



MINUTES OF THE EXECUTIVE SESSION FOR
GARY SANITARY DISTRICT BOARD OF COMMISSIONERS
HELD ON **DECEMBER 16, 2019** AT 9:00AM – 3600 W. 3rd Ave., Gary, IN

1. The meeting was called to discuss the following, as authorized under Indiana Code Section 5-14-1.5-6:

- The initiation of litigation, pending litigation, or written notice of threatened litigation.

2. The following persons were in attendance at the Executive Session:

PRESENT

Tramel Raggs, President
Maurice G. Mabon, Vice-President
Ola V. Morris, Secretary
Charles W. Jackson, Jr., Member
Angela E. Jones, Member
Daniel F. Vicari, Executive Director
Vern E. White, Director of Administration
Jewell Harris, Jr., Attorney
Mayor Karen Freeman-Wilson

ABSENT


3. The following matters were discussed and information received by the Board during its advertised Executive Session, and NO OFFICIAL ACTION was taken.

- The initiation of litigation, pending litigation, or written notice of threatened litigation.

GARY SANITARY DISTRICT
BOARD OF COMMISSIONERS



Tramel Raggs, President



Ola V. Morris, Secretary



MINUTES OF THE GARY SANITARY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING HELD ON **DECEMBER 16, 2019**

BOARD OF COMMISSIONERS MEETING No. 47

DATE: Monday, December 16, 2019
TIME: 10:00AM
LOCATION: GSD, Board Room

TYPE: Regular Meeting
NOTICE PROVIDED IN ADVANCE: YES
QUORUM: YES

BOARD MEMBERS PRESENT

Tramel Raggs, President
Maurice G. Mabon, Vice-President
Ola V. Morris, Secretary
Charles W. Jackson, Jr., Member
Angela E. Jones, Member

ABSENT MEMBERS

OTHERS PRESENT

Daniel F. Vicari, Executive Director
Vern E. White, Director of Administration
Jewell Harris, Jr., Attorney
Mayor Karen Freeman-Wilson

OTHERS ABSENT

Call to Order: 10:37 AM by Commissioner Raggs

Commissioner Raggs began the Meeting with the Pledge of Allegiance followed by Roll Call. He then certified that prior to the December 16, 2019 Board Meeting, there was an Executive Session held and there was nothing discussed in the Executive Session that was not indicated on the Posted Notice of the Executive Session; and being in compliance with the Indiana Statutes, there were no final votes held during the Executive Session. Commissioner Raggs asked if any Board Member dissented to the certification. Hearing none, he then proceeded with the meeting.

1. MINUTES

As per the Minutes of the December 2, 2019 Board Meeting, Commissioner Raggs called for the Board's pleasure with respect to approving the minutes. A motion to accept the Minutes of the Executive Session Items and the Regular Meeting Minutes of December 2, 2019 with any/all noted corrections; was given by Commissioner Morris. The motion for approval of the minutes was seconded by Commissioner Mabon and passed without dissent.

The vote: Five (5)-Ayes / Zero (0)-No

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2. NEW BUSINESS

- 2a. A Motion to Approve GSD's Payroll Earnings for Period Ending: November 11, 2019 thru November 24, 2019, in the amount of \$235,811.98.**

Overview: Director of Administration Vern White asked for the Board's approval of the GSD Payroll Earnings Report submitted as GSD Agenda Item 2a.

Commissioner Raggs called for the Board's pleasure with respect to approving GSD Agenda Item 2a. Commissioner Mabon gave the motion to approve. The motion for approval of the GSD's Payroll Earnings (November 11, 2019 thru November 24, 2019) was seconded by Commissioner Morris and passed/approved.

