



MINUTES OF THE EXECUTIVE SESSION FOR
GARY SANITARY DISTRICT BOARD OF COMMISSIONERS
HELD ON **JANUARY 22, 2024** AT 10:00AM

1. The meeting was called to discuss the following, as authorized under Indiana Code Section 5-14-1.5-6:
 - Collective Bargaining
 - The initiation of litigation, pending litigation or written notice of threatened litigation
2. The following persons attended the Executive Session:

PRESENT

William L. Allen, President
 Ola V. Morris, Vice President
 Maurice G. Mabon, Secretary/Treasurer
 Darnail Lyles, Member
 William Cook, Member

ABSENT

OTHER INVITED ATTENDEES

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

OTHER ABSENT

3. The following matters were discussed and information received by the Board during its advertised Executive Session, and NO OFFICIAL ACTION was taken.
 - Collective Bargaining
 - The initiation of litigation, pending litigation or written notice of threatened litigation

**GARY SANITARY DISTRICT
BOARD OF COMMISSIONERS**

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William L. Allen
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William L. Allen, President

DocuSigned by:
Maurice G. Mabon
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Maurice G. Mabon, Secretary/Treasurer



MINUTES OF THE GARY SANITARY DISTRICT BOARD OF COMMISSIONERS
REGULAR MEETING HELD ON **JANUARY 22, 2024**

BOARD OF COMMISSIONERS MEETING

DATE: Monday, January 22, 2024
TIME: 11:00am, cst
LOCATION: GSD, Boardroom

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

BOARD MEMBERS PRESENT

William L. Allen, President
Ola V. Morris, Vice President
Maurice G. Mabon, Secretary/Treasurer
Darnail Lyles, Member
William Cook, Member

ABSENT MEMBERS

OTHERS PRESENT

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

OTHERS ABSENT

I. Call to Order: 11:26AM by Chairman Allen

Chairman Allen began the Meeting with the Pledge of Allegiance followed by Roll-Call. He then stated prior to the start of the January 22, 2024 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 Allen asked if any Board member dissented to the certification. Hearing none, he proceeded with the meeting.

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1. MINUTES

Commissioner Mabon gave the motion to approve/accept the Regular Meeting Minutes of January 9, 2024, with any/all noted corrections. The motion for approval of the minutes was seconded by Commissioner Lyles and passed without dissent.

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

2. NEW BUSINESS

2.1 A Motion to Approve GSD's Payroll Earnings for Period Ending: December 4, 2023 through December 17, 2023, in the amount of \$251,516.37.

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

Chairman Allen 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: December 4, 2023 through December 17, 2023 was seconded by Commissioner Lyles and passed/approved.

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

2.2 A Motion to Approve GSD's Payroll Earnings for Period Ending: December 18, 2023 through December 31, 2023, in the amount of \$260,665.64.

Overview: Finance Manager Jerome Foster recommended approval of the GSD Payroll Earnings Report submitted as GSD Agenda Item 2.2.

Chairman Allen 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 and Ratify GSD's Payroll Earnings for Period Ending: December 18, 2023 through December 31, 2023 was seconded by Commissioner Lyles and passed/approved.

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

2.3 A Motion to Approve GSD Resolution No.: SD24-01, Approving a Request by the City of Gary for Payment of Stipends by Gary Sanitary District to certain City of Gary Employees.

Overview: Executive Director Anderson recommended approval of GSD Agenda Item 2.3 by stating: Whereas, Gary Sanitary District provides sanitary sewer services to the City of Gary; and Whereas, although GSD is a legal entity separate and distinct from the City and governed by an appointed Board of Commissioners, GSD has historically provided financial reimbursement and/or spends to the City and City employees in exchange for performance of certain services which assist GSD in its ability to provide services to residents of the City.

Question: Commissioner Mabon asked if there will be any retroactive payments made.



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Response: Commissioner Lyles stated the Resolution took effect on 1/1/2024, appears no retroactive payments are to be made.

Chairman Allen 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.: SD24-01, Approving a Request by the City of Gary for Payment of Stipends by Gary Sanitary District to certain City of Gary Employees was seconded by Commissioner Cook and passed/approved. The vote: Five (5)-Ayes / Zero (0)-No

2.4 A Motion to Approve a Professional Services Agreement between Gary Sanitary District and Cender | Dalton Municipal Advisors for Professional Consulting and Financial Advisory Services for Year 2024.

