



**BOARD OF SANITARY COMMISSIONERS  
REGULAR MEETING  
10:00 a.m. March 21, 2023  
Third Floor Conference Room City Hall**

**CITY OF  
TERRE HAUTE  
BOARD OF SANITARY  
COMMISSIONERS**

City Hall  
17 Harding Avenue, Room 200  
Terre Haute, IN 47807

Phone: 812.244.4903  
Fax: 812.234.4973

[www.terrehaute.IN.gov](http://www.terrehaute.IN.gov)

**AGENDA**

1. Call to Order
2. Roll Call
3. Public Comments
4. Approve Minutes- 3/7/2023
5. Approve Claims
6. Approve Payroll/ Hourly- 2/20/23-3/5/23 and Salary – 3/2/23-3/15/23
7. Sewage Billing Policy 1-3/ Summer Allowance
8. Resolution #1-2023/ Transfer of Funds/ Out of Series
9. Other
10. Adjournment

**Minutes of the Regular Meeting of the  
Board of Sanitary Commissioners  
Terre Haute, IN**

**March 7, 2023**

A Regular Meeting of the Board of Sanitary Commissioners took place in the Third Floor Conference Room of City Hall, 17 Harding Avenue, Terre Haute, Indiana, on March 7, 2023 at 10:00 a.m.

**Physically present:**

<b>Jim Winning -</b>	<b>President</b>
<b>Tim Adams -</b>	<b>Vice-President</b>
<b>Marcus Maurer-</b>	<b>Secretary</b>
<b>Larry Auler -</b>	<b>Board Member</b>
<b>Terry Modesitt-</b>	<b>Sanitary Attorney</b>

Sally Roetker -	Dept. of Engineering
Marcus Maurer-	Dept. of Engineering
Josey Daugherty-	Dept. of Engineering
Maitri Desai -	Dept. of Engineering
Debbie Padgett-	Wastewater Treatment Plant
Troy Swan-	HWC Engineering

**Absent:**  
**Brad Bush-                    Board Member**

Jim Winning, President of the Board of Sanitary Commissioners, called the meeting of the Board of Sanitary Commissioners to order.

**PUBLIC COMMENTS**

There were no public comments.

**APPROVE MINUTES**

The Board received the minutes of the meeting from February 21, 2023.

On a motion of Larry Auler, seconded by Marcus Maurer, and unanimously approved, it was resolved the minutes from the February 21, 2023 meeting be approved.

**APPROVE CLAIMS**

The Board was given the list of claims for the Wastewater Utility Funds.

On a motion of Tim Adams, seconded by Marcus Maurer, and unanimously approved, it was resolved the claims be approved as presented.

## **APPROVE PAYROLL**

The Board received the WWTP payroll for the period of 2/6/23-2/19/23 for Hourly and 2/16/23-3/1/23 for Salary.

On a motion of Marcus Maurer, seconded by Tim Adams, and unanimously approved, it was resolved the WWTP payroll for Hourly from 2/6/23-2/19/23 and 2/16/23-3/1/23 for Salary be approved.

### **SUPPLEMENT TO AGREEMENT FOR SERVICES/ TERRACON CONSULTANTS, INC.**

Debbie Padgett reported this is a supplement to the agreement we already had in place, which had an original limit of \$30,000.00. Terracon has gone over that amount. The amount in this agreement needs to be increased and sent to the SRF for approval so we can continue to submit invoices for payment. The report has been sent to the EPA and the sampling has been done. Terracon has completed their task per the agreement. If EPA approves the report this will be complete.

On a motion of Tim Adams, seconded by Marcus Maurer, and unanimously approved, it was resolved to approve the Supplement to Agreement for Services with Terracon Consultants, Inc. for an additional \$19,760.60.

### **SEWER ACCEPTANCE/ HAWTHORN WOODS PHASE III**

Josey Daugherty reported this was tabled at the last meeting. Since then the Wastewater crew was able to camera the line and found no issues. The sewer has also passed all inspections. Josey recommends approval into our system.

