



## Clay Township Regional Waste District

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### **Board of Trustees Meeting Agenda**

**Monday, December 11, 2017 @ 7:00 p.m.**

**Clay Township Government Center**

**10701 N. College Avenue, Indianapolis, IN 46280**

- 1. Roll Call**
- 2. Approval of Meeting Memorandum**
  - a. November 13, 2017
- 3. Approval of Claims Docket**
- 4. Public Comment**
- 5. Attorney's Report**
- 6. Utility Director's Report**
- 7. Committee Reports**
  - a. Budget & Finance Committee
    - i. Operating Budget
    - ii. Refund Policy
  - b. Personnel & Benefits Committee
    - i. Health Insurance
    - ii. COLA, Merit, Range Adjustment
    - iii. Salary Ordinance
  - c. Capital & Construction Committee
    - i. Dedications
    - ii. Capital Budget
  - d. Executive Committee
    - i. Merit Increase
- 8. Old Business**
- 9. New Business**
  - a. 2017 Accomplishments
  - b. 2018 Goals and Objectives
- 10. Adjourn**



## BOARD OF TRUSTEE MEETING

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Monday, November 13, 2017 @ 7:00 P.M.

### Memorandum

#### **ROLL CALL**

Present: Board President Marilyn Anderson, Secretary Michael McDonald, Treasurer Jane Merrill, Members Carl Mills, Barb Lamb, Eric Hand, Steve Pittman and Chuck Ford. Also in attendance: Utility Director Andrew Williams and Legal Counsel Anne Poindexter.

#### **Public Hearing**

Ms. Anderson opened the Public Hearing by reading, "Ordinance number 10-09-2017 An ordinance to pay for the cost of the local sewers serving 11062, 11054, 11040, 11024, 10998, 10966, 10958, 10946, 10938, 10926, 1004 Spring Mill Lane and 10675 Spring Mill Road in Hamilton County Indiana and other matters connected there with."

Ms. Anderson had a card from Mr. Johnson and asked him to go to the podium and give his name and address.

Lauren Johnson, 11040 Spring Mill Lane: In May or June Ryan Hartman from the District went to his property and helped him find where the lateral spur would be located on his property where it could run between trees instead of through trees. He asked Mr. Hartman what the costs would be associated with running the line and connecting into the sewer system. Mr. Hartman told him that would be handled between the sewer contractor and the property owner. Six months later he finds out that he will be asked to pay \$3100 with 2.5% commencing on January 1, 2020, as well as paying for the use which will be a monthly bill. He would like to know what the \$3100 is being used for. He feels that the number is arbitrary because he will be paying for the use and Clay Township Regional Waste District is not doing the construction and installation. That work has already been done and paid for through Gradex. He would like for the Board to vote down the proposed resolution. He does not believe that the \$3100 charge is fair and reasonable. Gradex did not install an erosion control fence which is mandatory. That caused him to end up with large amounts of silt, mud and debris to wash to the south end of his property. He received a letter that implied if he didn't get it cleaned up that the County would come out and rip up his trees and build a trench. Which was upsetting to him because the contract with Gradex wasn't enforced to the letter of the law because all projects should have an erosion control fence. He doesn't feel that it should be his responsibility to bear the cost of that clean up. He asked what the \$3100 fee is used for. He has paid taxes for 20 years.

Marilyn Anderson asked if there was anyone else in attendance from the public that would like to speak.

Travis Bonwell, 11024 Spring Mill Lane: He spoke with the Hamilton County Health Department and was advised that any septic field that is past its useful life cannot be repaired or replaced. He was advised by Mr. Hartman that Clay Township Regional Waste District as well as the City of Carmel does not force connections anymore. He feels like this is a forced connection. He would like to connect at some point and pay a usage fee, but forcing a connection because he cannot obtain a repair permit is how it feels. He asked the Board to vote down the assessment. He agreed with Mr. Johnson that the fee seems to be arbitrary. He has also incurred some damage on his property with the construction of the sewer lines. He lost several trees.

### **District Comments**

Drew Williams stated that the District does not collect any tax dollars, it is a user based entity. As sewers are run into existing neighborhoods, the District takes the cost of the project and divides it by the number of residence in that neighborhood to pay for that project. Laterals were installed for each of the properties off the main. The \$3100 reflects the additional costs that were incurred to install the service to each of the properties. The interceptor is paid for with interceptor funds which are paid through development and growth of the community. With regards to the user fee, the District's rates are composed of a base charge of \$12.81 per month and a use fee of \$2.73 per 1000 gallons. This is the lowest rate in Central Indiana, tied with Fishers. The monthly bill for a residence that uses 7000 gallons a month (the industry standard) is \$31.92 per month. The District no longer requires connection to the sewer system because people with functioning existing septic systems didn't need to abandon those systems and hook up to the sewer. The 2.5% annual increase comes from the District carrying the cost until the connection is made and the connection fees are paid. Homes within 300' of a sewer line are required to connect to the sewer if their septic system goes bad. It is easier to provide service to each property with a lateral that they can get to so if there is a failed septic system they won't have to run the line up to 300' to be able to connect. It can take six months to a year to get the sewer constructed. If someone is pumping their septic tank every couple of week for a few hundred dollars a time, it gets expensive by the time the sewer can be installed.

Mr. Merkle stated that the \$3100 is off the bid tabulation payout. The project in question was recently completed. Projects that serve a certain number of homes the cost is divided among all the homeowners. In this case this was a \$1.1million project with 14 lateral stubs extended to properties. The interceptor is intended to serve many thousands of customers further north so a handful of residence paying for that line would not be a reasonable expectation. The \$3100 was the direct cost to the District to put in the fittings and lateral stubs to service those properties. Mr. Merkle has met with Mr. Johnson regarding the issues at his property. Gradex was asked several times to make corrections and do some cleanup work on his property. Wes was under the impression that the corrections had been made. However, it sounds like from what was previously said by Mr. Johnson that they were not. Wes will contact Gradex about the outstanding issues. He noted that there is a county legal drain that runs between his property and Mr. Bonwell's property, so cleanup work can be done but the ditch cannot be regraded without the County's involvement.

Ms. Anderson clarified that the cost associated with the ordinance is the cost for the connections that the residence will be able to make to the main pipe. She asked Wes to explain again what the \$3100 covers.

Mr. Merkle said that the \$3100 is the cost charged to the District for each lateral stub that Gradex installed. The lines are currently installed. Homeowners would need to extend the lateral from their property line up to their house to connect.

Jane Merrill asked if the homeowner could pay the \$3100 now and not incur the 2.5% carrying fee?

Mr. Merkle confirmed that the 2.5% carrying fee would not be charged if the \$3100 is paid now.

Steve Pittman asked if the rule at the Health Department that wouldn't allow Travis to keep his septic system has anything to do with the District or is it just a decision made by the Health Department?

Mr. Merkle stated that is a rule from the Health Department.

Mr. Williams said that State Code states that within 300' you are supposed to connect to the sewer if it is available.

Mr. Pitman asked if they are only requiring people to connect if their septic system goes bad.

Drew Williams confirmed that residents are only required to connect if their septic system goes bad and the Health Department does not allow a repair.

Mr. Pittman asked Mr. Bonwell if his septic system has gone bad.

Mr. Bonwell stated that the life of a septic system roughly 30-32 years. These properties fall within that range. Most of the properties are deep so if they fail they are forced to bear the cost of connecting and pay the \$3100 fee plus three other fees that are not disclosed.

Mr. Merkle said that the District is looking at doing a low-pressure project in the rest of the neighborhood. The backs of these properties abut Spring Mill Road. The rest of the project would have low pressure mains run along the streets of the neighborhoods. The cost to those homeowners will be \$3000-\$4000 per property to connect to the low-pressure sewers. Adding a grinder system would be an additional cost to the homeowner associated with connection. The project is out for permitting. When the permits come back it will go out for bids, then they will have actual numbers to consider whether to go forward with the project.

Ms. Anderson said that she understands the concern of the property owners is that they are not sure what the other costs are and part of the reason it isn't specified is if they take 10 years to hook up, the costs won't be the same. She asked what a ballpark

is for the total cost to connect an individual home would pay in this ordinance if they did it in the next several months.

Mr. Merkle did not have the tabulation for that on hand. He offered to share it with property owners after the meeting.

Mr. Williams said that the District won't know the construction costs that the homeowner will incur. But they could share the District's fees.

Mr. Merkle stated that construction costs for a gravity lateral would be from \$5000-\$10000 depending on the site and where the septic is located on the site.

Mr. Williams asked Mr. Merkle to explain what the current interceptor fee and EDU fees are.

Mr. Merkle stated that the interceptor fee is \$4075 per acre, this helps put the interceptor into the ground. The EDU fee is currently \$1818 which goes toward buying more capacity at the waste water plant.

Mr. Bonwell asked what the inspection fee is.

Mr. Williams said the inspection fee is \$150. The reason those dollar amounts are not listed in the ordinance is because they can change over time, they are not fixed amounts.

Mike Sharp, 10958 Spring Mill Lane: Mr. Sharp stated that he was told there would be an additional cost for existing septic tanks to be crushed and filled with sand or some other medium. That would be an additional cost to the homeowners. Is there a waiver to fill them with sand rather than crushing it? Some decks or paver patios are over the septic tanks now.

Mr. Williams said that would be a question for the Health Department. They have allowed in the past for them to be filled with an inert material that would prevent it from caving in if it is underneath a structure.

Mr. Johnson asked to confirm that the EDU fee is \$1818, and the interceptor fee is a connection fee?

Mr. Williams said that essentially yes, it is to help pay for the sewer main that was constructed to service the area.

Mr. Johnson said that brings the total connection fee to around \$7500 plus the EDU. So almost \$10,000.

Mr. Williams confirmed that those calculations were correct for those that owned an acre of land.

Ms. Anderson stated that concerned property owners can contract Drew and Wes at the sewer district with further questions. The Board is aware that septic's have a life span and it will go bad but not everyone's will go bad at the same time. This is the policy so individual homeowners aren't fighting amongst themselves if one person needs the sewers to come through before another person does. You are not forced to connect when it is put in, but it is available when you are ready.

Mr. Pittman Stated that as a real estate developer, sanitary sewer systems are a great thing to help your property values when it comes time to sell. Long term this will be a good thing for your property. Right now, it doesn't feel that way because many of the costs are incurred upfront.

Ms. Anderson stated that this policy provides the best safety net for when your septic system fails. The District only charges the actual cost incurred to run the line. It has always been their policy that they don't make customers who have already paid their fair share pay to get others connected. Everyplace has to pay its own cost.

Chuck Ford stated that it is State regulations through the Department of Health that says when the older septic systems are no longer doing their jobs that new septic systems cannot be installed or repaired.

Mr. Williams clarified that according to the Health Department, if a septic field goes bad typically they cannot be put back in the same location. You would need to take up another part of the yard to have a new one installed. Or there must be a mound system added. The last resident that came through in this situation had a quote of \$35,000 for a mound system.

Mr. Ford stated that to have a new septic installed it would cost property owners \$10,000 to \$12,000 to install if the current one failed and closer to \$35,000 to \$40,000 if a mound system is needed. The alternative is adding the sewer line for around \$10,000 you will be able to connect when your system fails.

Ms. Anderson closed the Public Hearing.

On a Motion made by Ms. Lamb to move agenda item "8.c.i. Second reading of Ordinance 10-19-2017" before item 4 on the Agenda and seconded by Ms. Merrill. The motion was approved unanimously.

### **CAPITAL & CONSTRUCTION COMMITTEE**

Second Reading of Ordinance 10-09-2017 an Ordinance to pay for the costs of local sewers serving 11062, 11054, 11040, 11024, 10998, 10966, 10958, 10946, 10938, 1026, 10904 Spring Mill Lane and 10675 Spring Mill Road in Hamilton County Indiana and other matters connected there with.

Ms. Anderson stated that this item has been thoroughly discussed and asked if there was a motion for the Board.

Mr. Shaver asked as a point of order if they are required to vote on the ordinance at this time.

Mrs. Poindexter clarified that the item is eligible to be voted on if the Board wishes to. She stated that you can vote on an item at the second reading, but items cannot be voted on at a first reading.

A Motion was made by Mr. Ford to approve Ordinance 10-09-2017 and seconded by Ms. Merrill.

### **Board Discussion**

Mr. Shaver asked if he understands correctly that it will cost \$25,000 to connect. The answer was yes it could be \$25,000. He asked for more discussion on the matter before the Board votes on it.

Ms. Anderson asked for clarification on his question.

Mr. Shaver stated that he is concerned about the cost with this project. He feels that \$25,000 could be too much of a hardship for residents.

Ms. Anderson asked for additional questions or comments. There were none. She stated that there is a motion and second before the Board. She called for a vote.

Ms. Merrill at this point there are no costs today. It will only cost the customers when they connect. Which could be more or less than \$25,000 depending on when they decide to connect to the sewer system.

A property owner, who did not identify himself, said that he is pro-development and pro-sewer systems. Their properties have incurred some unexpected damages with the project as well, removal of trees as well as the contractor not cleaning up soot and debris from the installation. He stated that not all the costs were disclosed to him upfront and he feels like it is unfair to learn about the extra costs he will have to incur as well as the cleanup of his property.

Ms. Anderson stated that the District can take away from this discussion that they need to do a better job of explaining all the costs to the homeowners at the beginning of the projects, and make sure that homeowners understand the totality of the project rather than finding out at the end. Unfortunately, to reduce those costs, someone would have to pay them because they are actual costs associated with the construction. The District doesn't make a profit on the project. She does not believe that the Board Members would agree to eat those costs from now on.

Mr. Pittman asked if trees were removed from the homeowner's property or were the trees that were removed in the road right-of-way.

The property owner stated that the trees were on their property line with limbs extending into the right-of-way were scalped the entire length of the neighborhood. They relied on the trees for privacy for their neighborhood. Now they feel exposed.

Mr. Merkle said that there was some tree trimming involved with this project. Before the District was out there, IPL or Duke has some transmission lines high up in the air. They trimmed the trees first as well as the City of Carmel. All the utilities had a share in trimming and reducing the trees in that location along the right-of-way.

Ms. Anderson called for a vote on the issue. The motion was approved by a vote of 8-1. Mr. Shaver was opposed.

Ms. Anderson indicated that they would now proceed with the rest of the agenda.

It was pointed out that there was another person in the audience that wished to speak. Beverly Hale 10917 College Place Drive has lived in her home for 17 years. Her sewage bill has increased from \$10 a month to well over \$30 a month. Her home size has decreased. Her mom has recently moved into the neighborhood and has a home that is three times larger than Ms. Hales' home. Her home is non-metered, and her mother's home is metered. She asked for clarification as to why her fees are higher than her mother's fees when she lives in a smaller home.

Mr. Williams explained that the District's Rate Ordinance with regards to homes that are not metered is based off the State of Indiana's industry standard of 7000 gallons of usage in a house per month. \$12.81 of her bill is the base charge, \$2.73/gallon X 7000 gallons gets the bill to \$31.92. If her home was metered the District could charge her for the exact usage of the home. She has the option of having a meter added to her well.

Ms. Lamb asked if a meter can be installed at her property so that she can be billed for her exact usage each month.

Mr. Williams said the property owner has the option of installing a meter. That would include the cost of the meter, installation and charges for it to be read each month.

Ms. Lamb asked if the cost to install a meter at Ms. Hale's property would be substantial enough that it would take a long time to make up the difference if she did receive a lower rate per month.

Mr. Williams confirmed that it is correct. The Board will be looking at the rate structure for 2018. There have been 5% increases on the base charge and the use charge over the last five years.

Ms. Lamb asked how many homes serviced by the district are not metered.

