

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

January 16, 2024

The 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 January 16, 2024.

Physically present:

Pat Goodwin -	President
Jim Winning -	Vice-President
Marcus Maurer-	Secretary
Tim Adams-	Board Member
Dan Bradley-	Board Member

Richard Shagley-	Sanitary Attorney
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Sally Roetker -	Dept. of Engineering
Brad Utz-	Dept. of Engineering
Ed Stewart-	WWTP
Chad Sappingfield-	WWTP
Jeremy Cuffle-	WWTP
Troy Swan-	HWC Engineering

Pat Goodwin, 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 January 2, 2024.

On a motion of Tim Adams, seconded by Marcus Maurer, and unanimously approved, it was resolved the minutes from the January 2, 2024 meeting be approved.

APPROVE CLAIMS

There was a revised copy added with three added claims to the Vigo County Recorder. Sally Roetker pulled the invoices for the Board to review and also suggested that Brad Speidel be invited to the next meeting for an explanation as he is the Sewage Billing Specialist. Pat inquired if there is a rule when something needs to be put out for bid or can just be purchased. Jeremy Cuffle stated Municipal bidding required 3 quotes for a vehicle which must be equipped the same way and the bids must be opened at the Sanitary Board meeting. This process can take up to three months. The bid is only good for thirty days. Sourcewell is an application which allows the purchase of anything from toilet paper to semi-trucks. Chevy will deal with the lowest price. Chevy trucks are typically bought out of Ft. Wayne because they are easier to deal with. Sourcewell is a private company that deals with Government bids. In the previous Administration

\$50,000 or less could be approved at the Department level; if above that amount it would require approval by the Board. The State also requires that a purchase of \$50,000 is required to be bid. The Board is more interested in discussing the need for capital purchases during the budget process.

On a motion of Dan Bradley, seconded by Jim Winning, and unanimously approved, it was resolved to approve all claims except the three listed below:

- Vigo County Recorder/ \$3,375.00
- Vigo County Recorder/ \$5,000.00
- Vigo County Recorder/ \$5,000.00

Marcus will invite Brad Speidel, the Sewage Billing Specialist to the next meeting for an explanation of these invoices.

UNAPPROVED CLAIMS FROM 1/2/2024

Sally Roetker provided the invoices from Public Sector Group that were not approved. These invoices were from June, July and August of 2023 for Audit and Bond preparation work. Scott Walker is a contracted vendor of the City and helps the Controller with many services.

On a motion of Tim Adams, seconded by Dan Bradley, and unanimously approved, it was resolved to approve to table the following claims:

- Public Sector Group/ \$7,500.00
- Public Sector Group/ \$7,625.00
- Public Sector Group/ \$10,000.00

Marcus Maurer will invite the City Controller, Jessica Thome to the next Sanitary meeting on 2/6/2024 to explain these invoices.

Pat Goodwin spoke with Mayor Sakbun regarding the Republic Services Payment. He was told the monthly payment to Republic was not enough causing a shortfall towards the end of the year. The Republic contract had an escalation each year but the budget did not change to reflect that. The trash fee of \$11 was put in place in 2016 and the contract continued to escalate. The contract will end in 2028. The regular monthly payments come out of a City General Fund. In 2023 nine months of fees were taken from this fund until the fund was depleted then the last three payments were taken from the WWU services contractual line. The Sewage Treatment plant does not handle solid waste so the funds are transferred over to the general fund.

On a motion of Tim Adams, seconded by Dan Bradley, and unanimously approved, it was resolved to table the following claim:

- Republic Services/ \$274,065.66

Marcus Maurer will invite the City Controller, Jessica Thome to the next Sanitary meeting on 2/6/2024 to explain this invoice.

PAYROLL

The Board received the WWTP payroll for the period of 12/25/23-1/7/24 for Hourly and 1/4/24-1/17/24 for Salary.

On a motion of Marcus Maurer, seconded by Tim Adams, and unanimously approved, it was resolved the WWTP payroll for 12/25/23-1/7/27 for Hourly and 1/4/24-1/17/24 for Salary be approved.