On a motion of Marcus Maurer, seconded by Tim Adams, and unanimously approved, it was resolved to approve the Sewer Acceptance of Hawthorn Woods Phase III.

### **WABASH AVE. GREEN INFRASTRUCTURE PLANNING AND PRELIMINARY DESIGN (FLAT STREET)/ VS ENGINEERING**

Marcus Maurer reported this is a preliminary project to rebuild Wabash Avenue. The project will include 3<sup>rd</sup> street to the railroad tracks but the scope of the project is from 4<sup>th</sup> street to 9<sup>th</sup> street. This will allow us to use green infrastructure to store storm water so it does not make it the CSO outflows. This program will allow us to make the storage tanks smaller. This is also much needed as there is an old railroad track under Wabash Ave. which is causing the road to become very rough. The concept is a flat street with no curbs from building to building, which also serve as festival grounds. There will be a lot of stakeholder involvement from downtown businesses. Once there is a preliminary design and cost estimate the project will be broken into phases for final design. The Sanitary District has worked with VS Engineering on various projects over the years.

On a motion of Larry Auler, seconded by Tim Adams, and unanimously approved, it was resolved to approve the Wabash Ave. Green Infrastructure Planning and Preliminary Design with VS Engineering for \$263,780.00.

## **OTHER**

There was no other business.

### ADJOURNMENT

On a motion of Marcus Maurer, seconded by Tim Adams, and unanimously approved, it was resolved to adjourn the Board of Sanitary Commissioners meeting.

The next meeting of the Sanitary Board will take place on March 21, 2023 at 10:00 a.m. in the Third Floor Conference Room, City Hall, 17 Harding Avenue, Terre Haute, Indiana.

APPROVED on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Jim Winning, President

\_\_\_\_\_  
Tim Adams, Vice President

\_\_\_\_\_  
Marcus Maurer, Secretary

\_\_\_\_\_  
Larry Auler, Commissioner

\_\_\_\_\_  
Brad Bush, Commissioner

# Sanitary District Claims March 21, 2023

## SANITARY BOND FUND

### WWUTILITY / 0620-0061- Services Contractual

Schneider Geospatial	Beacon Hosting/4/1-6/30/23	\$ 3,150.00
IUPPS	Sewer Locates/ Feb 2023	\$ 1,325.25
Modesitt Law Firm	Legal Svcs/ Feb 2023	\$ 764.50

### WWUTILITY / 0620-0061- Insurance General/Prop & Casualty

### WWUTILITY / 0620-0061- Publication of Legal Notices

### WWUTILITY / 0620-0061- Drainage Improvements

### WWUTILITY / 0620-0061- Drainage Ways

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## SRF INTEREST FUND

### MAIN LIFT STATION/ SRF FUND

### CSO/LTCP

### PHOSPHORUS REMOVAL/ SRF FUND

### CSO/GREEN INFRASTRUCTURE IMPROVEMENTS PROJECT



Jones & Sons Inc.	Flowable Fill, Heated Water for Dump Pad	\$963.00
Kimball Midwest Inc.	Fuses, Terminals, Etc.	\$289.19
Kimball Midwest Inc.	Shop Towels, Receptacles	\$242.70
Kimball Midwest Inc.	Silicone	\$202.77
Lawson Products Inc.	Persist Grease	\$175.37
Lawson Products Inc.	Tubing, Fuses, Etc.	\$680.10
Lawson Products Inc.	Nylon Rope	\$394.34
Lawson Products Inc.	Anchor Bolts, Nylon Cable Ties, Washers, Etc.	\$3,685.40
Menards, Inc.	Ajax, Laundry Detergents	\$48.29
Menards - South	Floor Mats, Hitch Pin, Trailer Hitch	\$93.97
Menards - South	Tissues	\$47.84
Northern Tool & Equipment Catalog Company LLC	Tool Boxes	\$888.48
Quality Automotive Dist. Corp	Dust Masks	\$23.94
Quality Automotive Dist. Corp	Antifreeze	\$119.60
Quality Automotive Dist. Corp	Oil	\$87.96
S & G Excavating Inc.	White Rock	\$716.23
S & G Excavating Inc.	Rip Rap, White Rock	\$643.73
Sam's Club/Synchrony Bank	Tables, Cart	\$1,228.96
Sam's Club/Synchrony Bank	Ziploc Bags, Wipes	\$127.76
Sam's Club/Synchrony Bank	Pinesol, Toilet Paper, Lysol	\$56.39
Southwest Auto Company	Wheels	\$160.00
Springfield Electric Supply	Conduit Covers, Neo Gaskets	\$26.04
Springfield Electric Supply	Conduit Body	\$28.35
Springfield Electric Supply	Conduit Body	\$9.45
Springfield Electric Supply	Contactors, Relays	\$1,180.22
Springfield Electric Supply	Locking Cables, Tap Connectors, Etc.	\$2,551.99
Summerlot Engineered Products Inc.	Metal	\$290.80
USABluebook LTD	Plastic Bottles	\$237.00
Wholesale Drainage Supply Inc.	PVC Cement, Primer	\$172.38
Wholesale Drainage Supply Inc.	PVC Cement	\$198.59

