to try to get some good candidates.

Additionally, Mr. Walus commented that, potentially, the Board may want to appoint a committee of the Board of Commissioners to review candidate applications.

Dr. Jones asked if there were any questions or discussions about this matter.

Mr. Strauss asked for clarification if Mr. Walus was requesting provisional approval or approval. Mr. Walus stated that he is requesting approval so that we can use it in our search process to try to get candidates.

Ms. Simmons asked Mr. Walus that, if the Board approves this job description, does this process go through the Personnel Department through Shelley Dunleavy (City of

Michigan City Personnel Director) from that point to be advertised. Mr. Walus explained that we follow several different avenues through the Michigan City Personnel Department and there are also different avenues that we can pursue through our wastewater treatment trade organizations. There is a state and national organization as well as a treatment plant operator organization.

Therefore, we will be pursuing several different ways to get the word out to qualified applicants such as advertisements in papers as well as following up some of the typical trade avenues where we can provide notice of the opening in Michigan City.

Dr. Jones asked if there were any other questions by the Board. There were none.

Dr. Jones then asked if we have typically reviewed job descriptions as a general rule and at this particular level. He commented that he appreciated the fact that the Board is having a chance to review this. Mr. Walus advised that we are approximately half-way through the different job descriptions.

Mr. Walus advised that we have updated Collection System job descriptions, some plant job descriptions as well as the IT positions. Therefore, this is a process that we have been going through and we have somewhat followed the same process with this potential change in trying to find good examples of job descriptions in other wastewater treatment plants and tailoring them to the needs here in Michigan City.

Mr. Walus explained that, although we are not done yet, we are working to that end.

Dr. Jones clarified that the reason that this specific item is coming before them now is because of the fact that we are going to be advertising the opening. Mr. Walus agreed.

Dr. Jones then asked if the job descriptions have been reviewed in the past as part of the Personnel Committee. Ms. Simmons agreed.

Mr. Walus advised that some of the job descriptions were reviewed and updated as part of the 2007 Personnel Utilization Study that was done.

Dr. Jones asked if there were any further questions. There were none.

Dr. Jones then entertained a motion on the matter.

Ms. Simmons made a motion to approve the job description for Plant Superintendent, as submitted – seconded by Ms. Paul. No discussion or comment on the matter. Motion carried 5 – 0 in favor.

Dr. Jones commented that he hoped that Ms. Simmons would consider being involved as part of the search and screening committee since she has been such a fundamental part of the Personnel Committee in the past.

Dr. Jones asked how many Commissioners should be involved. Mr. Walus suggested that two Commissioners be included.

Dr. Jones asked who else has served with Ms. Simmons on the Personnel Committee. Ms. Simmons indicated that Mr. Strauss has served.

Dr. Jones then asked if Mr. Strauss would be willing to serve on the search committee. Mr. Strauss advised that he would be willing to serve however he would ask that someone with more technical background to screen a person on this position. Mr. Strauss recommended Mr. Phelps.

Dr. Jones asked Mr. Phelps if he would be willing to serve. Mr. Phelps indicated that he would be willing to serve as a part of three Commissioners.

Attorney Nelson advised that, if there are three Commissioners involved, there would have to be an executive session called each time a meeting is held. Dr. Jones stated that he prefers that we don't have three Commissioners participate.

Attorney Nelson reiterated that, if three Board Members participate, there would be a majority and there will have to be an executive session every time there is a meeting which will also have to be published. Dr. Jones added that the committee would want a little bit more flexibility than that. Mr. Phelps agreed.

Dr. Jones then noted that Mr. Phelps and Ms. Simmons will be willing to serve.

Attorney Nelson qualified his statement that, obviously, all that the committee will be doing is screening and looking for qualifications. Any formal decision to hire would not be made by the committee. He just wanted to clarify the matter. The Board agreed.

Mr. Walus stated that, similar to how we did the personnel handbook review by the General Manager appointing a committee to perform the review, he would like to appoint, at this time, a Plant Superintendent Screening Committee of some of our staff members. Those staff members are as follows: Doretha Sanders, Tina Tabisz and Mike Hoffman to be supplemented by Ms. Simmons and Mr. Phelps.

