



Clay Township Regional Waste District

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Board of Trustees Meeting Agenda

Monday, July 11, 2016 @ 7:00 p.m.

Clay Township Government Center

10701 N. College Avenue, Indianapolis, IN 46280

- 1. Roll Call**
- 2. Approval of Meeting Memorandum**
 - a. Board Meeting June 13, 2016
- 3. Public Comment**
- 4. Attorney's Report**
 - a. Project Updates
 - b. Report of Pending Litigation
- 5. Utility Director's Report**
 - a. Director's Report
- 6. Committee Reports**
 - a. Budget & Finance Committee
 - i. Resolution 07-11-2016 Internal Control Policy
 - b. Personnel & Benefits Committee
 - c. Capital & Construction Committee
 - i. Dedication - Preserve @ Bear Creek Sec. 2
 - ii. Hoosier Village Service Area
 - iii. WWTP Odor Control Upgrade Project #1505 Contract Award
- 7. Old Business**
- 8. New Business**
 - a. Claims Docket
- 9. Adjourn**



BOARD OF TRUSTEES MEETING
Monday, June 13, 2016 @ 7:00 p.m.
Memorandum

Ms. Anderson called the meeting to order at 7:00 p.m.

ROLL CALL

Present: Board President Marilyn Anderson, Vice President Joe Clark, Treasurer Jane Merrill, Secretary Michael McDonald, Members Eric Hand, Carl Mills, Amanda Foley, Chuck Ford, and Steve Pittman. Also in attendance: Legal Counsel Anne Poindexter, Utility Director Drew Williams.

The audience sheet is attached.

PUBLIC HEARING – Rate Ordinance 05-09-2016

Ms. Anderson read into the record, Ordinance No. 05-09-2016. An ordinance establishing a new District wide schedule of monthly user rates and charges to be collected from the owners of property served by the sewage works of the District and matters connected therewith, replacing Ordinance 05-11-2015, 05-13-2013, 04-09-2012 and 09-13-2004. Whereas, based upon the District's 2016 Budget, it is advisable to update the schedule of rates and charges previously established pursuant to Ordinance 05-11-2015, 05-13-2013, 04-09-2012 and 09-13-2004; and Whereas, the Board of Trustees desires to change the schedule of monthly user charges.

Ms. Anderson opened the Public Hearing and asked if anyone wished to speak. There were no public comments. Ms. Anderson closed the Public Hearing.

APPROVAL OF MEMORANDUM

A motion was made by Ms. Merrill to approve the May 9, 2016 Board Meeting Memorandum, and was seconded by Mr. Ford. The motion was approved unanimously.

PUBLIC COMMENTS

There were no public comments.

ATTORNEY'S REPORT

There were no items to report.

UTILITY DIRECTOR'S REPORT

Mr. Williams highlighted the newsletter article regarding the awards for the Operator's Challenge. The teams can be tested on anything that is done at the plant, making it a

very real challenge. The District will host the event at our WWTP next year and won't be eligible to compete.

The generator at LS 2 was set today and cleanup will be complete soon. Staff will be receiving bids this month for the Odor Control Project and Force Main that will run to our plant.

Ms. Merrill asked if the District is receiving requests for connection from residents in the Cedar Point neighborhood. Notification letters were mailed to all residents; with some interest relayed to staff by the construction company.

BUDGET & FINANCE COMMITTEE

Second Reading of Ordinance No. 05-09-2016

A motion was made by Ms. Merrill to do a second reading of Rate Ordinance No. 05-09-2016 and was seconded by Mr. Mills. Ms. Anderson read into the record, Ordinance No. 05-09-2016. An ordinance establishing a new District wide schedule of monthly user rates and charges to be collected from the owners of property served by the sewage works of the District and matters connected therewith, replacing Ordinance 05-11-2015, 05-13-2013, 04-09-2012 and 09-13-2004. Whereas, based upon the District's 2016 Budget, it is advisable to update the schedule of rates and charges previously established pursuant to Ordinance 05-11-2015, 05-13-2013, 04-09-2012 and 09-13-2004; and Whereas, the Board of Trustees desires to change the schedule of monthly user charges.

There were no comments or discussion. Ms. Anderson called for the approval of the Rate Ordinance. The motion was approved unanimously.

PERSONNEL & BENEFITS COMMITTEE

Mr. Clark reported there were no action items.

CAPITAL & CONSTRUCTION COMMITTEE

A motion was made by Ms. Foley to approve the professional services contract with GRW Engineers, Inc. to complete engineering design, permitting, easement acquisition, and bidding services, for sewer service in the Estancia and Queen's Manor neighborhoods in an amount not to exceed \$43,100 and was seconded by Mr. Pittman. The motion was approved unanimously.

A motion was made by Ms. Foley to approve the purchase of an easement from Sexton Development LLC for \$35,850 and was seconded by Mr. Pittman. The motion was approved unanimously.

OLD BUSINESS

Mr. Williams reported that staff have been very creative in coming up with presentations for the 40th Anniversary open house. Mr. Williams encouraged the Board to contact their appointing entities to invite them to attend the open house.

NEW BUSINESS

A motion was made by Ms. Merrill to approve the docket in the amount of \$1,103,429.48 and was seconded by Mr. McDonald. The motion was approved unanimously.

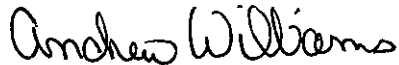
Mr. Mills thanked Mr. Hansen for the District Vehicle spreadsheet he created at the request of the Budget & Finance Committee. It was thorough and will be very useful moving forward, and requested it be included with the budgeting materials when presented to the Board.

ADJOURN

At 7:20 p.m. a motion was made by Mr. Hand to adjourn the meeting and was seconded by Mr. Clark. The motion was approved unanimously.

The next Board of Trustees Meeting is scheduled for Monday, July 11, 2016 at 7:00 p.m.

Respectfully submitted,



Andrew Williams
Utility Director

Approved:

_____ As Presented
_____ As Amended

Michael McDonald, Secretary

Marilyn Anderson, President

THE CTRWD CONNECTION

Volume 9 Issue 7 July 2016
MONTHLY NEWSLETTER

CONSTRUCTION & ENGINEERING - WES MERKLE

Construction Update

The Lift Station 2 upgrades project is nearly complete. The generator is installed and running; the contractor is working on punch list items. Several programming issues identified during startups and recent heavy rain events will be corrected soon. Paving will be complete shortly.

Work for the comprehensive manhole rehabilitation project is nearly complete. This project included rehabilitation or repair of nearly 450 structures, many of which are in Basin 1.

Staff is working with the construction contractor and Hamilton County to reschedule work for the Ream Creek Sewer Relocation project. This project was delayed by relocation of a fiber optic line installed in an exclusive sanitary sewer easement.

Engineering Update

Over the past month engineering staff completed 539 locates, 63 I&I inspections, and 56 lateral inspections. Staff, with help from consultants, is observing mainline sewer installation at 7 development projects. 18 development projects are in plan review. GPS locating of manholes continues.

Staff continues to maintain flow meters in Basins 1 and 8. The District's service area received several heavy rain events in June, including one event with over 4 inches of rain in 36 hours. Flow meter data will be downloaded shortly; staff has been waiting on arrival of materials needed for regular maintenance which will be completed at the same time.

Lateral televising and GPS locating in the Home Place area is about 20 percent complete. I&I inspections will be completed on those properties. Progress on lateral televising and GPS work has slowed the last few weeks because of staffing changes and work loads.

Bids recently received for the 106th Street Parallel Force Main project were well above budget. Staff and design consultant GRW are evaluating bids and revisiting multiple alternatives to find savings and deliver the same needed capacity improvements. Bids for the WWTP Odor Control Upgrades project will be received the first week of July.

Design is underway for the Estancia and Queen's Manor neighborhood sewer extension project. Design work should be complete this summer with bids received in September.

