The meeting was called to order at 5:00 p.m. in the Board Room of the Administration Building, 1100 E. Eighth Street, by the President of the Board, Phillip E. Jankowski.

Commissioners present for the meeting were Michael W. Gonder, Keith A. Harris, Phillip E. Jankowski, Garry L. Mitchell, Sr., and Charles G. Peller, Jr.

Staff Members present for the meeting were:
Michael P. Kuss, General Manager
Milorad (Mike) Milatovic, Plant Superintendent
James L. Kintzele, Sr., Refuse Superintendent
Doretha M. Sanders, Administrative Director
Tina M. Tabisz, Administrative Assistant
James J. Micheals, Acting Collection System Superintendent
William J. McNeill, Acting Assistant Superintendent of Maintenance
James B. Meyer, Legal Counsel

Also present for the meeting were:
Donna Pappas, City Controller
Yvonne Hoffmaster, Deputy City Controller
John Doyle, John A. Doyle & Associates
Tim Haas, Haas & Associates
Jim Maurer, Haas & Associates
Mike Edinger, Woodruff & Sons
Kevin Harmon, ALCO TV

Mr. Jankowski entertained a motion in reference to the minutes of the Regular Meeting of June 27, 2012.

Mr. Harris made a motion to approve the minutes, as presented – seconded by Mr. Gonder. There being no discussion or comment on the matter, the motion carried 5 – 0 in favor.

Public Comment
Mr. Jankowski called for public comment. There was none.

Jim Kintzele
Mr. Kintzele reported that one of the Refuse Department vehicles was involved in an accident, which was not our fault and there was no injury involved.

In reference to the tonnage report, Mr. Kintzele reported that there was an increase of 452 tons in the first six months of the year, compared to the same time last year.

Mr. Kintzele discussed the requested new truck as well as disposal of old trucks.
Mr. Kintzele then discussed the toters.

There being no questions by the Board, Mr. Jankowski thanked Mr. Kintzele for his report.

Tim Haas and Jim Maurer, of Haas & Associates, then reported on the following project:

**Trail Creek Sanitary Sewer Relocation Project (B&E Marine)**

Mr. Maurer explained that there has been no work performed in the last month. It is anticipated that the remainder of the work will be done in coordination with B&E Marine.

Discussion was held about the necessary work remaining as well as easement recording.

**Facilities Assessment**

Mr. Maurer submitted ten final copies of the Facilities Assessment that have been revised based on the comments made at the last meeting.

Brief discussion was held about the status of the records organization.

Mr. Jankowski entertained a motion on the Facilities Assessment.

Mr. Peller made a motion to approve the Facilities Assessment, as submitted – seconded by Mr. Harris. There was no discussion or comment on the matter and the motion carried 5 – 0 in favor.

Mr. Jankowski commented that Haas & Associates did a nice job on the report. The Board agreed. Mr. Maurer thanked the Board for the opportunity to perform the work, adding that they enjoyed doing the work with District officials and staff.

In reference to the Financial Status of the District, City Controller Donna Pappas and Deputy Controller Yvonne Hoffmaster approached the Board.

Ms. Hoffmaster distributed copies of a working copy of the 2013 Tax Levy Budget and reviewed same with the Board. She also explained that the DLGF (Department of Local Government Finance) has advised that official public hearing and approval on the District’s two tax levy budget now must go through the Common Council, with the same timeline as the remaining City budgets. Therefore, the public hearing will be held at the City Council Meeting scheduled for October 2, 2012, with final adoption anticipated for October 16, 2012.

The Board will take the budgets under advisement and take action at the next meeting.

Ms. Hoffmaster then briefly discussed the anticipated receivables for the tax reconciliations.
Ms. Hoffmaster then reviewed the monthly financial statements with cash balances and the loan agreement amounts.

**City Engineer Charles “Spike” Peller**

Mr. Peller had nothing additional to report.

**Michael Kuss**

In reference to departmental status reports, Mr. Kuss was joined by Mr. Milatovic, Mr. Micheals and Mr. McNeill.

Mr. Micheals discussed the work being done on locating the outfalls for the MS4 Program, as well the work being done on storm drains and ditch mowing.