Mr. Williams said that he could provide the Committee with those numbers at their next meeting.

Eric Hand clarified that a home has a water meter if they are connected to a water line, but not if they are using a well system. He asked if there is anyone serviced by the District that is on a well and has installed their own meter.

Mr. Williams stated that some commercial projects have done that in the past.

Mr. Hand stated that the Board needs to consider entertaining if they want to allow property owners to install a water meter and if it is cost effective to the property owner to pay for that cost as well as the meter reading costs going forward.

Mr. Williams suggested that the District could look at the number of restroom facilities and kitchens in the home and compare like properties to see what they are consuming.

Ms. Anderson suggested that this issue be looked at through the Budget & Finance Committee. She asked the property owner to leave her name and address with the Director of the District so that there can be follow up with her after it is discussed.

Mr. Mills suggested, and it was decided that the District would have an answer for the property owner in 90 days.

#### **APPROVAL OF MEMORANDUM**

A Motion to approve the meeting memorandum from October 9, 2017 was made by Ms. Merrill and seconded by Mr. Mills. The motion was approved unanimously.

#### **APPROVAL OF CLAIMS DOCKET**

Ms. Sheeks presented an update to the packet she provided to Board. The District received a pay application for the 106<sup>th</sup> Street Force Main Project after the packets were mailed to the board members. The bill is for \$245,693.33. On the main docket there is a pay application to Gradex for the Spring Mill Project which was \$218,83.09. The flow sent to Carmel is \$76,580.70 and a payment to GRW for \$68,000 for various projects.

Mr. Shaver asked how much the Union Township Study portion of the payment to GRW was.

Ms. Sheeks stated that it was \$24,560

Mr. Shaver asked if he understood correctly that there is a claim for jeans.

Ms. Sheeks stated that the District provides \$300 a year for jeans and safety boots for plant workers.

Mr. Mills asked what would be done about Gradex in light of the comments about the Spring Mill Road Project.

Ms. Sheeks stated that the check will not be released until the proper corrections are made.

Anne Poindexter stated that the District Staff does not have the authority to hold a payment once it has been approved by the Board, so the amount owed to Gradex should be removed from the claims docket before it is approved.

On a Motion made by Ms. Merrell to approve the Claims Docket minus the check to Gradex Construction for \$491,001.91 and seconded by Mr. Pittman. The motion was approved unanimously.

On a Motion made by Mr. Pittman to pay \$209,833.09 and hold back \$10,000 from the Gradex payment to be released when the work and punch list items are completed and approved by Engineer Mr. Merkle and seconded by Ms. Merrell. The motion was approved unanimously.

On a Motion made by Mr. Mills to approve \$245,693.39 to be paid and seconded by Mr. McDonald, the Motion was approved unanimously.

### **ATTORNEY'S REPORTS**

Legal Counsel had nothing to report.

### **UTILITY DIRECTOR'S REPORT**

Mr. Williams stated that the employee Thanksgiving pitch-in lunch will be held on Monday November 20, 2017. He invited the Board to attend. Projects have slowed down with the weather changing. He asked the Board if they had any comments or questions regarding the monthly newsletter they received.

Ms. Anderson stated that she likes the new policy that if a rental property is 60 days past due the District is also notifying the property owners to collect payment without having to file a lien.

Mr. Shaver asked that the peak flow that goes to the Carmel plant be added to the spreadsheet provided.

### **BUDGET & FINANCE COMMITTEE**

Ms. Merrill there are no action items.

### **PERSONNEL & BENEFITS COMMITTEE**

On a Motion made by Ms. Lamb to approve the 2018 Holiday Schedule and seconded by Mr. Ford, the Motion was approved unanimously.

### **OLD BUSINESS**

Mr. Williams stated that the District must petition IDEM to change the District's name. On a Motion made by Ms. Merrill to approve the petition and seconded by Mr. Hand, the Motion was approved unanimously.

### **NEW BUSINESS**

Mr. Williams stated that he had received some questions about the Conflict of Interest forms the Board completes each year. He asked Mrs. Poindexter to prepare a presentation on this subject. Mrs. Poindexter handed out packets to the Board members. There was a discussion regarding State Statute 3544.1-1-4. Mrs. Poindexter explained that the Board Members are prohibited from knowingly or intentionally having a pecuniary interest in or deriving a profit from a contract or

purchase connected with an action by the governmental entity. A violation of this Statute is a Felony. She discussed the importance of updating the Conflict of Interest Disclosures each board member fills out and has on file. The forms may need to be updated more than once per year. Mrs. Poindexter went into more details and definitions and answered the Board's questions.

Mr. McDonald asked if there are any updates regarding violation notices that were received from IDEM last month.

Mr. Williams stated that the District responded to the violation notices about the plant. He provided the response to the Board Members. There were a couple mechanical failures. The District will not hear back from IDEM unless there is a problem with the response that was given.

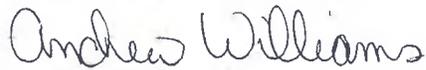
### **ADJOURN**

On a Motion made by Ms. Lamb to adjourn the meeting and seconded by Mr. Ford, the Motion was approved unanimously.

Meeting Adjourned

The next Board of Trustees Meeting is scheduled for Monday, December 11, 2017 at 7:00 p.m.

Respectfully submitted,



Andrew Williams  
Utility Director

Approved:

\_\_\_\_\_ as Presented  
\_\_\_\_\_ as Amended

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Michael McDonald, Secretary

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Marilyn Anderson, President



Clay Township Regional Waste District  
Register of Claims  
For the period 11/13/2017-12/13/17

Payment date	Payment number	Bank name	Payee name	Amount	Amount Allowed	Description
11/13/17	10842	Operating	Joe Hood	26.75	26.75	Mileage
11/16/17	10844	Operating	AT&T Mobility	854.24	854.24	Lift Stations
11/16/17	10845	Operating	Carmel Utilities	12.68	12.68	LS 1
11/16/17	10846	Operating	Citizens Energy Group	123.02	123.02	Plant/LS 17
11/16/17	10847	Operating	Shrewsbury & Associates, LLC	4,612.50	4,612.50	Const Insp Fees
11/16/17	10848	Operating	Travelers	404.00	404.00	Insurance
11/20/17	10849	Operating	Jason Lewin	60.99	60.99	Reimbursement
11/27/17	10852	Operating	Matt Starr	32.10	32.10	Reimbursement
11/29/17	10853	Operating	Shaun Odom	206.56	206.56	Reimbursement
11/30/17	10854	Operating	AFLAC	521.44	521.44	Insurance
11/30/17	10855	Operating	AT&T Mobility	916.82	916.82	Cell phones
11/30/17	10856	Operating	Carmel Utilities	1,059.26	1,059.26	Cleaning sewer lines
11/30/17	10857	Operating	Carmel Utilities	38.46	38.46	LS 26
11/30/17	10858	Operating	Continental Utility Solutions, Inc	1,500.00	1,500.00	Server Migration
11/30/17	10859	Operating	Brian or Jennifer Peters	137.01	137.01	Refund-720 Homewood
11/30/17	10860	Operating	Cheryl L Crookshanks	16.44	16.44	Refund-2037 Stanhope
11/30/17	10861	Operating	Shafique Shoab	18.27	18.27	Refund-3863 Heathfield Ct
11/30/17	10862	Operating	Glen L Timmis	25.30	25.30	Refund-10313 Carrollton
11/30/17	10863	Operating	James W Wilson	14.50	14.50	Refund-10771 Morristown Ct
11/30/17	10864	Operating	Rick P Ardaiole	7.00	7.00	Refund-12816 Clifford Dr
11/30/17	10865	Operating	Bill Howell	10.87	10.87	Refund-11501 Ruckle St
11/30/17	10866	Operating	Christina E Konkoli	35.60	35.60	Refund-12485 Meeting House
11/30/17	10867	Operating	S Schmeltekop	32.12	32.12	Refund-560 Vista Dr
11/30/17	10868	Operating	John M Delany	31.92	31.92	Refund-1364 Kirlees Dr
11/30/17	10869	Operating	Earl D Porter III	5.29	5.29	Refund-11435 Monon Farms Dr
11/30/17	10870	Operating	Tom Farrell	83.40	83.40	Refund-12755 Forsyth St
11/30/17	10871	Operating	Jose Thuel-Aguilar	86.52	86.52	Refund-1290 Grenville St
11/30/17	10872	Operating	Stephen Perkins	11.47	11.47	Refund-11156 Crooked Stick Lane
11/30/17	10873	Operating	Lisa Hoskin	26.46	26.46	Refund-12966 Deerstyne Green St
11/30/17	10874	Operating	Wei Zheng	19.78	19.78	Refund-11391 Zanardi Ct
11/30/17	10875	Operating	Jesse or Stacy Mack	75.09	75.09	Refund-10751 Bunker Hill
11/30/17	10876	Operating	Peter Boysen	18.28	18.28	Refund-2812 W High Grove Cir
11/30/17	10877	Operating	David McCullough	115.33	115.33	Refund-11545 Willow Bend Dr
11/30/17	10878	Operating	Omar Hellalat	23.73	23.73	Refund-14145 Breeders Ct
11/30/17	10879	Operating	Tony Ranek	18.27	18.27	Refund-11755 Beckham Ct #104
11/30/17	10880	Operating	Ryan Foxworthy	31.92	31.92	Refund-1345 Helford
11/30/17	10881	Operating	Ricardo Reyes Trevino	60.50	60.50	Refund-12692 Treaty Line St
11/30/17	10882	Operating	James Laisure	31.92	31.92	Refund-12677 Treaty Line
11/30/17	10883	Operating	Cathy Kelsey	45.40	45.40	Refund-13281 Tralee Ct
11/30/17	10884	Operating	Sravamthi Dandala	13.83	13.83	Refund-3488 Golden Gate
12/1/17	10885	Operating	Joe Hood	53.50	53.50	Mileage
12/1/17	10886	Operating	Cindy Sheeks	30.57	30.57	Board fees
12/5/17	10887	Operating	Aaron Strong	30.00	30.00	Nov cell phone
12/5/17	10888	Operating	Altman, Poindexter & Wyatt, LL	2,394.00	2,394.00	Legal fees
12/5/17	10889	Operating	AT & T	625.04	625.04	Internet service
12/5/17	10890	Operating	Barbara Lamb	250.00	250.00	Nov board per diem
12/5/17	10891	Operating	Bee Green Lawn Care & Plant H	273.00	273.00	Lawn Care
12/5/17	10892	Operating	Blackbaud	5,054.40	5,054.40	Software fees
12/5/17	10893	Operating	Carl S. Mills	200.00	200.00	Nov board per diems
12/5/17	10894	Operating	Carmel Utilities	78,631.90	78,631.90	Nov flow to Carmel/meter readings
12/5/17	10895	Operating	Carmel Utilities	37.96	37.96	Stormwater fees
12/5/17	10896	Operating	Carmel Welding	131.68	131.68	Equipment repairs

Payment date	Payment number	Bank name	Payee name	Amount	Amount Allowed	Description
12/5/17	10897	Operating	Charles Ford	100.00	100.00	Board fees
12/5/17	10898	Operating	Cindy Sheeks	30.00	30.00	Cell phones
12/5/17	10899	Operating	Clay Township Trustee	2,726.46	2,726.46	Operating costs
12/5/17	10900	Operating	Community Occupational Health	47.00	47.00	Testing fees
12/5/17	10901	Operating	Continental Utility Solutions, Inc	15,950.00	15,950.00	Software fees
12/5/17	10902	Operating	Culy Contracting, Inc.	7,008.00	7,008.00	Basin 1 I & I Removal
12/5/17	10903	Operating	Eco Infrastructure Solutions, Inc	15,961.41	15,961.41	Televising
12/5/17	10904	Operating	Element Materials Technology L	467.00	467.00	Sewer sampling
12/5/17	10905	Operating	Eric Hand	150.00	150.00	Nov board per diems
12/5/17	10906	Operating	Eric Luis Delacruz	30.00	30.00	Nov cell phone
12/5/17	10907	Operating	Faegre Baker Daniels	445.50	445.50	Legal fees
12/5/17	10908	Operating	Fastenal Company	368.31	368.31	Plant R & M
12/5/17	10909	Operating	Ferguson Waterworks #1934	204.86	204.86	Plant R & M
12/5/17	10910	Operating	GRW	14,677.50	14,677.50	Neighborhood sewer projects
12/5/17	10911	Operating	Henry P. Thompson Company	4,759.36	4,759.36	Plant R & M
12/5/17	10912	Operating	Indy Express, Inc.	173.40	173.40	Postal service - Nov
12/5/17	10913	Operating	IPL	8,706.62	8,706.62	Electrical service
12/5/17	10914	Operating	IT Indianapolis	6,452.95	6,452.95	IT Support
12/5/17	10915	Operating	Jane B. Merrill	200.00	200.00	Board fees
12/5/17	10916	Operating	Jeffrey Martin	30.00	30.00	Cell phones
12/5/17	10917	Operating	Kermin Huntley	30.00	30.00	Cell phones
12/5/17	10918	Operating	Kinetrex Energy	140.71	140.71	Natural Gas
12/5/17	10919	Operating	Kirby Risk Corporation	1,062.20	1,062.20	Lift Station R & M
12/5/17	10920	Operating	KnowBe4, Inc.	641.25	641.25	Security training
12/5/17	10921	Operating	Marilyn Anderson	250.00	250.00	Board fees
12/5/17	10922	Operating	Marketpro, Inc.	763.50	763.50	Clothing
12/5/17	10923	Operating	Merrell Brothers, Inc.	10,727.40	10,727.40	Biosolid disposal
12/5/17	10924	Operating	Michael A. McDonald	100.00	100.00	Nov Board fees
12/5/17	10925	Operating	Michael Shaver	150.00	150.00	Nov Board fees
12/5/17	10926	Operating	Napa Auto Parts	275.95	275.95	Repair parts
12/5/17	10927	Operating	Nathan Crowder	30.00	30.00	Cell phones
12/5/17	10928	Operating	Neofunds by Neopost	500.00	500.00	Postage
12/5/17	10929	Operating	Praxair Distribution, Inc.	55.86	55.86	Plant R & M
12/5/17	10930	Operating	Ray Clemens	400.00	400.00	Cleaning - Nov
12/5/17	10931	Operating	Republic Services #761	264.70	264.70	Trash service
12/5/17	10932	Operating	RootX Inc	2,139.00	2,139.00	Rootx
12/5/17	10933	Operating	Ryan Hartman	3,600.00	3,600.00	Dep care
12/5/17	10934	Operating	Ryan Osborne, Inc	3,425.00	3,425.00	IT Services
12/5/17	10935	Operating	Shrewsbury & Associates, LLC	8,775.00	8,775.00	Const Insp Fees
12/5/17	10936	Operating	Signius Communications	73.08	73.08	Answering service
12/5/17	10937	Operating	Simplifile	210.00	210.00	Filing fees
12/5/17	10938	Operating	Steve Pittman	150.00	150.00	Board fees
12/5/17	10939	Operating	Taylor Oil Company, Inc.	10.55	10.55	Fuel
12/5/17	10940	Operating	Taylor Systems, Inc.	106.75	106.75	Monthly billing
12/5/17	10941	Operating	Treeo, LLC	1,925.00	1,925.00	Tree removal
12/5/17	10942	Operating	Trenley Contracting LLC	15,140.00	15,140.00	Plant R & M
12/5/17	10943	Operating	Utility Supply Company	166.25	166.25	Line Maintenance
12/5/17	10944	Operating	Vasey Commercial Heating & A	1,124.48	1,124.48	Repairs
12/5/17	10945	Operating	Water Environment Federation	1,624.00	1,624.00	Membership fees
11/14/17	201709156	Operating	Duke Energy	176.23	176.23	LS 16
11/13/17	201709157	Operating	Duke Energy	311.63	311.63	LS 23
11/16/17	201709178	Operating	Spectrum Business	224.00	224.00	Internet service
11/17/17	201709179	Operating	ADP	223.45	223.45	Payroll/Time & Attendance fees
11/20/17	201709180	Operating	ADP	50,323.96	50,323.96	Payroll PPE 11/17/17
11/20/17	201709181	Operating	Empower Retirement (Hoosier S	6,533.37	6,533.37	401A, 457B, Roth
11/22/17	201709182	Operating	Wex Bank	108.79	108.79	Fuel
11/28/17	201709183	Operating	Anthem Blue Cross Blue Shield	24,467.06	24,467.06	Health Ins-Dec 2017