APPROVE ED STEWART AS DIRECTOR OF WASTEWATER TREATMENT PLANT

On a motion of Jim Winning, seconded by Tim Adams, and unanimously approved, it was resolved to approve Ed Stewart as the Director of the Wastewater Treatment Plant retroactive to 1/1/2024.

APPROVE CREDIT CARD FOR ED STEWART FOR WWU

On a motion of Dan Bradley, seconded by Marcus Maurer, and unanimously approved, it was resolved to approve a credit card with First Financial Bank for Ed Stewart for the Wastewater Treatment Plant. This card statement will need to be approved by City Controller, Jessica Thome.

APPROVE PURCHASE OF SKID STEER

Ed Stewart reported they are requesting the purchase of a Compact Track Loader for \$95,493 to operate the Mr. Manhole which costs \$41,400, which will enable the crew to raise twice as many manhole covers in a day and can be used with paving to set manholes to the same grade as paving.

On a motion of Tim Adams, seconded by Marcus Maurer, and unanimously approved, it was resolved to approve the purchase of the following equipment:

- Compact Track Loader/Skid Steer/ \$95,493.00
- Mr. Manhole/ \$41,400.00
- Total purchase price/ \$136,893.00

UPDATE ON ALL CURRENT DEBT AND FUTURE FUND BALANCES

Sally Roetker provided the Board with the Bank statement from Bank of New York Mellon. This is the statement for the SRF Bond Construction Account for the MLS from 2019 for \$63,000,000.00. Pat will let Sally know what exact information he would like to have reported to the Board. Sally will present more financial documents to the board in future meetings. Pat would like to see an account of all Bonds still currently due and the outstanding indebtedness of the different bonds.

Sally Roetker also reported the WWU Budget which is part of the Sanitary District is required to be approved by the City Council but not the Sanitary District. It is also brought to this board although not required. Also additional appropriations are required to be approved by the City Council and not the Sanitary Board but are also brought to this board.

CONFLICT OF INTEREST AND DISCLOSURE POLICY

Richard Shagley provided the board with an updated Conflict of Interest and Disclosure Policy per the IC and the disclosure statement which only has to be completed if there is a conflict. This is to protect the board members. The Board was also presented the Conflict of Interest and Disclosure Policy to be signed and updated annually. Richard added a line to the last paragraph in section 2 which excludes lunches under \$25.00; this would not be a conflict.

Dan Bradley motioned to approve the updated Conflict of Interest and Disclosure Policy, which was seconded by Jim Winning, and unanimously approved, it was resolved to approve the updated Conflict of Interest and Disclosure Policy.

OTHER BUSINESS

Pat stated a date should be discussed for the LTCP update. The LTCP update will be on the agenda for the first March meeting which will be March 5, 2024.

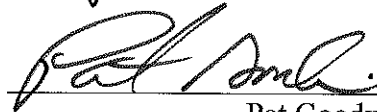
Ed Stewart asked if he has permission to move forward with purchase of the truck in Ft. Wayne. The Truck has already been approved and he can move forward.

ADJOURNMENT

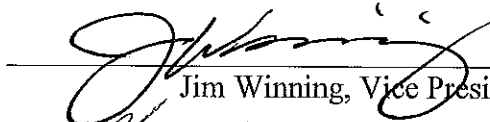
On a motion of Tim Adams, seconded by Marcus Maurer, and unanimously approved, it was resolved to adjourn the Board of Sanitary Commissioners meeting.

The next meeting of the Sanitary Board will take place on February 6, 2024 at 10:00 a.m. in the Third Floor Conference Room, Third Floor of City Hall, 17 Harding Avenue, Terre Haute, Indiana.

APPROVED on the 6th day of February, 2024.



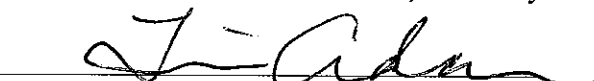
Pat Goodwin, President



Jim Winning, Vice President



Marcus Maurer, Secretary



Tim Adams, Commissioner

Dan Bradley, Commissioner