

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

April 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 April 16, 2024.

Physically present:

Pat Goodwin -	President
Jim Winning -	Vice-President
Marcus Maurer-	Secretary
Tim Adams-	Board Member
Richard Shagley-	Attorney for the Sanitary Board

Absent - Dan Bradley – Board Member

Sally Roetker -	Dept. of Engineering
Ed Stewart-	Director of the WWTP
Brandon Sakbun-	Mayor
Jesse Tohill-	Director of Public Works
Jessica Thome-	City Controller
Matt Blair-	Controller's Office/Sr. Financial Analyst
Troy Swan-	HWC Engineering
Bob Murray-	Taxpayers Association
Brian Payne-	Lochmueller Group

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 April 2, 2024. Pat Goodwin asked to strike the following two statements from the minutes, "Pat asked if we would see the New Main Lift Station revenue and expenses. Jessica stated she would look into this." Pat stated he was inquiring if the bond proceeds would show as cash balance.

On a motion of Tim Adams, seconded by Marcus Maurer, and unanimously approved, it was resolved the minutes from April 2, 2024 be approved after striking the two sentences stated above.

APPROVE CLAIMS

The Board was given the list of claims for Wastewater Utility Funds. Pat Goodwin inquired what services Bakertilly is providing for the two claims they have presented. These are professional services for work on the 2023 BAN. Jessica Thome will email Bakertilly for an explanation of the invoices. Sally Roetker will look for an

agreement. Pat also inquired about the claim for Robert Hoopingarner Disposal Loads for \$990.00. Ed Stewart stated this is where the construction crew dumps their debris at Canal and Davis. This is an approved site.

On a motion of Marcus Maurer, seconded by Jim Winning, and unanimously approved, it was resolved to approve the claims with the exception of the Bakertilly claims for \$870.36 and \$12,226.58 until further clarification.

PAYROLL

The Board received the WWTP payroll for the period of 3/18/24-3/31/24 for Hourly and 3/28/24-4/10/24 for Salary.

On a motion of Jim Winning, seconded by Tim Adams, and unanimously approved, it was resolved the WWTP payroll for 3/18/24-3/31/24 for Hourly and 3/28/24-4/10/24 for Salary be approved.

TPI BILLING SOLUTIONS/ CONTRACT CHANGE ORDER #1

Jesse Tohill stated this change order is pursuant to a program development that TPI is doing for the City for the Sewage Billing Department. The system we currently use to account for and create sewer lien documents is very old and reached the end of its life. In reference to the Sanitary minutes of 12/17/2019, Brad Speidel was the Utility Billing Specialist at the time, an RFP was developed and TPI won the bid. That was the original contract and was signed by the Board of Public Works. Brad Speidel brought a contract addendum to this contract to the Sanitary Board. The change order is due to the County changing their taxing software. The system requirement specifies we use the taxing software data. We are in a contract with Schneider and the information is updated every night on Beacon. Richard Shagley stated we should have a new agreement approved by the Sanitary Board.

On a motion of Tim Adams, seconded by Marcus Maurer, and unanimously approved it was resolved to approve change order #1 with the stipulation TPI submits a new current proposal based on the work they are doing today working with the attorney for the Sanitary District.

CURRENT SANITARY PROJECTS

Marcus Maurer reported he has presented a list of projects except for the Wastewater Plant reroof project and minus the CSO projects. Not all of these projects are currently in progress but the goal is to accomplish some type of significant movement in the next five years. Some of the projects are related to things that need to be done and some are related to the integrated planning portion of the Long Term Control Plan. The CSO projects were left out due to the terms of the LTCP plan which could cause some of those projects to be adjusted. The funding source is listed and as the projects move forward this might change. Ed stated they have a roof that needs repaired on one of the buildings. Ed and Marcus will be discussing this with Mike Waldbeiser. There is money in this year's budget for this project.

OTHER BUSINESS

Mayor Sakbun inquired if the GATX Railroad agreement is approved through this board. Marcus stated it is approved through the Sanitary Board. Marcus stated they installed a Force Main and Lift Station but did not want to meet our standards with the Lift Station,

however we agreed we would take the pipe so when locates are called they can be located. There was a disagreement with the language regarding the liability on the pipe. We have inspected it and approved it and need them to meet our liability agreement. We do not want to be liable for work that was done under the Railroad. We did not agree with the language in their agreement. Richard will contact them regarding this matter.

Jessica stated she asked Matt Blair to create some reports for the Sanitary Board. The Controller's office will start creating a report each month for the Sanitary Board that will be uploaded to the Controller's website. The report will show the expenses and revenue for all the funds in the Sanitary District. They also created a report that compared revenue and expenses by line for the past five years.

Jesse reported in reference to Dan Bradley's inquiry about the summer water allowance Policy that he reviewed the relevant City Code. He found that City Code Sec. 9-1.10 Item B, stated in not instance shall estimate monthly usage volumes be used in calculating the summer water use allowance. Usage must be from actual meter readings. No allowance shall be credited to reduce an account below a minimum bill. Further applicant must have been an occupant and active user of the sewage disposal system for no less than one year. This language is broad enough to state if you have had a year of service at the same location period not just within that same calendar year you can still qualify for the summer water allowance.

Pat stated he would like to revisit the Scott Walker unresolved invoice issue. Richard suggested the Sanitary Board allows him to send Mr. Walker a letter requesting more detailed billing and copies of any agreement with the Sanitary Board. He would also ask for an explanation of his modified billing practices that does not appear in the original agreement he has with the City of Terre Haute. Once a response is received the Sanitary Board can move forward.

On a motion of Tim Adams, seconded by Marcus Maurer, and unanimously approved, it was resolved to approve the attorney for the Sanitary District, Richard Shagley to draft a formal letter to Scott Walker of Public Sector Group requesting a more detailed billing explanation of his invoices to the Sanitary District, a copy of any agreement he may have with the Sanitary District and an explanation of his modified billing practices that does not appear in his original agreement with the City of Terre Haute.

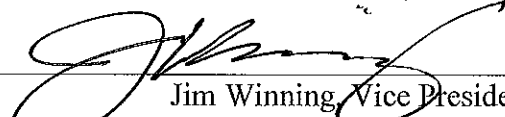
ADJOURNMENT

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

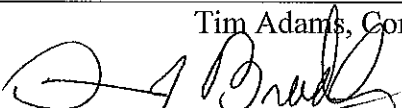
The next meeting of the Sanitary Board will take place on Wednesday May 8, 2024 at 10:00 a.m. in the Third Floor Conference Room, Third Floor of City Hall, 17 Harding Avenue, Terre Haute, Indiana. City Hall will be closed on Tuesday May 7, 2024 for Election Day.

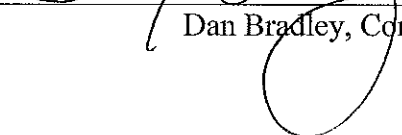
APPROVED on the 8th day of May, 2024.


Pat Goodwin, President


Jim Winning, Vice President


Marcus Maurer, Secretary


Tim Adams, Commissioner


Dan Bradley, Commissioner