Dr. Jones commented that he thinks this is sound advice. He clarified that, when this was being discussed, he viewed the two Commissioners as being part of the Committee. Obviously, the details of plant operations are not something that the Board is "living" all of the time. However, as oversight and participants, Dr. Jones thinks that it is important that there is Board participation. This sounds fine.

Mr. Walus thanked the Board advising that we will begin the process of advertising the position and trying to get some good quality candidates for the position.

Mr. Walus then advised that there are two additional items he would like to discuss in reference to the Personnel Staffing Levels.

Mr. Walus explained that there was a recent retirement in the Collection System of Al Meece as well as the death of Tom Brown.

Mr. Walus then asked the Board's permission to advertise for candidates to be in the Collection System Maintenance roles with the CDL (Commercial Driver's License) license requirement to give us the most flexibility in that position.

Mr. Walus explained that we would work through, again, the City Personnel Department as well as notices in the newspaper to seek some good candidates with a CDL who can supplement our Collection System maintenance staff.

Mr. Walus advised that we would look to replace at least one of those individuals, if not two. Therefore, if he obtains approval from the Board, we can publish that notice and see what level of candidates we get in order to make a decision on that matter.

Dr. Jones asked if there were any concerns on the part of the Commissioners. There were none.

Dr. Jones commented that he is sure, if these notices go through the City, there is an EEO/AA statement in any advertisement that we do. Mr. Walus advised that this is correct.

Mr. Walus addressed the other matter regarding Personnel Staffing Levels explaining that the WWTP has a staff of four operators because the treatment plant is staffed around the clock. There are three eight-hour shifts wherein three operators staff each one of those shifts as well as a fourth operator who staffs the swing shift and rotates throughout the shift.

Mr. Walus explained that, of the four staff members, one is currently off on sick leave and we are not quite sure when that person will be back. Therefore, we are currently down to three full-time operators.

Mr. Walus further explained that, with the retirement of Dan Olson, Mike Milatovic has been appointed Interim Plant Superintendent. Mr. Milatovic was an operator so we are now down two full time operators.

Mr. Walus advised that there are maintenance mechanics that are capable and have served as operators before. Therefore, our maintenance staff has been helping fill in the roles of operator.

However, with some of the unknowns about how quickly we will be able to get some of the staff back, Mr. Walus asked for the Board's approval to publish a notice for a temporary full time operator's position.

Mr. Walus reminded the Board that we did the same thing late last year and we were very fortunate to then hire Brian Thomas as full time, who has considerable wastewater treatment plant experience in the field. Mr. Thomas has worked with us now for several months and is doing a great job.

Therefore, Mr. Walus asked for the Board's consent to post an opening for a temporary full time operator's position and get a person on board so that we can begin to have more staff available to fulfill some of the operator's duties.

Dr. Jones asked for the Board's consensus that there were no issues with the request and felt that this is still very much Management's prerogative at this point and not anything that needs official approval from the Board. The remainder of the Board and Attorney Nelson agreed.

Also related to staffing levels, Mr. Walus distributed a packet of information to the Board.

Mr. Walus advised that, with the immediate need of trying to continually fill our operator position, he has had conversations with McMahon Associates, of Neenah, Wisconsin, who designed our plant headworks and helped put together our Master Plan.

Mr. Walus explained that one of the branches of their organization is Midwest Contract Operations out of Valparaiso, Indiana. Mr. Walus explained that Midwest Contract Operations provide operator assistance to WWTPs in the area. Therefore, if there are smaller communities that may not have the need for a full time operator, Midwest Contract Operations has provided operators on an as-needed basis.

Mr. Walus advised that, after discussions with them, Operations Manager Nathan Howell provided a proposed agreement for professional services.

Mr. Walus explained that the third page of the agreement contains the 2010 fee schedule. The basic operator rate is \$50.00 per hour.

Mr. Walus further explained that, as Mike Milatovic is transitioning into the Interim Plant Superintendent role, there are certain times when the District may need some additional

technical experience on some different matters. Therefore Nathan Howell can provide, on an hourly basis, some assistance as Operations Manager.

Mr. Walus advised that he would like to submit this agreement to the Board asking Board consideration and hopeful approval whereby, for the next week and a half or so if need be, we can contact Midwest Contract Operations and have a daytime operator fill our daytime operator shift so that we would have other personnel that would be able to fill the second and third shifts.

Mr. Walus advised that we would anticipate this to be a short duration process, possibly for a couple of weeks.