The vote: Five (5)-Ayes / Zero (0)-No

- 2b. A Motion to Approve GSD Resolution No. SD19-12, Approving the Repayment of an Interfund Loan to GSD's Equipment Replacement Fund (435) from GSD's General Operating Fund (670).**

Overview: Director of Administration Vern White stated due to the influx of unanticipated projects and expenses, an Interfund Loan was required to supplement GSD's General Operating Fund (670). There was an Intefund Loan made from GSD's Equipment Replacement Fund (435) to GSD's General Operating Fund (670) in September 2019 in the amount of \$800,000.00. Resolution No. SD19-12 will authorize the repayment of the Interfund Loan.

Director of Administration Vern White recommended approval of Agenda Item 2b.

Commissioner Raggs called for the Board's pleasure with respect to approving GSD Agenda Item 2b. Commissioner Jackson gave the motion to approve. The Motion to Approve GSD Resolution No. SD19-12, Approving the Repayment of an Interfund Loan to GSD's Equipment Replacement Fund from GSD's General Operating Fund was seconded by Commissioner Mabon and passed/approved.

The vote: Five (5)-Ayes / Zero (0)-No

- 2c. A Motion to Approve GSD Resolution No. SD19-13, Authorizing Amending the 2019 GSD General Operating Fund (670) Budget and Approving Various Budget Transfers within the GSD WWTP General Operating Fund (670).**

Overview: Director of Administration Vern White stated the 2019 GSD General Operating Fund (670) Budget was reviewed and it has been determined that various unanticipated expenses have occurred, requiring various line item adjustments to be done by December 31, 2019. Such activity has resulted in the Budget to be increased by \$500,000.00.

Director of Administration Vern White recommended approval of Agenda Item 2c.



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Commissioner Raggs called for the Board's pleasure with respect to approving GSD Agenda Item 2c. Commissioner Mabon gave the motion to approve. The Motion to Approve GSD Resolution No. SD19-13, Authorizing Amending the 2019 GSD General Operating Fund (670) Budget and Approving Various Budget Transfers within the GSD WWTP General Operating Fund (670) was seconded by Commissioner Jackson and passed/approved.

The vote: Five (5)-Ayes / Zero (0)-No

2d. A Motion to Approve GSD Resolution No. SD19-14, Approving the 2019 Payment In Lieu of Taxes to the City of Gary.

Overview: Director of Administration Vern White stated GSD and the City of Gary pay lieu of taxes for services rendered by both entities. It has been determined that the payment in lieu of taxes, pursuant to Indiana law for services rendered by both entities for the City of Gary (P/E: 12/01/18 thru 11/30/19) amounts to \$2,504,864.00.

Director of Administration Vern White recommended approval of Agenda Item 2d.

Commissioner Raggs called for the Board's pleasure with respect to approving GSD Agenda Item 2d. Commissioner Jackson gave the motion to approve. The Motion to Approve GSD Resolution No. SD19-14, Approving the 2019 Payment In Lieu of Taxes to the City of Gary was seconded by Commissioner Mabon and passed/approved.

The vote: Five (5)-Ayes / Zero (0)-No

2e. A Motion to Approve GSD Resolution No. SD19-15, Approving the 2020 GSD General Operating Budget (Fund 670) WWTP Budget.

Overview: Director of Administration Vern White stated budgeting has been reviewed and it has been determined there are various expenditures required to carry-out business for the Gary Sanitary District (GSD) – Year 2020. The 2020 GSD General Operating Budget information is as follows:

- 2020 Revenues: \$34,430,157.00
- 2020 Expenditures: \$34,530,255.00
- With Net Loss: \$ 98.00-

Director of Administration Vern White recommended approval of Agenda Item 2e.

Commissioner Raggs called for the Board's pleasure with respect to approving GSD Agenda Item 2e. Commissioner Jackson gave the motion to approve. The Motion to Approve GSD Resolution No. SD19-15, Approving the 2020 GSD General Operating Budget (Fund 670) was seconded by Commissioner Mabon and passed/approved.

The vote: Five (5)-Ayes / Zero (0)-No

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2f. A Motion to Approve an Award of Bid to M & K Truck Center of Gary, LLC., for the Purchase of a Dump Truck, in a not-to-exceed amount of \$192,838.00.