Mr. Jankowski commented on the barrels placed in the roadway at Greenwood and Woodland Avenues and asked if the District is waiting for a contractor to make a repair. Mr. Kuss explained that this is the Greenwood line that is a state of complete disrepair.

Discussion was held about the Greenwood sewer line, potential cost of replacement and funding possibilities.

Mr. McNeill then reported that the contractor completely finished the Digester Cleaning Project today. He added that, during that project District staff repaired the mixing pump, rebuilt a recirculation pump, and installed piping to add level gauges in order to be able to read the digester temperatures on the SCADA (Supervisory Control and Data Acquisition).

Discussion was held about the complicated process of restarting the digester operation.

Mr. Mitchell asked if the digesters are outdated. Mr. McNeill answered that they have been built in a series of improvements over the years, and are of adequate sizing based on the Facilities Assessment.

Mr. Milatovic referenced a recent storm event and Mr. Micheals’ previous report on the collection system, commenting that he believes that the District is experiencing the benefit in the cleaning of the 54 Inch Sewer and siphon and that the money was well spent.

Mr. Milatovic then reported that, during the month of June, there were no violations with respect to the effluent. Additionally it has been over a year since the District has experienced a release from Outfall #002, which is our combined sewage overflow. However there was one reportable backup reported for Lake Shore Drive.

Brief discussion was held about the difficulty of servicing sewer lines in the beach area north of Lake Shore Drive.
In reference to the safety report for the WWTP, Collection System and Administration Office, Mr. Milatovic stated that there were two reported injuries. However there were no lost time injuries. This is the first month with no lost time injuries.

Mr. Milatovic then advised that there was one reported injury, and no loss time, in the last month for the Refuse Department. This is the 11th month with no loss time injuries.

Mr. Kuss then provided brief reports on the following:

- Monthly Budget Worksheet updated through June, 2012
- Elston Grove
- Dunes Plaza
- Shady Oaks Mobile Home Park
- Lafayette/Barker Engineering Proposals

Provision Reorganizational Chart – Changing one of the Collection Maintenance II back to Heavy Equipment Operator is the one change that was made as the result of the Board Workshop on July 16th and the June 27th Regular Meeting.

Provision Fund #6201 Operating & Maintenance Budget

Due to the time constraints with the figures needed for the Cost of Service Study and the desire of the Commissioners to have an opportunity to review the proposals more closely, it was determined that a Special Meeting be called to consider these matters. District staff will coordinate with the Commissioners for an agreeable date and time.

Mr. Kuss continued, reporting that the District will be sending out a Request for Quotes for diffuser cleaning.

Mr. Harris reported that the Sanitary District Board MS4 Subcommittee met and discussed it briefly.

Mr. Kuss then reported on the bar screen installation at the Indiana State Prison.

Mr. Kuss then submitted a proposed Resolution for a Major Transfer in the #8201 Stormwater Operating Fund to decrease the line item for Engineering Services and increasing the line items for Contractual Services and Repair & Maintenance, Other.

Mr. Harris made a motion to approve the Resolution, as submitted – seconded by Mr. Gonder. There were no questions or comments on the matter and the motion carried 5 – 0 in favor.
Mr. Kuss then submitted a proposed Resolution to amend the Employee Policy and Procedures Handbook, which currently contains language allowing employees to punch in no earlier than 30 minutes before their scheduled time. However, due to the way that the attendance/payroll software calculates hours, there is a desire to change that time to 29 minutes.

Mr. Kuss proposed that the language be changed to “Employees are expected to arrive for their scheduled work period such that they can be at their work station ready to perform their duties at the scheduled start time. Employees shall clock in no earlier than 29 minutes prior to the start of the scheduled start time, as the system does not handle that. Employees shall not be paid overtime for clocking in earlier than their start time or clocking out after their end time unless overtime has been approved.” He recommended Board approval.

Mr. Harris made a motion to approve the Resolution to amend the Employee Handbook, as requested – seconded by Mr. Gonder. There were no questions or comments on the matter and the motion carried 5 – 0 in favor.

Mr. Gonder asked if the Prison paid for the cost of installation of the bar screen. Mr. Kuss explained that the District paid for the cost. He added that there is also a meeting scheduled for August 7th to discuss the potential of obtaining SRF (State Revolving Funds) in order to assist the District.