Design for the Springmill Parallel Interceptor project is also underway. Design work should be complete by the end of summer with bids received in September. Staff recently met with the City of Carmel to discuss coordination with planned improvements along Springmill Road, which should be underway immediately after the sewer project is complete.



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Moving the new generator at Lift Station 2. The 750 kilowatt generator weighs over 30,000 pounds

CUSTOMER SERVICE/BILLING - TERRI KREYLING

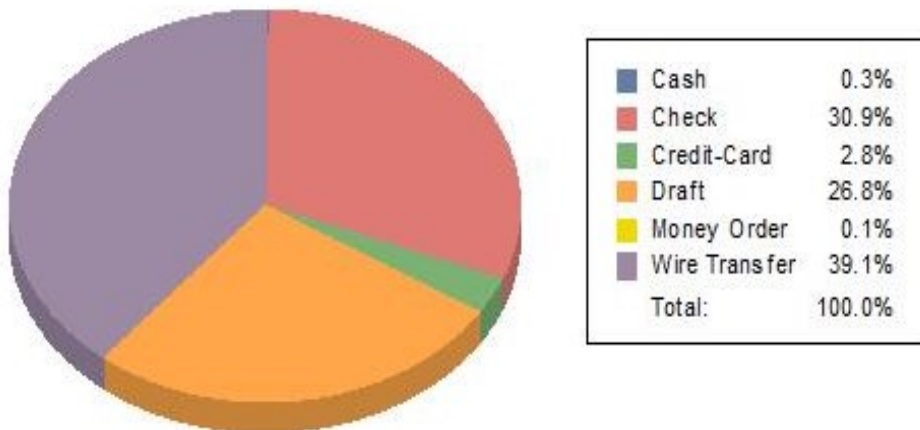
In June, 76 liens were filed totaling \$10,384.06. The District received the Hamilton County payment in the amount of \$21,409.62 resulting from the spring property tax rolls which allowed the Billing Department to release 153 liens. The current lien balance is \$19,764.67.

In June there were 60 permits processed and 41 new customers added.

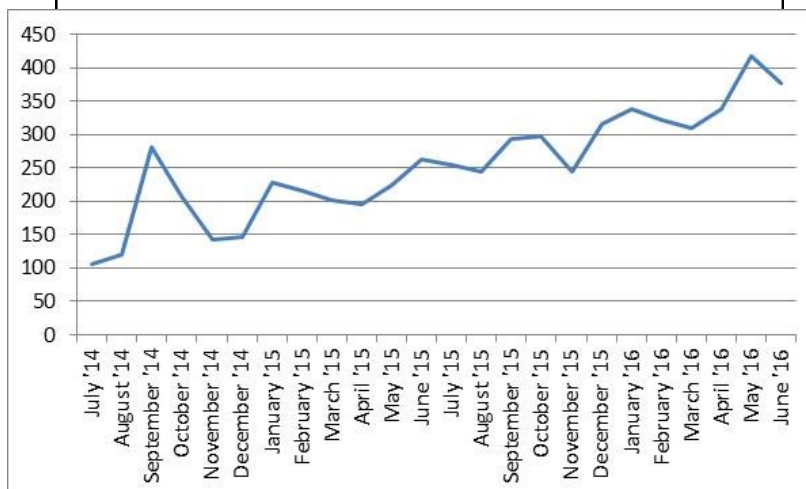
Customer Service has been isolating issues with the balanced billing process, which will be run in early July along with the rate increase. The new rates are effective July 1, 2016 and will be reflected on the July 31, 2016 bills.

Six people participated in the June Blood Drive. The Indiana Blood Center donated two Starbucks gift cards, which were won by Ron Hansen and Faith Richman.

PAYMENT BREAKDOWN GRAPH



CREDIT CARD PAYMENTS BY MONTH



FINANCIALS—RON HANSEN

In May, Sales were favorable at 2% higher than budgeted. Operating Expenses were also favorable with 2% lower spending. There was little or no spending in Lift Station R&M, Special R&M and Manhole R&M. Net Income of \$139,000 was 16% higher than budgeted.

For the year, Sales were favorable at 7% higher than budgeted and Operating Expenses were favorable with 10% lower spending than budgeted. Sewage Treatment-Carmel, Lift Station R&M, Special R&M and Manhole R&M accounted for 57% of the lower spending. Net Income was favorable at 98% over budget and 15% higher than the first five months of 2015.

Capital spending for May was \$648,000 or 6% of the 2016 Capital Budget and 21% for the year. The 2016 Capital Budget totals \$11,306,000.

Cash balances decreased by \$246,000 in May and have decreased \$302,000 for the year. Cash balances were \$586,000 higher than May 2015.

The Budget and Finance Committee reviewed an Internal Control Policy at the June meeting and will be recommending that it be adopted at the July board meeting. The managers have begun working on the 2017 Budget. The Budget and Finance Committee will review the first draft of the Operating Budget in September. The Personnel and Benefits Committee will be reviewing wages and benefits. The Capital and Construction Committee will review the first draft of the Capital Budget in October.

SAFETY REPORT—LOREN PRANGE

The District had no reportable injuries and has gone 2,327 days without a lost time accident.

There were 4 safety tailgate sessions including the following topics:

06/01/16 Build in construction site safety
06/09/16 CPR and AED's can save lives
06/14/16 Cutting pipe safely with power saws
06/21/16 Distracted driving is dangerous
06/28/16 Energized electrical equipment can be dangerous

Training with Safety Resources on 06/06/2016 included: Emergency Action Plan / Fire protection / Heat Stress HAZCOM GHS

Monthly inspection of building fire extinguishers were completed this month.

The District replaced rusting metal stairs at the pretreatment building sampler with plastic stairs due to the corrosive atmosphere.

CTRWD 40TH ANNIVERSARY OPEN HOUSE



PLANT REPORT - SCOT WATKINS

Twenty-one FOG inspections were completed, with one notice of violation issued. Quarterly reports were due at the end of the month and are now being reviewed for compliance. Staff added the external grease interceptors onto the GIS map and for use with the new asset management software HiperWeb.

HiperWeb should be fully up and running by mid—July; staff will continue working out some of the bugs. Android tablets have replaced the older iPads to better utilize HiperWeb in the field. Work Orders will be issued through HiperWeb and as the tasks are completed in the field the asset information will be updated in the database so that all information is real time.

Over seeding has been completed at the plant to fill in the bare spots with a mixture of native prairie grass and flowers. The centerpieces for the Open House were made with flowers from the plant. EVAPAR is completing the annual generator maintenance. No issues have been reported.

COLLECTIONS REPORT - AARON STRONG

Collections staff has been diligently working in the first year of our 3 year cleaning and televising schedule. In the month of June our team cleaned over 30,000 feet of sewer and televised 38,000 feet. Televising has identified a handful of leaking lateral taps that will require grout injection; contractors are currently being sourced.

Yearly lift station pump inspections are in full swing with 50% of the stations completed to date. Repairs seem to be down this year, resulting in large part to preventative maintenance practices carried out by staff. Once lift station inspections are completed staff will focus on plant pumps and Air Release Valve (ARV) maintenance.

June storms threatened, however the collections team was up to the challenge. This was the first test for the newly revamped Lift Station 2 which performed admirably under the watchful eye of both Engineering and Collections staff. Minor programing changes were made by ACE Technologies under the direction of the Engineering Department. Our team has received training on the new station and will provide feedback as to its operation over the coming months. Lift Station 21 - High Grove, experienced abnormally high flows during June rain events. Spot manhole inspections were performed during and after the rains. All data collected has been turned over to the Engineering Department for targeted Inflow & Infiltration inspections as sump pumps are suspected.

In July, the collections team will be transitioning from our current data asset management system to HiperWeb. Staff will be working closely with the software developers to insure a smooth transition.

