

BOARD OF SANITARY DISTRICT COMMISSIONERS REGULAR MEETING

WEDNESDAY, JULY 22, 2020 4:00 P.M. – 1100 E. EIGHTH STREET

The meeting was called to order via Teleconference at 4:02 P.M. by President Garry L. Mitchell Sr.

Commissioners present for the meeting were, Garry L. Mitchell Sr. Tim Smith, Holt L. Edinger, Jeffery Wright and Frank R. Harris.

Staff present for the meeting were:

Michael P. Kuss, General Manager

Scott Kistler, Financial Manager

Steve Stanford, Operations Manager

Milorad Milatovic, Superintendent of Water Reclamation

Rachel McCline, Receptionist/Dispatcher

James B. Meyer, Legal Counsel

Dan McCoy, Daniel McCoy & Associates, LLC was also present for the meeting

Minutes

Mr. Edinger made a motion to approve the June 24, 2020 Regular Meeting Minutes contingent on a revision in the approval of the May 27, 2020 Regular Meeting Minutes – seconded by Mr. Harris. There being no further question or comment on the matter, the motion carried 5 – 0 in favor.

Public Comment

Mr. Greg Deutscher, 103 Felton Street Michigan City, Indiana made a comment regarding sewer laterals at 3 proposed cottages on Wildrose Drive between Pinewood Drive and Oakland Drive.

Mr. Deutscher explained that he has built several homes and usually when sewer is available there are laterals in place. Mr. Deutscher added that the cost to install laterals for three (3) lots is outrageous, and he is seeking help from the Sanitary District to help with the extra cost.

Mr. Kuss provided the Board with a memorandum prepared by Mr. Stanford regarding the proposed cottages Mr. Deutscher plans to construct on Wildrose Drive between Pinewood Drive and Oakland Drive. Mr. Kuss then recommended Board approval to allow Sanitary District officials to take the memorandum under advisement until the next regular meeting.

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

Mr. Kuss reported that Frank Nowacki at 134 Maplewood Trail submitted a letter to the Sanitary District. In the letter, Mr. Nowacki thanked District Engineer, Ryan Byers for his efforts in a stormwater matter at his residence.

Safety Report

Mr. McCoy reported that there were no recordable injuries in June 2020.

Financial Report

As of June 30, 2020

Operating Fund: \$1,333,507.16
Horizon Municipal: \$1,743.92
Improvement Fund: \$842,895.03
Vehicle Replacement Fund: \$66,735.48
Equipment Replacement Fund: \$650,053.46

Mr. Kistler advised that the Indian Springs Project and Whippoorwill Project Funds had a zero balance because the Sanitary District had paid the quarterly amount due to the State Revolving Fund (SRF).

SRF Debt Reserve Fund: \$499,406.99
SRF Bond & Interest Fund: \$210,735.06
Storm Water Fund: \$385,162.01
Refuse – Municipal Fund: \$737.74
Refuse Fund: \$1,279,033.02
Special Revenue Fund: \$13,546.34
Levy Excess Fund: \$8,522.14
Tax Levy Grant Fund: \$0.00
Rainy Day Fund: \$0.00
Karwick Remediation Fund; \$387,765.09

Mr. Kuss noted that Mayor Parry gave the Sanitary District permission to hire two (2) Refuse employees. Mr. Kistler provided the Board with a Refuse Hiring Analysis. Mr. Kistler explained that the current conservative cash flow projections indicated that financially, the Sanitary District could proceed with hiring additional employees with the Mayor's consent.

Mr. Kuss added that the Sanitary District is considering hiring two (2) Collections Department employees to replace those who have retired in the recent past.

Mr. Kistler provided the Board with the Sanitary District's 2020 budget reports for Operating, Refuse and Stormwater Funds.

Mr. Kuss submitted the **Refuse Disposal Contract Resolution**. Mr. Kuss noted that Republic Services agreed to hold the same annual price from 2019, and recommended approval of the same.

Mr. Edinger made such a motion – seconded by Mr. Smith. There being no further question or comment on the matter, the motion carried 5 – 0 in favor.

Regarding the **Town of Trial Creek Request for Cost Share**, Mr. Kuss advised that the Sanitary District received a letter on June 24, 2020 from John A. Doyle & Associates, Inc. Mr. Kuss explained that there are some residencies on sanitary sewer that may conflict with the incoming storm sewer. In order to avoid conflict, repairs will need to be to the existing laterals.

