



MINUTES OF THE GARY SANITARY DISTRICT BOARD OF COMMISSIONERS  
REGULAR MEETING HELD ON **OCTOBER 2, 2023**

---

**BOARD OF COMMISSIONERS MEETING**

**DATE:** Monday, October 2, 2023  
**TIME:** 11:00AM  
**LOCATION:** GSD, Boardroom

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

---

**BOARD MEMBERS PRESENT**

Daniel F. Vicari, President  
Maurice G. Mabon, Vice President  
Ola V. Morris, Secretary  
Charles W. Jackson, Jr., Member  
Darnail Lyles, Member

---

**ABSENT MEMBERS**

---

**OTHERS PRESENT**

Jewell Harris, Jr., Attorney – *Harris Law Firm*  
Jerome Foster, Finance Manager

---

**OTHERS ABSENT**

- 
- I. Call to Order:** 11:13AM by Chairman Vicari  
Chairman Vicari began the Meeting with the Pledge of Allegiance followed by Roll-Call. He then stated prior to the start of the October 2, 2023 Board Meeting, there was Executive Session held and there was nothing discussed in Executive Session that was not indicated on the Posted Notice of the Executive Session; and being in compliance with Indiana Statutes, there were no final votes held during the Executive Session. Chairman Vicari asked if any Board member dissented to the certification. Hearing none, he proceeded with the meeting.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK



MINUTES OF THE GARY SANITARY DISTRICT BOARD OF COMMISSIONERS  
REGULAR MEETING HELD ON **OCTOBER 2, 2023**

---

**1. MINUTES**

As per the Executive Session and Regular Meeting Minutes of September 18, 2023, Chairman Vicari called for the Board's pleasure with respect to approving the minutes.

A motion to accept the Executive Session and Regular Meeting Minutes of September, 18, 2023, with any/all noted corrections; was given by Commissioner Morris. The motion for approval of the minutes was seconded by Commissioner Lyles and passed without dissent.

The vote: Three (3)-Ayes / Two (2)-Abstention (Morris | Mabon)

**2. NEW BUSINESS**

**2.1 A Motion to Approve the Hiring of Rhonda Anderson as Executive Director of the Gary Sanitary District.**

Overview: Attorney Harris recommended approval of an AMENDED MOTION to Approve and Ratify the Hiring of Rhonda Anderson as Executive Director of the Gary Sanitary District.

Question: Commissioner Mabon asked if the Executive Director position is a Contracted position or if said position held an at-will status.

Response: Attorney Harris responded by stating the GSD Executive Director position was not a contracted position, but is at-will employment.

Chairman Vicari call for the Board's pleasure with respect to approving the AMENDED MOTION of GSD Agenda Item 2.1. Commissioner Jackson gave the motion to approve the AMENDED MOTION. The motion to Approve the AMENDED MOTION to Approve and Ratify the Hiring of Rhonda Anderson as Executive Director of the Gary Sanitary District was seconded by Commissioner Morris and passed/approved.

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

**2.2 A Motion to Approve a Professional Services Agreement between Gary Sanitary District and Strategic Control Services, LLC., for Managing Plant Instrumentation and Controls, Maintaining Network Hardware and Software and support for other divisions and training of same.**

Overview: Attorney Harris stated former GSD Employee Paul Anderson is now Strategic Control Services, LLC and by way of a Professional Services Agreement, will perform GSD duties in the nature of an Instrumentation and Control Technician and also train a current GSD employee of the same scope of work in the areas of: SCADA, PLC, Instrumentation, Electrical, HVAC, Process Controls and Capital Projects.



MINUTES OF THE GARY SANITARY DISTRICT BOARD OF COMMISSIONERS  
REGULAR MEETING HELD ON OCTOBER 2, 2023

---

Attorney Harris recommended approval of the Professional Services Agreement with a AGREEMENT AMENDMENT. The AMENDED Agreement will be for a term ending on 12/31/2023. A Year 2024 Agreement will be prepared and submitted to the Board of Commissioners at the end of Year 2023 for consideration.

Question: Commissioner Mabon asked if there was currently a person employed as an Instrumentation and Control Technician for GSD.

Question: Commissioner Lyles asked if GSD will save money by using the rate established by Strategic Control Services, LLC.

Answer: Chairman Vicari stated that the position was held by Paul Anderson until recently when Mr. Anderson resigned. He further stated hiring Paul Anderson via a Professional Service Agreement is part of GSD's Succession Plan for a Senior Employee looking to retire.