Overview: Executive Director Anderson recommended approval of GSD Agenda Item 2.4 as said Agreement is a renewal.

Question: Commissioner Mabon mentioned that Cender | Dalton’s contract included a Non-Collusion Affidavit. He asked if this sort of Affidavit could be provided to GSD by all its professional vendors/contractors.

Question: Commissioner Mabon asked if Cender | Dalton’s contract contained detail on the job description of Internal Auditor.

Response: Attorney Harris stated we can ask for a Non-Collusion Affidavit from other vendors/contractors. When such a conflict situation arises, GSD would ask for the disclosure document.

Response: Attorney Harris stated Cender | Dalton’s contract does not contain information/job description for an Internal Auditor. However, there have been discussions for GSD to employ an Internal Auditor in the future.

Chairman Allen called for the Board’s pleasure with respect to approving GSD Agenda Item 2.4. Commissioner Lyles gave the motion to approve. The motion to Approve a Professional Services Agreement between Gary Sanitary District and Cender | Dalton Municipal Advisors for Professional Consulting and Financial Advisory Services for Year 2024 was seconded by Commissioner Mabon and passed/approved.

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

2.5 A Motion to Approve a Master Services Agreement (Amendment No. 12) between Gary Sanitary District and American Structurepoint, Inc., for Professional Engineering Services for Year 2024.



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Overview: Executive Director Anderson recommended approval of GSD Agenda Item 2.5 as said Agreement is a renewal.

Comment: Attorney Harris stated this Engineering Contract is a Master Services Agreement (MSA) which allows the Engineering Firm to be on-call with GSD. The MSA also establishes rates and the general scope of referenced services. All work assigned on Task-Order Basis (all Task Orders come before the Board for particular projects) for further approval.

Chairman Allen called for the Board's pleasure with respect to approving GSD Agenda Item 2.5. Commissioner Mabon gave the motion to approve. The motion to Approve Amendment No. 12 to the Master Services Agreement between Gary Sanitary District and American Structurepoint, Inc., for Professional Engineering Services for Year 2024 was seconded by Commissioner Lyles and passed/approved.

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

2.6 A Motion to Approve a Master Services Agreement between Gary Sanitary District and CDM Smith, Inc., for Professional Engineering Services for Year 2024.

Overview: Executive Director Anderson recommended approval of GSD Agenda Item 2.6 as said Agreement is a renewal.

Comment: Attorney Harris stated this Engineering Contract is a Master Services Agreement (MSA) which allows the Engineering Firm to be on-call with GSD. The MSA also establishes rates and the general scope of referenced services. All work assigned on Task-Order Basis (all Task Orders come before the Board for particular projects) for further approval.

Chairman Allen called for the Board's pleasure with respect to approving GSD Agenda Item 2.6. Commissioner Lyles gave the motion to approve. The motion to Approve a Master Services Agreement between Gary Sanitary District and CDM Smith, Inc., for Professional Engineering Services for Year 2024 was seconded by Commissioner Mabon and passed/approved.

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

2.7 A Motion to Approve a Master Services Agreement (Amendment No. 1) between Gary Sanitary District and Shrewsberry & Associates, LLC., for Professional Engineering Services for Year 2024.

Overview: Executive Director Anderson recommended approval of GSD Agenda Item 2.7 as said Agreement is a renewal.

Comment: Attorney Harris stated this Engineering Contract is a Master Services Agreement (MSA) which allows the Engineering Firm to be on-call with GSD. The MSA also



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establishes rates and the general scope of referenced services. All work assigned on Task-Order Basis (all Task Orders come before the Board for particular projects) for further approval.

Chairman Allen called for the Board's pleasure with respect to approving GSD Agenda Item 2.7. Commissioner Lyles gave the motion to approve. The motion to Approve Amendment No. 1 to the Master Services Agreement between Gary Sanitary District and Shrewsbury & Associates, LLC., for Professional Engineering Services for Year 2024 was seconded by Commissioner Mabon and passed/approved.

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

2.8 A Motion to Approve the Sole-Source Purchase of a Rake Assembly from E & I Corporation, in an amount not-to-exceed \$32,886.00.

Overview: Executive Director Anderson recommended approval of GSD Agenda Item 2.8. This is a sole-source (letter is attached) purchase of a rake assembly.

Chairman Allen 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 the Sole-Source Purchase of a Rake Assembly from E & I Corporation was seconded by Commissioner Lyles and passed/approved.