**422.010 Gas**

Ceres Solutions Co-Op	Gas	\$3,557.32
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**422.020 Diesel**

Ceres Solutions Co-Op	Diesel Fuel	\$13,463.30
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Other Supplies

**422.110 Boc Gas**

American Welding & Gas Inc.	Propane	\$60.39
American Welding & Gas Inc.	Propane	\$60.39
Tractor Supply Credit Plan	Propane	\$65.74

Rep./Maint. Supplies

**423.015 Repair Supplies**

Ace Washer Supplies Inc.	Door Switch	\$24.95
Arends Hogan Walker LLC	Gas Operated Cylinder	\$99.66
Bane & Welker Equipment LLC	Wheel	\$118.47
BC Heavy Truck & Electric Inc.	Quick Release Valve, Flipper Valve	\$62.19
BC Heavy Truck & Electric Inc.	Ujoint, Tail lights, Etc.	\$94.95
BC Heavy Truck & Electric Inc.	Air Press, Adapters	\$51.00
BC Heavy Truck & Electric Inc.	Safety Valve	\$10.51
BC Heavy Truck & Electric Inc.	Alternator	\$165.92
BC Heavy Truck & Electric Inc.	Plastic Panel Nut	\$9.37
BC Heavy Truck & Electric Inc.	Brake Shoe Kit, Oil	\$79.99
BC Heavy Truck & Electric Inc.	Unloader Kit	\$38.22
BC Heavy Truck & Electric Inc.	Cartridge Kit, Purge Valve Assembly, Etc.	\$203.08