BIRTHDAYS

Daniel Rossman **July 14**
Ron Hansen **July 28**

ANNIVERSARIES

Kermin Huntley **July 15** **2 Years**

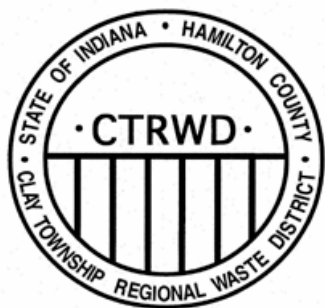


CALENDAR OF EVENTS

July 13	Staff Meeting	10:00 a.m.
July 22	B & F Meeting	7:30 a.m.
July 25	P & B Meeting	7:30 a.m.
August 1	C & C Meeting	4:30 p.m.
August 8	Board Meeting	7:00 p.m.

Clay Township Regional Waste District
2016

Selected Statistics 2016 Summary	January	February	March	April	May	June	2016 Monthly Average	2016 YTD	2015 Monthly Avg Through June	2015 Total Through June
Maintenance Information										
Lateral Inspections	15	31	37	29	46	56	36	214	30	181
Certified I&I Inspections	46	53	41	52	54	63	52	309	58	348
Failed I&I Inspections	0	0	0	0	0	0	0	0	0	2
Sewer Locates	213	361	539	728	603	539	497	2,983	785	4,710
Manholes Added	50	14	0	24	11	0	17	99	33	195
Total # of Manholes	5,642	5,656	5,656	5,680	5,691	5,691	n/a	5,691	n/a	5,509
Manholes Inspected	2	61	64	47	0	0	29	174	140	837
Feet of Sewer Added	11,383	5,556	0	4,936	10,499	0	5,396	32,374	1,640	9,838
Total Footage of Sewers	1,535,114	1,540,670	1,540,670	1,545,606	1,556,105	1,556,105	n/a	1,556,105	n/a	1,502,429
Feet of Sewer Televised	30,157	37,076	15,763	23,138	25,241	38,147	28,254	169,522	0	0
Feet of Sewer Cleaned	0	0	15,688	13,863	8,711	29,105	11,228	67,367	2,107	12,642
Overflows	0	0	1	0	1	0	0	2	0	1
Carmel Utilities (Station 1) Info										
Rainfall / Precipitation (inches)	0.96	1.32	4.32	3.26	3.22	9.18	3.71	22.26	3.47	20.80
Total Flow (gallons)	62,700,000	45,490,000	69,339,000	57,981,000	61,680,000	66,510,000	60,616,667	363,700,000	51,298,000	307,790,000
Average Daily Flow (gallons)	2,022,581	1,568,621	2,237,000	1,932,700	1,989,677	2,217,000	1,994,596	n/a	1,707,000	n/a
Minimum Flow (gallons)	1,060,000	1,320,000	1,758,000	1,590,000	1,540,000	1,154,000	1,403,667	1,060,000	1,158,000	990,000
Michigan Road Plant Info										
Total Flow (gallons)	75,858,000	77,547,000	83,012,000	79,780,000	77,547,000	76,727,000	78,412,000	470,471,000	83,761,000	502,567,000
Maximum Daily Flow (gallons)	3,065,000	5,177,000	3,302,000	3,911,000	3,187,000	4,543,000	3,864,000	5,177,000	3,966,000	5,817,000
Average Daily Flow (gallons)	2,447,032	2,674,034	2,677,806	2,659,200	2,501,516	2,557,567	2,586,000	n/a	2,776,000	n/a
Minimum Daily Flow (gallons)	2,217,000	2,245,000	2,027,000	2,344,000	1,465,000	1,846,000	2,024,000	1,465,000	2,167,000	1,974,000
Total Flow to Both Plants	138,558,000	123,037,000	152,351,000	137,761,000	139,227,000	143,237,000	139,029,000	834,171,000	135,060,000	810,357,000
Biosolids Handling										
Wasted (Biosolids) (gallons)	1,436,740	1,093,400	1,564,940	1,572,000	1,982,870	2,156,500	1,634,000	9,806,000	1,642,000	9,853,730
Dewatered (gallons)	432,000	252,000	340,000	544,000	690,000	756,000	502,000	3,014,000	689,000	4,134,200
Digested Sludge Withdrawn (gals)	646,400	649,800	655,100	612,000	570,600	801,900	656,000	3,936,000	869,000	5,212,300
Customer Information								14,410		
New Sewer Service Accounts	25	25	20	22	10	41	24	143	22	129
Permits Issued	21	39	42	51	33	60	41	246	24	144



BUDGET & FINANCE COMMITTEE

Friday, June 24, 2016 @ 7:30 A.M.

Memorandum

Present: Committee Chair Jane Merrill, Committee Members Eric Hand and Carl Mills, Legal Counsel Anne Poindexter, Utility Director Drew Williams, Controller Ron Hansen, and Customer Service Manager Terri Kreyling.

Ms. Merrill called the meeting to order at 7:30 a.m.

Internal Control Policy – A draft of the Internal Control Policy for the District prepared by Mr. Hansen was handed out to the Committee. Mr. Williams stated that Indiana Code requires that the District adopt an Internal Control Policy after June 30, 2016. The District is required to provide a copy of the policy with the 2016 annual report filed with the State Board of Accounts on February 28, 2017. The board has previously approved individual policies for specific areas but there has not been a consolidated policy. The State issued a guideline to use for developing the policy. One of the areas listed was hiring practices. The District does not have a written policy on hiring practices. It would need to be developed and added to this policy at a later date. Mr. Hansen noted that training is required for board members and staff that handle cash or make purchases. The Committee voted to recommend that the Board of Trustees approve a resolution at the July meeting to adopt the Internal Control Policy.

It was pointed out that the State Board of Accounts has not performed an audit of the District for three years. Mr. Mills stated that the state's audit is not as extensive as an audit performed by an outside accounting firm. Even though the District does not have any bonds, finance companies have been expressing concern over the lack of audited financial statements for government entities. Mr. Hansen will request proposals from CPA firms to conduct an audit.

Financial Statements and Investments – Mr. Hansen reviewed the financial statements for May. The budgeted income is considerably higher than April. As a result, Sales for May were only 2% over budget. Operating Expenses were only 2% under budget. Mr. Hansen noted that the use of odor control chemicals at three lift stations has resulted in exceeding the \$3,000 budget for Operating Supplies – Collection by \$20,000 for the year to date. Capital spending has been increasing with \$648,000 spent in May or 6% of the budget. Bids for two capital projects totaling \$6,000,000 will be received later in May. The cash balance declined slightly in May but is \$586,000 higher than May 2015.

Ms. Merrill asked if the District had any issues with the recent rain events. Mr. Williams stated that there were no overflows due to the rain. A few lift stations reported high

levels and staff will be reviewing flows in those areas. Higher flows were sent to Carmel but were below the maximum limits allowed.

Other Business – Mr. Williams said that the bids for the 106th Street Force Main project and the Odor Control project at the plant will be received later in June. Mr. Merkle had informed Mr. Williams that the bids may be \$500,000 higher than budgeted. Mr. Williams was hopeful that the bids would be closer to the budget since 17 companies took plans for the force main project.

Mr. Williams met with a reporter with Current in Carmel to talk about the anniversary and the District. An article should appear in their next edition.

Mr. Williams received the appraisal obtained by the Trustee for the building. The District is waiting on our appraisal. Mr. Williams and Mr. Merkle will be meeting with two architecture firms next week to inquire about getting a preliminary estimate for building office space at the plant. Other considerations include moving costs and temporary office space.

Mr. Williams said he is working on a new job description that will combine the current Controller and Customer Service Manager positions since Mr. Hansen and Mrs. Kreyling will be retiring this year. Mr. Williams will have a preliminary meeting with one candidate later today that has a government accounting background.

The Collection Superintendent position has been filled by Aaron Strong. Mr. Strong has worked for the District for 8 years in Engineering and the Collection Department.

The four summer hires have been working out very well at the plant and office. Only two were budgeted and that is part of the reason that Wages are over budget. The summer hires are very productive and a cost effective option to address the higher demand in the summer.

The meeting was adjourned at 8:19 a.m.

