

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

**January 2, 2024**

The Annual Organizational 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 2, 2024.

**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>Pat Goodwin-</b>   | <b>New Board Member</b> |

**By Phone:**

|                    |   |
|--------------------|---|
| <b>Dan Bradley</b> | <b>New Board Member (Pending Swearing In)</b> |
|--------------------|---|

|                         |                              |
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| <b>Richard Shagley-</b> | <b>New Sanitary Attorney</b> |
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|                  |                        |
|------------------|------------------------|
| Sally Roetker -  | Dept. of Engineering   |
| Josey Daugherty- | Dept. of Engineering   |
| Brad Utz-        | Dept. of Engineering   |
| Ed Stewart-      | WWTP                   |
| Troy Swan-       | HWC Engineering        |
| Bob Murray-      | Tax Payers Association |
| Jim Hunter-      | Tax Payers Association |

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 December 19, 2023.

On a motion of Tim Adams, seconded by Marcus Maurer, and unanimously approved, it was resolved the minutes from the December 19, 2023 meeting be approved. Pat Goodwin abstained and Dan Bradley has not been sworn into the Sanitary Board yet.

**APPROVE CLAIMS**

The Board was given the list of claims for the Wastewater Utility Funds. Pat Goodwin asked the following questions:

- Have some of these claims already been paid?
  - Sally Roetker explained the claims are processed in the system and a trace report is generated listing all the claims then this report and the claims are brought to the meeting to be approved. The Board approved signing the trace report in a past meeting rather than signing each claim to save time

during the meeting. The claims are then delivered to the AP Clerk and a check is generated and mailed out. The only exceptions are utility bills and fee generated invoices which are paid in advance to prevent causing the city a fee. This process was also approved by the Board in a past meeting.

- Pat would like to know that someone in the Administration has looked at the claims and approved them for payment and asked if this has happened?
  - Marcus Maurer has approved the ones generated from the Engineering Dept. and Ed Stewart has approved the ones from the WWTP.
- Pat inquired what the color coding means for the WWU?
  - Sally Roetker responded this list is generated at the Treatment Plant and is their process and not sure what the coding stands for.
  - Pat stated he is not comfortable voting for something where the check has already been cut for something that has been purchased.
- Pat inquired what the section under Service Contractual called Controllers Office is for.
  - Sally Roetker reported Public Sector Group is the Financial Consultant but not sure exactly what these services were for.
  - Pat asked if Republic Services is a monthly sanitary bill, it is not.
- Pat asked if these claims were related to the transfer of \$1,200,000.00 that was tabled.
  - Marcus Maurer reported the Controller needed to make a transfer for year-end expenses but was not sure of the exact amount and later adjust the transfer to \$550,000.00. There were funds available that would not be used for year-end expenses; any funds not used would go back to the original fund.

On a motion of Pat Goodwin, seconded by Tim Adams, and unanimously approved, it was resolved the claims be approved as presented except for the four listed below until someone from the Controller's office can attend a meeting to explain these invoices:

Public Sector Group/ Consulting Fees/ \$7,500.00  
Public Sector Group/ Consulting Fees/ \$7,625.00  
Public Sector Group/ Consulting Fees/ \$10,000.00  
Republic Services #694/ Trash Removal/ \$274,065.66

Marcus Maurer will contact the City Controller and invite her to the next meeting.

### **APPROVE PAYROLL**

The Board received the WWTP payroll for the period of 12/11/23-12/24/23 for Hourly and 12/21/23-1/3/24 for Salary.

On a motion of Tim Adams, seconded by Marcus Maurer, and unanimously approved, it was resolved the WWTP payroll for 12/11/23-12/24/23 for Hourly and 12/21/23-1/3/24 for Salary be approved.

### **ELECT OFFICERS**

Jim Winning called for nominations for President of the Board. Marcus Maurer nominated Pat Goodwin.

On a motion of Marcus Maurer, seconded by Tim Adams, and unanimously approved, it was resolved to approve Pat Goodwin as President of the Board of Sanitary Commissioners.

On a motion of Pat Goodwin, seconded by Marcus Maurer, and unanimously approved, it was resolved to approve Jim Winning as Vice-President of the Board of Sanitary Commissioners.

On a motion of Tim Adams, seconded by Pat Goodwin, and unanimously approved, it was resolved to approve Marcus Maurer as the Secretary/Treasurer of the Board of Sanitary Commissioners.

### OTHER BUSINESS

Richard Shagley presented his Engagement letter for Professional Services for an Hourly Rate of \$250.00 in 6 minute time increments.

On a motion of Pat Goodwin, seconded by Tim Adams, and unanimously approved, it was resolved to approve the Professional Services of Richard J. Shagley II at an hourly billable rate of \$250.00 per hour in 6 minute increments.

Richard Shagley inquired if any policies have been signed on Conflicts of Interests. The Board has not signed anything recently. Richard stated he will bring a proposed policy to the next meeting. Richard will also notify the Insurance Carrier of our new board members. Richard Shagley will also request a copy of the last Audit as it pertains to the Sanitary District for the board's information.

### ADJOURNMENT

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

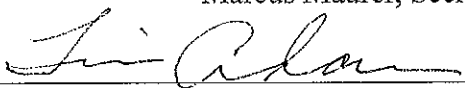
The next meeting of the Sanitary Board will take place on January 16, 2024 at 10:00 a.m. in the Third Floor Conference Room, Third Floor of City Hall, 17 Harding Avenue, Terre Haute, Indiana.


APPROVED on the 16th day of January, 2024.

  
Pat Goodwin, President

  
Jim Winning, Vice President

  
Marcus Maurer, Secretary

  
Tim Adams, Commissioner

  
Dan Bradley, Commissioner