**James Meyer, Legal Counsel**
Attorney Meyer gave brief updates on the following:

- Revised Sewer Use Ordinance
- U.S. EPA Region 5 CAFO (Consent Agreement Final Order)
- Speedway Gas Station Sewer Use Agreement
- Renaissance Academy
- Beachwalk

Attorney Meyer then submitted a proposed RESOLUTION REQUESTING THE MAYOR TO ASK THE MICHIGAN CITY COMMON COUNCIL TO APPROPRIATE CASINO FUNDS OF $1.8 MILLION TO PAY FOR HIGH PRIORITY CORRECTIVE MEASURES FOR SANITARY DISTRICT FACILITIES AND EQUIPMENT, which have been identified through the Facilities Assessment. He reminded the Board that these matters were discussed at the previously held Workshop Meeting.
Mr. Harris made a motion to approve the resolution, as submitted – seconded by Mr. Gonder. There were no questions or comments regarding this matter and the motion carried 5 – 0 in favor.

Attorney Meyer then presented a RESOLUTION REQUESTING THAT THE MICHIGAN CITY REDEVELOPMENT COMMISSION INCORPORATE REPLACEMENT OF THE REMAINING DEFECTIVE SEWERS ENCOUNTERED THROUGH THE ELSTON GROVE IMPROVEMENT PROJECT.

Attorney Meyer explained that this resolution is the only item needed for the Redevelopment Commission to move forward and they have a Special Meeting scheduled for July 27th at 4:00 p.m. to address this matter.

Mr. Peller made a motion to approve the Resolution, as submitted – seconded by Mr. Harris. There were no questions or comments on the matter and the motion carried 5 – 0 in favor.

Attorney Meyer briefly discussed the IT Replacement Plan that was prepared by IT Manager Andy Matanic.

Mr. Harris commented that Mr. Matanic did a terrific job in putting together this report, adding that he did not realize that the age of the District’s servers were so old.

Mr. Gonder asked about the Workshop discussion about the possibility of joining with the City’s computer system. Mr. Harris explained that, after reading through the report, he realized that this merely addresses the needs of the District and that the City has a large amount of data on their own. There may be some redundancies but it is more important to move toward off-site backups.

Mr. Jankowski then entertained a motion to approve Revenue and Tax Levy Claims for payment.

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

**Old Business**  
There was none.

**New Business**  
Mr. Kuss provided a report on the Lake Michigan Marina & Shoreline Development Commission meeting which included a presentation from the City of Gary Mayor Karen Wilson-Freeman regarding their marina, as well as from Mike Molnar regarding the DNR Coastal Grant Programs, which was very informative.
Mr. Kuss felt that it would be beneficial to invite Mr. Molnar to make a presentation to the Board at the next meeting. The Board agreed with Mr. Kuss extending an invitation to Mr. Molnar.

Discussion was then held about the auto service business building across the street from the Sanitary District that is currently for sale in the amount of approximately $160,000, and the possibility of utilizing this location for District and city storage.

Mr. Kuss noted that he asked the real estate agent to look into the possible availability of the Seneca Petroleum property directly to the east of the District offices.

Mr. Kuss then discussed the Police Department’s request to create a shooting range at the Hitchcock Facility that they would prepare and maintain.

Attorney Meyer advised that, if the Board were agreeable, there would need to be Board action as well as an agreement with the Police Department.

Mr. Jankowski entertained a motion on the matter.

Mr. Harris made a motion to enter into an agreement with the Police Department for a shooting range at the Hitchcock Facility – seconded by Mr. Gonder. There were no questions or comments regarding the matter and the motion carried 5 – 0 in favor.

Attorney Meyer commented that there should be a review of any possible contamination of any wetlands in the area. Mr. Kuss understood.

There being no further business before the Board, Mr. Jankowski called for a motion to adjourn the meeting.

Mr. Harris made such a motion – seconded by Mr. Gonder. There being no further discussion or comment, the motion carried 5 – 0 in favor and the meeting adjourned.

The next regular monthly meeting of the Board of Sanitary District Commissioners – August 22nd – 5:00 p.m. - 1100 E. Eighth Street

/ Keith A. Harris /
Keith A. Harris, Secretary