



MINUTES OF THE GARY SANITARY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING HELD ON **DECEMBER 4, 2023**

BOARD OF COMMISSIONERS MEETING

DATE: Monday, December 4, 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

ABSENT MEMBERS

Darnail Lyles, Member

OTHERS PRESENT

Jewell Harris, Jr., Attorney – *Harris Law Firm*
Rhonda Anderson, Executive Director
Jerome Foster, Finance Manager

OTHERS ABSENT

I. Call to Order: 11:07AM 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 December 4, 2023 Board Meeting, there was an 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.

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MINUTES OF THE GARY SANITARY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING HELD ON **DECEMBER 4, 2023**

1. MINUTES

As per the Executive Session and Regular Meeting Minutes of November 20, 2023, Chairman Vicari called for the Board to make a motion for approving the minutes.

Commission Morris gave the motion to approve/accept the Executive Session and Regular Meeting Minutes of November 20, 2023, with any/all noted corrections. The motion for approval of the minutes was seconded by Commissioner Mabon and passed without dissent.

The vote: Four (4)-Ayes / Zero (0)-No

2. NEW BUSINESS

2.1 A Motion to Approve GSD's Payroll Earnings for Period Ending: October 23, 2023 through November 5, 2023, in the amount of \$246,842.34.

Overview: Finance Manager Jerome Foster recommended approval of the GSD Payroll Earnings Report submitted as GSD Agenda Item 2.1.

Chairman Vicari called for the Board's pleasure with respect to approving GSD Agenda Item 2.1. Commissioner Mabon gave the motion to approve. The motion to Approve and Ratify GSD's Payroll Earnings for Period Ending: October 23, 2023 through November 5, 2023 was seconded by Commissioner Jackson and passed/approved.

The vote: Four (4)-Ayes / Zero (0)-No

2.2 A Motion to Approve GSD Resolution No.: SD23-16, Approving the 2024 Operating Budget for the WWTP General Operating Fund 6201 for the Gary Sanitary District.

Overview: Executive Director Anderson stated the Gary Sanitary District (GSD) has estimated GSD's Budget for operating revenues and expenditures for the WWTP General Operating Fund (6201) for calendar year 2024 on a departmental line item basis for its operating needs in 2024; and,

Whereas, the total amount of budgeted 2024 revenues is \$34,950,000 and the total amount of budgeted 2024 expenditures is \$35,283,673.27 and the net expenditures are \$333,673.27; and,

Whereas, the Executive Director and Finance Manager recommend the adoption of said 2024 Budget.

Question: Commissioner Mabon asked if necessary, can the 2024 Operating Budget be amended.

Chairman Vicari called for the Board's pleasure with respect to approving GSD Agenda Item 2.2. Commissioner Mabon gave the motion to approve. The motion to Approve GSD Resolution No.: SD23-16, Approving the 2024 Operating Budget for the WWTP General Operating Fund 6201 for the Gary Sanitary District was seconded by Commissioner Morris and passed/approved.

The vote: Four (4)-Ayes / Zero (0)-No



MINUTES OF THE GARY SANITARY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING HELD ON **DECEMBER 4, 2023**

2.3 A Motion to Approve GSD Resolution No.: SD23-17, Approving the Salaries and Wages for the Employees of the Gary Sanitary District for Calendar Year 2024.

Overview: Executive Director Anderson stated the Gary Sanitary District (GSD) Board of Commissioners (Board) approves and adopts the Budget and total amount of salaries and wages for the GSD for the Calendar Year 2024, and

Whereas, the Salary and Wage Schedules for the officers and employees of the Gary Sanitary District is attached hereto, and made a part hereof, and marked for purposes of identification as “Gary Sanitary District 2024 Salaries & Wages”, and

Whereas, the Executive Director and Finance Manager recommend that the Board approve the salaries and wages approved for the year 2024.

Question: Commissioner Mabon asked Finance Manager Jerome Foster for the total increase for employees after the wage study.

Response: Finance Manager Jerome Foster stated the percentage increase was 7.8%.

Statement: Commissioner Mabon stated he would like the record to reflect that the Board of Commissioners did not receive an increase as the wage study was for employees only.

Question: Commissioner Mabon would like to know how many employees are referenced in the salary ordinance/resolution.

Response: Finance Manager Jerome Foster stated the resolution references 120 employees.

Chairman Vicari called for the Board’s pleasure with respect to approving GSD Agenda Item 2.3. Commissioner Mabon gave the motion to approve. The motion to Approve GSD Resolution No.: SD23-17, Approving the Salaries and Wages for the Employees of the Gary Sanitary District for Calendar Year 2024 was seconded by Commissioner Jackson and passed/approved.