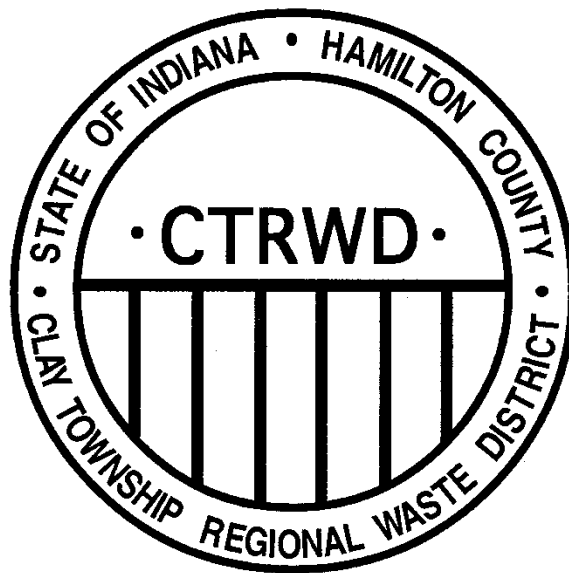
The next meeting will be Friday, July 22, 2016 at 7:30am.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ron Hansen", written over a horizontal line.

Ron Hansen
Controller

Clay Township Regional Waste District



Internal Control Policy

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INTERNAL CONTROL POLICY OVERVIEW

Effective July 1, 2015, Indiana enacted Ind. Code §5-11-1-27 which requires each political subdivision in Indiana, including Clay Township Regional Waste District (the “District”), to establish and maintain a system of internal controls to promote governmental accountability and transparency. The purpose of the internal control process is to provide reasonable assurance that the mission and objectives of the District will be achieved and that public funds and property are properly accounted for.

Internal controls are not separate systems of the District or an isolated activity; rather, internal controls are an integral part of each activity used to guide the District. The purpose of internal control includes the reduction of risk associated with fraud as well as the safeguarding of District resources against loss due to waste, abuse, mismanagement or errors. Internal control processes provide a check and balance system over operations, promoting operational effectiveness and overall efficiency. A system of sufficient internal control produces reliable financial and management data, ensures accuracy and timeliness in reporting, and promotes compliance with applicable laws. This Internal Control Policy is intended to meet the compliance requirements defined by the State Board of Accounts under Ind. Code §5-11-1-27(e) for the District.

Controls are put in place to detect or prevent errors and fraud. An error is an unintentional mistake that has the potential to affect the financial statements and fraud is the intentional misuse or misappropriation of District assets.

Enforcement, maintenance and ongoing evaluation of the District’s internal control policy shall be the responsibility of the Internal Control Oversight Committee (“Oversight Committee”). For the District, the Oversight Committee shall be the Budget & Finance Committee. The evaluation of internal controls includes identifying the framework used by the Oversight Committee to determine the effectiveness of internal controls.

OBJECTIVES OF INTERNAL CONTROL

The three objectives of internal controls are to ensure: (1) the effectiveness and efficiency of operations, (2) the reliability of financial reporting, and (3) compliance with applicable laws and regulations. The safeguarding of District funds and assets is a subset of each of these objectives.

Continuous monitoring and testing is needed to help identify poorly designed or ineffective internal controls. The Utility Director is responsible for communicating the objectives of internal control to the personnel of the District, the training of personnel and ensuring the District is committed to sustaining an effective internal control environment.

COMPONENTS OF INTERNAL CONTROLS

The five components of internal controls include: (1) the control environment, (2) risk assessment, (3) control activities, (4) information and communication, and (5) monitoring of the controls. Each of these components is discussed further below.

CONTROL ENVIRONMENT

The control environment includes the organizational structure, the control framework, the District's policies and procedures and internal and external influences. The tone set by the Board of Trustees and the Utility Director determines the attitude toward the controls implemented for the District.

Organizational Structure

The Board of Trustees is responsible for adopting internal control policies, and the Oversight Committee has primary responsibility for enforcement, maintenance and ongoing evaluation of the policies. The Utility Director has primary responsibility for implementing the controls and certifying the training of all appropriate personnel.

Control Framework

Elements of a control framework include the following:

Segregation of duties to help ensure the reliability of the District's internal controls; i.e. one person should not have access to all stages of a process. If proper segregation is not in place, situations may arise where errors, irregularities or fraud may occur and remain undetected. Due to the small number of District employees, segregation is difficult and alternate procedures should be explored.

Integrity and competence of personnel performing the duties are key to achieving the desired controls. This includes hiring the proper people and continually training personnel. It is important to ensure that employees who perform financial tasks have the knowledge and skill to perform their duties.

Communication by the Utility Director of the controls and each employee's responsibilities are as important as ensuring that employees know how to communicate irregularities that may arise.

Proper supervision of employees is also needed to ensure proper execution of control activities. This will be the primary responsibility of the Utility Director.

District's Policies and Procedures

The District's policies set the overall direction of the District. Procedures for all areas of financial preparation, reporting, operations, transportation, maintenance, personnel and payroll are required. These policies and procedures will become the basis for the determination of compliance with internal control policies.

OVERSIGHT COMMITTEE'S RISK ASSESSMENT

The Oversight Committee shall conduct an assessment of risks relevant to the District's financial statements. This includes the identification of potential risks, the analysis of the potential impact of those risks on the ability to properly report the District's financial statements and the overall management of risks. Items to consider in risk assessment include, but are not limited to:

1. The hiring of new personnel or the assignment of new duties to existing personnel.
2. How a change in accounting information system impacts existing controls and how effectively the training of personnel on any new system is conducted.
3. Changes in regulations and laws that may affect the control environment.
4. Securing records appropriately.
5. Limiting access to computers and data files.
6. Segregation of duties relating to financial matters.
7. Timely recording of all transactions.
8. Assuring that cash is deposited timely.
9. Physically safeguarding and accounting for valuable assets.
10. Assuring financial transactions are performed only by authorized personnel.
11. Reconciliations are properly and promptly completed.
12. Occurrences of management override of established controls are limited.
13. Minimizing opportunities for fraud and unintentional error.

CONTROL ACTIVITIES

Control activities include the policies and procedures that are in place to achieve the controls desired. Documentation of the control activities is vital to the overall control environment. These activities include, but are not limited to:

1. Segregation of duties where possible.
2. Timely transaction recording.

3. Timely cash deposits.
4. Physically safeguarding valuable assets.
5. Assuring financial transactions are performed by authorized personnel only.
6. Assuring reconciliations are properly and promptly completed.
7. Documenting reported variances, actions taken in response thereto and recommended changes to internal controls.

INFORMATION AND COMMUNICATION

The Utility Director shall determine if the information systems utilized in the District are adequate and relevant for their intended purpose and shall make any recommended changes by the Oversight Committee.

The Utility Director is responsible for communicating the controls of the District to District employees and also the responsibilities of each employee in the control system.

The Utility Director is also charged with reviewing information, however generated, that may indicate a flaw in the controls that may impede the detection of errors in a timely fashion.

MONITORING

The Oversight Committee is charged with reviewing internal controls on an ongoing basis. Monitoring can include responding to the recommendation of the State Board of Accounts in changes in the controls and reviewing correspondence from outside sources such as banks and vendors for unusual items. Employees should understand the control activities and their responsibilities in those activities.

ONGOING EVALUATION OF CONTROLS

District controls shall be evaluated at least annually by the Oversight Committee and at any other time that circumstances dictate. Evaluations shall be reported to the Board along with any recommended revisions to control policies. Evaluation should also occur every time one of the following conditions exists:

- a. Change in personnel performing a control function.
- b. Change in accounting or payroll system.
- c. Change in regulations.

Written acknowledgment of the annual review of the current control policies should be maintained in the minutes of the Board of Trustees.

As controls are evaluated, a determination should be made that designates the control as either “effective” or “ineffective” at achieving the proposed control. Controls are effective when there would be no material weaknesses in internal controls involved in financial reporting. Ineffective controls would be those where at least one material weakness exists. If a control is determined to be ineffective, then the control deficiency needs to be evaluated and revised.

