REGULAR MEETING, BOARD OF SANITARY DISTRICT COMMISSIONERS
WEDNESDAY, MARCH 27, 2019 4:00 P.M. – 1100 E. EIGHTH STREET

The meeting was called to order at 4:00 P.M. in the Administration Building, 1100 E. Eighth Street, by President Garry L. Mitchell Sr.

Commissioners present for the meeting were Garry L Mitchell Sr., Charles G. Peller, Holt L. Edinger and Tim Smith. Frank R. Harris was absent.

Staff present for the meeting were:
Michael P. Kuss, General Manager
Scott Kistler, Financial Manager
Steve Stanford, Operations Manager
Milorad Milatovic, Water Reclamation Superintendent
Rachel McCline, Receptionist/Dispatcher
Arber Himaj, District Engineer
John Gorczyca, District Engineer
James B. Meyer, Legal Counsel

Also present for the meeting were:
John Doyle, John A. Doyle & Associates Inc.
Tim Haas, Haas & Associates, LLC
Kyle Weisman, Woodruff & Sons Inc.
Tim Werner, Resident/CIORBA
Daniel McCoy, Daniel McCoy & Associates, LLC
Fawn Patterson, N/A
Ralph Mora, Industrial & Environmental Services, LLC
Andre Steele, ALCO TV

Minutes

Mr. Mitchell entertained a motion on the matter of the February 27, 2019 Regular Meeting Minutes.

Mr. Peller made such a motion – seconded by Mr. Edinger. There being no question or comment on the matter, the motion carried 4 – 0 in favor.

Public Comment None

Quotes

Former Seneca Electrical Upgrades

KB Electric, LaPorte, Indiana
$54,800.00

Marquiss Electric, Michigan City, Indiana
$46,032.00
Mr. Kuss recommended Board approval to allow Sanitary District officials to review the quotes and award the contract to the lowest most responsive quoter. Mr. Kuss added that the Sanitary District would like Board approval to move forward with the contract.

Mr. Peller made such a motion – seconded by Mr. Edinger. There being no question or comment on the matter the motion carried 4 – 0 in favor.

**Digester Electrical – Digester Gas Safety Phase II**

Marquiss Electric, Michigan City, Indiana

$79,724.00

Attorney Meyer recommended Board approval to allow Sanitary District officials to review and verify that the quote meets all requirements and move ahead with the contract.

Mr. Peller made such a motion – seconded by Mr. Edinger. There being no question or comment on the matter, the motion carried 4 – 0 in favor.

**Karwick Dumpsite/Nature Park Remediation Project**

Woodruff & Sons Inc., Michigan City, Indiana

Base Bid: $1,978,848.88

Alternative Bid: $181,995.00

Alternative Bid – Erosion Prevention Material $1,181,409.60

Mr. Kuss recommend Board approval to allow Sanitary District Staff officials to review and verify that the quote meets all requirements and move ahead with the contract.

Attorney Meyer advised that the Board should also approve whether the Sanitary District pursues one or more of the alternate bids.

Mr. Smith made such a motion – seconded by Mr. Peller. There being no further question or comment on the matter, the motion carried 4 – 0 in favor.

**Financial Report**

As of February 28, 2019:

- Operating Fund: $568,585.30
- Improvement Fund: $841,604.76
- Vehicle Replacement Fund: $59,161.73
- Equipment Replacement Fund: $881,034.61
- Indian Spring Project Fund: $9,260.81
- Whippoorwill Project Fund: $720.12
SRF Debt Reserve Fund: $488,768.01
SRF Bond & Interest Fund: $49,811.25
Storm Water Fund: $379,381.37
Refuse Fund: $1,130,033.15
Special Revenue Fund: $1,552.81
Levy Excess Fund: $8,522.14
Rainy Day Fund: $81,307.78
Karwick Remediation: $2,543,883.49

Regarding **Temporary Accounting Staffing**, Mr. Kistler advised that he’s had conversations with the Controllers Office discussing the type of accounting staff that will be needed.

Regarding the **2018 Annual Report** Mr. Kistler advised that the audit has begun, adding that the City of Michigan City is submitting the report to the State Board of Accounts within the next couple of days.

Mr. Kistler provided the Board with a handout regarding transfers between bank and general ledger accounts and recommended approval of the same.