Mr. Walus also explained that we have a maintenance mechanic also off on sick leave that is due to come back next week.

Therefore, a little bit of assistance from Midwest Contract Operations will go a long way in the short term with filling some of the staffing needs of the treatment plant.

Dr. Jones asked if there were any questions by the Board.

Mr. Strauss asked which specific rate schedule job is currently being requested. Mr. Walus advised that it is an operator. Mr. Walus added that, potentially if the agreement is approved by the Board, our thoughts were to have the individual work the regular day shift, Monday through Friday, which is the point when former operator and current interim plant superintendent would be on-site to help acclimate the person with the plant and the different tasks that need to be done.

Mr. Phelps asked the length of time. Mr. Walus anticipated that it would probably be a week and a half to two weeks to get us to a point to where we can get some of our other staff members back.

Dr. Jones was questioning whether the individuals are licensed or if the firm itself is licensed. Mr. Walus explained that the individuals each hold wastewater treatment plant operator licenses.

Mr. Walus added that there are four different levels of certification and the operator's job description currently calls for a Class II level of certification.

Dr. Jones entertained a motion to approve the agreement for professional services from Midwest Contract Operations.

Mr. Phelps made such a motion – seconded by Mr. Strauss. No discussion or comment on the matter. Motion carried 5 – 0 in favor.

Mr. Walus continued his report, as follows:

In reference to the storm we had on Friday, June 18<sup>th</sup>, Mr. Walus distributed a draft summary of some of the activities that occurred as a result of the storm.

Mr. Walus explained that the first page of the handout described some of the conditions of Friday, June 18<sup>th</sup>, explaining that we experienced heavy winds and a short duration of intense rainfall that began at approximately 4:45 p.m. The first page includes the rain gauge results of Freyer Road, Marina, and Meadowdale Lift Stations. Each one of those rain gauges reported a significant amount of rainfall in the 15 minute period from 4:45 p.m. to 5:00 p.m., as follows:

Freyer Road Lift Station	0.47 inches
Marina Lift Station	0.14 inches
Meadowdale Lift Station	0.79 inches

There was also a second burst recorded at the Meadowdale Lift Station that lasted until 5:15 p.m. accumulating another 0.22 inches.

At approximately 5:00 p.m., as most people are aware, the high winds caused a number of power outages throughout the area. There were nine lift stations within the Sanitary District territory that were impacted by the power outage: Fourth Street, Eastwood Road, Edgewood, Evergreen Plaza, Golfview, Henry Street, Lakeland Triangle, Michiana Shores and Tall Timbers.

As these nine lift stations lost power, there was a tenth lift station at Lake Avenue that had a power interruption that shut the pumps down. However, when the maintenance staff went out to this lift station, they were able restart those pumps and get the lift station back on line.

For the initial response, the District management team was on-site and began to mobilize their staff in response to the storm. The Collection System Foreman and a two-person Collection System crew were called in to respond to service needs. Additionally, all three available maintenance mechanics were called in as well in response to the storm.

The maintenance mechanics mobilized the District's two portable generators and began rotating between the lift stations that lost power to pump the wet wells down and then moved on to the next lift station.

The Collection System crews assisted initially to vacuum out some manholes upstream of those lift stations that did not have power.

Plant Maintenance went to the Lake Avenue Lift Station and put the pumps back into operational status. The lift station controls took over automatic control of the lift station and went back into its normal operation.

Mr. Walus explained that the District has a couple of different mobile pumps so our staff mobilized a diesel powered pump and placed that at the Golfview Lift Station. The continuous draw-down of that diesel powered pump was set to match the flow entering the lift station. Therefore, the action of leaving the pump running continuously negated the need to bring a portable generator to that lift station. Golfview Lift Station was served during the power outage by a portable diesel operated pump.

Mr. Walus advised that the three lift station mechanics worked through the night until approximately 7:00 a.m. Saturday morning, June 19<sup>th</sup>. That morning, Assistant Plant Superintendent Randy Hocutt came in and began pumping down the lift station with the generators.

Mr. Walus advised that Mr. Hocutt's efforts were supplemented by other District management staff. Therefore, we had two teams with portable generators pumping down the lift stations on Saturday, June 19<sup>th</sup>.