CONTROL DEFICIENCIES

A control deficiency exists when the design or operation of a control does not allow the Utility Director to prevent or detect misstatements on a timely basis. A design deficiency exists when a necessary control is missing or is not designed to enable the control objective to be met. An operational deficiency exists when a control is designed properly, but does not operate as designed or the person performing the control is not qualified to perform the control.

A deficiency may exist that is unavoidable (e.g. segregation of duties in a small office). For these deficiencies, compensating procedures shall be put in place by the Utility Director.

LIMITATIONS ON EFFECTIVENESS OF CONTROLS

The District should understand that potential fraud could exist and not be detected timely in at least the following circumstances: (1) when the District has poorly designed or operated internal controls, (2) when there are too many management overrides of established controls, and (3) when there is collusion between employees or between an employee and a third party.

REVIEW OF DISTRICT PROCESSES

When reviewing control processes in the District, the Utility Director should consider incorporating the “5 W’s”.

1. Who performs each activity? Who receives the outcome of the activities?
2. What activities are performed? What forms and reports are used? What computer systems and files are used?
3. When are activities performed? What is the sequence of activities? What is the timing of the activities? What is the frequency of the activities?
4. Where are activities performed?
5. Why are activities performed (i.e., what risks are controlled)

The Utility Director should also consider whether any changes to the process will increase the efficiency of the process or firm up the controls.

COMMUNICATING STAFF MEMBERS' ROLES

The Utility Director will establish a procedure to ensure that all employees who are charged with a control understand the importance of the control and their role in the control environment. Controls that are not performed with an understanding of the purpose of the control will not be effective. A review of the controls and the staff members' role in the controls should be conducted at least annually and anytime there is a change in the control, personnel, or the laws and regulations affecting the control. Documentation of these reviews should be maintained by the Utility Director.

STAFF MEMBERS' SELECTION AND TRAINING

With respect to internal control monitoring delegated to an employee, the Utility Director shall ensure professional and educational reference checks are made prior to hiring a new employee to verify the proposed employee is competent to implement the delegated internal controls. The Utility Director shall ensure that employees responsible for implementing internal controls receive routine training on the District's applicable internal control procedures and certifications of training are obtained and maintained for inspection. The Utility Director shall also ensure that each employee receives an annual employee performance evaluation.

STATEMENT REGARDING MATERIALITY AND REPORTING

In accordance with Ind. Code 5-11-1-27(j) the District establishes the following materiality thresholds for the items and categories indicated. The discovery of an irregular variance, loss or shortage (other than due to misappropriation as discussed below) shall be reported to the entity indicated when the amount shown is discovered and confirmed:

ITEM	AMOUNT	UTILITY DIRECTOR	BOARD OF TRUSTEES	STATE BOARD OF ACCOUNTS
CASH AND DEPOSITS	\$25	X		
	\$250*	X	X	
	\$500*	X	X	X
CREDIT CARD AND PURCHASES	\$25	X		
	\$250*	X	X	
	\$500*	X	X	X
FIXED ASSETS	\$5,000	X	X	X
PAYROLL, OTHER	\$25	X		
	\$250*	X	X	
	\$500*	X	X	X

* Asterisked amounts may be a single occurrence or a cumulative variance during a calendar month period. The Board of Trustees shall make a materiality determination in writing for annual or other noted variances not included above.

CONFIRMATION OF VARIANCE PRIOR TO REPORTING AND DOCUMENTATION

It is anticipated that some routine (non-misappropriation) variances can be resolved prior to the need for reporting to the above entities. For instance, if a trial balance of a bank statement comes up \$85 short in the first attempt, no immediate need for reporting arises prior to a confirmation that the bank statement balance cannot be resolved. Employees should first confirm their own work, and if a balance or other transaction cannot be confirmed or resolved, the employee should take the matter to their immediate supervisor for confirmation prior to reporting the variance. If the variance cannot be resolved, reporting to the Utility Director should occur immediately. A log of reported variances, actions taken in response thereto and any recommended changes to internal controls shall be maintained by the Utility Director and submitted to the Oversight Committee as part of the annual review. The Utility Director shall be responsible for reporting to the Board of Trustees, the State Board of Accounts and any law enforcement personnel if required.

KNOWN OR SUSPECTED THEFT

In accordance with the provisions of Ind. Code 5-11-1-27(l), if any public official has actual knowledge of or reasonable cause to believe that there has been a theft or misappropriation of public funds, immediate notice of such known or suspected misappropriation shall be given to the State Board of Accounts and the County Prosecutor's office. There is no minimum level of materiality for this reporting. Any District personnel with knowledge or suspicion of such theft or misappropriation should immediately notify the Utility Director or any member of the Board of Trustees to report such activity so that it may be investigated, confirmed and reported. Reports of suspected theft or misappropriation will be investigated confidentially. Any confirmed or suspected theft or misappropriation will be reported to the appropriate authorities by the Utility Director or the President of the Board of Trustees.

STATEMENT REGARDING ETHICAL CONDUCT

It is the policy of the District that each District employee, the Utility Director, the Board of Trustees and others affiliated with the District conduct themselves in the highest ethical and honest manner when handling, dispensing, or accounting for public funds and property. The funds and property of the District are generated by user and development fees and are entrusted to the District for the purpose of providing sanitary sewer service in the District. The Board of Trustees expects each individual affiliated with the District to handle District funds and property with the highest public interest in mind. Instances of intentional violation of this expectation will be dealt with through the District's disciplinary process and can result in discipline up to and including immediate dismissal from employment.

CASH AND DEPOSITS INTERNAL CONTROLS

GENERAL

The District receives cash, checks and electronic deposits on a daily basis. The purpose of this control is to assure accurate accounting and deposit for all funds received by District personnel.

PROCESS

The Customer Service staff receives and accounts for cash, checks and electronic deposits received by the District. Customers that come to the office to pay their monthly sewer bill or other fees shall be issued a receipt indicating the amount paid. Payments received by mail shall be matched against an invoice or other documents. All receipts shall be entered daily in the billing system.

Funds received shall be deposited in the District's depository by the next business day as required by Ind. Code §5-13-6-1(c). Checks received shall be scanned for deposit at the District's depository. When cash on hand exceeds \$500, such funds shall be deposited the next business day as required by Ind. Code §5-13-6-1(g). All amounts on-hand shall be deposited on the last working day of a fiscal period regardless of any dollar or time threshold. The deposit slips and electronic deposit forms shall be given daily to the Administrative Assistant – Data Entry clerk to be entered in the Cash Receipts and Accounts Receivable ledgers.

RECONCILIATION OF CASH DEPOSITS AND BANK STATEMENTS

Receipts in the billing system shall be reconciled to the Cash Receipts and Accounts Receivable ledgers monthly by the Customer Service Manager and reviewed by the Controller for confirmation. The Controller shall review and reconcile all bank statements on a monthly basis. The Utility Director shall review and approve the reconciliation between the cash balance and the bank balance for each prior month no less than quarterly.

REPORTING & MATERIALITY

It is the policy of the District that any erroneous or irregular variances, losses or shortages, discovered in the cash and deposits process shall be reported to the Utility Director. The Utility Director shall report material variances, losses, shortages or thefts to the Board of Trustees, State Board of Accounts and other appropriate officials in accordance with the District's Statement Regarding Materiality and Reporting.

PURCHASING INTERNAL CONTROLS

GENERAL

The District purchases materials and services in the course of providing sanitary sewer service. The purpose of this control is to assure accurate accounting and payment for all purchases made by District personnel and to limit the opportunity for personal use of District resources.

PROCESS

The Board of Trustees authorizes procedures for purchases by the District. All purchasing for the District must be conducted by managers or other authorized personnel per the Purchasing Policy and Procedure (Exhibit A).

Purchases over \$500 shall require a Purchase Order as stated in the policy.