Mr. Pelter made such a motion – seconded by Mr. Edinger. There being no question or comment on the matter, the motion carried 4 – 0 in favor.

The Board thanked Mr. Kistler for his report.

**John A. Doyle & Associates**

Regarding the **5th Street Alley Sanitary Sewer Project**, Mr. Doyle advised that all the pipework is complete, and manholes have been tested. Mr. Doyle added that a road closure extension will be needed for a week.

Regarding **Elk & Jackson Street Stormwater Green Infrastructure**, Mr. Doyle advised that D & M Excavating Inc. would like to begin work the week of April 1, 2019.

Mr. Kuss noted that the Sanitary District will need to go before the Board of Works to request road closure for this project.

Regarding an **Indiana Department of Transportation Project**, Mr. Kuss advised that INDOT would like to replace a culvert that runs under U.S. Highway 20. Mr. Kuss explained that the Sanitary District has sewer lines obstructing their work.

Mr. Kuss noted that John A. Doyle & Associates submitted an invoice to prepare the permits for this project in the amount $13,500.00. Mr. Doyle added that the mentioned
Mr. Doyle reported that this is a joint project with the Michigan City Water Department and recommended approval of the same.

Mr. Peller made a motion to approve the contract with John A. Doyle & Associates LLC for the INDOT project in the amount of $13,500.00 – seconded by Mr. Smith. There being no further question or comment on the matter, the motion carried 4 – 0 in favor.

Mr. Kuss reported that the Sanitary District need a sewer pipe extension at the corner of Pinetree Dr. for the reconstruction of U.S. Highway 20. Mr. Kuss then submitted an invoice from John A. Doyle & Associates Inc. for engineering services in the amount of $15,000.00.

Mr. Peller made a motion to approve the invoice as submitted – seconded by Mr. Edinger. There being no question or comment on the matter, the motion carried 4 – 0 in favor.

The Board thanked Mr. Doyle for his report.

**Mayor's Committee on Lead (Pb)**

Mr. Kuss gave a PowerPoint presentation to the Board, informing them of the hazards of Lead (Pb) in the City of Michigan City. Mr. Kuss also explained all the steps and procedures in place to aid in abating this issue in the community.

The Board thanked Mr. Kuss for his presentation.

**Safety Report**

Mr. McCoy advised that there were two (2) injuries in the Refuse Department and one (1) in Water Reclamation for the month of February 2019.

Mr. McCoy reported that the Sanitary District completed and submitted work on the Water Reclamation’s Annual Tier II Report with focus on completing the Indiana Department of Homeland Security (DHS) questionnaire.

Mr. McCoy noted that he began working with Sanitary District officials to locate a new vendor for anhydrous hydrogen chloride since the current vendor no longer sells the product.

The Board thanked Mr. McCoy for his report.

**Haas & Associates**

Mr. Haas advised that the next proposal for the Improvements for Wastewater Flows from Lakeshore Dr. in Long Beach is to prepare a Preliminary Engineer Report.
Regarding the **Village Road & Southwind Drive Drainage Improvements Project**, Mr. Haas reported that the surveying of the rear yards is complete. Mr. Haas added that once potential solutions to the flooding issues are established, recommendations will be made to Sanitary District officials.

Mr. Kuss asked if the easement space will be enough to perform improvements at these sites. Mr. Haas advised that the easements are 6 feet on either side of the property lines adding that they are very narrow. Mr. Haas explained that there will need to be temporary easements for construction equipment.

Mr. Haas advised that Haas & Associates continues to wait for the Sanitary District’s Video GIS equipment to be repaired to continue assessing the sewers.

Regarding the **Drainage and Sewer Capacity Study Proposal**, Mr. Haas advised that this area is north of 11th street to Trail Creek and Wabash Street to Trail Creek. Mr. Haas noted that the is a small area in the southeast quadrant of Elston Grove.

Mr. Haas reported that Haas & Associates submitted a proposal for **Storm and Sanitary Sewer System Capacity Study** to Sanitary District officials.

Mr. Kuss noted that the Sanitary District has a Memorandum of Understanding (MOU) with the Redevelopment Commission stating that they will share costs for this study. Mr. Kuss advised that he plans to share this MOU and proposal with the Board at the next meeting.