Chairman Vicari further stated prior to Paul Anderson becoming employed by GSD as an Instrumentation and Control Technician, GSD had to rely contracting said services from an organization located in South Bend, Indiana; which was time consuming and the hourly rate for services was well-over \$200 per hour. Using Strategic Control Services, LLC, at \$100 per hour, GSD is saving money as other organizations charge more for this service.

Question: Commissioner Jackson asked what is the hourly rate to be billed by Strategic Control Services, LLC and how was the rate calculated/agreed upon.

Question: Commissioner Mabon asked if the person contracted as the Instrumentation and Control Technician should be a licensed and registered Professional Engineer.

Question: Commissioner Mabon asked who is the employee to be trained and where will Strategic Control Services, LLC work from.

Response: Paul Anderson, Owner/Contractor for Strategic Control Services, LLC stated:

1. He is a Degreed Engineer with 30+ years' experience; and
2. He plans to work 8 hours/day, Monday through Friday – effective Tuesday, October 3, 2023 through December 31, 2023 (with the exclusion of Federal Observed Holidays) at a rate of \$100 per hour; and
3. GSD employee Russell Walton, GSD's Assistant Instrumentation Specialist, is the person being trained; and
4. The rate of \$100 per hour was calculated to accommodate the amount of risk associated with being a Contractor, such as:



MINUTES OF THE GARY SANITARY DISTRICT BOARD OF COMMISSIONERS  
REGULAR MEETING HELD ON **OCTOBER 2, 2023**

---

- a. Having to obtain Liability Insurance
- b. Having to purchase equipment, i.e.: Computer Equipment, Cell Phone
- c. The loss of the benefits of being an hourly employee: Health Insurance, Paid Vacation, etc.

Question: Commissioner Mabon asked why didn't GSD accept bids for this position.

Response: Attorney Harris stated Professional Services Contracts/Agreements do not have to be bid.

Chairman Vicari called for the Board's pleasure with respect to approving GSD Agenda Item 2.2 WITH ITS AMENDED AGREEMENT. Commissioner Lyles gave the motion to approve. The motion to Approve AN AMENDED AGREEMENT (reflecting a new term date of 12/31/2023) for a Professional Services Agreement between Gary Sanitary District and Strategic Control Services, LLC was seconded by Commissioner Mabon and passed/approved.

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

**2.3 A Motion to Approve GSD's Payroll Earnings for Period Ending: August 28, 2023 through September 10, 2023, in the amount of \$266,031.51.**

Overview: Finance Manager Jerome Foster recommended approval of the GSD Payroll Earnings Report submitted as GSD Agenda Item 2.3.

Chairman Vicari called for the Board's pleasure with respect to approving GSD Agenda Item 2.3 WITH NOTED AMENDMENTS TO APPROVE AND RATIFY. Commissioner Lyles gave the motion to approve. The motion to Approve and Ratify GSD's Payroll Earnings for Period Ending: August 28, 2023 through September 10, 2023 was seconded by Commissioner Mabon and passed/approved.

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

**2.4 A Motion to Approve an Award of Bid to Alex Metz Sewers, Inc., for the Sanitary Sewer Repair at the vicinity of 5145 West 37<sup>th</sup> Avenue, in an amount not-to-exceed \$24,900.00.**

Overview: GSD Resident Engineer Eric Tonk stated as part of GSD's Agreed Order with the USEPA to reduce Combined Sewer Overflows, GSD investigated the infiltration and inflow of ground water and storm water entering the dedicated sanitary sewer systems in the Black Oak Area. A vacant house located at 5417 West 37<sup>th</sup> Avenue has lost its structural integrity, thereby causing infiltration of groundwater.

The work comprises of exposing existing sanitary sewer 302 feet to the west of Manhole No. 7-31 at the main sewer line and installing a PVC Cap.

Quotes were solicited from 11 Contractors; with three (3) responses. Gary-based Alex Metz Sewers, Inc. was the lowest responsive and responsible bidder.



MINUTES OF THE GARY SANITARY DISTRICT BOARD OF COMMISSIONERS  
REGULAR MEETING HELD ON OCTOBER 2, 2023

---

Question: Chairman Vicari asked Attorney Harris to make contact with homeowner of 5145 West 37<sup>th</sup> Avenue.