The District is sales tax-exempt and therefore all purchases are not subject to sales tax. A tax-exempt certificate shall be presented to the vendor prior to the purchase. These forms can be obtained from the Controller. If not obtained before the purchase, the purchasing personnel can be held responsible for any sales taxes incurred.

Supporting documentation such as receipts, cancelled checks, tickets, invoices, bills, contracts, and other pertinent records must be available for audit to provide supporting information for the validity and accountability of monies disbursed. Payments without supporting documentation may be the personal obligation of the responsible employee.

The Controller shall be responsible for final review of all claims submitted for payment.

Any purchase over \$2,000 that meets the requirements of a fixed asset as described in the Capital Policy & Procedure (Exhibit B) shall be recorded in the Fixed Asset System.

RECONCILIATION OF PURCHASE DISBURSEMENTS

Vendor disbursements shall be accounted for in numerical order and listed on the District's Register of Claims on a monthly basis by the Controller. The Register of Claims shall be presented at the monthly Board of Trustees meeting for approval. Invoices or other receipts shall be attached to each claim to support the disbursement. All disbursements shall be signed by the authorized board or staff members per the Check Signing Policy (Exhibit C). The Controller and any other staff member that processes claims for payment are prohibited from being an authorized check signer.

CREDIT CARD PURCHASES

The Utility Director is the officer designated by the District to administer use of all District credit cards. District credit cards may be issued to an employee for appropriate District purposes per

the Credit Card Policy (Exhibit D). The employee is responsible for all purchases made with their credit card.

Employees with District credit cards shall maintain a log of credit card usage. Supporting documents such as paid bills and receipts must be submitted monthly with the credit card log to their supervisor for review and approval. The approved credit card log will be sent to Accounting to reconcile with the credit card statement prior to payment. The reconciliation will be reviewed by the Controller.

PURCHASING LIMITS

Purchasing limits for the District shall adhere to Indiana Code and the Purchasing Policy & Procedure as follows:

- **\$0 - \$500** – Bids and purchase orders not required.
- **\$501 - \$2,500** – Contact vendors for quotes and purchase order required.
- **\$2,501 - \$50,000** – Contact at least three vendors for quotes and purchase order required.
- **\$50,001 - \$150,000** – “Invitation to Quote” letter must be sent to at least three vendors known to deal in the lines or classes of supplies or equipment being purchased. The invitations to quote must be sent at least seven (7) days before the time fixed for receiving quotes for the supplies or equipment to be purchased. If a satisfactory quote is received, the Board of Trustees must approve and may award the purchase to the lowest responsible and responsive offer.
- **\$150,000 and up** – Formal bid process following state guidelines and with final approval by the Board of Trustees.

REPORTING AND MATERIALITY

It is the policy of the District that any erroneous or irregular variances, losses or shortages, discovered in the purchasing process shall be reported to the Utility Director. The Utility Director shall report material variances, losses, shortages or thefts to the Board of Trustees, State Board of Accounts and other appropriate officials in accordance with the District’s Statement Regarding Materiality and Reporting.

PAYROLL INTERNAL CONTROLS

GENERAL

Payroll is one of the District's largest expenditures. The purpose of this control is to assure accurate accounting and payment for all salaries and wages to District personnel. The Utility Director may authorize the use of a third party fee-based payroll service to process the District's payroll.

PROCESS

The Controller is responsible for processing the bi-weekly payroll. Time sheets shall be maintained by all employees and submitted to their supervisor for approval on the first working day of the new pay period. Corrections to time entries will be entered by the employee's supervisor or the Controller. Supervisors shall review their staff's timesheets for accuracy and submit them for processing. Each employee's net pay will be deposited electronically into their designated bank account. Pay stubs may be accessed from the online payroll service.

The Utility Director shall perform specific verification activities at least annually and include the following:

- Reviewing for fictitious employees
- Confirming employees' County of residence
- Reviewing improper alterations of payroll amounts
- Verifying that proper tax deductions are taken
- Confirming employees' additional withholding authorizations are on file
- Spot checking time sheets and tracing to payroll records in order to verify the proper recording of employee hours.
- Verifying the accuracy of individual pay rates.
- Reviewing the adequacy of internal controls relating to the incurrence of overtime and spot checking for accuracy.
- Determining if proper payroll forms exist such as W-4s and I-9s.

Access to payroll computer applications shall be appropriately controlled by user logins and passwords. Payroll administrative rights shall be limited to the Controller, Customer Service Manager, Utility Director and the District's payroll contractor. Any change in payroll procedures must receive the approval of the Utility Director.

REPORTING

It is the policy of the District that any erroneous or irregular variances, losses or shortages, discovered in the payroll process shall be reported to the Utility Director. The Utility Director shall report material variances, losses, shortages or thefts to the Board of Trustees, State Board of Accounts and other appropriate officials in accordance with the District's Statement Regarding Materiality and Reporting.

PETTY CASH INTERNAL CONTROLS

GENERAL

The District maintains a small petty cash fund to provide change for cash payments made by customers. The purpose of this control is to assure accurate accounting and deposit for all funds received by District personnel.

PROCESS

The District maintains a petty cash fund in the amount of \$200. A designated Customer Service Specialist is responsible for \$100 with the remaining \$100 in the control of the Customer Service Manager. The Customer Service Specialist will notify the Customer Service Manager when cash received is approaching \$500 so a bank deposit can be prepared. The fund will be balanced on a weekly basis. The Customer Service Manager shall review the balance of this fund on a monthly basis.

REPORTING

It is the policy of the District that any erroneous or irregular variances, losses or shortages, discovered in the petty cash process shall be reported to the Utility Director. The Utility Director shall report material variances, losses, shortages or thefts to the Board of Trustees, State Board of Accounts and other appropriate officials in accordance with the District's Statement Regarding Materiality and Reporting.

INFORMATION TECHNOLOGY CONTROLS

GENERAL

The District maintains both public and confidential information on the District's computer systems. The purpose of this control is to assure that only those authorized personnel with the need to access confidential or integral District applications have such access, and that unauthorized users are identified and restricted from access.

PROCEDURE

The District's information technology consulting firm (the "IT Consultant") shall be selected by the Utility Director based on the recommendation of the Plant Manager. The IT Consultant shall implement the following internal controls with respect to the District's information technology:

All users shall have unique user names and passwords. User names and passwords should not be shared. Only the Plant Manager and IT Consultant shall have a list of all user names. Passwords will only be known by the users.

- The Plant Manager shall notify the IT Consultant immediately when an individual's employment or contract is terminated so that user's access to all computer-related applications can be terminated.
- An authentication system shall be used to log-on to the network and to access specific applications.
- Users shall be required to log off or lock their account before stepping away from the computer and shall shut off individual computers before they leave for the day.
- The IT Consultant shall give users access only to the areas of the applications (including within financial software) and the network they need to access to perform their job duties.
- The Utility Director or his designee shall periodically review logs of the applications, including the financial software, to assure only authorized users are accessing for a proper purpose.
- The IT Consultant shall ensure a systematic and routine off-site data backup plan.

REPORTING

It is the policy of the District that any erroneous or irregular variances, losses or unauthorized usage discovered in the District's information technology system or databases shall be reported to the Utility Director. If determined to be appropriate, the Utility Director shall report such events to the Board of Trustees, the State Board of Accounts and other appropriate officials in accordance with the District's Statement Regarding Materiality and Reporting.

FIXED ASSETS CONTROLS

OVERVIEW

District property is for the sole use of District employees and only for a proper District purpose. All property, including vehicles, equipment, furniture, inventory, etc., that is owned by the District shall remain in the custody of, and be maintained by, the District and its employees. No District property shall be used for personal use unless specifically approved by the Utility Director. Any exceptions to this policy will be required to have the prior approval of the Utility Director.

FIXED ASSETS

Fixed Assets will be purchased and recorded per the Capital Policy & Procedure (Exhibit B). In general, an item must cost \$2,000 or more to be considered a fixed asset. All fixed assets shall be recorded in the Fixed Asset System by the Controller on an annual basis.