Overview: Executive Director Vicari stated GSD staff had specified the need for a dump truck. Using the State of Indiana Quantity Purchasing Agreement (QPA) pricing and Sourcewell Procurement, it was discovered that both of these entities had higher pricing than that of M & K Truck Center of Gary, LLC., for the same style/type vehicle. The GSD Equipment Replacement Fund (435) will be the source used to pay for said vehicle.

Executive Director Vicari recommended approval of Agenda Item 2f.

Question: Attorney Harris asked if the purchase of the dump truck is to be considered a sole-source purchase.

Response: Executive Director Vicari stated it is not a sole-source purchase. It is, however, factual that this particular truck has been competitively bid twice by the State of Indiana and Sourcewell Procurement with our local Mack dealer's (M & K Truck Center) pricing still being lowest.

Question: Commissioner Mabon asked if there was any trade-in value to be considered for this purchase.

Response: Executive Director Vicari stated GSD does not have anything to be traded for this purchase as this will be a PURCHASE ONLY deal.

Commissioner Raggs called for the Board's pleasure with respect to approving GSD Agenda Item 2f. Commissioner Mabon gave the motion to approve. The Motion to Approve an Award of Bid to M & K Truck Center of Gary, LLC. was seconded by Commissioner Morris and passed/approved. The vote: Five (5)-Ayes / Zero (0)-No

2g. A Motion to Approve an Award of Bid to Standard Equipment Company for the Purchase of a Single Engine Combination Sewer Cleaner (Vactor Unit), in a not-to-exceed amount of \$477,860.00.

Overview: Executive Director Vicari stated GSD currently has four (4) vactor trucks in its fleet, with the oldest being a 1995 model. The 1995 model will be phased out of regular day-to-day service. GSD solicited competitive quotes from Sourcewell Procurement, who, in turn, submitted the quote to GSD from Standard Equipment Company. (Note: Standard Equipment Company is GSD's Sole-Source vendor for the Vactor Trucks). Lead-time for delivery for an as-built Vactor Unit will be September 2020.

Executive Director Vicari recommended approval of Agenda Item 2g.



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Question: Commissioner Jackson asked what type of warranty is attached with the purchase of the Vactor Unit.

Response: Eric Tonk responded that the Vactor Unit will have a three (3) year warranty.

Question: Commissioner Mabon asked if a down-payment would be required to Standard Equipment Company for the purchase of the Vactor Unit.

Response: Executive Director Vicari stated as GSD is a long-standing customer to Standard Equipment Company, no down-payment is required for the purchase of the Vactor Unit.

Commissioner Raggs called for the Board's pleasure with respect to approving GSD Agenda Item 2g. Commissioner Jackson gave the motion to approve. The Motion to Approve an Award of Bid to Standard Equipment Company for the Purchase of a Single Engine Combination Sewer Cleaner (Vactor Unit) was seconded by Commissioner Mabon and passed/approved.

The vote: Five (5)-Ayes / Zero (0)-No

2h. A Motion to Approve a Master Services Agreement between American Structurepoint Inc. and Gary Sanitary District.

Overview: Executive Director Vicari stated American Structurepoint Inc. has a current Master Services Agreement with GSD that expires on 12/31/19. Agenda Item 2h is to request one (1) additional year of services-with same Terms and Conditions (of Year 2019) from American Structurepoint Inc. which allows American Structurepoint Inc. to provide task orders to the Board.

Executive Director Vicari recommended approval of Agenda Item 2h.

Commissioner Raggs called for the Board's pleasure with respect to approving GSD Agenda Item 2h. Commissioner Mabon gave the motion to approve. The Motion to Approve a Master Services Agreement between American Structurepoint Inc. and Gary Sanitary District was seconded by Commissioner Morris and passed/approved.