Response: Attorney Harris stated he will place a lien on the property as it relates to the repair.

Chairman Vicari called for the Board's pleasure with respect to approving GSD Agenda Item 2.4. Commissioner Jackson gave the motion to approve. The motion to Approve an Award of Bid to Alex Metz Sewers, Inc., for the Sanitary Sewer Repair at the vicinity of 5145 West 37<sup>th</sup> Avenue was seconded by Commissioner Mabon and passed/approved.

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

**2.5 A Motion to Approve an Award of Bid to Day's Construction & Asphalt for Asphalt Crack Sealing throughout the GSD Wastewater Treatment Plant, in an amount not-to-exceed \$40,150.00.**

Overview: GSD Resident Engineer Eric Tonk stated the existing asphalt parking areas and roadways of GSD were repaved in the past three (3) years and are in need of preventative maintenance to prolong the useful life.

The work will comprise of cleaning pavement surfaces and removal of debris and deleterious materials from the cracks, applying hot crack sealant to seal all cracks and saw cutting and patching designated areas.

Quotes were solicited from six (6) contractors; with four (4) responses. Of the four (4) responses, three (3) were NO BID and one (1) Bid from Gary-based Day's Construction & Asphalt.

Chairman Vicari called for the Board's pleasure with respect to approving GSD Agenda Item 2.5. Commissioner Lyles gave the motion to approve. The motion to Approve an Award of Bid to Day's Construction & Asphalt for Asphalt Crack Sealing at GSD was seconded by Commissioner Jackson and passed/approved.

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

**3. CLAIMS**

**3.1 GSD Claims Numbers: 2780 through 2898, in the amount of \$1,069,982.30**

Overview: Finance Manager Jerome Foster recommended approval and ratification of the GSD Claims.

**Chairman Vicari called for the Approval Changes for Claims Nos. 2789-2791. The change should reflect Executive Director Anderson's name as the approving party.**



MINUTES OF THE GARY SANITARY DISTRICT BOARD OF COMMISSIONERS  
REGULAR MEETING HELD ON **OCTOBER 2, 2023**

---

Question: Commissioner Mabon asked Finance Manager Jerome Foster if GSD Claims are being tracked to coincide with the Year-to-Date Budget Tracking.

Response Finance Manager Jerome Foster stated GSD's Claims are not over budget as claims are incumbered for the purpose of not running over the year's budget.

Question: Commissioner Mabon asked Executive Director Anderson to obtain a Quarterly Budget Report for the Board.

Chairman Vicari called for the Board pleasure with respect to approving GSD Agenda Item 3.1 WITH NOTED CHANGES. Commissioner Lyles gave the motion to approve. The motion for approval and ratification of GSD Claims Numbers 2780 – 2898 WITH NOTED CHANGES was seconded by Commissioner Mabon and passed/approved.

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

#### 4. INFORMATION UPDATES

##### 4.1 Plant Superintendent Updates

Rhonda Anderson, Plant Superintendent, provided the Board with an update:

##### Major Projects

- Grit Project
- HMI Project – Factory Acceptance Testing

##### Operations

- August effluent data was entered into EPA Central Data Exchange and MRO and CSO DMR uploaded.
- East Chicago hosted September Northwest Indiana Operators Association (NWIOA) meeting where the Technical Presentation was on “Retrofitting Sand Filters with Disc Filters for Ultra Low Effluent Phosphorus Limits”.

##### Maintenance

- Gravity pumps 1,2, and 4 were serviced by the GSD maintenance staff
- Intermediate tanks 9, 10, 12, 14 have been cleaned and repairs made
- The East RAS pump in the Modified Building was repaired by TCI

Question: As Rhonda Anderson has been appointed as GSD's Executive Director, Commissioner Jackson asked if a Plant Superintendent has been named.

Response: Executive Director Anderson stated she will be looking for a replacement from within GSD.



#### 4.2 Construction Activity Updates

Eric Tonk, GSD Resident Engineer, provided Construction Activity Updates:

PROJECT: AERATION SYSTEM IMPROVEMENTS PROJECT

Current Work: Execution of the Certificate of Final Completion

Planned Work: Purchase new Air Flow Meters

PROJECT: GRIT IMPROVEMENTS PROJECT

Current Work: Completion of Punch List Items 9/22/23 was delayed due to sub-contractors unavailability. Punch list items to be completed by 9/29/23.