**MCSAN Projects**

Mr. Kuss reported a sewer collapse that occurred on March 25, 2019 at 217 Hoyt Street. Mr. Kuss noted that the Sanitary District issued an urgent request for quotes.

Mr. Kuss advised that Woodruff & Sons Inc. submitted a quote in the amount of $23,254.88. Mr. Kuss added that D & M Excavating Inc. submitted a quote in the amount of $20,235.00.

Mr. Kuss mentioned that the Sanitary District plans to take both quotes under advisement and award the contract to the lowest most responsive quoter.

Mr. Kuss provided handouts regarding the **Energy Savings Report**.

Mr. Kuss reported that the **Air Flow Meters** were recalibrated.

Mr. Kuss then recommended Board approval to allow **Capacitor Installation**.
Mr. Smith made such a motion – seconded by Mr. Peller. There being no question or comment on the matter, the motion carried 4 – 0 in favor.

Mr. Kuss mentioned that the Partners for Clean Air Luncheon will be held on May 3, 2019 at the Port Authority in Hammond, IN.

Mr. Kuss reported that the Sanitary District held the following meetings: Trail Creek Watershed Outreach meeting on February 13, 2019, GAF Outreach on February 21, 2019, Anglers and DNR Fisheries Program Outreach on February 26, 2019, Trail Creek Watershed and 30% Design Review on March 13, 2019, and City-Wide Outreach at Krueger Memorial Hall on March 21, 2019.

Regarding the Karwick Dumpsite/ Nature Park, Mr. Kuss advised that the Sanitary District received IDEM 401 Water Quality Certification Permit. Mr. Kuss added that the Sanitary District has been working diligently to clear trees at the site.

Regarding the Begley/Concord Cleaners Contaminated Ground Water Plume, Mr. Kuss reported that the 2nd round of testing is complete. Preliminary results were received, adding that they are very similar to the 1st round of testing.

Regarding the Digester Electrical/Gas Project Mr. Kuss advised that the Sanitary District received the specifications for the Phase II Electrical Project. Mr. Kuss added that the Sanitary District’s portion of the construction began on March 16, 2019.

Mr. Kuss advised that the Storm Water Advisory Group (S.W.A.G.) continues to meet monthly.

Regarding the Refuse Tonnage Report, Mr. Kuss reported that the Refuse Department disposed 916 compact tons and 4 loose tons of waste in February 2019.

Regarding the Laboratory Manager and Laboratory Quality Manager, Mr. Kuss advised that the Sanitary District is seeking Board approval to combine the two (2) positions. Mr. Kuss noted that additionally, the new ISO 17025 requires all the same quality control aspects and duties, however, it does not specifically require that a separate person have the job title of Quality Manager.

In addition, Mr. Kuss recommended Board approval of the revised Organizational Chart and 2019 Salary Resolution explaining that the Sanitary District would like to add a Lab Tech II Position.

Mr. Smith made a motion to approve the revised organizational chart – seconded by Mr. Peller. There being no question or comment on the matter, the motion carried 4 – 0 in favor.
Mr. Smith made a motion to approve resolution 1402-19 for the Salary Resolution – seconded by Mr. Peller. There being no question or comment on the matter, the motion carried 4 – 0 in favor.

Regarding the **Five (5) Year Warranty Review**, Attorney Meyer advised that Contractors have concern about putting in materials that are specified by the Sanitary District. Attorney Meyer added that it's not common for the manufacturers to warranty their materials.

Mr. Peller mentioned that he would research other Cities in the United States to determine their Warranty policies.

Mr. Peller made a motion to approve and allow Revenue & Tax Levy Claims for Payment – seconded by Mr. Smith. There being no question or comment on the matter the motion carried 4 – 0 in favor.

**Old Business**

Mr. Smith thanked Mr. Kuss for his hard work on the Lead (Pb) Committee.

**New Business**

None

Mr. Peller made a motion to adjourn the meeting – seconded by Mr. Smith. There being no question or comment on the matter the motion carried 4 – 0 in favor.

Next Regular Meeting of the Board of Sanitary District Commissioners – **Wednesday, April 24, 2019 – 4:00 P.M. at 1100 E. Eighth Street.**