BC Heavy Truck & Electric Inc.	Cables	\$27.88
BC Heavy Truck & Electric Inc.	Cables	\$27.88
BC Heavy Truck & Electric Inc.	Dash Valve	\$469.82
Coldwell & Company Inc.	Check Valve	\$21.69
Coldwell & Company Inc.	Bronze Bar	\$48.73
Coldwell & Company Inc.	Bronze Bar	\$41.32
Electrical Automation Services LLC	Level Transmitters, Rebuild Kit	\$4,000.73
Illiana Truck Part Inc.	Blower Motor, Etc.	\$120.00
John Deere Credit Services Inc.	Roller Chains, Threaded Rods	\$57.96
Jones & Sons Inc.	Flowable Fill	\$927.00
Jones & Sons Inc.	Flowable Fill	\$927.00
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Jones & Sons Inc.	Flowable Fill	\$927.00
Jones & Sons Inc.	Flowable Fill	\$927.00
Jones & Sons Inc.	Flowable Fill	\$927.00
Jones & Sons Inc.	Concrete	\$870.00
Jones & Sons Inc.	Concrete	\$1,305.00
Jones & Sons Inc.	Concrete	\$1,305.00
Jones & Sons Inc.	Concrete Barrel	\$580.00
Jones & Sons Inc.	Concrete	\$290.00
Jones & Sons Inc.	Concrete Barrel, Concrete Lid	\$580.00
Jones & Sons Inc.	Flowable Fill	\$927.00
Jones & Sons Inc.	Flowable Fill	\$927.00
Jones & Sons Inc.	Flowable Fill	\$927.00
Lowe's	U Bolts	\$9.04
McCord Tire and Auto Service	Used Auto Tires	\$120.00
Menards - South	Swivel Caster Wheels, PVC Pipe, Etc.	\$170.76
Menards - South	Lumber	\$628.95
O'Reilly Auto Parts Inc.	Fuel Pump Assembly	\$196.49
O'Reilly Auto Parts Inc.	Brake Line	\$21.90
Quality Automotive Dist. Corp	Fleetranner Belts	\$43.30
Quality Automotive Dist. Corp	Fuel Filter	\$10.97
Quality Automotive Dist. Corp	Fuel Filters, Air Filter	\$94.07
Quality Automotive Dist. Corp	Relay	\$26.99
Quality Automotive Dist. Corp	Battery	\$129.82
Quality Automotive Dist. Corp	Trailer Wire Connector	\$41.99
Quality Automotive Dist. Corp	Headlights	\$48.93
Quality Automotive Dist. Corp	Headlights	\$128.90
Quality Automotive Dist. Corp	Battery	\$110.14
Quality Automotive Dist. Corp	Filter	\$6.09
Quality Automotive Dist. Corp	Battery, Miniature Bulbs	\$428.04
Quality Automotive Dist. Corp	Air Filters, Fuel Filters, Etc.	\$172.55
Ruxer Ford Lincoln, Inc.	Light Socket	\$8.59
Ruxer Ford Lincoln, Inc.	Light Sockets	\$25.77
S & K Equipment Company Inc.	Lift Shocks, Probe Relays, Etc.	\$7,631.29
Springfield Electric Supply	Relays	\$381.18
Springfield Electric Supply	Overload Relays	\$240.96
Summerlot Engineered Products Inc.	Metal for Lift Station Rails	\$129.82



Utility Pipe Sales of IN, Inc.	Couplings	\$335.64
Wabash Valley Motor & Machine Inc.	Capacitors	\$147.90
Wholesale Drainage Supply Inc.	Discharge Hose, Cam Locks, Etc.	\$285.05
Wholesale Drainage Supply Inc.	Bushings, Unions	\$4,320.50

Professional Services

**432.010 Services Contractual**

American Water Capital Corp.	Municipality Shut Offs	\$3,380.00
American Water Capital Corp.	Data Usage	\$6,055.00
Charter Communications	Internet Services	\$399.00
Electrical Automation Services LLC	G Suite Renewal, Cloud Storage, Etc.	\$173.10
Electrical Automation Services LLC	IT Services	\$13,985.00
Electrical Automation Services LLC	IT Services for Camera Project	\$900.00
FirsTech, Inc.	Monthly Maintenance Fee, Processed Payments	\$295.00
HWC Engineering, Inc	Professional Services	\$3,897.00
Koenig Scale Company Inc	Scale Inspection & Calibration	\$195.94
Koorsen Fire & Security Inc.	Fire Alarm Repair Service Call	\$272.95
Lionheart Critical Power Specialists, Inc	Investigated Proper Operation of Control Board	\$457.32
Lionheart Critical Power Specialists, Inc	Repaired a Generator at Southside Lift Station	\$531.10
Merrell Bros Inc.	Hauled Bugs - Emergency Response	\$73,025.00
Orkin, LLC.	Termite Baiting Service	\$5,995.00
Quality Automotive Dist. Corp.	Computer Program Fees	\$203.00
S & G Excavating Inc.	Hauling	\$833.44
Sam's Club/Synchrony Bank	Membership Renewals	\$290.00
Sam's Club/Synchrony Bank	Membership Renewals	\$45.00
Verizon Wireless	Air Cards for Lift Stations	\$436.75

**Controller's Office**

Ricoh	Service Contract	\$318.07
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**432.071 Lab Testing**

Pace Analytical Sevices LLC.	Lab Testing	\$274.60
Pace Analytical Sevices LLC.	Lab Testing	\$250.00