The vote: Four (4)-Ayes / Zero (0)-No

2.4 A Motion to Approve GSD Resolution No.: SD23-18, Ratifying the Merit Pay Distribution for the Employees of the Gary Sanitary District for Calendar Year 2022.

Overview: Executive Director Anderson stated the Management of Gary Sanitary District (GSD) previously reviewed employee performance for the calendar year 2022, and calculated an appropriate amount of merit pay based on the District’s policy, but due to inadvertence and excusable neglect of staff, the Board of Commissioners did not adopt a Resolution setting forth the specific amounts that were to be paid; and



MINUTES OF THE GARY SANITARY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING HELD ON **DECEMBER 4, 2023**

Whereas, attached hereto is the policy detailing the formula for calculating the amount to distribute, and the schedule of merit pay actually paid by GSD for its employees and officials during the calendar year 2022 titled Merit Pay 2022 – Gary Sanitary District; and

Whereas, the Executive Director and Finance Manager recommend that the Board approve the Merit based amounts for the year 2022.

Question: Commissioner Mabon asked Attorney Harris if the Indiana State Statute be attached to the salary and/or merit pay.

Response: Attorney Harris stated it is not necessary to attached the statute as it is clear that purpose of adopting this/these resolutions is to comply with Indiana State Board of Accounts' requirements.

Question: Commissioner Mabon asked why was the Resolution labeled to reflect the words “acting Finance Manager” (referenced in this manner on two (2) resolutions).

Response: Finance Manager Jerome Foster stated the word “acting” is a typo-graphical error.

Response: Attorney Harris stated the final resolution should be corrected prior to signatures being obtained.

Chairman Vicari called for the Board’s pleasure with respect to approving GSD Agenda Item 2.4. Commissioner Mabon gave the motion to approve. The motion to Approve GSD Resolution No.: SD23-18, Ratifying the Merit Pay Distribution for the Employees of the Gary Sanitary District for Calendar Year 2022 was seconded by Commissioner Morris and passed/approved.

The vote: Four (4)-Ayes / Zero (0)-No

2.5 A Motion to Approve Task Order No. 51 to the Master Services Agreement between Gary Sanitary District and American Structurepoint, Inc., for Structural Engineering Services for the Garage Extension, in an amount not-to-exceed \$20,750.00.

Overview: Executive Director Anderson asked for GSD Engineer Eric Tonk to provide an overview. Eric Tonk stated the work referenced in Task Order No. 51 relates to the garage bays where the vactors are stored/maintained in winter months. American Structurepoint will design and manage the construction of the project.

Question: Commissioner Mabon asked what will the cost be for the garage.

Response: Eric Tonk stated Pangere Corporation quoted a price of approximately \$250,000 for the garage (construction and materials).



MINUTES OF THE GARY SANITARY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING HELD ON **DECEMBER 4, 2023**

Question: Commissioner Mabon asked if the vactors are being made larger.

Response: Collections Manager LaMingo Tomlin stated the older vactors were made by VAC-CON. The new vactors are roughly 30-inches larger than the old units. The current garage were built too small at the start. The units fit in the garage, however, there is no space to perform maintenance on the Vactors (in winter) as there is only 14-inches of space in the garage after the vector is parked.

Question: Commissioner Jackson asked if there were any other suggestions/alternatives available outside of doing the garage extension.

Chairman Vicari called for the Board’s pleasure with respect to approving GSD Agenda Item 2.5. Commissioner Morris gave the motion to approve. The motion to Approve Task Order No. 51 to the Master Services Agreement between Gary Sanitary District and American Structurepoint, Inc., for Structural Engineering Services for the Garage Extension was seconded by Commissioner Vicari and passed/approved.

1st Vote: Jackson, Pass
Morris, Yes

Morris Statement: Since the Board approved the purchase of the new vector, the equipment must be housed for proper maintenance.

Mabon, Abstain

Mabon Statement: The Board should have been made aware of the Engineering costs associated with the extension prior to the cost of building the garage.

Vicari, Yes

Vicari Statement: State law requires that GSD publicly advertise for bids and we obtained a construction estimate from Pangere Corporation and it is over the legal threshold for GSD to authorize issuance without publicly advertising for bids. To publicly advertise for bids, we would have signed and sealed engineering drawings.

2nd Vote: Jackson, Abstain
Morris, Yes
Mabon, Abstain
Vicari, Yes

Vote read as: Two (2)-Ayes / Two (2)-Abstentions (Jackson/Mabon)

2.6 A Motion to Approve an Award of Bid to Heartland Business Systems for the Purchase/Installation of a New Telephone System for Gary Sanitary District, in an amount not-to-exceed \$54,779.98.