Planned Work: Project Close-Out w/ACOE

PROJECT: 27TH AND CHASE PUMP STATION FORCE MAIN REPLACE, PH 2 PROJECT

Current Work: Piping and ancillary equipment has been delivered. Contractor will have crew on site 9/28/23 to begin work.

Planned Work: Installation of piping near 25<sup>th</sup> & Chase. Work will continue down street heading north down Chase Street towards 23<sup>rd</sup> Avenue.

PROJECT: LAKE STREET PUMP STATION FORCEMAIN RELOCATION

Current Work: Completion of Punch List.

Planned Work: Close out of Project.

PROJECT: LAKE STREET DRAINAGE IMPROVEMENTS AND ROAD RECONSTRUCTION

Current Work: Installation of storm water chambers is continuing near 3<sup>rd</sup> Avenue going towards Birch Avenue and also between Birch Avenue and Hemlock Avenue. Utility relocations have caused delays.

Planned Work: Continue with the installation of storm water chambers and prepare the surface for asphaltting.

PROJECT: 27<sup>TH</sup> & CHASE PUMP STATION BAR SCREEN REPLACEMENT PROJECT

Current Work: Measurements of bottom channels for installation of bar screens. Contractor taking necessary precautions to allow crew to take measurements in the influent channel.

Planned Work: Field measurements of the influent flow channel by Contractor.

#### 4.3 American Structurepoint, Inc.

John Tucker, American Structurepoint, Inc., (ASI) provided the Board with updates:

- Force Main at 27<sup>th</sup> & Chase Street, Phase 2 of said project will start the second week of September.

Question: Commissioner Lyles asked when are the sidewalks to be installed at Lake Street.

Response: John Tucker stated the sidewalks should be installed within the next two (2) weeks, however the completion of the utility install would further determine the date.



**4.4 CDM Smith, Inc.**

Matthew Bednarski, CDM Smith's Client Service Leader, provided the Board with updates:

- As pertaining to the 27<sup>th</sup> & Chase Bar Screen: A call is scheduled with the contractor (FH Paschen) regarding the H<sub>2</sub>S (Hydrogen Sulfide). The contractor is asking for an additional \$8,500 to proceed with going into the work area.

Chairman Vicari recommended sending a letter of termination to FH Paschen if the work is not started within two (2) weeks; and also asking Contractor if work could be done if the additional \$8,500 is not given.

- The DOJ is in receipt of the letter pertaining to GSD's Alternative Analysis & Recommended Plan Report. A meeting has been scheduled.
- IDEM hosted an Open House on September 28<sup>th</sup> at Gibson Woods Nature Center for restoration efforts within the Grand Calumet River Area of Concern (AOC) and Ralston Street Lagoon.
- 27<sup>th</sup> and Chase HVAC & 15<sup>th</sup> and Clay Grit: Still awaiting a response from IFA (Indiana Finance Authority) regarding project funding.

**5. DISCUSSION**

- Attorney Harris stated American Rescue Plan Act (ARPA) Funds are not available to subsidize trash collection fees.
- Commissioner Mabon asked when is the 504 Customer Service Center expected to re-open to the public.

*Response:* Customer Service Manager Tamra Clark stated the office is presently not ready to re-open as there are areas relating to hardware/software to be addressed first.

Chairman Vicari asked Executive Director Anderson to follow-up with Ms. Clark on the needs of 504's Office for re-opening.

- Commissioner Lyles inquired with Kara Burns, Human Resource Manager about GSD's 13 vacant positions.

*Response:* Ms. Burns stated GSD receives applicant information yet some don't follow through with showing up for the interviews.

**6. REQUEST TO SPEAK**

No person present requested to speak.

**7. ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 12:09PM.





MINUTES OF THE GARY SANITARY DISTRICT BOARD OF COMMISSIONERS  
REGULAR MEETING HELD ON OCTOBER 2, 2023

ADOPTED BY THE BOARD DURING THE MEETING ON:

10/16/2023

DocuSigned by:

*Daniel F. Vicari*

7F24728A99F4482

Daniel F. Vicari, President

DocuSigned by:

*Ola V. Morris*

7F24728A99F4482...

Ola V. Morris, Secretary

**BOARD OF COMMISSIONERS**

Daniel F. Vicari, President  
Maurice G. Mabon, Vice-President  
Ola V. Morris, Secretary  
Charles W. Jackson, Jr., Member  
Darnail Lyles, Member