The vote: Five (5)-Ayes / Zero (0)-No

2i. A Motion to Approve a Master Services Agreement between CDM Smith, Inc. and Gary Sanitary District.

Overview: Executive Director Vicari stated CDM Smith, Inc. has a current Master Services Agreement with GSD that expires on 12/31/19. Agenda Item 2i is to request one (1) additional year of services-with same Terms and Conditions (of Year 2019) from CDM Smith, Inc. which allows CDM Smith, Inc. to provide task orders to the Board.

Executive Director Vicari recommended approval of Agenda Item 2i.



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Commissioner Raggs called for the Board's pleasure with respect to approving GSD Agenda Item 2i. Commissioner Jackson gave the motion to approve. The Motion to Approve a Master Services Agreement between CDM Smith, Inc. and Gary Sanitary District was seconded by Commissioner Jones and passed/approved.

The vote: Five (5)-Ayes / Zero (0)-No

2j. A Motion to Approve a Master Services Agreement between Robinson Engineering, Ltd. and Gary Sanitary District.

Overview: Executive Director Vicari stated Robinson Engineering, Ltd. has a current Master Services Agreement with GSD that expires on 12/31/19. Agenda Item 2j is to request one (1) additional year of services-with same Terms and Conditions (of Year 2019) from Robinson Engineering, Ltd. which allows Robinson Engineering, Ltd. to provide task orders to the Board.

Executive Director Vicari recommended approval of Agenda Item 2j.

Commissioner Raggs called for the Board's pleasure with respect to approving GSD Agenda Item 2j. Commissioner Jackson gave the motion to approve. The Motion to Approve a Master Services Agreement between Robinson Engineering, Ltd. And Gary Sanitary District was seconded by Commissioner Jones and passed/approved.

The vote: Five (5)-Ayes / Zero (0)-No

2k. A Motion to Approve a Professional Services Contract between Barnes & Thornburg, LLP., and Gary Sanitary District for Special Counsel for Consent Decree Matters.

Overview: Executive Director Vicari stated as issues arise relative to the Consent Decree, Barnes & Thornburg, LLP (Fred Andes) is the organization utilized for legal assistance. Terms and Conditions are the same as Year 2019.

Executive Director Vicari recommended approval of Agenda Item 2k.

Commissioner Raggs called for the Board's pleasure with respect to approving GSD Agenda Item 2k. Commissioner Jackson gave the motion to approve. The Motion to Approve a Professional Services Contract between Barnes & Thornburg, LLP., and Gary Sanitary District was seconded by Commissioner Jones and passed/approved.

The vote: Five (5)-Ayes / Zero (0)-No

2l. A Motion to Approve a Professional Services Contract between DDS Security, Inc. and Gary Sanitary District for Professional Security Services.

Overview: Executive Director Vicari stated this contract is a one (1) year renewal for security services for our 504 Customer Service Center and at 3600 (on an as needed basis). The contracts pricing has not changed.



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Executive Director Vicari recommended approval of Agenda Item 2l.

Commissioner Raggs called for the Board's pleasure with respect to approving GSD Agenda Item 2l. Commissioner Jones gave the motion to approve. The Motion to Approve a Professional Services Contract between DDS Security, Inc. and Gary Sanitary District was seconded by Commissioner Mabon and passed/approved.

The vote: Five (5)-Ayes / Zero (0)-No

2m. A Motion to Approve a Professional Services Contract between Engineered Maintenance, LLC., and Gary Sanitary District for Predictive Maintenance and Reliability Consulting Services.

Overview: Executive Director Vicari stated GSD has numerous pumps and motors that Engineered Maintenance, LLC., provides services – such as calibration, infra-red testing, oil analysis and other predictive maintenance. Agenda Item 2m is for a one (1) year contract renewal.

Executive Director Vicari recommended approval of Agenda Item 2m.