Overview: Executive Director Anderson asked for GSD Agenda Item 2.6 to be deferred.



MINUTES OF THE GARY SANITARY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING HELD ON **DECEMBER 4, 2023**

Chairman Vicari called for the Board’s pleasure with respect to DEFER GSD Agenda Item 2.6. Commissioner Mabon gave the motion to approve DEFERRAL. The motion to Approve DEFERRING the Approval of an Award of Bid to Heartland Business Systems for the Purchase/Installation of a New Telephone System for the Gary Sanitary District was seconded by Commissioner Jackson and passed/approved.

The vote: Four (4)-Ayes / Zero (0)-No

2.7 A Motion to Approve Change Order No. 1 for Grimmer Construction for the Lake Street Force Main Relocation Project (GSD Project No.: SD23-01) for a Decrease Amount of \$3,900.00.

Overview: Executive Director Anderson asked for GSD Engineer Eric Tonk to provide an overview. Eric Tonk stated Change Order No. 1 pertains to a sidewalk restoration that was not done at this stage of the project. The area in question has been graveled and is walkable.

Chairman Vicari called for the Board’s pleasure with respect to approving GSD Agenda Item 2.7. Commissioner Mabon gave the motion to approve. The motion to Approve Change Order No. 1 for Grimmer Construction for the Lake Street Force Main Relocation Project was seconded by Commissioner Jackson and passed/approved.

The vote: Four (4)-Ayes / Zero (0)-No

2.8 A Motion to Approve Acceptance of the Certificate of Final Completion Submittal of Grimmer Construction for the Lake Street Force Main Relocation Project (GSD Project No.: SD23- 01).

Overview: Executive Director Anderson approval is recommended for the Certificate of Final Completion Submittal for GSD Project No.: SD23-01.

Question: Chairman Vicari asked Todd McCain if GSD is in receipt of the Gary Resident participation.

Response: Todd McCain stated he would provide the Board with the requested information.

Response: Chairman Vicari suggested the Board be made aware of the Gary Resident participation number before closing out the project/release retainage.

Question: Commissioner Mabon asked the normal time on retainage within the State of Indiana.

Response: Attorney Harris stated the timeframe varies depending upon how it is referenced within the contract agreement.

Chairman Vicari called for the Board’s pleasure with respect to approving GSD Agenda Item 2.8. Commissioner Mabon gave the motion to approve. The motion to Approve Acceptance of the



MINUTES OF THE GARY SANITARY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING HELD ON **DECEMBER 4, 2023**

Certificate of Final Completion Submittal of Grimmer Construction for the Lake Street Force Main Relocation Project was seconded by Commissioner Jackson and passed/approved.
The vote: Four (4)-Ayes / Zero (0)-No

2.9 A Motion to Approve Release of Retainage to Grimmer Construction for the Lake Street Force Main Relocation Project (GSD Project No.: SD23-01).

Overview: Chairman Vicari asked recommended a Motion to DEFER GSD Agenda Item 2.9 based upon the questions posed at GSD Agenda Item 2.8.

Chairman Vicari called for the Board’s pleasure with respect to DEFER GSD Agenda Item 2.9. Commissioner Mabon gave the motion to approve DEFERRAL. The motion to Approve DEFERRING the Approval of Release of Retainage to Grimmer Construction for the Lake Street Force Main Relocation Project was seconded by Commissioner Jackson and passed/approved.
The vote: Four (4)-Ayes / Zero (0)-No

3. CLAIMS

3.1 GSD Claims Numbers: 3289 through 3419, in the amount of \$1,801,142.02

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

Question: Commissioner Mabon asked if we were still paying for mats/rugs at 504 Broadway.

Response: Procurement Manager Bryan Cossey stated the Aramark contract has been terminated and the mats have been collected. The invoices referenced on the claims list are the last remaining invoices owed.

Question: Chairman Vicari asked if a replacement vendor has been activated for mat service at 504 Broadway.

Response: Procurement Manager Bryan Cossey stated there are plans to partner with another service once the current contract is complete. In an effort to keep the floors safe from water, slip and falls, our purchasing department purchased rugs/mats from the local hardware store for the referenced location.

Question: Commissioner Mabon asked items are in the medical cabinets referenced on the claims list.

Response: Procurement Manager Bryan Cossey stated the medical cabinets contain first-aid items.



MINUTES OF THE **GARY SANITARY DISTRICT BOARD OF COMMISSIONERS**
REGULAR MEETING HELD ON **DECEMBER 4, 2023**

Question: Commissioner Mabon about the fuel prices and if there are any ways for GSD to get fuel/oil more economical.

