

**Minutes of the Regular Meeting of the  
Board of Sanitary Commissioners  
Terre Haute, IN  
October 1, 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 October 1, 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>Dan Bradley –</b>	<b>Board Member</b>
<b>Tim Adams-</b>	<b>Board Member</b>
<b>Richard Shagley-</b>	<b>Attorney for the Sanitary Board</b>

**Mayor Sakbun**

Sally Roetker -	Dept. of Engineering
Brad Utz-	Dept. of Engineering
Ed Stewart -	Director of WWTP
Jesse Tohill-	Director of Public Works
Troy Swan-	HWC Engineering
Lauren Ganapini -	United Consulting
Jim Hunter-	Tax Payers 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 September 17, 2024.

On a motion of Tim Adams, seconded by Dan Bradley, and unanimously approved, it was resolved the minutes from September 17, 2024 be approved.

**APPROVE CLAIMS**

The Board was given the list of claims for the Wastewater Utility Funds.

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

**PAYROLL**

The Board received the WWTP payroll for the period of 9/3/24-9/15/24 for Hourly and 9/12/24-9/25/24 for Salary.

On a motion of Marcus Maurer, seconded by Tim Adams, and unanimously approved, it was resolved the WWTP payroll for 9/3/24-9/15/24 for Hourly and 9/12/24-9/25/24 for Salary be approved.

### **ISSUANCE OF RESOLUTION OR MEMORANDUM CLARIFYING THE APPLICATION OF SEC 9-111/SEWER BLOCK ON WATER SERVICE**

Mayor Sakbun stated the State Code changed and a property manager has 45 days to return a security deposit to the tenant. The issue involves the sewer bills which are calculated from 1-2 cycles behind the water bill. The Indiana Apartment Association reached out to the Mayor to inquire how we can provide an expected amount of the final bill. This will allow a new tenant to move in and start a new account. There is a form that needs to be completed to start this process.

Jesse Tohill also stated based on State Code the owner must return the deposit or give explanation as to why the deposit is not being returned. Jesse suggested there could be a process in the Sewage Billing Office to calculate the final bill. There also needs to be a clear definition of who a user is going forward per the Code. No action will be needed today. The process in place will continue and this will be addressed in the future.

### **APPROVE HAUTE CITY CENTER LEFT STATION PROJECT**

HWC Engineering recommended, contingent on legal review the Haute City Center Lift Station Project be awarded to B&T Drainage

On a motion of Dan Bradley, seconded by Tim Adams, and unanimously approved, it was resolved to award the lowest bid to B&T Drainage, contingent on legal review, for \$1,185,275.00.

### **APPROVE INSPECTION AGREEMENT/Haute City Center Lift Station Project**

Brad Utz stated this is the standard agreement to provide an inspector full time from in-house. We charge 10% of the Bid price which funds the Engineering Non-reverting fund to pay salaries for inspectors. Tax payers do not fund these inspections.

On a motion of Dan Bradley, seconded by Marcus Maurer, and unanimously approved, it was resolved to approve the Inspection agreement for the Haute City Center Lift Station Project for \$118,528.00.

### **APPROVE INSPECTION AGREEMENT/BROWN AVE. RECONSTRUCTION PROJECT**

Brad stated this is the standard agreement to provide an inspector full time from in-house.

On a motion of Dan Bradley, seconded by Tim Adams, and unanimously approved, it was resolved to approve the Inspection agreement for the Brown Ave. Reconstruction Project for \$365,636.00.

## OTHER BUSINESS

Jesse stated the Sewage Billing office is going to start analyzing the previous past 6 months of sewer bills and if there is an indication of a high use event, they will produce letters to send out to the owner to make them aware and to contact the office.

Jesse also reported Mayor Sakbun has created a Mayor's Youth Council and would like to place 2 students with the Sanitary Board to sit in on meetings to learn what this board does.

Dan Bradley would like to schedule a tour of the Wastewater Treatment Plant and the New Main Lift Station. The tour will be after the Board meeting on 11/6/2024.

## ADJOURNMENT


On a motion of Dan Bradley, seconded by Jim Winning, and unanimously approved, it was resolved to adjourn the Board of Sanitary Commissioners meeting.

The next meeting of the Sanitary Board will take place on Tuesday, October 15, 2024 at 10:00 a.m. in the Third Floor Conference Room, Third Floor of City Hall, 17, Harding Avenue, Terre Haute, Indiana.

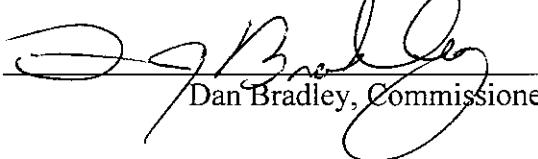
APPROVED on the 15th day of October, 2024

  
Pat Goodwin, President

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Jim Winning, Vice President

  
Marcus Maurer, Secretary

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Tim Adams, Commissioner

  
Dan Bradley, Commissioner