Mr. Kuss submitted a **Sanitary Sewer Lateral Conflict Resolution in the amount of \$18,348.35**. Mr. Kuss explained that the Sanitary District would be responsible for half of that amount, bringing the District's portion to **\$9,174.17**.

Mr. Harris made a motion to approve the mentioned cost share in the amount of \$9,174.17 – seconded by Mr. Edinger. There being no further question or comment on the matter, the motion carried 5 – 0 in favor.

Mr. Kuss advised that the Sanitary District will also share the cost for a **Storm Sewer Inlet at Chapala Parkway and Michigan Boulevard**. Mr. Kuss mentioned that the Sanitary District would be responsible for paying **\$6,985.42** and recommended approval of the same.

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

Regarding the **Cheney Run Stormwater Project**, Mr. Kuss reported that the temporary bridge has been removed, and the portion of the landfill cap that was used as site access road has been repaired and blanketed. The project is substantially complete for all the work requiring heavy equipment. Mr. Kuss noted that the micro pool plantings are complete. The remainder of live planting and seeding is tentatively scheduled for late summer 2021, following 2021 spring and mid-summer herbicide treatments for invasive species. Pending herbicide success, planting and seeding may be postponed until 2022 to avoid damage to the planting. V3 Companies have completed the field inspection for the post-construction report required as part of 401/404 water quality certification. This report will be prepared and submitted to the Indiana Department of Environmental Management (IDEM) and the United States Army Corp of Engineers (USACE) in late July or early August 2020. The report will contain a formal summary of items yet to be installed and/or requiring additional maintenance.

Mr. Kuss submitted a **Pay Request from HRP Construction in the amount of \$38,597.40** and recommended approval of the same.

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

Mr. Kuss submitted a **Pay Request from V3 Companies in the amount of \$7,021.79** and recommended approval of the same.

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

Regarding the **Karwick Dumpsite Project** Mr. Kuss advised that the final as built drawings were submitted on July 2, 2020. Mr. Kuss noted that the Sanitary District would like to schedule a meeting to determine the next steps for completing the project.

Mr. Kuss reported that the Sanitary District would like to enter a **Habitat Mitigation Monitoring Contract** with Weaver Consultants Group. Mr. Kuss added that the **Professional Services Contract is not to exceed \$12,919.00** and recommended approval of the same.

Mr. Edinger asked if the mentioned contract will be renewal based. Mr. Kuss stated that the Sanitary District may be able to monitor independently after the first year.

Mr. Harris then made a motion – seconded by Mr. Smith. There being no further question or comment on the matter, the motion carried 5 – 0 in favor.

Regarding the **Cheney Run/Karwick Amenities Study**, Mr. Kuss advised that 90% of the drawings are complete. Mr. Kuss added that the Indiana Department of Natural Resources (IDNR) has requested to review the plans.

Mr. Kuss submitted a **Pay Request from V3 Companies in the amount of \$7,103.75** and recommended approval of the same. Mr. Kuss noted that this payment would be at no cost to the District, adding that it will be funded by a Grant and the Redevelopment Commission.

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

Regarding the **South Gate Neighborhood Stormwater Improvement Project**, Mr. Kuss advised that there has not been significant work completed since the June 2020 Board Meeting. The Contractor is waiting for the grass in the rear yard easement to become fully established. Once that happens, the Contractor will complete the resetting of fencing

in the rear yard easement at 203 Crestwood Drive. Resetting the fencing is the final work required for the project. The Contractor has agreed to a 43% reduction in the *Lawn Restoration* unit price to be applied to the areas of lawn restoration that were completed using seeding instead of sodding without authorization. **Change Order #2** has been sent to the Contractor for signing. This change order extends the final completion milestones accordingly, at no change in cost.

Mr. Smith made a motion to approve Change Order #2 as presented – seconded by Mr. Harris. There being no question or comment on the matter, the motion carried 5 – 0 in favor.

Mr. Kuss submitted a **Pay Request from D & M Excavating, Inc. in the amount of \$117,306.34** and recommended approval of the same. Mr. Kuss noted that this invoice will be reimbursed by the Redevelopment Commission.