Payment date	Payment number	Bank name	Payee name	Amount	Amount Allowed	Description
11/28/17	201709184	Operating	Mutual of Omaha	3,620.73	3,620.73	STD, LTD, Dental-Dec 2017
11/24/17	201709185	Operating	Vectren Energy Delivery	47.73	47.73	LS 2
11/24/17	201709186	Operating	Vectren Energy Delivery	17.00	17.00	LS 4
11/24/17	201709187	Operating	Vectren Energy Delivery	19.59	19.59	LS 10
11/29/17	201709188	Operating	Duke Energy	523.75	523.75	LS 1
11/29/17	201709189	Operating	Duke Energy	47.43	47.43	LS 6
12/13/17	201709190	Operating	Duke Energy	16,792.41	16,792.41	Plant 11/17
12/7/17	201709191	Operating	Duke Energy	875.60	875.60	LS 14 11/17
12/11/17	201709192	Operating	Duke Energy	182.17	182.17	LS 16
12/12/17	201709193	Operating	Duke Energy	309.47	309.47	LS 23 11/17
12/1/17	201709194	Operating	Duke Energy	343.89	343.89	LS 4
12/1/17	201709195	Operating	Duke Energy	170.05	170.05	LS 21 11/17
12/11/17	201709196	Operating	Duke Energy	181.01	181.01	LS 11 11/17
12/1/17	201709197	Operating	Duke Energy	115.67	115.67	LS 5 11/17
12/4/17	201709198	Operating	Duke Energy	163.56	163.56	LS 19
12/1/17	201709199	Operating	Duke Energy	381.40	381.40	LS 26
12/6/17	201709200	Operating	Duke Energy	872.47	872.47	LS 17 11/17
12/1/17	201709201	Operating	ADP	122.25	122.25	Workforce Now
11/30/17	201709202	Operating	IPL	42.03	42.03	LS 18

338,622.84      338,622.84

**ALLOWANCE OF CLAIMS**

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 page, and except for claims not allowed as shown on the register, such claims are hereby allowed in the total amount of

**\$338,622.84**

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# THE CTRWD CONNECTION

Volume 10, Issue 12 December 2017  
MONTHLY NEWSLETTER

## FINANCIALS — CINDY SHEEKS

October 2017 revenues were over projections by \$60,900 (10.48%) for a total of \$641,899. Residential sales were \$383,451 which is 6.32% higher than expected and commercial sales totaled \$232,842 which is 15.99% higher than expected. Commercial dipped slightly from sales in September. Operating Expenses totaled \$399,386 which is .17% below budget in October. Wages, treatment costs and collection system category expenses were all below budget in October. Wages were below budget by 15.07%, treatment costs were below budget by 6.7% and collection expenses were below by 19.21%. Administration costs were over budget by \$41,511 due to the engineering studies. Net income was \$216,222 in October exceeding projections by \$76,606 for the month. YTD net income of \$1,758,876 is above projections by \$601,206.

Cash generated for October shows a net decrease in all funds by \$207,307 due to capital spending which totaled \$502,800 for the month or 4.27% of the working of the capital budget of \$11,768,909. Project spending included the 106<sup>th</sup> Force Main, the Spring Mill Road interceptor and neighborhood sewer projects. YTD, cash balances have decreased by \$5,636,608 from the December 31, 2016 balances. Cash on hand at 11/30/2017 is \$6,755,783. The balances in the funds are listed below:

Operating	\$638,167
Interceptor	\$56,946
Plant Expansion	\$3,536,397
Operating Reserve	\$2,192,400
Reserve for Replacement	\$331,873

**Christmas will always be as long as we stand heart to heart and hand in hand. Dr. Seuss**



## INSIDE THIS ISSUE

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## CALENDAR OF EVENTS

December 14	Staff Meeting	10:00 a.m.
December 18	Staff Christmas Lunch	11:30 a.m.
December 26	P & B Meeting	7:30 a.m.
December 22—25	Office Closed	Christmas
December 29	Office Closed	New Years Eve
January 1	Office Closed	New Years Day
January 2	C & C Meeting	4:30 p.m.
January 8	Board Meeting	7:00 p.m.

### PLANT REPORT – SCOT WATKINS

The new NPDES permit went into effect the end of October; this included quarterly influent and effluent metals testing and monthly (for the first three months and then quarterly) Whole Effluent Toxicity (WET) testing. If after two years the effluent has been demonstrated to not be toxic to any test species the District may request a reduction on the WET testing frequency. Disinfection season is over (the time the State of Indiana assumes people will be in bodies of water) for the year; all the ultra violet (UV) equipment has been taken out of service, cleaned and inspected. Disinfection season runs from April 1<sup>st</sup> to October 31<sup>st</sup> each year.

The plant hosted the IUPUI Environmental Law Society this month for a plant tour, Bob had meet a member at an outreach event and invited them for a tour. They were very interested in the process and enjoyed the tour.

The conveyer in the Biosolids building had had broken a guide and came off track and resulted in the motor fusers blowing. Thankfully, staff was complete the repair in house by realigning the conveyer and re-setting the fuses.

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### SAFETY UPDATE - LOREN PRANGE

We had a reportable injury this month. The employee's injury was reviewed, and the corrective action was taken to cover the end of a lifting cable that had exposed wires that punctured through his glove. But the streak continues with 2835 days without a loss time accident.

The following safety tailgate sessions were held: 10/17/17 Be Prepared for an Emergency, 10/24/17 Don't Let Chemicals Get You, 10/31/17 Hold on to Hand Safety, 11/07/17 Avoiding Arc Flash, 11/21/17 Thanksgiving Dinner Safety

The annual inspection for fire extinguishers were completed this month. The District provided CPR and AED certification to several employees this month.

The District hosted a IWEA Safety committee meeting and one of the topics included hosting a safety seminar at the Treatment Plant. The discussion was about a 6-hour seminar with electrical basics, silica rule, panel discussion, LOTO basics, and equipment LOTO and a possible plant tour.

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### COLLECTIONS REPORT – AARON STRONG

Collections staff took advantage of mild November temperatures and closed out our yearly televising schedule with 54,914 feet of main, pushing our yearly total over 278,000 feet of main televised. Staff continued cleaning operations in the Lift Station 10 basin, completing over 5,000 feet.

Staff performed preventative maintenance on the Purifil odor control unit at Lift Station 2. Under the direction of our Purifil representative, Collections staff installed a new blend of media tailored to mitigate the specific odor we were experiencing at the lift station. Staff will continue to monitor the lift station and send media samples in for testing quarterly throughout the year.

In preparation of freezing temperatures, Staff winterized all equipment stored in the barn including pressure washers and trash pumps. All portable and pad mounted generators, pumps and control cabinet heaters have been plugged in and tested.

Collections staff performed 3-year warranty inspections on developer project; Primrose School at West Carmel as well as inspection of yard piping and manholes located at our MRWWTP.

Staff continues to perform lift station repair and maintenance work as identified during weekly lift station inspections. Work includes removing obsolete equipment and cable management within control cabinets and wet wells.

The District hosted the Central Indiana Operators Associations November meeting on portable flow monitoring technology. Gripp Inc. performed classroom training and a live demonstration.

## CONSTRUCTION & ENGINEERING —WES MERKLE

### Engineering Update

In the month of November, the Engineering staff completed 432 locates, 62 I&I inspections and 44 lateral inspections. Two failed I&I inspections found issues requiring correction. Kermin completed most inspections and Nate completed most locates. Ryan is reviewing plans for 26 private development projects. Nine private development projects are under construction currently. He continues to coordinate with Carmel on road, path and drainage improvement projects throughout our service area.

Jeff continues to assist with Hiperweb implementation. Jeff and Eric have been observing remaining construction activities on the 106<sup>th</sup> Street Force Main project. Eric has also been observing the Spring Mill Interceptor project punch list items as well as construction of Home Place Gardens sewer installation.

Engineering and Collections staff completed inspections of Village of West Clay manholes after an alley paving project damaged over a dozen structures. Ryan is working with the Village of West Clay and their contractor to complete the repairs.

Design and permitting work on the plant outfall project continues as staff works with a property owner along Cemetery Creek to address concerns about the project.

Bids for sewer relocation work at 96<sup>th</sup> Street and Keystone Parkway will be received once the City of Carmel finally acquires new easements and right-of-way needed for the work.

Bids and permits for the next neighborhood sewer extension project should be received in December. Staff is working on easement acquisition along 116<sup>th</sup> Street. This project includes Autumn Woods, West 116<sup>th</sup> Street, Williams Creek Manor, Spring Mill Place and Spring Mill Heights.

Staff is working with the Jackson's Grant developer and engineer on design of the final two sections of interceptor sewer installation. The section of sewer northeast of Lift Station 26 will allow us to take Lift Station 4 offline. CTRWD will separately design, bid and construct the sewer across the Book property. Construction is anticipated in 2018.

### Construction Update

The 106<sup>th</sup> Street Parallel Force Main project is nearing completion. The existing dual force mains from Lift Station 2 have been tied into the new valve vault structure near Ditch Road. The new force main is in service however we are waiting for installation of controls to automate valve operation. Crews continue to work on cleanup and restoration.



106<sup>th</sup> Force Main Restoration

## HUMAN RESOURCES UPDATE

The P&B Committee will recommend to the Board that the District accept the Anthem Renewal. There will be a 32.64% increase in rates for the Health Insurance. While this is a large one year increase, the District has been fortunate over the past few years with an increase of 7.7% in 2015, a decrease of 0.25% in 2016, and an increase of 3.5% in 2017. Including the 32.64% Anthem renewal for 2018 results in an average increase each year of 10.9%. The Non-Embedded Deductible will remain at \$1,500 Individual / \$3,000 Family with a Maximum out-of-Pocket of \$3,000 Individual / \$6,000 Family. Preventive Care remains paid at 100% by Anthem. Dental insurance rates were unchanged. The District continues to provide Short Term and Long Term Disability Insurance and \$50,000 of Life Insurance through Mutual of Omaha.

The P&B Committee is also recommending the approval of a 1.5% Cost of Living Adjustment and a 2% Merit Pool. The Compensation Study by WIS is complete and the new salary ranges are reflected in the 2018 Salary Ordinance. This information will be shared at the December Staff meeting.

***My idea of Christmas, whether old-fashioned or modern, is very simple: loving others. Bob Hope***

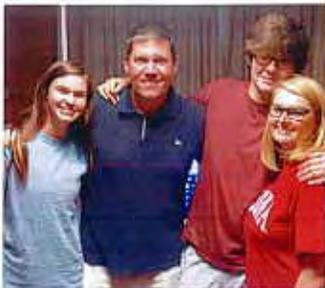


## EMPLOYEE SPOTLIGHT - Maggie Crediford

The District is pleased to welcome Maggie to the Administrative Office. Maggie joined the team in November after working for the City of Carmel for three years.

Maggie was born in Indianapolis and raised in Zionsville. She attended college at both IUPIU and IU Bloomington.

She has been married to her husband Chris for 20 years. They have been Carmel residents since 1998. Maggie and Chris have two children, a daughter named Caroline who is 16 years old. Caroline attends Carmel High School and is involved in cheerleading. They also have a son Andrew who is a Freshman at IU Bloomington majoring in Informatics. The Crediford's have a Yorkie named Gip and an Aussie Doodle named Parker who is currently attending puppy school at the Pet Lodge in Carmel.



## CTRWD CHRISTMAS PITCH-IN

Monday December 18

11:00 - 12:30

Ham (provided by the District)

Pitch-in for the sides and desserts

Gift Exchange \$15 Limit (Optional)

R.S.V.P. Brinttney.Kennedy@ctrwd.org

Please let us know what you will pitch-in when you R.S.V.P.

CTRWD  
2017

Selected Statistics 2017	January	February	March	April	May	June	July	Aug	Sept	Oct	Nov	2017 Monthly Average	2017 YTD	2016 Monthly Avg Through November	2016 Total Through November
<b>Maintenance Information</b>															
Lateral Inspections	32	42	39	35	36	41	38	42	23	48	44	38	420	39	424
Certified I&I Inspections	40	38	52	52	70	95	69	74	52	64	62	61	668	58	635
Failed I&I Inspections	1	0	1	1	1	2	2	1	1	1	2	1	13	0	1
Customer Work Requests	0	0	0	4	4	0	6	0	0	0		1	14	0	0
Sewer Locates	541	505	597	414	572	733	742	623	457	615	432	566	6,231	519	5,708
Manholes Added	0	0	0	0	0	0	11	5	1	0	39	5	56	12	127
Total # of Manholes	5,702	5,702	5,702	5,702	5,702	5,702	5,713	5,718	5,719	5,719	5,758	n/a	5,729	5,686	5,719
Manholes Inspected	0	548	418	646	235	45	6	39	0	34	102	188	2,073	37	412
Feet of Sewer Added	0	0	0	0	0	23,736	2,924	11,844	200	0	10,791	4,500	49,495	4,621	50,835
Total Footage of Sewers	1,576,477	1,576,477	1,576,477	1,576,477	1,576,477	1,600,213	1,602,669	1,614,513	1,614,713	1,614,713	1,625,504	n/a	1,600,213	n/a	1,574,566
Feet of Sewer Televised	9,867	26,085	28,856	22,996	19,221	29,745	31,780	29,696	9,945	19,954	54,914	25,733	283,059	30,040	330,438
Feet of Sewer Cleaned	0	0	0	0	0	0	15,236	15,745	2,785	16,070	5,102	4,994	54,938	7,289	80,174
Overflows	0	2	1	0	1	0	0	0	0	0	0	0	4	0	4
<b>Station 1 to Carmel Utilities</b>															
Rainfall / Precipitation (inches)	3.33	0.89	3.23	5.17	8.68	6.13	5.79	1.41	0.73	3.69	4.51	3.96	43.56	4.28	47.07
Total Flow (gallons)	65,932,000	43,767,228	60,788,935	66,921,350	81,391,000	58,796,689	67,726,733	52,606,907	44,827,092	46,622,441	48,822,018	58,018,000	638,202,393	58,681,727	645,499,000
Maximum Daily Flow (gallons)	3,790,000	1,719,000	3,265,000	4,972,000	4,616,000	2,923,000	3,587,000	2,066,000	1,800,000	1,809,000	2,280,000	2,984,000	4,972,000		
Average Daily Flow (gallons)	2,126,838	1,563,155	2,012,319	2,230,711	2,475,616	1,959,890	2,184,733	1,696,997	1,494,236	1,504,288	1,627,401	1,898,000	n/a	1,954,559	n/a
Minimum Flow (gallons)	1,270,000	1,411,943	1,257,704	1,722,521	1,530,000	1,459,398	1,712,411	1,408,941	1,288,328	1,258,649	1,419,210	1,430,828	1,257,704	1,451,364	1,060,000
<b>Michigan Road WWTP</b>															
Total Flow (gallons)	91,777,000	68,182,000	84,230,000	81,656,000	102,541,000	79,275,000	84,581,000	73,218,000	67,240,000	74,093,000	78,349,000	80,467,000	885,142,000	75,488,000	830,364,000
Maximum Daily Flow (gallons)	4,333,000	2,655,000	3,475,000	4,221,000	8,710,000	4,936,000	4,020,000	2,567,000	2,405,000	2,625,000	4,268,000	4,020,000	8,710,000	3,492,000	5,177,000
Average Daily Flow (gallons)	2,900,000	2,435,071	2,717,000	2,721,867	3,307,774	2,642,500	2,728,419	2,361,871	2,253,000	2,390,097	2,611,633	2,643,000	n/a	2,480,000	n/a
Minimum Daily Flow (gallons)	2,442,000	2,275,000	2,358,000	2,333,000	2,469,000	2,255,000	2,347,000	2,190,000	2,111,000	2,130,000	2,333,000	2,295,000	2,111,000	2,032,000	1,465,000
Total Flow to Both Plants	157,709,000	111,949,228	145,018,935	148,577,350	183,932,000	138,071,689	152,307,733	125,824,907	112,067,092	120,715,441	127,171,018	126,945,000	1,523,344,393	134,169,000	1,475,863,000
<b>Biosolids Handling (gallons)</b>															
Wasted (Biosolids)	1,103,000	1,360,660	1,608,660	86,253	1,079,010	821,380	861,810	860,600	867,900	873,200	1,234,530	978,000	10,757,000	1,556,000	17,110,890
Dewatered	192,014	296,000	260,000	187,000	293,000	295,000	222,000	218,000	215,010	429,000	320,000	266,000	2,927,000	474,000	5,215,000
Digested Sludge Withdrawn	619,300	680,300	952,900	800,200	971,000	794,000	830,000	861,600	868,000	886,800	771,100	821,000	9,035,000	690,000	7,593,900
<b>Customer Information</b>															
New Sewer Service Accounts	32	28	32	18	59	43	22	36	35	30		34	335	33	365
Permits Issued	25	32	33	34	45	37	40	54	34	27	29	35	390	39	429



## BUDGET & FINANCE COMMITTEE

Thursday, November 30, 2017 @ 7:30 A.M.