As word was received that some of the lift stations may be without power for some time, a work schedule was established to have two crews working 12-hour shifts; the first being from 7:00 p.m. Saturday to 7:00 a.m. Sunday and then 7:00 a.m. Sunday morning to 7:00 p.m. Sunday evening.

Mr. Walus explained that we had two crews scheduled throughout the weekend until day shift on Monday morning, June 21<sup>st</sup>, to handle the power outages and to perform the portable generator pump downs.

On Saturday, June 19<sup>th</sup>, the following lift stations had power restored: Michiana Shores, Fourth Street, and Golfview. At that point, the number of stations without power was reduced from the initial nine to six without power.

On Sunday, one maintenance mechanic was in with two collection staff to perform further pump downs. By late morning on Sunday, Tall Timbers and Henry Street Lift Stations came back online. The collection system crew was then released from duty and we did not have to bring in a collection crew at 7:00 p.m., as had already been established.

Mr. Walus explained that by the fourth day on Monday, June 21<sup>st</sup>, both Edgewood and Evergreen Plaza Lift Stations had their power restored. This left Eastwood and Lakeland Triangle Lift Stations, which had their power restored later that day.

Mr. Walus advised that the next set of sheets in the handout were printout readings from each of the nine affected lift stations, which displayed the lift station levels as well as pump starts and stops as well as when the power was restored.

Mr. Walus then advised that the next to last page of the handout is a printout of the Lake Avenue Lift Station which displays the power interruption at 5:00 p.m. where the pump stops. By 6:00 p.m., the mechanics were there to put the pumps back in service, after which time the lift station continued to work automatically.

Mr. Walus advised that the District has three separate manhole surge level indicators and the last page of the handout was a printout of the readings from each one of those three manholes. He advised that, at no time during the storm, were there any surcharges indicated at those manholes.

Mr. Phelps asked about the first number displayed on the readout. Mr. Walus believed that this number is related to the voltage and signal strength of the battery, explaining that these are battery operated devices. Additionally, there is an antenna that will send a signal back to the supervisor control program.

Mr. Phelps commented that this information is very interesting.

Mr. Walus then distributed a proposal for engineering services from Haas & Associates, explaining that the District has a chlorination/dechlorination system with which we have a storage room on-site where those gases are kept.

Mr. Walus further explained that the District has been working with Haas & Associates to identify a scope of services to review the layout of the building as well as other things we may want to consider in the future with regard to upgrades in that building.

Therefore, working with Haas & Associates, the submittal has identified the proposed scope of services containing approximately nine different items such as the potential of adding a scrubber to that building and reviewing the isolation of some of the hatches in the current building, potentially upgrading the exhaust fan.

Mr. Walus advised that Jim Maurer is quite familiar with this whole area and Haas & Associates has completed an initial site inspection to identify these tasks. As a result, they have put together a proposal.

Mr. Walus advised that the fee schedule proposed, with the amount of hours required, they have estimated a total cost for the evaluation is \$17,560 and completion of their study is anticipated within approximately two months, once authorized to proceed.

Mr. Walus advised that he has briefly reviewed this proposal with Mr. Phelps and is asking the Board to consider the proposal of Haas & Associates for engineering

services to review the District's chlorination and dechlorination system for potential improvements.

Mr. Phelps made a motion to accept the proposal of Haas & Associates, as submitted – seconded by Mr. Strauss. No discussion or comment on the matter. Motion carried 5 – 0 in favor.

Dr. Jones thanked Mr. Walus for his report.

**Mike Milatovic**

Dr. Jones then asked Mr. Walus to take a moment to introduce Mike Milatovic.

Mr. Walus introduced Milorad “Mike” Milatovic to the Board explaining that Mr. Milatovic has an extensive background in wastewater treatment.

Upon the retirement of Dan Olson, Mr. Walus spoke with Mr. Milatovic and asked for his agreement to accept an interim appointment at the District as Interim Certified Operator in Responsible Charge along with the appointment of Interim Plant Superintendent.

Mr. Walus then gave Mr. Milatovic the opportunity to describe some of his past experience.

Mr. Milatovic stated that it was his pleasure to be here and thanked the Board for their time.

Mr. Milatovic advised that he has been in the employment of the Sanitary District since November 1994, originally working on the 3 p.m.-11 p.m. shift.