Response: Chairman Vicari stated a first-step should be for GSD to purchase its own tanks-larger tanks that what is currently being used. GSD current Pinkerton deal is a deal that is 20 years, plus in the making.

Response: Attorney Harris stated he has had conversations with the incoming administration and the effort Economy of Scales will be visited in the new year.

Chairman Vicari called for the Board pleasure with respect to approving GSD Agenda Item 3.1. Commissioner Jackson gave the motion to approve. The motion for approval and ratification of GSD Claims Numbers 3289 – 3419 was seconded by Commissioner Mabon and passed/approved.

The vote: Four (4)-Ayes / Zero (0)-No

4. INFORMATION UPDATES

4.1 Plant Superintendent Updates

Rhonda Anderson, Executive Director, provided the Board with an update:

NWIOA – GSD is hosting the last NWIOA Regular Meeting of the year on December 7th. The technical Presentation will be by Arun Mande of CDM Smith, on “Benefits of Hydrocyclones for Ware Resource Recovery Facilities Performance: Better Settling, Improved Nitrification, and reduced *e. Coli*”.

Major Projects:

- HMI Project Update

Operations:

- The October MRO and CSO DMR were uploaded into the EPA Central Database and effluent data entered.

Maintenance:

- The air compressor in the Gravity Thickener Building was repaired and is back in service.

Question: Chairman Vicari asked how many Northwest Indiana Operator Associations (NWIOA) Meetings of Year 2023 were hosted by GSD; and if tours are provided.

Response: Executive Director Rhonda Anderson stated that approximately three (3) NWIOA Meetings were hosted by GSD in 2023. A tour was conducted in Year 2022. Continuing Education Units (CEUs) are only allowed in every certification cycle for tours, which is every three (3) years.

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



MINUTES OF THE GARY SANITARY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING HELD ON **DECEMBER 4, 2023**

Planned Work: Waiting on response on how to close out project properly

PROJECT: GRIT IMPROVEMMENTS PROJECT

Current Work: Delivery of Spare Parts and Inventory. Warranty issue on level sensor on East Grit.

Planned Work: Delivery of Final 9 Punch List Items. All being paper work. Project close out w/ ACOE.

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

Current Work: Site has been prepared for winter usage.

Planned Work: Work to resume in Spring 2024

PROJECT: LAKE STREET PUMP STATION FORCEMAIN RELOCATION

Current Work: Completion of Certificate of Final Completion and Release of Retainage paper work.

Planned Work: Close out of Project.

PROJECT: LAKE STREET DRAINAGE IMPROVEMENTS AND ROAD RECONSTRUCTION

Current Work: Asphalt base layers installation.

Planned Work: Preparing roadways for winter usage. Project to continue in Spring 2024.

PROJECT: 27TH & CHASE PUMP STATION BAR SCREEN REPLACEMENT PROJECT

Current Work: Electrical demolition and digging of trench for electrical bank.

Planned Work: Prepare for the demolition of one of the bar screens.

Question: Commissioner Mabon asked if the work being done at 36th & Broadway is a GSD Project.

Response: GSD Resident Engineer stated he is unaware of any GSD work being done at the referenced location.

4.3 American Structurepoint, Inc.

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

- 27th & Chase Project: Being winterized
- Lake Street Force Main: Being winterized

4.4 CDM Smith, Inc.

Matthew Bednarski, CDM Smith’s Client Service Leader, provided updates:

- IFA – Upcoming meeting to discuss provided funding and future funding.
There are three (3) PERs: HVAC-27th & Chase St., 27th & Chase St. Bar Screen Project and Grit Project at 15th & Clay St.
- 27th & Chase Street Bar Screen Project working directly with Uni Corporation to get the bar screen manufactured.



MINUTES OF THE **GARY SANITARY DISTRICT BOARD OF COMMISSIONERS**
REGULAR MEETING HELD ON **DECEMBER 4, 2023**

Chairman Vicari asked if the 11 job vacancies is referenced on our website or being referenced via social media.

Human Resources Manager

5. DISCUSSION

Commissioner Mabon asked if there is a final listing detailing the cost of the February 2023 Cyber Security Hack; and how will GSD move forward with the claim.

Finance Manager Jerome Foster stated the list of details/costs has been submitted to legal.

Attorney Harris stated the claim has been submitted. Will report further details at the next meeting.

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 11:52AM.



MINUTES OF THE GARY SANITARY DISTRICT BOARD OF COMMISSIONERS
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ADOPTED BY THE BOARD DURING THE MEETING ON:

12/18/2023

DocuSigned by:

Daniel F. Vicari

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Daniel F. Vicari, President

DocuSigned by:

Ola V. Morris

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Ola V. Morris, Secretary

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