### Memorandum

Jane Merrill Called the meeting to order at 7:35 a.m.

Present: Chair Jane Merrill, Member Carl Mills, Board Member Barb Lamb. Also in attendance were Utility Director Drew Williams, Controller Cindy Sheeks, Engineering Manager Wes Merkle, Administrative Assistant Maggie Crediford, Legal Counsel Anne Poindexter.

Absent: Michael McDonald

### **PUBLIC COMMENTS**

No one from the public was in attendance.

### **FINANCIAL STATEMENTS**

Cindy Sheeks stated that the commercial revenue is continuing to increase. The District incurred some capital expenses. She stated that the District hopes to end the year with a positive cash balance in the Operating Fund. The bill from the City of Carmel has been reduced to about \$75,000 per month. Engineering studies conducted in the month of October caused an increase in expenses in the Engineering Fee Category, this caused that fund to be a little over budget. The cash balance in the Interceptor Fund is low but the District is done spending from that account for the year. Most of the Capital Fund spending has also been completed for the year. For the year that fund is down \$0.6 million. With regards to the Capital Fund, handouts were provided to the members for their review outlining the year to date spending on all the projects. The District has spent close to \$5 million on the 106<sup>th</sup> Street Project.

### **Budget**

Ms. Sheeks stated that the projections have been increased for 2018 after reviewing the District's actual revenue for commercial and residential. These projections are based on current year and a projected 5% rate increase that will take effect in July. She pulled actual revenue numbers from years 2012-2017 commercial and residential properties. She presented a handout to the Committee showing the findings.

There will be an increase in Health Insurance costs for 2018. There is \$365,000 in the budget and it should cover the expenses for 2018. It includes a 25% increase in insurance coverage costs.

The Committee voted to recommend to the Board that the District continue with the current health coverage and go with the 34% increase quoted by Anthem. The \$365,000 will cover the cost with the current census of employees in the District minus one person who is on COBRA insurance and pays the premium himself.

Ms. Sheeks stated that another factor reducing the health insurance costs is that there is one less employee being covered.

Ms. Merrill asked if the person who was removed from the health insurance will be replaced by another person.

Ms. Sheeks stated that the employee has been replaced but the new hire is planning to stay on her husband's insurance. This could change in February if his insurance requires that she be covered by the District and not by them.

Ms. Merrill asked Ms. Lamb why they decided to stay with Anthem insurance versus switching to United Health Care.

Ms. Lamb and Mr. Williams stated that the United Health Care plan has much higher deductibles and covered 0% out of network costs. Ms. Lamb stated that there were lengthy discussions about whether the higher rates should be passed along to those employees with higher consumption by increasing the deductible. It was decided that lowering the rates by raising the deductibles would be too big a burden for the employees having to cover the out of pocket costs associated with that option. The Committee will recommend that the Board accept the 34% increase to Anthem.

Ms. Merrill asked if the rate increase is based on claims made throughout the year.

Ms. Lamb confirmed this and stated it is more impactful because there is a small group of employees.

Mr. Williams stated that when looking at the last four years of insurance and averaging them, there has been an 11% increase per year, this includes the 34% increase for next year. This is the last year that the District can use this coverage. After this year it will be a requirement to move to the Affordable Care Act. In February or March, the agent will come in and give a presentation on what other options will be available at that time.

Carl Mills asked what will happen in February if the new employee can not remain on her husband's plan can she be added to the policy in February?

Mr. Williams stated that if the employee has a qualifying life event, such as not being allowed to continue her current plan then she could be added to the District insurance at that time.

Mr. Williams stated that the wage line item still shows 3% as the projected increase in salaries. The Committee will be recommending a 1.5% cost of living adjustment. After

the presentation scheduled for tomorrow regarding the Compensation Study, the Committee will need to determine what additional amounts will be recommended.

Ms. Lamb stated that the Committee would like to make sure that everyone gets a cost of living increase as well as a merit increase. For this year at least, another component will be for the 4 or 5 employees at the bottom of their range who are not making any progress, the intent is to bring those employees up to at least the 30<sup>th</sup> percentile of their range. If there is not enough to cover those increases now, then the adjustments might need to wait until mid-year or next year for implementation.

Mr. Mills is in favor of being cautious about the timing on the increases due to the impact they will have on the budget. He agreed that addressing the issue of the people at the low end of their salary range needs to be a priority.

Ms. Lamb stated that it is not a substantial amount of money. It will be a few thousand dollars.

Mr. Williams stated that the District is conservative in the revenue projections and liberal in the spending projections. Historically the District hasn't spent the budgeted amount, but collected more revenue than what has been projected each year.

Ms. Sheeks stated that this year there were some unexpected expenses in IT. The district is on track to spend \$4.9 million out of \$5.0 million, so the budget is close this year. The IT line item in the budget has been increased for next year as requested by Michael McDonald.

Mr. Mills said that a budget gives the District the flexibility to do what is needed to be done and move money if unexpected expenses arise. He stated that he understands the 5% increase in rate revenue. The proposed budget anticipates a 4% per year growth. With large projects like Jackson's Grant coming to completion he asked if there are other large projects projected in Carmel that would fund the increase going forward. He asked if the increases are based off growth potential or rate increases.

Ms. Sheeks stated that she was conservative on revenue projection and increased the operating costs by 3%.

Mr. Williams said that the District has experienced a 2.5% to 3% growth over the past 6 years. It is unknown what the growth will be when Jackson's Grant is completed. Jackson's Grant is only two thirds completed to date.

Wes Merkle stated that the opportunities for larger projects in Carmel like Jackson's Grant are not going to be available. The flow of smaller projects consisting of 10-30 acres are coming in at a faster pace. There are currently two dozen projects in plan review and Jackson's Grant still has three or four sections to build out.

Mr. Williams stated that if there is a significant slowdown in growth, the District would adjust for that by slowing down proposed projects. The numbers indicate that when the projects are fully built out and the all the interceptor fees are paid the Interceptor Fund should be in the black. The District is not incurring debt to pay for construction costs, they are being funded by the Operating Fund.

Ms. Sheeks gave the Committee a handout showing the revised Capital Fund.

Ms. Merrill asked for an update on the status of the Wolf Run Development.

Mr. Merkle stated that the District is waiting to hear from Zionsville. A development plan has been filed and they have had their first TAC meeting regarding the project. Zionsville has not asked the District to service that project at this time.

The Committee discussed the possible service to the Byrum parcel in the Town of Westfield. The District is waiting to hear the IURC's Ruling on the matter.

### **Carmel Village Home Owners Association**

Ms. Sheeks stated that the District would like direction from the Committee on this matter. The property has been sold and the District was not notified that the property was being sold. There was discussion amongst the Committee and legal counsel about the options available regarding the collection of the outstanding debt. It was decided that the amount owed wasn't significant enough to warrant pursuing payment by taking legal action at this time. The District has six years to collect the debt, so it was decided to and monitor pending litigation against the owner/property and evaluate the success of those claims and revisit the matter later.

### **Refund Policy**

Ms. Sheeks stated that the District would prefer a three-year refund policy. She asked if there is a State Law with regards to refunds.

Mrs. Poindexter said the Voluntary Payment Doctrine states that they voluntarily made a payment based on the bill they received so the District could refuse to make any refund. However, from a public policy prospective that is probably not the best approach to take. There is a six-year Statute of Limitations, so it would not be reasonable to offer more than six years. The three years suggested by Staff would be a compromise.

It was decided that the Committee would suggest to the Board that they adopt a three-year refund policy for both commercial and residential properties.

### **Unmetered Accounts**

Ms. Merrill stated that there was a customer that attended the Board meeting and questioned why her bill for one person was higher than her mother's bill when her mother's house is three times the size of hers.

Mr. Williams indicated that the actual number of unmetered accounts is higher than what was originally believed. There are 990 unmetered residential properties and 23 commercial ones. It is not known how many gallons of water these properties are using. These older homes are not equipped with high efficiency plumbing. To date 7000 gallons a month has been used since that was the industry average used 25 years ago when rates were established.

It was decided that to add meters to those properties would be more expensive for the property owners because they would have to pay for the installation of the meter as well as the costs of having the meter read each month.

Mrs. Poindexter asked what the current industry standard is.

Mr. Williams stated that the District sees a usage of around 5000 gallons a month for a residential user. Staff will research what the current industry standard is and report those findings to the Committee. He suggested that the District could make an estimate based off the number of bathrooms that there are in a home.

Mr. Williams stated that the property owner was told that the District would have an answer to her within ninety days. It was decided that the District will do an analysis of similar properties in Home Place that are metered to see what they are using and report back to the Committee what the findings are next month.

### **IT Updates**

Mr. Williams stated that the IT training continues with random phishing attacks bi-weekly. There has been a total of 9 clicks from 1000 phishing attempts over the past year. Upgrades have been made to the software to make sure that cell phone connection is protected from getting hit from a cellular attack on the network. He stated that Scot Watkins would put together a year end summary of improvements this year

There was no further business before the Committee.

The Meeting was adjourned at 8:35 a.m.

Respectfully submitted,

Cindy Sheeks  
Controller



## Memorandum

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**To:** Board of Trustees  
**From:** Cindy Sheeks, Controller  
**Date:** December 11, 2017  
**Subject:** 2018 Budget

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The 2018 Budget has been approved by the Budget and Finance and Personnel and Benefits committees and is being recommended for approval. Some of the assumptions in the budget include a 5% mid-year utility rate increase, a 1.5% COLA, and a 2% merit increase for employees.

**Recommended Action:** Approve the 2018 Budget.

12/6/2017

## 2018 Projected Budget

Revenues			2015	2016	2017		% Change	% Change	
			Actuals	Actuals	2017 Budget	2017 Projection based on actuals	2018 Budget	'18 Budget to '17 Projected	'18 Budget to '17 Budget
4001-1	CS	Sales - Residential	3,976,294	4,213,266	4,328,000	4,483,496	4,707,671	5.00%	8.77%
4003-1	CS	Sales - Commercial	2,110,127	2,362,428	2,409,000	2,581,583	2,710,662	5.00%	12.52%
4005-1	CS	Late Charges	76,215	73,751	70,000	87,799	84,000	-4.33%	20.00%
4007-1	CS	Applications Fees	56,088	68,291	54,000	67,261	67,500	0.36%	25.00%
4009-1	WM	Plan Reviews, Inspections, Misc. Rev.	37,857	18,268	25,000	16,759	17,000	1.44%	-32.00%
4501-1	CS	Interest - Investments	18,984	41,112	82,000	140,000	55,000	-60.71%	-32.93%
4503-1	CS	Interest - Banking	112,839	114,399	-	-	-		
4507-1	CS	Bank Fees	(5,454)	(336)	(1,000)	(233)	(500)	114.78%	-50.00%
4601-1	CS	Interest - by project	9,058	5,345	5,000	4,243	4,334	2.14%	-13.32%
4701-1	CS	Customer Fees & Reimbursements	4,091	4,467	-	180	200	11.11%	100.00%
4801-1	CS	Gain/Loss on Asset Disposal	4,526	-	-	947	-	-100.00%	
4901-1	CS	Misc Income/Expense	2,845	(40,639)	-	21,287	5,000	-76.51%	
<b>Total Revenues</b>			<b>6,403,470</b>	<b>6,860,351</b>	<b>6,972,000</b>	<b>7,403,323</b>	<b>7,650,867</b>	3.34%	9.74%

### Expenses

5001-1	DW	Gross Wages	1,278,517	1,395,761	1,375,000	1,392,958	1,450,000	4.10%	5.45%
5003-1	DW	Other Employee Exp	21,843	5,619	10,000	11,268	10,000	-11.25%	0.00%
5005-1	DW	Retirement Plan - Hoosier START	127,169	138,742	137,000	137,010	143,500	4.74%	4.74%
5007-1	DW	Employee Insurance	276,341	303,727	325,000	292,514	365,643	25.00%	12.51%
5009-1	DW	Taxes (Employer FICA)	91,586	99,427	99,000	99,386	104,423	5.07%	5.48%
5101-1	DW	Clay Township Govt Center Operation	36,218	28,497	50,000	51,482	52,000	1.01%	4.00%
5103-1	DW	Professional Education	19,451	9,590	23,000	15,408	16,000	3.84%	-30.43%
5105-1	DW	Boardmember Fees	19,300	18,250	19,000	18,060	18,000	-0.33%	-5.26%
5107-1	DW	Board Expense	1,216	1,358	2,000	1,075	1,500	39.51%	-25.00%
5109-1	DW	Consulting	32,011	25,813	50,000	49,331	50,000	1.36%	0.00%
5111-1	SW	Computer Expenses/Consultants	93,379	106,236	90,000	209,624	150,000	-28.44%	66.67%
5113-1	DW	Insurance	88,651	92,480	100,000	98,431	100,000	1.59%	0.00%
5115-1	CS	Accounting Fees	-	8,500	15,000	101	15,000	14780.95%	0.00%
5117-1	DW	Legal Fees	38,188	25,516	50,000	36,250	40,000	10.35%	-20.00%
5119-1	WM	Engineering Fees	18,921	43,305	40,000	64,045	40,000	-37.54%	0.00%
5121-1		Special Engineering (I & I)	-	1,164	-	-	-		
5125-1	DW	Professional Affiliations	4,238	4,134	4,500	4,545	4,500	-0.99%	0.00%
5127-1	DW	Travel & Mileage	8,251	6,976	7,200	7,994	8,000	0.08%	11.11%
5129-1	CS	Collection	(1,092)	(6,736)	-	212	800	276.65%	100.00%
5131-1	CS	Billing Service Contracts	139,332	138,290	143,000	81,523	88,000	7.94%	-38.46%
5133-1	CS	Bad Debt Expense	21	-	-	-	5,000	0.00%	100.00%
5135-1	CS	Office Expense	9,373	12,070	11,000	10,099	6,000	-40.59%	-45.45%
5137-1	CS	Postage Expense	9,000	9,000	9,200	29,449	40,000	35.83%	334.78%
5139-1	CS	Office Services	31,487	50,440	33,000	39,620	35,000	-11.66%	6.06%
5141-1	DW	Customer Outreach & Education	18,722	12,572	23,000	11,522	25,000	116.97%	8.70%