When practicable, fixed assets should be tagged with a unique District identifier.

The date of acquisition and the item's acquisition value shall be recorded for each item that meets the criteria set forth above. Also to be recorded are the item's life expectancy, serial number, and location.

Any time a fixed asset or other asset is no longer considered by the Utility Director to be usable property, the reason for such determination along with any sales value (if applicable), shall be recorded.

To the extent possible, the Utility Director shall ensure that access to portable fixed assets is limited to personnel who have a business need. Keys and lock combinations to secured locations shall be provided only to designated personnel who shall be responsible for access to the assets.

On an annual basis, the fixed asset list shall be reviewed and new purchases added to the Fixed Asset System. The Controller is responsible for completing this task.

REPORTING

It is the policy of the District that any erroneous or irregular variances, losses or shortages, discovered in the inventory of fixed assets shall be reported to the Utility Director. The Utility Director shall report material variances, losses, shortages or thefts to the Board of Trustees, State Board of Accounts and other appropriate officials in accordance with the District's Statement Regarding Materiality and Reporting.

Purchasing Policy and Procedure

6/20/2016

1. Purchase Orders – prior to receiving an invoice.

- A) Not required if order is under \$500 and not capital and not professional education.
- B) Required if over \$500 or is capital or is professional education.
 - a) Prepare Purchase Order Requisition Form located in “R” drive, Accounting forms.
 - b) Send Requisition Form to Accounting with any quotes received.
 - c) Accounting will prepare the Purchase Order for approval. After approval by the Utility Director, Accounting will notify the originator that the Purchase Order has been approved and scanned. The originator will send a copy of the PO to the vendor or provide them with the PO number.

2. Purchase Orders – after receiving an invoice.

- A) If an invoice has been received prior to issuing a PO, prepare a Purchase Approval Form instead of a Requisition. This form will be used to approve the purchase instead of a PO. The Purchase Approval will be sent to the Utility Director for approval by Accounting. Purchases made without a PO issued should be kept to a minimum.

3. Blanket Purchase Orders – Blanket PO’s can be issued for vendors where multiple or recurring purchases are made for the same items. These Blanket Orders should not exceed 12 months and should be reissued each calendar year.

4. Obtaining Quotes

- A) Public Works
 - a) Projects over \$150,000 must be bid using the Public Bidding Requirements
 - b) Projects between \$50,000 and \$150,000 require that quotes be invited from at least three firms that deal with the proposed work. Quotes received must be opened at a public meeting.
 - c) Projects less than \$50,000 require the same invitation for quotes as item b above.
- B) General Purchases
 - a) Purchases over \$150,000 shall adhere to the Public Bidding Requirements.
 - b) Purchases between \$50,000 and \$150,000 may be made by inviting quotes from at least three firms that deal with the items being purchased. Quotes received can be opened without a public meeting.
 - c) Purchases between \$2,500 and \$50,000 follow the same procedure as item b.
 - d) Purchases from \$500 and \$2,500 may be made after contacting vendors for quotes.
- C) Emergency Conditions – Special purchases may be made bypassing the requirements to obtain quotes when there is a threat to public health, welfare, or safety.

5. Receiving Tickets – Receiving Tickets should be prepared for all items received or picked up. A Packing List may be substituted for a Receiving Ticket. The original is sent to Accounting and copy retained at the plant.

6. Invoice Approval - Invoices will be scanned in PaperSave for approval by the appropriate manager or his designee. The approval signifies that the item has been received as ordered and the invoice may be paid.

Capital Policy & Procedure

4/8/2008

1. Capital vs. Expense Policy

- A. Assets costing less than \$2,000 will be expensed rather than capitalized.
- B. Personal computers will be expensed. Servers, server software and other computer hardware may be capitalized if the cost exceeds the capitalization minimum.
- C. Repairs must exceed 25% of the original cost and extend the asset's life in order to be capitalized rather than expensed.
- D. Assets purchased as part of a single project may be capitalized if the total cost exceeds the capitalization minimum.
- E. Assets will not be capitalized unless their useful life is five (5) years or longer.

2. Policy for purchasing Capital Assets.

- A. Purchase Orders are required for all capital purchases (see Purchase Order Policy).
- B. No capital (fixed) asset purchases may occur that have not been approved in the current year's Capital Budget or received Board approval. Emergency purchases may be authorized by the Utility Director prior to Board approval.

3. Capital Asset Recording Procedure

- A. Purchased capital assets will be recorded to the proper general ledger account in the month they are received and/or purchased. Construction projects including the treatment plant and sewer lines will generally be charged to a separate Construction-In-Process (CIP) account. These accounts will be transferred to the permanent general ledger accounts after substantial completion at the end of each year.
- B. Dedicated sewer lines will be recorded after acceptance at the board meeting. The sewer system will be valued at ten (10) times the value of the warranty bond unless more accurate cost information is available from the developer.
- C. Vehicles will be recorded at their cost. The value of any trade-in will be used in the calculation of a gain/loss for the traded vehicle, not to reduce the cost of the new vehicle.
- D. All assets will be recorded in the Fixed Asset System by the end of each year. This system also calculates the monthly depreciation. Depreciation will not commence until January of the year following the substantial completion of the project.
- E. Project spending that occurs more than one year after capitalization will be expensed.

4. Depreciation Policy and Procedure

- A. Capital assets will be depreciated on a cost basis with no salvage value using the straight-line method according to the State Board of Accounts.
- B. Assets will be depreciated using the lives approved by the Board – see Fixed Asset Lives on page 2.
- C. Monthly depreciation will be calculated using the Fixed Asset System. Depreciation will only be calculated on assets capitalized in the prior year or earlier.
- D. Depreciation will continue for the full year on all assets that are retired or disposed during the year.

5. Fixed Asset Retirement/Disposal

- A. Fixed assets that have no useful value to the District will be retired at the end of each year. Their cost and accumulated depreciation will be written off the general ledger. A gain or loss will be recognized based on the net book value less any salvage value.
- B. Assets may not be sold/scrapped until they have been declared surplus by the Board. These assets will then be disposed of in an appropriate manner. Any salvage value will be retained by the District.

Fixed Asset Lives**Furniture & Fixtures**

Computer Hardware	5 years
Computer Software	5
Office Equipment	7
Office Furniture	20
Copiers	7

Auto, Truck & Portable Equipment

Vehicles	5 years
Portable Equipment	7

Buildings

Buildings & Improvements	50 years
Pole Barn	25
HVAC Systems	25
Electrical	25
Plumbing	25

Treatment Plant

Treatment Plant	50
Treatment Plant Equipment	15
Machinery	15
SCADA	5

Lift Stations

Lift Stations	50
Lift Station Equipment	15
SCADA	5

Sewer Lines

Sewer Lines	50
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Clay Township Regional Waste District Check Signing Policy

1. Signature authority for checks is as follows:
 - A. Up to \$5,000 – Utility Director or Customer Service Manager
 - B. \$5,000.01 to \$25,000 – Utility Director or Customer Service Manager, and one Board member
 - C. \$25,000.01 or higher – Two Board members
 - D. Checks or requests for a check may be signed by both the Utility Director and Customer Service Manager without a Board member's signature if:
 - 1) The check is written payable to Clay Township Regional Waste District and will be deposited in a bank account previously approved by the Board for the purpose of obtaining a higher rate of interest or to transfer funds to the District's checking or ACH accounts, or
 - 2) The check is to pay a recurring monthly invoice, including but not limited to utility bills and credit card statements.

Credit Card Policy

1. Credit cards will be issued to District employees and spending limits established upon recommendation of the department manager and approval of the Utility Director.
2. Personal use of company credit cards is strictly prohibited.
3. Credits cards may be used for the following business related purchases:
 - A. Emergency purchases
 - B. Non-routine or one-time purchases
 - C. Internet, phone, and fax purchases
 - D. Purchases under \$500
 - E. Business travel expenses, subject to prior approval.
4. Credit card purchases are subject to the provisions of the Purchase Order policy.
5. As required by the State Board of Accounts, credit card holders will maintain a monthly log identifying the names of individuals who use the card, amounts to be charged, fund and account numbers to be charged.
6. Receipts are required for all purchases and will be submitted with the monthly log.
7. Credit card holders will sign a form acknowledging receipt of the card and agreeing to use it for authorized purchases only.