Prior to that, he worked as Superintendent at the Portage Water Reclamation Department. He was there for 16 years, 13 of which he was Superintendent.

While in the capacity of afternoon operator at the Sanitary District in Michigan City, he was able to attend Indiana University and earn a Bachelor Degree in the School of Public Environmental Affairs.

He possesses a Class IV certification as well as having an Associate Degree from Ivy Tech Community College in Environmental Technology.

Mr. Milatovic stated that he appreciates the opportunity to assist in this situation in an interim status and hopes to serve the best interests of the District.

Mr. Phelps stated that the Board is glad to have Mr. Milatovic around. The Board agreed.

Mr. Walus advised that there is one official order of business that needs to be done regarding Mr. Milatovic.

Mr. Walus then recommended that the Board take an official action for Board approval to designate Mr. Milatovic as the Certified Operator in Responsible Charge for the J.B. Gifford WWTP.

Mr. Walus explained that Mr. Milatovic has a Class IV Wastewater Treatment Plant Operator's license, which would then qualify him to be the Certified Operator in Responsible Charge.

Dr. Jones entertained a motion on the matter.

Mr. Strauss made a motion to designate Mr. Milatovic as the Certified Operator in Responsible Charge, as requested – seconded by Ms. Simmons. No discussion or comment on the matter. Motion carried 5 – 0 in favor.

Mr. Milatovic advised that a draft copy of the monthly report for May has been prepared and is currently under review and will be available to the Board.

Mr. Milatovic thanked the Board for their consideration.

Dr. Jones thanked Mr. Milatovic for his report.

**Mike Hoffman**

Mr. Hoffman advised that the District has been in contact and requested that our Workers' Compensation carrier Loss Control Specialist, Janet Dobryden, come to our facility at her earliest convenience to conduct some safety training sessions. We are now waiting for scheduling on her part.

In reference to the Safety Report for the Wastewater Division of the Sanitary District (WWTP, Administration and Collection System), Mr. Hoffman advised that there were no reported or lost time injuries in the last month. This is the third month with no lost time injuries.

In reference to the Safety Report for the Refuse Department, Mr. Hoffman advised that there were no reported or lost time injuries in the last month. This is the second month with no lost time injuries.

Mr. Hoffman advised that there were a total of eight overflow/bypass/spill/basement backups in the month of May, four of which occurred during the May 13<sup>th</sup> rain event. All were reported to IDEM and will be included in the treatment plant Monthly Report of Operations (MRO).

In addition, earlier this month, all Collection System employees had the annual refresher course in identifying and reporting overflows, bypasses, spills and basement backups.

Mr. Hoffman explained that, as part of the program that we began last year, the program included an annual refresher training, which was done.

In reference to the Tulip Tree Drive Project, Mr. Hoffman advised that this project is complete. He was out there this morning during the rain event and there was no water on the street and it was functioning correctly.

Mr. Hoffman pointed out that, with all of the rain that we have experienced lately, the grass that was planted under the straw mat is growing well, which also makes the area look good as well.

Mr. Hoffman advised that the Ohio Street Culvert Project is complete and it has been seeded with straw. He has not driven by recently to see how the grass is growing but imagines that it is also doing quite well with the rainfall.

Mr. Hoffman then advised that, within the last month, contractors have repaired cave-ins on Karwick Road as well as a major cave-in at Tilden Avenue and Arthur Street.

Mr. Hoffman explained that we were lucky with the Tilden Avenue and Arthur Street in the respect that we did not interrupt traffic too much because Tilden Avenue was closed out at Coolspring Avenue due to the Coolspring Avenue Project. Therefore, we just had to close a little bit more while the repair was done.

Mr. Phelps commented that this area is open now. Mr. Hoffman agreed commenting that it has not been paved yet. Mr. Phelps explained that it was paved this morning.

Mr. Hoffman advised that the Sanitary District assisted the Street Department in an erosion control project on Upland Drive.

Mr. Hoffman reminded the Board that the Sanitary District did several erosion control projects last year on Warnke Road and on Eastwood & Tryon Roads.

Mr. Hoffman guessed that the District is perceived to have some skill in erosion control so we put erosion control blankets on a washout on Upland Drive and the Street Department put stone in the ditch portion. Grass appears to be growing and we are keeping an eye on it. Mr. Hoffman added that there is an extremely steep hill there and was, therefore, somewhat a challenge.