Revenues			2017			% Change '18 Budget to '17 Projected	% Change '18 Budget to '17 Budget		
			2015 Actuals	2016 Actuals	2017 Budget			2017 Projection based on actuals	2018 Budget
5201-1	SW	Sewage Treatment - Carmel WWTP	731,734	1,046,735	1,130,000	1,046,406	1,100,000	5.12%	-2.65%
5203-1	SW	Sewer Sampling & Lab	26,378	31,115	35,000	39,536	40,000	1.17%	14.29%
5205-1	SW	Biosolids Disposal	137,801	140,798	140,000	152,046	150,000	-1.35%	7.14%
5207-1	SW	Plant R & M	148,018	141,510	150,000	153,064	150,000	-2.00%	0.00%
5209-1	SW	Utilities - Plant	220,676	199,896	225,000	249,925	240,000	-3.97%	6.67%
5211-1	SW	Operating Supplies - Plant	20,201	24,579	30,000	14,047	15,000	6.78%	-50.00%
5213-1	SW	Safety Materials & Training	19,195	20,466	20,000	13,092	15,000	14.57%	-25.00%
5215-1	SW	Permits	10,670	10,335	12,000	12,474	12,000	-3.80%	0.00%
5301-1	AS	Lift Station R & M	119,920	72,518	145,000	98,016	95,000	-3.08%	-34.48%
5302-1		Lift Station Repair - Michigan Rd	-	-	-	1,396	-	-100.00%	0.00%
5303-1	AS	Line Maintenance	44,465	13,855	65,000	26,173	65,000	148.35%	0.00%
5305-1	AS	Line Repair	46,608	1,200	50,000	40,870	50,000	22.34%	0.00%
5307-1	AS	Equipment Repair	18,199	18,436	20,000	19,820	20,000	0.91%	0.00%
5308-1		DO NOT USE	-	-	-	-	-		
5309-1	AS	Special R & M (I&I)	8,169	40	-	-	-		
5311-1		DO NOT USE - was manhole R&M	-	-	-	-	-		
5313-1	AS	Vehicle R & M	26,108	16,746	25,000	10,492	10,000	-4.69%	-60.00%
5315-1	AS	Fuel	16,372	15,738	25,000	18,131	19,000	4.79%	-24.00%
5317-1	AS	Utilities - Lift Stations	152,853	178,621	200,000	176,945	200,000	13.03%	0.00%
5319-1	AS	Operating Supplies - Collection Syster	5,052	78,328	40,000	84,491	60,000	-28.99%	50.00%
5321-1	AS	Manhole R&M	234	21,950	50,000	76,290	66,000	-13.49%	32.00%
5322-1	AS	Televising	1,253	20,450	45,000	-	45,000	0.00%	0.00%
5323-1	AS	Uniforms & Shop Towels	12,281	14,336	12,000	7,000	8,000	14.29%	-33.33%
Total Operating Expenses			4,128,307	4,598,383	5,034,900	4,902,123	5,128,366	4.62%	1.86%
<b>Operating Income</b>			<b>2,275,162</b>	<b>2,261,967</b>	<b>1,937,100</b>	<b>2,501,200</b>	<b>2,522,501</b>		
5901-1		Depreciation	3,467,130	3,567,465	3,717,800	3,687,769	3,687,769	0.00%	-0.81%
5911-1		Amortization of CIAC	(3,082,164)	(3,218,712)	(3,222,000)	(3,372,264)	(3,372,264)	0.00%	4.66%
<b>Total Expenses</b>			<b>4,513,273</b>	<b>4,947,137</b>	<b>1,441,300</b>	<b>2,185,695</b>	<b>2,206,996</b>	<b>0.97%</b>	<b>53.13%</b>
Net Surplus (Deficit)			<b>1,890,196</b>	<b>1,913,214</b>	<b>1,441,300</b>	<b>2,185,695</b>	<b>2,206,996</b>	0.97%	53.13%

2017 Budget 2017 Actuals 2018 Budget To '17 Projected To '17 Budget

**Clay Township Regional Waste District  
2018 Budget**

<b>REVENUE</b>		<b>2018</b>	
RESP.	ITEM	Budget	Items charged to the account
CS	Residential	4,707,671	Residential-primary area - sewer service bills
CS	Commercial	2,710,662	Commercial-primary area - sewer service bills
CS	Late Charges	84,000	Late charges (10%) on sewer service bills
CS	Application Fees	67,500	Fee collected on new permits, covers permit & inspection
WM	Plan Review, Inspection, Misc. Rev.	17,000	Fee to review plans for new sewer service, inspection other than monthly sewer service (customer fines for violations).
	<b>TOTAL SALES</b>	<b>7,586,833</b>	
	<b><u>OTHER INCOME</u></b>		
CS	Investment & Bank Interest	55,000	Interest earned on Investments and bank accounts
CS	Bank Service Fees	(500)	Service fees for our Citizen's State bank accounts
CS	Deferred Interest-District Const Proj.	4,334	Interest charged to customers that defer payment of their local construction costs
CS	Customer Fees	200	
CS	Miscellaneous Income / (Expense)	5,000	Other Income or Expenses that are from previous years or that do not directly relate to daily utility operations. (disposal of fixed assets)
	<b>TOTAL OTHER INCOME</b>	<b>64,034</b>	
	<b>TOTAL REVENUE</b>	<b>7,650,867</b>	

<b>EXPENSES</b>		<b>2018</b>	
RESP.	ITEM	Budget	
	<b><u>WAGES &amp; BENEFITS</u></b>		
DW	Wages	1,450,000	Wages & salaries including overtime
DW	Other Employee Exp	10,000	Payroll exp, unemployment, physicals, drug testing, EAP job advertising, flu shots, service awards
DW	Retirement (401a) Expense	143,500	Public Employee Retirement Fund - fee based on % of payroll & 3% employee savings plan paid by the District
DW	Employee Insurance	365,643	Health, life, dental, short & long-term disability employee insurance plans, wellness program, health savings acct
DW	Taxes - FICA	104,423	Company matching portion of Social Security and Medicare payroll tax.
	<b>TOTAL WAGES &amp; BENEFITS</b>	<b>2,073,566</b>	
	<b><u>ADMINISTRATION EXPENSE</u></b>		
DW	Gov't Ctr. Oper. Acct.	52,000	District allocation of operating costs for the government center - administrative office.
DW	Professional Education	16,000	Employee training & education fees - seminars, courses, certifications. Travel expenses charged to Travel & Mileage.
DW	Board Fees	18,000	Fee paid to board members @ \$50/day - meetings, prep
DW	Board Committee Exp	1,500	Other board/committee expenses - board retreat
DW	Consulting	50,000	Consulting not charged to other accts - wage study,
SW	Computer Expenses/Consultants	150,000	Software maintenance, website hosting, data lines, backups, non-capital purchases, network maintenance & security
CS	Insurance	100,000	Property & liability insurance, workers comp, D&O, Auto ect.
CS	Accounting Fees	15,000	Outside accounting fees for the rate study, SBA audit
DW	Legal	40,000	Legal fees not related to construction or customer collection.
WM	Engineering	40,000	Master Plan and non-project related engineering.
WM	Special Engineering (I&I)	0	Engineering/studies for Inflow & Infiltration (I & I)
DW	Professional Affiliations	4,500	Membership, license fees to professional organizations - Chamber of Commerce, AWWA, CDL

2018 Budget

<b>EXPENSES</b>		<b>2018</b>	
RESP.	ITEM	Budget	
DW	Travel & Mileage	8,000	Travel expenses - meals, mileage, hotel. Seminar/conference fees charged to Professional Education.
CS	Collection	800	Delinquent account collection fees - legal, recording fees
CS	Billing Service Contracts	88,000	Customer billing costs including meter reading, reports, cus annual fees and added misc programming fees.
CS	Bad Debt Expense	5,000	Write-off of uncollectable customer accounts.
CS	Office Expense	6,000	Office supplies, subscriptions, other office expenses.
CS	Postage	40,000	Postage
CS	Office Services	35,000	Services - maintenance, trash, office cellphone, phone other non-office supplies for the plant
DW	Customer Outreach & Education	25,000	this account.
<b>TOTAL ADMINISTRATION EXP</b>		<b>694,800</b>	
<b>PLANT &amp; TREATMENT EXPENSE</b>			
SW	Sewage Treatment		
	Carmel WWTP	1,100,000	Carmel wholesale sewage treatment.
	Sewer Sampling	40,000	Lab supplies & chemicals, special testing
SW	Biosolids Disposal	150,000	Biosolids hauling, belt press chemicals
SW	Plant R & M	150,000	R & M for plant treatment machinery including belt press
SW	Utilities - Plant	240,000	Plant electric, gas, water, trash, phone, cell phone, security.
SW	Operating Supplies - Plant	15,000	Plant treatment/odor chemicals excluding biosolids, lubricants, other non-office supplies for the plant
SW	Safety materials and training	15,000	Safety supplies, training materials, equipment, safety programs.
SW	Permit Fees	12,000	
<b>TOTAL TREATMENT EXPENSE</b>		<b>1,722,000</b>	

<b>EXPENSES</b>		2018	
RESP.	ITEM	Budget	
	<b>COLLECTION SYSTEM EXPENSE</b>		
AS	Lift Station R & M	95,000	Cleaning, repairs, maintenance - everything at the lift station.
AS	Line maintenance	65,000	Line cleaning
AS	Line repair	50,000	Line repairs - patching, slip lining, small section replacement, air release valve repairs.
AS	Equipment & Repairs	20,000	Tools, mowers, portable equipment-purchases and repairs
AS	Special R&M (I & I)	0	Repairs & maintenance for I & I problems.
AS	Vehicle R & M	10,000	Licensed vehicle/trailer maintenance and repairs.
AS	Fuel	19,000	Gas, diesel for vehicles, generators, equipment
AS	Utilities - Lift Stations	200,000	Lift station electric, phone, gas (ls#2).
AS	Operating Supplies - Collection	60,000	Chemicals(odor, grease),
AS	Manhole R&M	66,000	Materials & outside contractor costs for exposing and/or
AS	Televising	45,000	Video recording of sewer lines/laterals raising manholes to grade. I & I repairs chg to R&M SSES.
AS	Uniforms & Shop Towels	8,000	Uniform service including rented rugs & towels, purchase
	<b>TOTAL COLLECTION SYS EXP</b>	<b>638,000</b>	
	<b>TOTAL OPERATING EXPENSE</b>	<b>5,128,366</b>	
	<b>OPERATING INCOME</b>	<b>2,522,501</b>	
cs	Depreciation	3,687,769	Expensing of capital purchases per depreciation policy.
cs	Amortization	(3,372,264)	Expensing of capital contributions based on depreciation policy. This offsets the contributed assets' depreciation.
	<b>NET INCOME</b>	<b>2,206,996</b>	

**Clay Township Regional Waste District  
2018 Budget - Summary**

<b>2018</b>	
<b>ITEM</b>	<b>Budget</b>
<b><u>REVENUE</u></b>	
Residential	4,707,671
Commercial	2,710,662
Other	168,500
<b>TOTAL SALES</b>	<b>7,586,833</b>
Total Other Income	64,034
<b>TOTAL REVENUE</b>	<b>7,650,867</b>
<b><u>OPERATING EXPENSE</u></b>	
Wages & Benefits	2,073,566
Administration	694,800
Plant & Treatment	1,722,000
Collection System	638,000
<b>TOTAL OPERATING EXPENSE</b>	<b>5,128,366</b>
<b>OPERATING INCOME</b>	<b>2,522,501</b>
Depreciation	3,687,769
Amortization	(3,372,264)
<b>NET INCOME</b>	<b>2,206,996</b>



## Clay Township Regional Waste District

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[www.ctrwd.org](http://www.ctrwd.org) Phone (317) 844-9200 Fax (317) 844-9203

**Title**            **District Refund Policy**

**Date**            **December 11, 2017**

**Policy**            CTRWD occasionally receives requests from residential and commercial customers for account reviews that may result in a refund to the customer. The refund may be from inaccurate meter reads, inaccurate information received from the water utilities reads or broken plumbing.

The District here by establishes a policy allowing a three-year look back period when calculating refunds for both commercial and residential customers.



## PERSONNEL & BENEFITS COMMITTEE

Tuesday December 5, 2017 @ 7:30 A.M.

### Memorandum

Present: Chair Barb Lamb, Committee Members Chuck Ford and Michael Shaver, Board Member Carl Mills, also in attendance were Utility Director Drew Williams, Controller Cindy Sheeks, Superintendent Scot Watkins, Collections Supervisor Aaron Strong, Administrative Assistant Maggie Crediford

Chair Barb Lamb called the meeting to order at 7:35 a.m.

#### **COMPENSATION STUDY REVIEW**

Drew Williams presented an updated spreadsheet showing the 2017 salaries of employees including new hires. He stated that the goal of the study was to identify employees who are at the bottom of their pay range and have not had much advancement over the years and bring those employees above the minimum of their respective pay ranges.

Barb Lamb stated that the total amount of money needed to get those employees to the minimum of their pay ranges is minimal. There are three employees that are at or below the minimum for their pay range.

Michael Shaver had questions and concerns about how the numbers in the study were derived. The External Market is the pay rate that WIS established with their study; the external minimum and maximum is 10% above and below the market rate. Ms. Lamb explained this is how compensation ranges are established in these studies.

Chuck Ford said that he is comfortable recommending that the Board increase the proposed budget to accommodate the increases needed to bring the three employees above the minimum of their new pay ranges.

On a motion made by Michael Shaver to move the three employees that are currently below the external minimum to the external minimum suggested in the spreadsheet.

Approved 3-0

Ms. Lamb suggested that since the original concern was that these employees were remaining low in their pay range, the Committee discuss moving these employees 10% above the minimum in their new range. The cost to the District would be approximately \$6600.

Carl Mills stated that the purpose of the study was to identify people at the bottom of their ranges and look at what they are being paid and to compare that to what the District can hire someone new in the same position costs today. He would like to see employees at the bottom of their pay ranges be brought up.

On a Motion made by Barb Lamb to add \$6600 to the budget to bring employees that are currently below the new minimum in their pay ranges to 10% above the range and seconded by Michael Shaver

Approved 3-0

Ms. Lamb asked if the proposed 1.5% or \$25000 currently budgeted for merit increases is enough.

Mr. Williams said that the 1.5% COLA increase is being eaten up by growing health insurance premiums. He stated that 2% would be a more comfortable number for him for merit increases.

Cindy Sheeks said that some employees will see a decrease in their paychecks due to the increases in health care coverage.

Mr. Mills said that the 2% merit increases could be accommodated in the budget.

Ms. Lamb suggested that they recommend that the Board approves a 3.5% increase plus \$6600 to the revised budget on Monday, December 11, 2017 at the meeting. The Committee agreed.

Mr. Ford suggested that the Budget and Finance Committee look at the long-term effects of rising insurance costs and consider flexibility in future budgets so that employees don't fall behind.