**432.072 Sycamore Ridge Landfill**

Republic Services #694	Trash Removal	\$9,993.04
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**432.073 Biosolids to Landfill**

Sycamore Ridge Landfill	Biosolids to Landfill	\$2,643.51
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Comm./Transportation

**433.010 Telephone**

**Controller's Office**

Verizon Wireless	Telephone Utility	\$586.68
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**433.040 Freight**

Bane & Welker Equipment LLC	Freight	\$15.00
BC Heavy Truck & Electric Inc.	Freight	\$14.62
Brenntag Mid-South, Inc.	Freight	\$192.50
CAS DataLoggers	Freight	\$25.99
Lawson Products Inc.	Freight	\$16.40
Lawson Products Inc.	Freight	\$56.79
Lawson Products Inc.	Freight	\$32.93
Lawson Products Inc.	Freight	\$168.18
MacAllister Machinery Co. Inc.	Freight	\$1,000.00
Northern Tool & Equipment Catalog Company LLC	Freight	\$145.74
The Tway Company Inc.	Freight	\$77.08
USABluebook LTD	Freight	\$97.11
Wholesale Drainage Supply Inc.	Freight	\$50.00

Print/Advertising

**434.010 Printing**

Print It Plus Inc.	Copies of Map	\$440.00
Print It Plus Inc.	Receipt Books	\$864.00
Print It Plus Inc.	Time Cards	\$146.00

Utility Services

**436.010 Electric Utility**

Duke Energy	Electric Utility	\$259.78
Duke Energy	Electric Utility	\$25.92
Duke Energy	Electric Utility	\$34.69
Duke Energy	Electric Utility	\$88.43
Duke Energy	Electric Utility	\$284.93
WIN Energy REMC	Electric Utility	\$411.50

**436.020 Gas Utility**

Centerpoint Energy	Gas Utility	\$4,812.79
Centerpoint Energy	Gas Utility	\$131.18
Centerpoint Energy	Gas Utility	\$386.27
Centerpoint Energy	Gas Utility	\$52.61
Centerpoint Energy	Gas Utility	\$403.47
Centerpoint Energy	Gas Utility	\$48.77

**436.030 Water Utility**

Indiana American Water	Water Utility	\$124.18
Indiana American Water	Water Utility	\$58.26
Indiana American Water	Water Utility	\$320.35

Rep./Maint

**437.010 Equipment Repair**

McCord Tire and Auto Service	Repaired a Flat Tire on a Case Loader	\$327.72
Wabash Valley Motor & Machine Inc.	Inspected & Repaired a Motor	\$1,755.54

**437.030 Vehicle Rep./Maint.**

James D. Travis	Repaired a Truck Seat	\$200.00
McCord Tire and Auto Service	Repaired a Flat Tire on a Dump Truck	\$71.65

**438.010 Rental of Equipment**

MacAllister Machinery Co. Inc.	Rented an Excavator	\$3,719.00
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Machinery & Equipment

**444.010 Equipment Purchase**

Brown Equipment Co. Inc.	Clamps, Saw Blades, Etc.	\$2,958.10
CAS DataLoggers	OdaLog Loggers	\$3,150.00
Kimball Midwest Inc.	Pry Bar	\$39.65
Lowe's	Nut Driver, Side Mount Jack	\$142.46
Lowe's	Pliers, Wrench Set, Etc.	\$162.36
Lowe's	Jigsaw Blade Sets	\$147.96
Menards, Inc.	Squeegees	\$15.16
Pro-Trade Tool & Supply Co.	Blades	\$869.85
Pro-Trade Tool & Supply Co.	Straps, Grab Hooks, Etc.	\$1,001.85
Pro-Trade Tool & Supply Co.	Pliers	\$37.95
Quality Automotive Dist. Corp.	Eraser Wheels	\$100.78
Springfield Electric Supply	Screwdrivers	\$42.98
The Tway Company Inc.	Swivel Hooks, Steel Chain Slings	\$5,130.66

Utility Pipe Sales of IN, Inc.  
Wabash Valley Motor & Machine Inc.  
Wholesale Drainage Supply Inc.