Commissioner Raggs called for the Board's pleasure with respect to approving GSD Agenda Item 2m. Commissioner Jones gave the motion to approve. The Motion to Approve a Professional Services Contract between Engineered Maintenance and Gary Sanitary District was seconded by Commissioner Mabon and passed/approved.

The vote: Five (5)-Ayes / Zero (0)-No

2n. A Motion to Approve a Professional Services Contract between Harris Law Firm, P.C., and Gary Sanitary District for Legal Representation Services.

Overview: Executive Director Vicari stated this contract is for a one (1) year renewal/extension for the regular day-to-day legal representation services of the Board. There are no other changes to services, however in lieu of a retainer, billing will be done in hourly increments.

Executive Director Vicari recommended approval of Agenda Item 2n.

Commissioner Raggs called for the Board's pleasure with respect to approving GSD Agenda Item 2n. Commissioner Jackson gave the motion to approve. The Motion to Approve a Professional Services Contract between Harris Law Firm, P.C., and Gary Sanitary District for Legal Representation Services was seconded by Commissioner Jones and passed/approved.

The vote: Four (4)-Ayes / One (1)-Abstention (Raggs)

2o. A Motion to Approve a Professional Services Contract between Harris Law Firm, P.C., and Gary Sanitary District for Collection Services.



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Overview: Executive Director Vicari stated when the issue of uncollectable revenues arises, GSD seeks the assistance of Harris Law Firm, P.C. The fees are: pre-litigation 50% fee / post-litigation is 25% fee.

Executive Director Vicari recommended approval of Agenda Item 20.

Question: Commissioner Mabon asked what the present collection rate is.

Response: Director of Administration Vern White stated the collection rate is approximately 80%.

Commissioner Raggs called for the Board's pleasure with respect to approving GSD Agenda Item 20. Commissioner Jackson gave the motion to approve. The Motion to Approve a Professional Services Contract between Harris Law Firm, P.C., and Gary Sanitary District for Collection Services was seconded by Commissioner Mabon and passed/approved.

The vote: Four (4)-Ayes / One (1)-Abstention (Raggs)

2p. A Motion to Approve a Professional Services Contract between MRH Company and Gary Sanitary District for Maintenance of GSD's Utility Billing Software.

Overview: Executive Director Vicari stated the current GSD software (System 36) is being upgraded to a new platform with a RosTech. It is anticipated that by First Quarter of 2021, the new enhancements will be complete and GSD can "go live" with use. MRH Company is an original developer to GSD's current billing software. Once the new software is complete, the services of MRH are anticipated to be not needed as much. However, until the new software is complete, a contract is needed. (Note: One (1) feature of the new software will be collection services).

Executive Director Vicari recommended approval of Agenda Item 2p.

Question: Commissioner Mabon asked how RosTech is progressing with respect to upgrading the new software.

Response: Executive Director Daniel Vicari stated GSD needs to have the program installed and train staff and "go live". There will be a proposal submitted in January for the Board's review on program implementation.

Commissioner Raggs called for the Board's pleasure with respect to approving GSD Agenda Item 2p. Commissioner Mabon gave the motion to approve. The Motion to Approve a Professional Services Contract between MRH Company and Gary Sanitary District was seconded by Commissioner Jones and passed/approved.

The vote: Five (5)-Ayes / Zero (0)-No



MINUTES OF THE GARY SANITARY DISTRICT BOARD OF COMMISSIONERS
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2q. A Motion to Approve a Professional Services Contract between Whittaker & Company, PLLC and Gary Sanitary District for Public Accounting Services.

Overview: Executive Director Vicari stated Whittaker & Company, PLLC is seeking a one (1) year renewal for Public Accounting Services with the same terms and conditions of the prior year.

Executive Director Vicari recommended approval of Agenda Item 2q.

Commissioner Raggs called for the Board's pleasure with respect to approving GSD Agenda Item 2q. Commissioner Mabon gave the motion to approve. The Motion to Approve a Professional Services Contract between Whittaker & Company, PLLC and Gary Sanitary District for Public Accounting Services was seconded by Commissioner Jones and passed/approved.

The vote: Five (5)-Ayes / Zero (0)-No

3. CLAIMS

3a. GSD Claims Numbers: 4675 thru 4875, in the amount of \$1,786,193.13

Overview: Director of Administration Vern White recommended approval and ratification of the GSD Claims.

Commissioner Raggs called for the Board pleasure with respect to approving GSD Agenda Item 3a. Commissioner Jackson gave the motion to approve. The motion for approval and ratification of GSD Claims Numbers 4675 thru 4875 was seconded by Commissioner Mabon and passed/approved.

The vote: Five (5)-Ayes / Zero (0)-No

4. INFORMATION UPDATES

4a. Plant Superintendent

Rhonda Anderson, Plant Superintendent, provided the Board with plant updates:

Overview:

General

- Lighting Project Update:
 - o Over 100 Plant Street Lights (Collections Garage and Raw Sewage Pump Building) have been replaced.
- NIPSCO Energy Efficiency Update:
 - o Last week, GSD accepted offers from NIPSCO for the lighting project and the Boiler Project. Incentive checks are expected soon for the lighting project as it is complete.
- Aeration Improvement Project Update:
 - o Submittals are still being approved. With demolition to start in January 2020.
- Boiler Replacement Update:
 - o Advertising will be on January 3, 2020
 - o Mandatory Pre-Bid will be held on January 13, 2020 (2pm)
 - o Bids will be accepted on January 27, 2020 (11am)



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- Grit System Improvement Update:

- o A meeting was held to review the 60% drawings.

Operations

- Monthly Process Control Improvement Strategies Conference Call (2020 emphasis):

- o Discussions were geared towards improving the dewatering of digested sludge and reducing disinfection chemical costs.

Maintenance

- Plant Aesthetics Projects:

- o The B40 Raw Sewage Pump has been painted.
 - o The Polymer feed area has been cleaned.

Safety Programs for Year 2020:

- Proposal will be submitted from Dan McCoy for improving safety at GSD in 2020.

4b. Construction Activities

Eric Tonk provided the Board with updates on GSD Spring 2019 Construction Activities:

Overview:

- Clark Road Improvements Project:

- o One (1) punch-list items to complete (still awaiting NIPSCO needs to lower a valve).

- Ambridge Neighborhood Sewer Rehabilitation Project:

- o There are four (4) lines that are not qualified to be lined due to degradation.

- Lake Street Road Construction Project:

- o The project is being "winterized" for winter wrap-up.

- Forest Avenue Storm Water Improvement Project:

- o Project has been completed.

- 20th Avenue – Taft to Ellsworth Storm Water Improvements Project:

- o Paving delayed due to unexpected cold weather. Project should be completed by year's end.

4c. Compliance Department Update

Tammi Davis provided the Board with updates on GSD/City of Gary Compliance Activities/Summary for Year 2019:

Overview:

- Compliance Department participated in three (3) major outreach events in the community.
- Using the e-Newsletter, there was increased awareness and attendance to participate in Pre-Bids.
- Participated/Conducted training seminars
- Saw increased local and female participation on various projects.

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5. DISCUSSION

There were no discussion items.

Mayor Freeman-Wilson addressed the Board/Attendees firstly by thanking GSD and GSWMD staff in their role in the Lake Street Project. She also wished all a Blessed Holiday Season.

Commissioner Raggs addressed all attendees by wishing all a Wonderful Holiday Season.

Question: Commissioner Mabon asked if there was a possibility of the new budget being revised.

Response: Director of Administration Vern White stated it may be possible the budget may be revised.

6. REQUEST TO SPEAK

There was no one present requesting to speak.

7. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 11:36AM

ADOPTED BY THE BOARD DURING THE MEETING ON:

01/06/2020

Tramel Raggs, President

Ola V. Morris, Secretary

BOARD OF COMMISSIONERS

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