Mr. Shaver stated that the Board needs to be cautious because with the uncertainty in the health insurance industry costs could continue to increase each year and the District cannot be expected to cover those costs each year.

Mr. Mills said he is encouraged by the cooperation between the committees to work together to find the best use for the money the District has available. He agreed that the District cannot bear the entire increase in premiums each. The Board needs to protect the surplus the District has to ensure that they do not have to borrow money to cover costs.

The Committee decided that their next meeting would be in January.

Meeting adjourned at 8:35 a.m.

Respectfully submitted,



Andrew Williams  
Utility Director

**Clay Township Regional Waste District  
December 1, 2017**

Job Title	Annual Hours	2017 Salary	2017 Hourly Rate	2017 Salary Range	Proposed Classification	Internal Salary Analysis		External Salary Analysis*					
						Internal Base Salary	Cost to Internal Base	External Minimum	External Market	External Maximum	Cost to External Minimum	Cost to External Market	Cost to External Maximum
<b>COMOT I 200-295 factor points</b>													
Billing Assistant	1950	\$37,303.50	\$19.13	\$15.63 - \$22.05	COMOT I	\$37,304.00	\$0.50	\$32,670.90	\$36,301.00	\$39,931.10	\$0.00	\$0.00	\$2,627.60
Customer Service Assistant	1950	\$37,303.50	\$19.13	\$15.63 - \$22.05	COMOT I	\$37,304.00	\$0.50	\$32,670.90	\$36,301.00	\$39,931.10	\$0.00	\$0.00	\$2,627.60
<b>COMOT II 300-395 factor points</b>													
Administrative Assistant	1950	\$39,390.00	\$20.20	\$17.87 - \$24.33	COMOT II	\$40,209.00	\$819.00	\$35,315.10	\$39,239.00	\$43,162.90	\$0.00	\$0.00	\$3,772.90
Administrative Support Assistant	1950	\$41,028.00	\$21.04	\$17.87 - \$24.33	COMOT II	\$40,209.00	\$0.00	\$35,315.10	\$39,239.00	\$43,162.90	\$0.00	\$0.00	\$2,134.90
							<b>Total Cost:</b>	\$820.00			\$0.00	\$0.00	\$11,163.00
<b>LTC I 295 and below</b>													
Laborer	1950	\$0.00		\$14.00 - \$19.50	LTC I	\$35,419.00	\$0.00	\$37,975.50	\$42,195.00	\$46,414.50	\$0.00	\$0.00	\$0.00
Field Operations Technician	1950	\$36,796.50	\$18.87	\$17.87 - \$24.33	LTC I	\$35,419.00	\$0.00	\$37,975.50	\$42,195.00	\$46,414.50	\$1,179.00	\$5,398.50	\$9,618.00
Field Operations Technician	1950	\$36,796.50	\$18.87	\$17.87 - \$24.33	LTC I	\$35,419.00	\$0.00	\$37,975.50	\$42,195.00	\$46,414.50	\$1,179.00	\$5,398.50	\$9,618.00
<b>LTC II 300 and above</b>													
District Inspector/Locator	1950	\$46,371.00	\$23.78	\$20.24 - \$27.36	LTC II	\$41,726.00	\$0.00	\$42,229.80	\$46,922.00	\$51,614.20	\$0.00	\$551.00	\$5,243.20
District Inspector/Locator	1950	\$44,109.00	\$22.62	\$20.24 - \$27.36	LTC II	\$41,726.00	\$0.00	\$42,229.80	\$46,922.00	\$51,614.20	\$0.00	\$2,813.00	\$7,505.20
Field Operations Specialist	1950	\$49,530.00	\$25.40	\$20.24 - \$27.36	LTC II	\$41,726.00	\$0.00	\$42,229.80	\$46,922.00	\$51,614.20	\$0.00	\$0.00	\$2,084.20
Field Operations Specialist	1950	\$49,920.00	\$25.60	\$20.24 - \$27.36	LTC II	\$41,726.00	\$0.00	\$42,229.80	\$46,922.00	\$51,614.20	\$0.00	\$0.00	\$1,694.20
Field Operations Specialist	1950	\$41,964.00	\$21.52	\$20.24 - \$27.36	LTC II	\$41,726.00	\$0.00	\$42,229.80	\$46,922.00	\$51,614.20	\$265.80	\$4,958.00	\$9,650.20
Project Coordinator/Locator	1950	\$50,076.00	\$25.68	\$23.67 - \$30.72	LTC II	\$41,726.00	\$0.00	\$42,229.80	\$46,922.00	\$51,614.20	\$0.00	\$0.00	\$1,538.20
Operator	1950	\$0.00		\$20.24 - \$27.36	LTC II	\$41,726.00	\$0.00	\$42,229.80	\$46,922.00	\$51,614.20	\$0.00	\$0.00	\$0.00
							<b>Total Cost:</b>	\$0.00			\$2,623.80	\$19,119.00	\$46,951.20
<b>PAT I 300-395</b>													
Utility Billing Specialist	1950	\$51,714.00	\$26.52	\$23.67 - \$30.72	PAT I	\$48,075.00	\$0.00	\$45,117.00	\$50,130.00	\$55,143.00	\$0.00	\$0.00	\$3,429.00
Pretreatment Compliance Specialist	1950	\$40,111.50	\$20.57	\$20.24 - \$27.36	PAT I	\$48,075.00	\$7,963.50	\$45,117.00	\$50,130.00	\$55,143.00	\$5,005.50	\$10,018.50	\$15,031.50
Laboratory Coordinator	1950	\$49,569.00	\$25.42	\$20.24 - \$27.36	PAT I	\$48,075.00	\$0.00	\$45,117.00	\$50,130.00	\$55,143.00	\$0.00	\$561.00	\$5,574.00
<b>PAT II 400-495</b>													
Chief Operator	1950	\$58,987.50	\$30.25	\$23.67 - \$30.72	PAT II	\$59,124.00	\$136.50	\$53,487.00	\$59,430.00	\$65,373.00	\$0.00	\$442.50	\$6,385.50
Technical Specialist	1950	\$59,260.50	\$30.39	\$23.67 - \$30.72	PAT II	\$59,124.00	\$0.00	\$53,487.00	\$59,430.00	\$65,373.00	\$0.00	\$169.50	\$6,112.50
							<b>Total Cost:</b>	\$8,100.00			\$5,005.50	\$11,191.50	\$36,532.50
<b>EXE</b>													
Collection Superintendent	1950	\$66,280.50	\$33.99	\$59,882.32 - \$89,822.45	EXE			\$61,174.10	\$67,971.22	\$78,166.90	\$0.00	\$1,690.72	\$11,886.40
Plant Superintendent	1950	\$79,657.50	\$40.85	\$59,882.32 - \$89,822.45	EXE			\$64,311.44	\$71,457.15	\$82,175.72	\$0.00	\$0.00	\$2,518.22
District Engineer	1950	\$81,373.50	\$41.73	\$59,882.32 - \$89,822.45	EXE			\$67,689.49	\$75,210.54	\$86,492.12	\$0.00	\$0.00	\$5,118.62
Controller	1950	\$87,204.00	\$44.72	\$70,762.35 - \$106,143.52	EXE			\$70,520.36	\$78,355.96	\$90,109.35	\$0.00	\$0.00	\$2,905.35
Engineering Manager	1950	\$95,472.00	\$48.96	\$70,762.35 - \$106,143.52	EXE			\$83,068.11	\$92,297.90	\$106,142.59	\$0.00	\$0.00	\$10,670.59
Utility Director	1950	\$110,506.50	\$56.67	\$81,615.77 - \$116,995.84	EXE			\$91,589.67	\$101,766.30	\$117,031.25	\$0.00	\$0.00	\$6,524.75
							<b>Total Cost:</b>	\$0.00			\$0.00	\$1,690.72	\$39,623.93
							<b>Grand Total:</b>	\$8,920.00			\$7,629.30	\$32,001.22	\$134,270.63



## PERSONNEL & BENEFITS COMMITTEE

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Monday, November 27, 2017 @ 7:30 A.M.

### Memorandum

Present: Chair Barb Lamb, Committee Members Chuck Ford and Michael Shaver, also in attendance were Utility Director Drew Williams, Controller Cindy Sheeks, Engineering Manager Wes Merkle.

Barb Lamb called the meeting to order at 7:30 a.m.

#### **Public Comment**

No one from the Public was in attendance for the meeting

#### **SAFETY UPDATE**

Drew Williams stated that there was one reportable injury this month. An employee had a wire poke through their glove into their finger. They had to get a shot at Urgent Care. There was no lost time associated with the incident. The District is on a two-year cycle for CPR and AED certifications. Half the staff does it every other year, so the entire staff is certified in CPR.

Mrs. Lamb asked for clarification regarding the review process for the Director. Mr. Williams stated that the 360 reviews have been sent out to the employees and should be returned by the end of the day. Their responses and comments will be sent out in unaltered form to the Board for review along with the Director's summary of goals and objective and instructions on how the Board Members complete their reviews. The staff and board comments go to the Executive Committee for review and discussion. The Committee then discusses the results of with the Utility Director. This meeting is scheduled for the 11<sup>th</sup> of December.

#### **INSURANCE**

The District asked Anthem for a decrease in the increase in rates but due to the high loss ratio and ongoing medical expenses they cannot offer the District any reductions.

Michael Shaver asked what the increase in loss ratio is from.

Mr. Williams stated that the past three years the District received money back because the full 80% of the premium was not spent on expenses. This year the District went beyond the 80% in medical costs.

Ms. Lamb stated that when there is an increase in costs it can be spread amongst everyone by increasing the premiums or keep the premiums lower and let the people

who use the service bear the cost by raising the deductibles and other out of pocket costs.

Mr. Shaver indicated that the increase is \$102,000 from the last year.

Mr. Williams agreed that if you keep the current coverage the rates will increase to \$403,000 which the District would pick up \$322,000 of that with the 80/20 split.

Chuck Ford asked if the new figures represent the same policy that currently exists with no increase in deductibles but only an increase in premiums. Mr. Williams confirmed that is correct.

Mr. Ford asked what the current deductibles are for an individual and family.

Mr. Williams stated that the current deductibles are \$1500 (employee only), and \$3000 (family coverage). In the current renewal there is an aggregate amount where there is an 80/20 split until the maximum for employees is met (currently \$3000/\$6000) Employees are encouraged to put pretax money into their Health Savings plan to help budget for these out of pocket costs and the money carries over from year to year.

Ms. Lamb discussed other options available for insurance. The plans with higher deductibles would cost the employees with high usage more. People who are not using the insurance will not have as much of an increase.

The Committee discussed employees who have become stagnant at the bottom of their pay range and what can be done to bring them closer to the middle or upper end of those ranges. Ms. Lamb suggested that some of the savings that would be gained by having a higher deductible insurance could help fund those moves.

Mr. Ford was concerned for people who have not moved up from the lower end of their pay ranges and asked for clarification on why that has occurred.

Mr. Williams stated that people who started out in the lower ends of the ranges don't advance in the range since there is a limited budget and the range is adjusted each year the same amount as the merit pool.

Ms. Lamb stated that there are not huge sums of money involved in bringing current employees up from the bottom of their pay ranges. It would be a few thousand dollars in total.

Mr. Williams stated that with option 5 the deductible would go from the \$3000, \$6000 to \$4000 and \$8000; the difference in coverage is that between \$6000 and \$8000 the employee would cover the costs of prescriptions. Current prescription copays kick in at \$3000 and go until the employee hits \$6000 for the family.

Mr. Ford stated that he feels more comfortable spreading the increases out amongst everyone because people needing the coverage would be suffering double if they had a life event and had to pay more for their insurance to cover the event. He stated that he is opposed to high deductibles.

Mr. Williams presented a quote provided by United Health Care. The quotes were much lower, but the coverage was substantially reduced. They do not provide any out of network coverage.

Mr. Ford asked if the increase in insurance costs could be made up from somewhere else in the budget?

Mr. Shaver stated he would like to see this alternative considered. It wouldn't be as large of a burden if something else in the budget could be reduced to offset some of the costs associated with the increase in insurance rates. He doesn't want to see someone who is ill incurring an unreasonable amount of costs associated with insurance.

Mr. Ford stated that the proposed budget has an increase of 25% built into it currently, not knowing there would be a 34% increase in insurance premiums. He asked what could be cut from elsewhere in the budget to cover the discrepancy in what was allocated and what the actual costs will be.

Ms. Lamb is concerned how increases will be handled in the future. She wants to be sure that they just aren't accepting the increases complacently.

Ms. Sheeks stated that the aggregate insurance increase over the past 4 years has been 10.9%.

Mr. Ford stated that the cost of living for the average worker increases. He is concerned that they keep falling behind because businesses are not willing to share those costs with the consumer. He recommended that the Board utilize the surplus that is set aside to take care of the employees 1.5% COLA and the insurance and figure out an increase in the cost of services provided if needed.

On a Motion made by Mr. Ford to recommend to the Budget Committee that the District accepts the 34% increase in premiums and continue with the current insurance coverage and seconded by Mr. Shaver

Approved 3-0

The Committee's next meeting will be Friday December 1, 2017 at 11:00 a.m. hear the presentation of the Salary Study conducted by the consulting firm of Waggoner-Irwin-Scheele and Associates INC.

Ms. Lamb recommended acting on the discussion held at the last meeting regarding the 1.5% COLA. Mr. Ford made a motion to recommend approval of a 1.5% Cost of

Living Adjustment for employees and it was seconded by Barb Lamb. The committee approved 3-0.

Mr. Williams indicated that the Merit increase pool discussion should wait until hearing the results of the Salary Study are presented at the December 1, 2017 meeting.

The Committee agreed to have an additional special meeting on Tuesday December 5, 2017 at 7:30 a.m. to resolve the findings of the Salary Study.

Mr. Ford suggested that the management team needs incentives for employees to get certified so that they can be put on a scale. Employees should be encouraged to always be better and there should be some incentives to do that.

Mr. Williams presented the Revised Operating Budget to the Committee and explained the categories that the P&B Committee typically deal with. The largest increase in the proposed budget other than Gross Wages is the increase in insurance costs.

#### **CAPITAL PROJECTS OVERVIEW**

Mr. Merkle presented project sheets to the Committee. He stated that this sheet is 95% the same as what was presented at the Budget and Finance meeting. Post Treatment Improvements at the plant has been pushed to 2018. The largest project the District faces in the next five years is plant expansion, the total should be \$8.5 million. Design will begin late 2018. Construction will begin in 2019 and should be online in 2021 if the current building rate continues. Mr. Merkle reviewed each of the budgeted projects for the next 2 years.

Ms. Lamb asked if there is an update on the list of unmetered accounts.

Ms. Sheeks stated that 990 accounts are not metered.

Mr. Williams presented a map the District will use to study the unmetered accounts to verify those customers are not on City water.

Meeting Adjourned at 9:30 a.m.

Respectfully submitted,



Andrew Williams  
Utility Director



## PERSONNEL & BENEFITS COMMITTEE

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Friday December 1, 2017 @ 11:00 A.M.

### Memorandum

Present: Committee Members, Barb Lamb, Chuck Ford and Michael Shaver also present were Utility Director Drew Williams, Controller Cindy Sheeks, Superintendent Scot Watkins, Collections Supervisor Aaron Strong, Administrative Assistant Maggie Crediford, Consultant R. Kent Irwin, Consultant Lori Seelen both of Waggoner-Irwin-Scheele & Associates.

Barb Lamb called the meeting to order at 11:05 a.m.

### **PUBLIC COMMENTS**

No members of the public were present at the meeting.

### **COMPENSATION STUDY PRESENTATION**

A job classification and compensation summary report has been conducted for Clay Township Regional Waste District by Waggoner-Irwin-Scheele & Associates INC. Mr. R. Kent Irwin and Ms. Lori Seelen presented the data on behalf of the consulting firm. The goal of the study was to gather, review and update job descriptions, as well as to conduct an internal salary analysis pairing classification factor points to current pay schedules. To conduct an external salary analysis and make salary recommendations for placing the various positions into a close correspondence with external labor markets.

### **JOB CLASSIFICATIONS**

The consultants met with CTRWD Administrators to review the history and administration of the existing compensation plan to obtain background information. Employee job questionnaires were conducted to provide supplemental information needed to point-factor each job. As a result, job descriptions were updated. Positions were placed into job categories. A consultant factor evaluation team point-factored the positions using guide charts from the Factor Evaluation System which was developed by the Department of Labor in the 1970's and has been used by governments throughout the United States. Including many counties in the State of Indiana.

Positions are separated into categories so that like positions are only compared to each other. Those categories are:

#### **COMOT (Computer, Office, Machine Operation, Technician)**

These jobs include Administrative Assistant, Administrative Support Assistant, Billing Assistant, and Customer Service Assistant.

#### **LTC (Labor, Trades, and Crafts)**

These jobs include District Inspector/Locator, Field Operations Specialist, Field Operations Technician, Laborer, Operator, and Project Coordinator/Locator.

#### **PAT (Professional, Administrative, Technological)**

These jobs include Chief Operator, Laboratory Coordinator, Pretreatment Compliance Specialist and Utility Billing Specialist.

## **EXE (Executives)**

Collection Superintendent, Controller, District Engineer, Engineering Manager, Plant Superintendent and Utility Director.

## **RECCOMENDATIONS**

- Change the job title of Laboratory Analyst to Laboratory Coordinator.
- Update and re-establish the practice of utilizing the career ladder.
- Five positions below the internal base salary should (at a minimum) be brought up to the internal base salary.

## **2017 EXTERNAL SALARY ANALYSIS**

Salaries and wages paid in the external job markets for each category were obtained from surrounding cities and counties. An analysis was conducted by comparing the external salary information to the CTRWD salaries.

## **DISCUSSION**

The Committee discussed where the District falls compared to the external numbers provided.

Ms. Lamb sated that a goal would be to have employees 5% above the external rate goal to recruit and retain valuable employees.

Mr. Shaver questioned how raises will be handled for people who are currently at the top or above the suggested ranges. Ms. Seelen stated that there could be a one-time performance payment made for that employee.

Mr. Shaver clarified with Mr. Lamb that a reasonable goal would be to be able to pay employees the suggested external market numbers +5% to be competitive. Ms. Lamb indicated that she thought would be a reasonable goal. Mr. Shaver had questions about how raises were factored into the proposed budget that is before the Board. He asked how merit raises and cost of living is factored into the numbers. Ms. Lamb indicated that the 3% shown in the budget would be used for the 1.5% COLA and the merit increase. The amount needed to make the recommended range changes will needed to be determined.

Ms. Seelen stated that merit raises, cost of living increases, and longevity would be separate from what is suggested in the salary adjustments.

Mr. Williams stated that in the past 12 years raises have been strictly merit based. Employees have not been given cost of living increases or longevity pay.

Mr. Shaver, Mr. Ford and Ms. Lamb discussed how the suggestions would be covered in the budget. Barb stated that the 3% increase proposed for 2018 will cover the cost of living increases as well as merit increases. The rest must be allocated, and the Board will need to decide if there is money in other items that would cover the increases or if increases need to be made over time and spread out through the year.

Mr. Shaver stated that it can be an issue when new people are brought in at higher salaries than existing employees.

Mr. Ford said that he would like the Committee to present the Board with a formal written recommendation that employee salaries should be 5% above the external market in next year's budget and to appropriate money to get current employees to that range. He said that employee

salaries should be a priority even if that meant pushing back some projects to reallocate money to fund increases.

Ms. Lamb stated that the goal of the study is to take someone and get them above the minimum of their range close to the midpoint or at the midpoint of the range.

Mr. Shaver asked how many people listed in the study are no longer employed with the District. Mr. Williams stated that one employee is gone and has been replaced.

Ms. Lamb asked Mr. Williams to replace the numbers in the spreadsheet for the former employee with the salary of the new one, so that the numbers will be accurate for the Board.

Mr. Ford and Mr. Shaver agreed that if the budget can be reasonably cut in other areas to get people to the suggested range that would be good.

Mr. Williams was directed to revise the spreadsheet with the new employee information, add columns to show the External Market + 5% and the current years of service.

Meeting Adjourned at 12:25 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Andrew Williams". The signature is written in a cursive style with a large, prominent "A" and "W".

Andrew Williams  
Utility Director



## PERSONNEL & BENEFITS COMMITTEE

Tuesday December 5, 2017 @ 7:30 A.M.

### Memorandum

Present: Chair Barb Lamb, Committee Members Chuck Ford and Michael Shaver, Board Member Carl Mills, also in attendance were Utility Director Drew Williams, Controller Cindy Sheeks, Superintendent Scot Watkins, Collections Supervisor Aaron Strong, Administrative Assistant Maggie Crediford

Chair Barb Lamb called the meeting to order at 7:35 a.m.

#### **COMPENSATION STUDY REVIEW**

Drew Williams presented an updated spreadsheet showing the 2017 salaries of employees including new hires. He stated that the goal of the study was to identify employees who are at the bottom of their pay range and have not had much advancement over the years and bring those employees above the minimum of their respective pay ranges.

Barb Lamb stated that the total amount of money needed to get those employees to the minimum of their pay ranges is minimal. There are three employees that are at or below the minimum for their pay range.

Michael Shaver had questions and concerns about how the numbers in the study were derived. The External Market is the pay rate that WIS established with their study; the external minimum and maximum is 10% above and below the market rate. Ms. Lamb explained this is how compensation ranges are established in these studies.

Chuck Ford said that he is comfortable recommending that the Board increase the proposed budget to accommodate the increases needed to bring the three employees above the minimum of their new pay ranges.

On a motion made by Michael Shaver to move the three employees that are currently below the external minimum to the external minimum suggested in the spreadsheet.

Approved 3-0

Ms. Lamb suggested that since the original concern was that these employees were remaining low in their pay range, the Committee discuss moving these employees 10% above the minimum in their new range. The cost to the District would be approximately \$6600.

Carl Mills stated that the purpose of the study was to identify people at the bottom of their ranges and look at what they are being paid and to compare that to what the District can hire someone new in the same position costs today. He would like to see employees at the bottom of their pay ranges be brought up.

On a Motion made by Barb Lamb to add \$6600 to the budget to bring employees that are currently below the new minimum in their pay ranges to 10% above the range and seconded by Michael Shaver

Approved 3-0

Ms. Lamb asked if the proposed 1.5% or \$25000 currently budgeted for merit increases is enough.

Mr. Williams said that the 1.5% COLA increase is being eaten up by growing health insurance premiums. He stated that 2% would be a more comfortable number for him for merit increases.

Cindy Sheeks said that some employees will see a decrease in their paychecks due to the increases in health care coverage.

Mr. Mills said that the 2% merit increases could be accommodated in the budget.

Ms. Lamb suggested that they recommend that the Board approves a 3.5% increase plus \$6600 to the revised budget on Monday, December 11, 2017 at the meeting. The Committee agreed.

Mr. Ford suggested that the Budget and Finance Committee look at the long-term effects of rising insurance costs and consider flexibility in future budgets so that employees don't fall behind.

Mr. Shaver stated that the Board needs to be cautious because with the uncertainty in the health insurance industry costs could continue to increase each year and the District cannot be expected to cover those costs each year.

Mr. Mills said he is encouraged by the cooperation between the committees to work together to find the best use for the money the District has available. He agreed that the District cannot bear the entire increase in premiums each. The Board needs to protect the surplus the District has to ensure that they do not have to borrow money to cover costs.

The Committee decided that their next meeting would be in January.

Meeting adjourned at 8:35 a.m.

Respectfully submitted,



Andrew Williams  
Utility Director



## MEMORANDUM

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**To: Board of Trustees**

**From: Andrew Williams**

**Date: December 6, 2017**

**Subject: Health Insurance**

After a thorough review of all available options, the P&B Committee is recommending that the District accept the Anthem Renewal Proposal (34% increase) that continues the current insurance coverage.



## MEMORANDUM

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**To: Board of Trustees**

**From: Andrew Williams**

**Date: December 6, 2017**

**Subject: 2018 COLA, Merit and Range Adjustment**

The P&B Committee has three recommends regarding 2018 salaries.

The Committee is recommending a 1.5% Cost of Living Adjustment that all employees will receive.

The Committee is recommending a 2% Merit pool.

As a result of the Compensation Study findings, the Committee is recommending that the three employees that fall below the new proposed ranges are adjusted to the 10% of the new range. This additional cost is \$6600.

## Ordinance 12-11-2017

**An Ordinance establishing updated positions and salaries for various Clay Township Regional Waste District (hereinafter "District") staff and other salary related matters.**

**WHEREAS**, the District requires a staff of full and/or part time employees in order to carry out its mission and duties as a political subdivision of the State of Indiana and municipal corporation, and;

**WHEREAS**, the District Board of Trustees (hereinafter "Board") has adopted a number of ordinances, which have each pertained to salary matters for District staff; and;

**WHEREAS**, positions and salary ranges have been updated and need to be amended.

**NOW THEREFORE**, Be It Ordained by the Board that:

Effective December 30, 2017, the following amounts will be in force for exempt and non-exempt staff positions.

<b>POSITION TITLE</b>	<b>Min. Hourly Rate</b>	<b>Max. Hourly Rate</b>
<b>Non-exempt Employees</b>		
Chief Operator	\$ 27.43	\$ 33.52
Technical Specialist	\$ 27.43	\$ 33.52
Project Coordinator/Locator	\$ 23.14	\$ 28.28
Utility Billing Coordinator	\$ 23.14	\$ 28.28
Pretreatment Coordinator	\$ 23.14	\$ 28.28
Laboratory Coordinator	\$ 23.14	\$ 28.28
Operator	\$ 21.66	\$ 26.50
Field Operation Specialist	\$ 21.66	\$ 26.50
District Inspector/Locator	\$ 21.66	\$ 26.50
Field Operations Technician	\$ 19.47	\$ 23.80
Administrative Support Assistant	\$ 18.11	\$ 24.32
Administrative Support Specialist	\$ 18.11	\$ 22.13
Customer Service Assistant	\$ 16.75	\$ 20.84
Billing Assistant	\$ 16.75	\$ 20.84
Laborer	\$ 14.00	\$ 19.50
Summer Intern	\$ 10.00	\$ 15.00
<b>Exempt Employees</b>	<b>Min. Salary</b>	<b>Max Salary</b>
Utility Director	\$ 91,590	\$117,031
Engineering Manager	\$ 83,068	\$106,143
Controller	\$ 70,520	\$ 90,256
District Engineer	\$ 67,690	\$ 86,492
Plant Superintendent	\$ 64,311	\$ 82,445
Collections Superintendent	\$ 61,174	\$ 78,167

All personnel working on the following holidays will be paid double time for the hours worked in addition to receiving the 7.5 hours of Holiday pay:

Monday, January 1, 2018 – New Year's Day  
Monday, January 15, 2018 – Martin Luther King Jr. Day  
Monday, May 28, 2018 – Memorial Day  
Wednesday, July 4, 2018 – Independence Day  
Monday, September 3, 2018 – Labor Day  
Thursday, November 22, 2018 – Thanksgiving Day  
Tuesday, December 25, 2018 – Christmas

For all other holidays declared in the CTRWD 2018 Holiday Schedule, personnel working will be paid time and  
Ordinance 12-11-17

one half for the hours worked in addition to receiving the 7.5 hours of Holiday pay.

All District personnel who are on-call during a pay period shall receive an additional \$2.67 per hour above their hourly pay rate.

Overtime compensation for full-time, part-time and temporary employees shall be paid in compliance with the federal Fair Labor Standards Act and the District's most current compensation ordinance as adopted by the Board of Trustees.

In the event of a conflict between this ordinance and previous ordinances, the most recent ordinance terms will prevail. Executed this 11th day of December 2017.

CLAY TOWNSHIP REGIONAL WASTE DISTRICT by its Trustees:

By: \_\_\_\_\_  
Marilyn Anderson

By: \_\_\_\_\_  
Eric Hand

By: \_\_\_\_\_  
Barb Lamb

By: \_\_\_\_\_  
Carl Mills

By: \_\_\_\_\_  
Jane Merrill

By: \_\_\_\_\_  
Michael Shaver

By: \_\_\_\_\_  
Michael McDonald

By: \_\_\_\_\_  
Steve Pittman

By: \_\_\_\_\_  
Chuck Ford



## CAPITAL & CONSTRUCTION COMMITTEE

Monday, December 4, 2017 @ 4:30 P.M.

### Memorandum

Present: Chair Steve Pittman, Committee Members, Eric Hand and Marilyn Anderson, also in attendance were District Engineer Ryan Hartman, Utility Director Drew Williams, Administrative Assistant Maggie Crediford, and Legal Counsel Anne Poindexter.

#### **PUBLIC COMMENT**

No one from the public was present

#### **DEDICATION**

Mr. Hartman indicated that Jacksons Grant Section 5 is ready for acceptance by the Board. The Committee will make that recommendation.

#### **CAPITAL BUDGET**

Drew Williams passed out the proposed capital budget for 2018. The District is projected to have a cash balance over the next five years. Some accounts are projected to dip into negative numbers, but there is a surplus in the Operating Budget that will be used to cover the shortages. The State Board of Accounts does not look favorably on accounts with negative balances at the end of the year. Ms. Sheeks revised the revenue projections for the next five years using numbers consisting of the past years increases. The numbers are derived from the projected 5% per year rate increase as well as a projected 2.5-3% growth rate. Mr. Williams shared that 2/3rds of the current acreage is built out. There are no large parcels left to develop. New projects will come from smaller parcels of land. However, if growth slows the expenses will slow because there will not be the costs incurred with building infrastructure.

Steve Pittman stated that he was pleased to see that the numbers in the revised budget show an increase instead of the deficit that was previously projected.

Mr. Williams stated that 2017 had two large projects. Spending was up more than in previous years. The Operating Fund has a reserve if something were to go wrong or if the District were to issue bonds where a 6-month reserve account is required. Mr. Pittman asked if the Budget & Finance Committee was ok with the proposed budget.

Mr. Williams stated that Carl Mills was more comfortable with the budget after seeing the future years' fund balances.

Mr. Williams recommended submitting the capital budget to the Board for approval with the understanding that if changes need to be made, the staff would come back to the Committee to revise the budget.

Anne Poindexter stated that the Committee should take into consideration that there may not be a need for a 5% increase in rates each year even though it is factored into the budget projections for the next five years.

Mr. Hand said that some years the rate increase could be reduced rate to 3-4% or even skip a year if there is a large surplus.

Mr. Williams stated that if the Capital Budget is approved it doesn't mean that a rate increase is approved. The proposed rate increases for July will be discussed later.

On a motion made by Steve Pittman and seconded by Eric Hand to recommend to the Board that the proposed Capital Budget be approved.

Approved 3-0

Mr. Williams informed the Committee that Wes Merkle is working with the contactor and Mr. Johnson regarding the concerns at his property along Spring Mill Road. The District is drafting a letter on the matter.

## **NEW BUSINESS**

There was no new business.

## **CAPITAL PROJECT UPDATES**

Ryan Hartman

#1601- the 106<sup>th</sup> Street Parallel Force Main project is nearing completion. Staff is waiting on documentation from the contactor, Reynolds, regarding the change orders. There is no update currently.