Catch Basins  
Zoeller Pumps  
Hand Saw

\$17,000.00  
\$1,008.54  
\$10.61

**445.060 Lift Station Replace / Upgrade**  
Industrial Supply Company

Adapters

\$68.12

03/08/2023 Check Run \$28,687.76

03/15/2023 Check Run \$2,357.76



City of Terre Haute Sewage Billing Department  
Effective Date: April 1, 2018

COTH SBD Policy #: 1-3  
Revised: \_\_\_\_\_

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Sewage Billing Dept Policy 1-3: Summer Allowance

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Purpose:

To establish a working mandate to identify eligible accounts and apply the summer allowance

Scope:

Sewage Billing Department Officers

Responsible Party:

Jesse Tohill, Sewage Billing Supervisor, Brad Speidel, Department Head

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**POLICY**

I. Policy Statement

The City of Terre Haute Sewage Billing Department (COTH SBD) will identify eligible accounts and apply the Summer Water Use Allowance (Summer Allowance) in accordance with Terre Haute City Code Sec. 9-110.

II. Procedure

**A. Identifying Eligible Accounts**

1. An eligible account will have each of the following conditions met:
  - a. The account will be designated "residential" by the appropriate designating agent.
  - b. Written submission from account holder requesting consideration for the Summer Allowance. The request must be received within the same calendar year as the summer water use.
  - c. The account will be eligible if the last issued billing statement of the same calendar year (December statement) is paid in full by the due date.

**B. Applying the Allowance**

2. The summer allowance will be applied to eligible accounts as follows:
  - a. The COTH SBD will select three (3) consecutive low months and three (3) consecutive high months of water use (in units). No estimated usage will be selected.
  - b. To the three (3) low use months, an additional thirty percent (30%) shall be added to reflect normal summer usage.
  - c. The Summer Allowance given will be the difference in the adjusted normal summer usage as calculated in item B,2 (b) of this document and the high months usage (high use months -- {low use months x 1.30}).
  - d. Any allowance identified will be applied to one (1) month in the following year as determined by the COTH SBD.

Approved by the Sanitary Board Commissioners on this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
President or Designee Sanitary Board of Commissioners

# Memo:

March 14, 2023

To: Terre Haute Board of Sanitary Commissioners  
From: Debra Padgett – Director Wastewater Utility

Gentlemen:

Wastewater will be responsible for cutting Thompson Ditch starting in the spring of 2023. I am requesting approval to transfer \$67,698 from *Drainage Ways* to *Purchase of Equipment* to pay for the second RC Mower (Remote Controlled Mower). This is a second RC Mower that will greatly assist in this project and other areas that are difficult to cut. These are remote-operated slope mowers designed to mow steep slopes and difficult terrain safely and are capable of finish mowing and brush cutting up to 1.5" in diameter. Wastewater took possession of the first RC Mower in June 2022. The mower has proven to be exceptional and has performed above our expectations.

Thank you,



Debra Padgett



**RESOLUTION #1 TRANSFER OF FUNDS 2023**

Be it resolved that the following transfer is hereby approved by the Sanitary District Board of Commissioners:

**CITY OF  
TERRE HAUTE  
BOARD OF SANITARY  
COMMISSIONERS**

City Hall  
17 Harding Avenue, Room 200  
Terre Haute, IN 47807

Phone: 812.244.4903  
Fax: 812.234.4973

[www.terrehaute.IN.gov](http://www.terrehaute.IN.gov)

	<b>FROM</b>		
Sanitary District Acct	0620-0061-03-437050		
	Drainage Ways	\$	<b>67,698.00</b>
	<b>TO</b>		
Sanitary District Acct	0620-0061-04-444010		
	Purchase of Equipment	\$	<b>67,698.00</b>

**TOTAL Amount to be Transferred            \$ 67,698.00**

For the purpose of providing sufficient funds for payment of services.

DATE: \_\_\_\_\_

Board of Sanitary Commissioners

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice-President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner