

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

**April 2, 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 2, 2024.

**Physically present:**

<b>Pat Goodwin -</b>	<b>President</b>
<b>Jim Winning -</b>	<b>Vice-President</b>
<b>Marcus Maurer-</b>	<b>Secretary</b>
<b>Tim Adams-</b>	<b>Board Member</b>
<b>Dan Bradley-</b>	<b>Board Member</b>
<b>Richard Shagley-</b>	<b>Sanitary Attorney</b>

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
Ryan Sheehy-	Sewage Billing Supervisor
Troy Swan-	HWC Engineering
Bob Murray-	Taxpayers Association
Jim Hunter-	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 March 19, 2024.

On a motion of Tim Adams, seconded by Jim Winning, and unanimously approved, it was resolved the minutes from March 19, 2024 be approved.

**APPROVE CLAIMS**

The Board was given the list of claims for Wastewater Utility Funds. Pat Goodwin inquired what services United Consulting is providing to the Sanitary District. Ed Stewart stated they are working on the Chamberlain Road Study. United Consulting sent a completed study of what the next steps would be but no action has been taken at this point.

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

## **PAYROLL**

The Board received the WWTP payroll for the period of 3/4/24-3/17/24 for Hourly and 3/14/24-3/27/24 for Salary.

On a motion of Marcus Maurer, seconded by Jim Winning, and unanimously approved, it was resolved the WWTP payroll for 3/4/24-3/17/24 for Hourly and 3/14/24-3/27/24 for Salary be approved.

## **SANITARY FINANCIAL REPORTS**

Jessica Thome provided the past five years of cash balances that the Sanitary Board requested. Dan Bradley looked at 2023 and stated the year ended with \$1,500,000 under revenue and because we didn't use cash to pay for sanitary salaries he is inquiring why the cash balance is not \$7,500,000 higher than what it is showing. Jessica stated it would not be because it is accounted for in the payroll. It is basically the difference of a transaction in the bank. Every fund has a payroll cash line and that payroll cash is credited. The only change is how it is accounted for. The past five years have been accurate in the salary lines. The wastewater utility revenue is paying for the salaries of the wastewater employees. Pat inquired as to why there is such a variation in the revenue. Jessica stated she would have to go back and look at the numbers. ~~Pat asked if we would see the New Main Lift Station revenue and expenses. Jessica stated she would look into this.~~ Pat also asked if the wastewater utility cash is separate from the General Fund and are we making interest on this money. Jessica stated it is kept in separate funds and we are making interest on this money. Pat also asked if the General Fund borrows from the Sanitary Fund and Jessica stated no. The Mayor stated there are four account funds that are negative which are Group Health, Hulman, Rea, and a Bond Payment from 2019 but the cash is not negative.

## **RESOLUTION #1 AND #2 -2024/ TRANSFER OF PROPERTY FROM STREET DEPARTMENT TO THE WASTEWATER UTILITY**

Ed Stewart reported the Wastewater Utility received a 2002 International 4300 Truck and a 2009 Freightliner Tymco Street Sweeper from the Street Department which they were no longer using. They turned the International 4300 into a Dump truck which they are now using under their grease to eliminate Republic having to come and pick up the grease. The Sweeper is being used on the inlets and helping clean streets as well. This is used all year long. In return Wastewater gave the Street Department a 2006 Ford F-150 that they were not using. The Board of Works presented two Resolutions they have approved for these transfers.

On a motion of Dan Bradley, seconded by Marcus Maurer, and unanimously approved, it was resolved to approve the transfer of a 2002 International 4300 Truck and a 2009 Freightliner Tymco 600 Air Sweeper from the Street Department to the Wastewater Utility.

On a motion of Dan Bradley, seconded by Jim Winning, and unanimously approved, it was resolved to approve the transfer of a 2006 Ford F-150 from the Wastewater Utility to the Street Department.

## **SEWAGE BILLING DEPARTMENT POLICY UPDATES**

Ryan Sheehy, the Sewage Billing Supervisor stated he updated the eleven Sewage Billing Policies by adding his name as the Sewage Billing Supervisor and Jesse Tohill as the Utility Billing Specialist. No other policy changes were made. Dan Bradley asked about Policy 1-3 for the Summer Allowance. Dan stated in the past when he was gone in the winter for a couple of months and he shut off his water he was not eligible for this allowance because the policy required 12 months of water usage. The Policy reflects the current City Code which requires 12 months of water usage. Dan stated it does not actually say this in Policy 1-3. Jesse stated we could look at the City Code again. Dan stated if there can be no change to the Policy he would like to see the Policy actually state 12 months of water usage is required for the summer allowance. Dan also inquired about Policy 1-5 Processing Bad Debt Write Off and stated he thought the land owner was ultimately responsible. Jesse stated in order to certify a sewer lien state statutes must be followed and there are provisions that a sewer lien can't be filed against a subsequent owner. If the sewer lien isn't filed before a property transfers to a new owner it becomes bad debt. A lien also can't be filed on debt that's owed greater than 36 months. There a few guidelines that must be followed. Liens must be filed timely to limit the amount of bad debt.

On a motion of Dan Bradley, seconded by Tim Adams, and unanimously approved, it was resolved to approve Sewage Billing Policy Updates 0-0 to 1-11.

## **OTHER BUSINESS**

Pat stated he noticed many appropriation and transfer requests in the 2023 reports. He asked if this came to the Sanitary Board. Sally stated these were transfers made at the end of the year in the lines that were going to run short. Pat stated he feels these transfers should be made throughout the year. Jessica stated that is how it will be handled currently.

Pat would like a list of all the active projects in construction or design on the Agenda for the next meeting.