#1701-WWTP Post Treatment Improvements- Design and permitting work on the plant outfall project continues. The District is working with the property owners along Cemetery Creek to address their concerns about the project.

#1702-Keystone and 96<sup>th</sup> Street Sewer & Force Main Relocation- When the City of Carmel acquires the easements and right-of-way needed to complete the work bids for the sewer relocation along 96<sup>th</sup> Street and Keystone will be received.

#1705-0- 99<sup>th</sup> Street Sewer extension & Lift Station 6 Elimination- Design work is on hold until the developer resolves the wetland and drainage issues. Design and construction is anticipated for 2018.

#1707- Neighborhood Sewer Projects the District is in the process of working with homeowners to gain the easements needed. Bids for sewer extension project should be received in December. Staff is working on easement acquisition along 116<sup>th</sup> Street. The project includes Autumn Woods, West 116<sup>th</sup> Street, Williams Creek Manor, Spring Mill Place, and Spring Mill Heights.

#1801-Lift Station 4 Elimination and Jackson's Grant sections 2 & 6 oversized sewers. Staff is working with the Jackson's Grant developer and engineer on the design of the final two sections of interior interceptor sewer installation. The section northeast of LS 26 will allow taking LS 4 offline. CTRWD will separately design, bid and construct the sewer across the Book property. Construction is anticipated in 2018.

Ms. Anderson asked if the District has a hand out for homeowners explaining the costs of connecting to sewers. She said it would be beneficial to have a handout that explains all the costs that would be associated with connecting and exactly what those costs cover. She believes it could help people understand the process better.

Staff will prepare a more detailed project letter.

#### **2018 C&C MEETING SCHEDULE**

The Committee decided that the first Monday of the month is good.

Mr. Williams stated that the first Monday in January 2018 is a holiday. The Committee agreed to meet on Tuesday January 2, 2018.

Meeting adjourned at 5:35 p.m.

Respectfully submitted,



Ryan Hartman  
District Engineer



## MEMORANDUM

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**To: Board of Trustees**

**From: Ryan Hartman**

**Date: December 6, 2017**

**Subject: Dedication**

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Jacksons Grant Section 5 sewers are complete and ready for acceptance.

Recommended Action: Accept the dedication of Jacksons Grant Section 5 sanitary sewers.



## MEMORANDUM

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**To: Board of Trustees**

**From: Andrew Williams**

**Date: December 6, 2017**

**Subject: Capital Budget**

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The Capital Budget was presented to each of the committees by Mr. Merkle. The C&C Committee revied the projects, the five year projections and the cash balance summary.

Recommended Action: Approve the proposed Capital Budget.

# 2018 Capital Budget

DRAFT CAPITAL BUDGET LAST UPDATED BY WM ON 11/28/17

Location	Project No.	Project	Near-term Priority	Funding Source	2017 Budget	2017 YTD Spending	2017 Projected to Complete	Year 1	Year 2	Year 3	Year 4	Year 5	Justification	
								2018	2019	2020	2021	2022		
<b>WWTP Michigan Road Wastewater Treatment Plant</b>														
	1701	Post Treatment Improvements	High	Plant Expansion Fund	\$ 300,000	\$ 45,303	\$ 25,000	\$ 250,000						Increase outfall capacity needed in 2018
	1902	WWTP Expansion	Medium	Plant Expansion Fund				\$ 50,000	\$ 650,000	\$ 4,000,000	\$ 4,000,000			capacity expansion: screen, VLRs, clarifier, UV (need online by 2021 based on current and projected flow growth)
	2502	WWTP Expansion	Low	Plant Expansion Fund										capacity expansion: grit removal, VLR, clarifiers, genset (need online by 2027 based on current and projected flow growth)
		WWTP Alternative Power												Solar panel installation to reduce electric power consumption
		Annual Plant Improvement & Repair Projects		Operating Fund	\$ 150,000	\$ 10,800		\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	Typical annual expenditures
<b>LS 1 Carmel Creek</b>														
	1606	Basin 1 I&I Removal	High	Operating Fund	\$ 75,000	\$ -	\$ -	\$ 60,000						Line repairs remain. Combine with Basin 8 efforts.
	1702	96th/Keystone force main relocation	High	Operating Fund	\$ 200,000	\$ 9,312	\$ 25,000	\$ 250,000						Relocate LS1 forcemain and southern interceptor for interchange project
	2001	Replace wet weather pumps, generator, wet well piping	Low	Reserve for Replacement Fund						\$ 450,000				Replace equipment at the end of its service life.
		Fence Replacement	Medium	Operating Fund				\$ 15,000						
<b>LS 2 Meridian Corridor</b>														
	2401	106th Street Parallel Force main (LS 2 to Ditch Road)	Low	Interceptor Fund										Timing is based on when capacity is needed.
<b>LS 3 Northern Heights</b>														
		(no projects)												
<b>LS 4 Springmill Ridge</b>														
	1801	Interceptor extension and lift station elimination	High	Interceptor Fund	\$ 100,000	\$ 12,750	\$ 25,000	\$ 300,000						LS4 pumps are past their useful life. LS is undersized. Proceed with completion of Jackson's Grant Section 6 sewers. This part of the project extends the interceptor across the Book property and eliminates LS4
<b>LS 5 Springmill Streams</b>														
	2601	Interceptor extension & lift station elimination	Low	Interceptor Fund										This project can proceed following completion of Jackson's Grant Section 2. Can combine this project with the LS19 elimination project.
<b>LS 6 Waldon Pond</b>														
	1705	Interceptor extension & lift station elimination	Medium	Interceptor Fund		\$ -	\$ -	\$ 900,000						Timing is development driven.
<b>LS 7 Laurelwood Sub</b>														
		(no projects)												
<b>LS 8 Laurelwood</b>														
	1606	Basin 8 I&I removal	High	Operating Fund	\$ 100,000	\$ -	\$ 10,000	\$ 60,000						Manhole rehab & raising, line repairs. Combine with Basin 1 efforts.
	1904	Pump & electrical upgrades + new force main to 106th St	High	Interceptor Fund				\$ 50,000	\$ 1,350,000					Increase wet weather capacity
<b>LS 9 Towne Road</b>														
		(no projects)												
<b>LS 10 Michigan Road</b>														
	1903	Pump and controls upgrades	High	Reserve for Replacement Fund				\$ 50,000	\$ 750,000					Increase wet weather capacity & redundancy.

# 2018 Capital Budget

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								2018	2019	2020	2021	2022	
LS 11	Boone County												
		(no projects)											
LS 12	Kingsmill												
		(no projects)											
LS 14	Austin Oaks												
	1901	Parallel force main extension	High	Interceptor Fund				\$ 50,000	\$ 1,650,000				The lift station is near its wet weather capacity. This project would also allow us to serve a pending service area expansion.
	2002	Generator replacement	Low	Reserve for Replacement Fund						\$ 150,000			Replace equipment at the end of its service life.
	2301	LEC Interceptor extension	Low	Interceptor Fund									Extend service to area north of CR300S. Timing is developer driven.
LS 16	Zionsville Presbyterian												
	1905	Replacement/relocation	Medium	Operating Fund	\$ 250,000	\$ -			\$ 800,000				Upsize to buildout capacity & relocate to The Farm development. Timing is development driven.
LS 17	Zion Hills												
	2501	Pump & electrical upgrades	Low	Reserve for Replacement Fund									Timing is based on when capacity is needed. This project may be needed sooner pending a service area expansion.
LS 18	Train Express												
		Pump replacements	High	Reserve for Replacement Fund						\$ 30,000			Replace pumps at the end of their service life.
LS 19	Village of West Clay												
	2601	Interceptor extension & lift station elimination	Low	Interceptor Fund									Can proceed following completion of Jackson's Grant Phase 2. Can combine with LS5 elimination project. Timing is development driven.
LS 20	Mayflower Park												
		Pump replacement		Reserve for Replacement Fund						\$ 30,000			Replace pumps at the end of their service life.
LS 21	High Grove												
	2302	Interceptor extension & lift station elimination	Low	Interceptor Fund									Required with future development south of LS 21. Timing is development driven.
LS 22	North Augusta												
		(no projects)											
LS 23	126th Street												
	2201	Pump & electrical upgrades	Low	Reserve for Replacement Fund								\$ 400,000	Timing is based on when capacity is needed.
LS 24	Parkwood West												
		(no projects)											
LS 25	Towne Oak Estates												
		(no projects)											
LS 26	Jacksons Grant												
	N/A	Jackson's Grant Section 2 sewer oversizing	Medium	Interceptor Fund				\$100,000					Allows for future elimination of LS 5 & 19. Estimated sewer oversizing cost less interceptor fees credited equals net estimated cost to CTRWD (\$100,000)
	N/A	Jackson's Grant Section 6 sewer oversizing/extension	High	Interceptor Fund				\$350,000					Allows for elimination of LS 4 (see #1801). CTRWD to pay full cost of sewer extension until developer proceeds with Section 6. At that time developer pays fees and reimburses CTRWD for non-oversizing costs (estimated at \$350,000 total)
	2202	LS 26 additional pumps & parallel force main extension	Low	Interceptor Fund								\$ 1,500,000	Timing is based on when capacity is needed in Springmill Interceptor and LS 26. Must be complete before elimination of LS 5 & 19.
<b>General collection system projects</b>													

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							Year 1	Year 2	Year 3	Year 4	Year 5		
Location	Project No.	Project	Near-term Priority	Funding Source	2017 Budget	2017 YTD Spending	2017 Projected to Complete	2018	2019	2020	2021	2022	Justification
		Annual Misc. Repairs, Replacements & Line Relocations	Medium	Reserve for Replacement Fund	\$ 150,000	\$ 111,490		\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	Repairs are made as problems are found during televising.
	1707	Autumn Woods, W116thSt, Williams Manor, Springmill Place/Heights Neighborhood Sewer Extionsion Project	Medium	Operating Fund	\$ 100,000	\$ -	\$ 50,000	\$ 325,000					extend service into unsewered neighborhoods
		Future Neighborhood Sewer Projects	Medium	Operating Fund	\$ 100,000	\$ -			\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	extend service into unsewered neighborhoods
<b>Equipment</b>													
		Vehicles	Medium	Operating Fund	\$ 30,000	\$ 28,993		\$ 25,000	\$ 25,000		\$ 30,000		Scheduled Replacement of Vehicles
		Gear Reducer	Medium	Reserve for Replacement Fund				\$ 60,000					
		Chem Tank Drain Replacement	Medium	Reserve for Replacement Fund				\$ 8,000					
		Refrigerated B.O.D. Incubators	Medium	Reserve for Replacement Fund				\$ 7,500		\$ 5,000		\$ 5,000	Replacement and Upgrades to Lab equipment
		Clayapp Server Replacement	High	Operating Fund				\$ 8,000					
		Datto Replacement (Computer Backup)	High	Operating Fund				\$ 15,000					
<b>Administration Projects</b>													
		Copier	Low	Operating Fund				\$ 15,000					Replacement of copier
		Admin office improvements	Medium	Operating Fund				\$ 300,000					Expand front office, expand storage, security improvements.
		Plant office/shop improvements	Medium	Operating Fund				\$ 200,000					Expand office and conference room space.
<b>Totals</b>					<b>\$ 1,555,000</b>	<b>\$ 218,648</b>	<b>\$ 135,000</b>	<b>\$ 3,248,500</b>	<b>\$ 5,825,000</b>	<b>\$ 5,265,000</b>	<b>\$ 4,630,000</b>	<b>\$ 2,505,000</b>	
<b>Operating Fund</b>					\$ 1,005,000	\$ 49,105	\$ 85,000	\$ 923,000	\$ 1,275,000	\$ 450,000	\$ 480,000	\$ 450,000	
<b>Reserve for Replacement Fund</b>					\$ 150,000	\$ 111,490	\$ -	\$ 275,500	\$ 900,000	\$ 815,000	\$ 150,000	\$ 555,000	
<b>Plant Expansion Fund</b>					\$ 300,000	\$ 45,303	\$ 25,000	\$ 300,000	\$ 650,000	\$ 4,000,000	\$ 4,000,000	\$ -	
<b>Interceptor Fund</b>					\$ 100,000	\$ 12,750	\$ 25,000	\$ 1,750,000	\$ 3,000,000	\$ -	\$ -	\$ 1,500,000	
<b>Total</b>					<b>\$ 1,555,000</b>	<b>\$ 218,648</b>	<b>\$ 135,000</b>	<b>\$ 3,248,500</b>	<b>\$ 5,825,000</b>	<b>\$ 5,265,000</b>	<b>\$ 4,630,000</b>	<b>\$ 2,505,000</b>	

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<b>Equipment</b>													
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<b>Administration Projects</b>													
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<b>Totals</b>					<b>\$ 1,555,000</b>	<b>\$ 218,648</b>	<b>\$ 135,000</b>	<b>\$ 3,248,500</b>	<b>\$ 5,825,000</b>	<b>\$ 5,265,000</b>	<b>\$ 4,630,000</b>	<b>\$ 2,505,000</b>	
<b>Operating Fund</b>					\$ 1,005,000	\$ 49,105	\$ 85,000	\$ 923,000	\$ 1,275,000	\$ 450,000	\$ 480,000	\$ 450,000	
<b>Reserve for Replacement Fund</b>					\$ 150,000	\$ 111,490	\$ -	\$ 275,500	\$ 900,000	\$ 815,000	\$ 150,000	\$ 555,000	
<b>Plant Expansion Fund</b>					\$ 300,000	\$ 45,303	\$ 25,000	\$ 300,000	\$ 650,000	\$ 4,000,000	\$ 4,000,000	\$ -	
<b>Interceptor Fund</b>					\$ 100,000	\$ 12,750	\$ 25,000	\$ 1,750,000	\$ 3,000,000	\$ -	\$ -	\$ 1,500,000	
<b>Total</b>					<b>\$ 1,555,000</b>	<b>\$ 218,648</b>	<b>\$ 135,000</b>	<b>\$ 3,248,500</b>	<b>\$ 5,825,000</b>	<b>\$ 5,265,000</b>	<b>\$ 4,630,000</b>	<b>\$ 2,505,000</b>	



## MEMORANDUM

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**To:** Board of Trustees  
**From:** Drew Williams  
**Date:** December 7, 2017  
**Subject:** 2018 Goals and Objectives

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The District's goals are based on the Purpose, Vision and Mission. The main goals have been identified as:

- Goal** Operate in an environmentally sensitive manner
- Goal** Maintain a professional staff and work environment
- Goal** Control Operating Costs
- Goal** Effective Long Term Planning and Implementation

The following are my recommendations for Objectives for 2018:

Implement the changes to the customer/stakeholder outreach and education regarding the services provided by the District. This includes updating the website, marketing the name change, and developing a Welcome Packet for new customers.

Upgrade the CUSI Billing software to the most current version. This will be a challenge since the new version does yet accommodate the District's winter reads billing process. The upgrade will enable the transition to a more robust online customer billing interface

Schedule and complete the repairs in Basin 8 and Basin 1 to reduce the I&I wet weather inflow. Verify results with flow meters.

Prepare plans for the improvements for the Administration and Plant offices. Complete upgrades in the 2<sup>nd</sup> Quarter.

Complete the Post Treatment improvements at the WWTP. This will require addressing the concerns of downstream residents and obtaining the IDEM construction permit.

Extend the interceptor from Jackson's Grant and eliminate Lift Station 4.

Continue to work with Zionsville in partnership on service needs they may have.

### Other Objectives/Tasks

Desktop training of the Emergency Response Plan by the end of the 1st Quarter.

Compile the policy/procedure manual and distribute to the Board and Staff by the end of the 1<sup>st</sup> Quarter.