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

Mr. Kuss submitted a **Pay Request from Haas & Associates, LLC in the amount of \$9,280.50** and recommended approval of the same.

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

Regarding the **North End Study**, Mr. Kuss reported that Haas & Associates, LLC transmitted a draft of the final shapefile databases and structure data sheets. These items were made deliverable on July 17, 2020. Mr. Kuss noted that Haas & Associates, LLC continues to develop the hydraulic and hydrologic models for the storm sewer system.

Mr. Kuss submitted a **Pay Request from Haas & Associates, LLC in the amount of \$24,259.25** and recommended approval of the same.

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

Mr. Kuss advised that there were no updates regarding the **Long Beach Sewer Project**.

Regarding **Striebel Arm Ditch & U.S. Highway 20**, Mr. Kuss reported that the project is complete. Mr. Kuss submitted a **Certificate of Final Completion** and recommended approval of the same.

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

Mr. Kuss submitted a **Pay Request from Woodruff & Sons, Inc. in the amount of \$3,794.97** and recommended approval of the same.

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

Mr. Kuss submitted a **Pay Request from John A. Doyle & Associates, Inc. in the amount of \$1,120.83** and recommended approval of the same.

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

Mr. Kuss advised that the Sanitary District plans to meet with the Contractor to discuss a financially sound option to complete the **White Ditch Cleaning Project**.

Regarding the **Striebel Pond Restoration Project**, Mr. Kuss recommended Board approval to allow the Sanitary District to enter a Professional Services Agreement with Applied Ecological Services. Mr. Kuss mentioned that the base bid is in the amount of **\$52,331.00**.

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

Mr. Kuss mentioned that there were no updates for **300 North and U.S. Highway 421 Sewer Project**.

Regarding the **Pine Tree Court Sewer Extension (U.S. Highway 20)**, Mr. Kuss explained that the Sanitary District has received needed correspondence from Mr. Wally Pritz regarding the easement on Woodland Drive. Mr. Kuss added that the Sanitary District requested a proposal from John A. Doyle & Associates, Inc. for preparing construction and material specifications. Mr. Kuss noted that the total cost for the mentioned **contractual services provided by John A. Doyle & Associates is in the amount of \$16,350.00** and recommended approval of the same.

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

Mr. Kuss provided the Board with the Sanitary District's **Energy Savings Report**.

Mr. Kuss provided the Board with a monthly **Blue SWAG Report**. Mr. Kuss noted that the Blue SWAG Committee may plan a virtual meeting soon.

Mr. Kuss reported that the Sanitary District is interested in acquiring a **Turbidity Meter in the amount of \$1,976.50**. Mr. Kuss explained that the Turbidity Meter will aid in monitoring the secondary effluent going into the filter building.

Mr. Kuss advised that the Sanitary District issued a **Request for Quotes regarding a Rotary Actuator** on July 13, 2020. Mr. Kuss reported that the Sanitary District officials reviewed the received quotes. It was then decided to purchase the **Rotary Actuator from Beck Electric Actuator in the amount of \$4,468.38** pending Board approval.

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

Regarding the **PLC SCADA Upgrade Phase 2**, Mr. Kuss advised that the Contract with DMC has been fully executed. Mr. Kuss reported a Wonderware North renewal agreement for the server in the amount of **\$18,018.00**. Mr. Kuss also mentioned a Wonderware North invoice in the amount of **\$27,457.37** for additional materials needed for this project. It was noted that these invoices will be approved in the pay docket for June 2020.

Mr. Kuss reported that the **Refuse Department** disposed 1,198 tons of compact waste, 129 tons of loose waste and 173 tons of grits & screenings in June 2020.

Regarding the **Long Beach Incorporation into the Sanitary District**, Attorney Meyer advised that the Sanitary District is awaiting the signed resolution by the Town of Long Beach.

Mr. Smith made a motion to approve and allow Revenue & Tax Levy Claims for payment – seconded by Mr. Harris. There being no question or comment on the matter, the motion carried 5 – 0 in favor.

Mr. Harris made a motion to adjourn the meeting – seconded by Mr. Smith. There being no question or comment on the matter, the motion carried 5 – 0 in favor.

Next Regular Meeting of the Board of Sanitary District Commissioners – **Wednesday, August 26, 2020 – 4:00 P.M. at 1100 E. Eighth Street.**



Holt L. Edinger, Secretary