In reference to MS4, Mr. Hoffman reported the MS4 Coordinator is reviewing plans and inspecting sites for compliance. The advisory group continues to meet and work on submittals for the next permit cycle.

The MS4 Coordinator is currently working on coordinating training schedules for several municipal departments on spill prevention and associated good-housekeeping requirements to prevent spills.

Mr. Hoffman explained that we have Spill Prevention Control Plans for the Street and Park Department facilities and part of that plan requires training.

Mr. Hoffman explained that the MS4 Coordinator is putting those training packages together and meeting with those departments to see how we can “piggy-back” on existing training so that we don’t interrupt their schedules too much.

Dr. Jones asked if there were any questions by the Board. There were none.

Dr. Jones thanked Mr. Hoffman for his report.

**Jim Kintzele**

Mr. Kintzele advised that we have received the signed contracts back from Waste Management adding that this contract is probably the best one in the area.

Mr. Kintzele pointed out that, to those who criticize about going into an agreement, the entities that do not have an agreement are paying almost \$10 per ton more than what we are. Therefore, it is good to have an agreement.

In reference to tonnage, Mr. Kintzele reported that the compacted trash has a reduction of 151 ton and the loose trash has a reduction of 96 ton. Therefore we have a total of 248 ton reduction for the first five months of this year.

Mr. Kintzele pointed out that it is leveling off now because his department has taken on other areas. However, he noted that the recycling program is going quite well.

Dr. Jones thanked Mr. Kintzele for his report.

**Attorney Bill Nelson**

Attorney Nelson submitted 9 delinquent accounts to be recorded as liens, in the total amount of \$1,151.81 which requires Board action.

Dr. Jones entertained a motion on the matter.

Mr. Phelps made a motion to approve the delinquent accounts to be recorded as liens in the total amount of \$1,151.81, as submitted – seconded by Mr. Strauss. No discussion or comment on the matter. Motion carried 5 – 0 in favor.

Attorney Nelson then submitted 10 liens to be released due to satisfaction of the liens, in the total amount of \$849.16 and advised Board action was necessary.

Dr. Jones entertained a motion on the matter.

Ms. Simmons made a motion to approve the 10 Releases of Lien, in the total amount of 849.16, as submitted – seconded by Mr. Strauss. No discussion or comment on the matter. Motion carried 5 – 0 in favor.

Attorney Nelson advised that there were no debts to be declared as uncollectible.

Dr. Jones entertained a motion to approve and allow Revenue and Tax Levy claims for payment.

Mr. Phelps made such a motion – seconded by Mr. Strauss. No discussion or comments on the motion. Motion carried 5 – 0 in favor.

Dr. Jones then entertained a motion to approve and allow claims for the Board of Public Works & Safety.

Ms. Simmons made such a motion – seconded by Mr. Strauss and Mr. Phelps. No discussion or comment on the matter. Motion carried 5 – 0 in favor.

### **Old Business**

There was none

### **New Business**

Mr. Kintzele advised that one of the refuse trucks that was purchased in 1994 was on its last legs, however, the compactor was still in good shape. Additionally, they happened to have another truck with the compactor being no good but the truck was.

Therefore, the compactor was removed from 1999 Refuse Truck #22 and was placed on the Freightliner truck. The scrap was then used to help pay for changing the compactors on the trucks. All of the equipment that could be utilized from both the bad compactor and truck was removed to keep for a supply of parts.

Additionally, two more lift-assists were purchased to keep as stock so that there would not be the need to wait for delivery in the event an existing one would break down.

Therefore, Mr. Kintzele asked for the Board's authorization to declare the unusable truck as surplus so that it can be disposed of.

Dr. Jones entertained a motion to declare the 1994 Ford Truck, VIN 1FDYW82E6RVA50454 as surplus and delete it accordingly.

Mr. Phelps made such a motion – seconded by Ms. Simmons. No discussion or comment on the matter. Motion carried 5 – 0 in favor.

The next regular monthly meeting of the Board of Sanitary District Commissioners –  
**July 28, 2010 – 1:00 p.m. - 1100 E. Eighth Street**

There being no further business to come before the Board at this time, on motion duly made and seconded, the meeting then adjourned.

          / Ronald J. Strauss /  
Ronald J. Strauss, Secretary