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

2.9 A Motion to Approve the Sole-Source Purchase of Two (2) Muffin Monster Grinders from JWC Environmental, in an amount not-to-exceed \$40,995.98.

Overview: Executive Director Anderson recommended approval of GSD Agenda Item 2.9. This is a sole-source (letter is attached) purchase of two (2) Muffin Monster Grinders. The grinders handles items to reduce pump maintenance and avoid clogged sewers. It shreds/grinds debris into small enough particles for all pumps to handle effectively.

Chairman Allen called for the Board's pleasure with respect to approving GSD Agenda Item 2.9. Commissioner Lyles gave the motion to approve. The motion to Approve the Sole-Source Purchase of Two (2) Muffin Monster Grinders from JWC Environmental was seconded by Commissioner Mabon and passed/approved.

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

3. CLAIMS

3.1 GSD Claims Numbers: 145 through 293, in the amount of \$434,766.14

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



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- Question: Commissioner Mabon asked Matt Hankel if the vendor UnCommonX, Inc. (Claim Nos.: 178-179) would be a continued expense for GSD.
- Response: Matt Hankel stated UnCommonX, Inc., will be a continually used vendor (on monthly basis) for service and support/subscription for Revolver Cisco Umbrella Licenses, Cisco Secure Licenses and Tier 3 Support for Devices.
- Comment: Commissioner Mabon stated that it appears that GSD pays NIPSCO, annually, approximately \$2.4Million; and with NIPSCO’s recent rate increase, we will probably spend an additional \$240,000 annually. Further asked if Grants are available to GSD to cover some the costs. And if solar panels are something GSD could look into to reduce costs for electrical/gas.

Chairman Allen called for the Board pleasure with respect to approving GSD Agenda Item 3.1. Commissioner Mabon gave the motion to approve. The motion for approval and ratification of GSD Claims Numbers 145 – 293 was seconded by Commissioner Lyles and passed/approved.
The vote: Five (5)-Ayes / Zero (0)-No

4. INFORMATION UPDATES

4.1 Plant Superintendent Updates

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

- The GSD staff was commended for working diligently during the Storm Event.
- The Semi Annual Report to Mayor was submitted on January 16, 2024.
- GSD is hosting the next NWIOA Meeting, with a presentation from Wexler Engineering.

4.2 Construction Activity Updates

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

PROJECT: GRIT IMPROVEMVENTS PROJECT

Current Work: Certificate of Substantial Completion has been submitted to the ACOE for review and consideration

Planned Work: Delivery of final 4 Punch List Items.

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 DRAINAGE IMPROVEMENTS AND ROAD RECONSTRUCTION

Current Work: Preparing roadways for winter usage.

Planned Work: Project to continue in Spring 2024



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

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

Planned Work: Submittal review on-going. Progress meeting to be held January 22, 2024.

4.3 American Structurepoint, Inc.

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

Per John Tucker, project items to be discussed were addressed in Eric Tonk's Update Report (see Agenda Item 4.2).

4.4 CDM Smith, Inc.

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

Per Matt Bednarski, project items to be discussed were addressed in Eric Tonk's Update Report (see Agenda Item 4.2).

5. DISCUSSION

Question: Commissioner Mabon asked if there was an anticipated re-opening date for the 504 Broadway Customer Service Center.

Response: Finance Manager Jerome Foster stated there is software needed for 504 Broadway and training is needed for the staff at 504 Broadway prior to re-opening. Ros-Tech is willing to come into GSD to discuss software and other needs for the billing center.

Finance Manager Jerome Foster stated in 2021, we used a software called System 36 and have since moved to a software called UMBS; by which UMBS was being implemented during the middle of the pandemic. There are compliance issues to be considered.

Question: Commissioner Mabon asked have we placed a lien on any property within the last three (3) years.

Response: Finance Manager Jerome Foster confirmed that liens have not been done for the last three (3) years.

Question: Commissioner Lyles asked why was the Heartland Solutions (for a new telephone system) removed from the Agenda.

Response: Chairman Allen stated he asked that the item be removed for further budget reviewing and to set spending priorities.

6. REQUEST TO SPEAK

There was no one present requesting to speak.



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7. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 11:49AM.



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ADOPTED BY THE BOARD DURING THE MEETING ON:

02/05/2024

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William L. Allen
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William L. Allen, President

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Maurice G. Mabon
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Maurice G. Mabon, Secretary

BOARD OF COMMISSIONERS

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