Credit Card Agreement

I, _____, have been issued a Credit Card by Clay Township Regional Waste District. I have received and read a copy of the Credit Card Policy and Purchase Order Policy. I agree to limit my use of this card to business purchases authorized by these or other applicable policies. The use and security of this card is my responsibility. I will surrender this card upon my termination of employment with Clay Township Regional Waste District or at any other time as requested by an authorized supervisor.

Employee Signature

Date

**Resolution 07-11-2016
Internal Control Policy**

A resolution adopting an Internal Control Policy.

WHEREAS, IC 5-11-1-27 requires that after June 30, 2016 the legislative body of a political subdivision adopts internal control standards and procedures that meet the standards defined by the State Board of Accounts,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE CLAY TOWNSHIP REGIONAL WASTE DISTRICT, Indiana, that:

The Clay Township Regional Waste District adopts the attached Internal Control Policy.

PASSED AND ADOPTED by the Board of Trustees of the Clay Township Regional Waste District on the ____ day of _____, 2016.

<u>BOARD OF TRUSTEES:</u>	<u>Approve</u>	<u>Oppose</u>	<u>Abstain</u>
<u>Marilyn Anderson</u> <u>Board of Trustees President</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Joseph Clark</u> <u>Board of Trustees Vice President</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Michael McDonald</u> <u>Board of Trustees Secretary</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Jane Merrill</u> <u>Board of Trustees Treasurer</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Amanda Foley</u> <u>Board of Trustees Member</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Chuck Ford</u> <u>Board of Trustees Member</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Eric Hand</u> <u>Board of Trustees Member</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Carl Mills</u> <u>Board of Trustees Member</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Steve Pittman</u> <u>Board of Trustees Member</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____



MEMORANDUM

To: Board of Trustees

From: Ron Hansen

Date: July 6, 2016

Subject: Internal Control Policy

IC 5-11-1-27 requires that each political subdivision adopts internal control standards and procedures that meet the standards defined by the State Board of Accounts. The Budget and Finance Committee reviewed the Internal Control Policy at the June meeting and is recommending the policy for adoption. This policy includes several of the existing policies approved at previous board meetings.

Recommended Action: Approve Resolution # 07-11-2016 adopting the Internal Control Policy.

**Resolution 07-11-2016
Internal Control Policy**

A resolution adopting an Internal Control Policy.

WHEREAS, IC 5-11-1-27 requires that after June 30, 2016 the legislative body of a political subdivision adopts internal control standards and procedures that meet the standards defined by the State Board of Accounts,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE CLAY TOWNSHIP REGIONAL WASTE DISTRICT, Indiana, that:

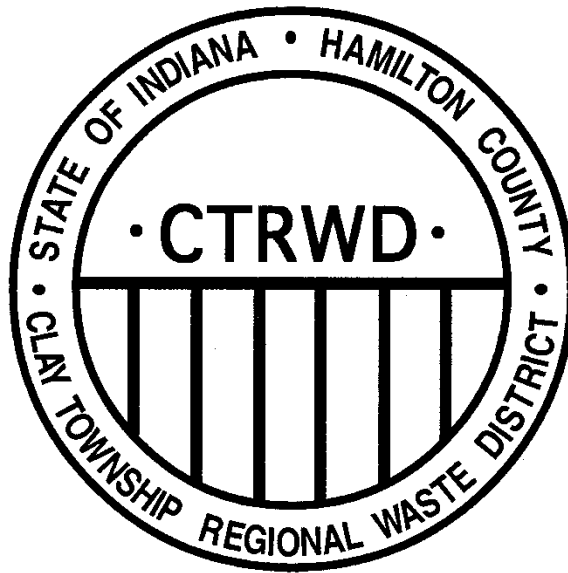
The Clay Township Regional Waste District adopts the attached Internal Control Policy.

PASSED AND ADOPTED by the Board of Trustees of the Clay Township Regional Waste District on the ____ day of _____, 2016.

<u>BOARD OF TRUSTEES:</u>	<u>Approve</u>	<u>Oppose</u>	<u>Abstain</u>
<u>Marilyn Anderson</u> <u>Board of Trustees President</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Joseph Clark</u> <u>Board of Trustees Vice President</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Michael McDonald</u> <u>Board of Trustees Secretary</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Jane Merrill</u> <u>Board of Trustees Treasurer</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Amanda Foley</u> <u>Board of Trustees Member</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Chuck Ford</u> <u>Board of Trustees Member</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Eric Hand</u> <u>Board of Trustees Member</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Carl Mills</u> <u>Board of Trustees Member</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Steve Pittman</u> <u>Board of Trustees Member</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____

Clay Township Regional Waste District



Internal Control Policy

Draft Dated: June 21, 2016

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INTERNAL CONTROL POLICY OVERVIEW

Effective July 1, 2015, Indiana enacted Ind. Code §5-11-1-27 which requires each political subdivision in Indiana, including Clay Township Regional Waste District (the “District”), to establish and maintain a system of internal controls to promote governmental accountability and transparency. The purpose of the internal control process is to provide reasonable assurance that the mission and objectives of the District will be achieved and that public funds and property are properly accounted for.

Internal controls are not separate systems of the District or an isolated activity; rather, internal controls are an integral part of each activity used to guide the District. The purpose of internal control includes the reduction of risk associated with fraud as well as the safeguarding of District resources against loss due to waste, abuse, mismanagement or errors. Internal control processes provide a check and balance system over operations, promoting operational effectiveness and overall efficiency. A system of sufficient internal control produces reliable financial and management data, ensures accuracy and timeliness in reporting, and promotes compliance with applicable laws. This Internal Control Policy is intended to meet the compliance requirements defined by the State Board of Accounts under Ind. Code §5-11-1-27(e) for the District.

Controls are put in place to detect or prevent errors and fraud. An error is an unintentional mistake that has the potential to affect the financial statements and fraud is the intentional misuse or misappropriation of District assets.

Enforcement, maintenance and ongoing evaluation of the District’s internal control policy shall be the responsibility of the Internal Control Oversight Committee (“Oversight Committee”). For the District, the Oversight Committee shall be the Budget & Finance Committee. The evaluation of internal controls includes identifying the framework used by the Oversight Committee to determine the effectiveness of internal controls.

OBJECTIVES OF INTERNAL CONTROL

The three objectives of internal controls are to ensure: (1) the effectiveness and efficiency of operations, (2) the reliability of financial reporting, and (3) compliance with applicable laws and regulations. The safeguarding of District funds and assets is a subset of each of these objectives.

Continuous monitoring and testing is needed to help identify poorly designed or ineffective internal controls. The Utility Director is responsible for communicating the objectives of internal control to the personnel of the District, the training of personnel and ensuring the District is committed to sustaining an effective internal control environment.

COMPONENTS OF INTERNAL CONTROLS

The five components of internal controls include: (1) the control environment, (2) risk assessment, (3) control activities, (4) information and communication, and (5) monitoring of the controls. Each of these components is discussed further below.

CONTROL ENVIRONMENT

The control environment includes the organizational structure, the control framework, the District's policies and procedures and internal and external influences. The tone set by the Board of Trustees and the Utility Director determines the attitude toward the controls implemented for the District.

Organizational Structure

The Board of Trustees is responsible for adopting internal control policies, and the Oversight Committee has primary responsibility for enforcement, maintenance and ongoing evaluation of the policies. The Utility Director has primary responsibility for implementing the controls and certifying the training of all appropriate personnel.

Control Framework

Elements of a control framework include the following:

Segregation of duties to help ensure the reliability of the District's internal controls; i.e. one person should not have access to all stages of a process. If proper segregation is not in place, situations may arise where errors, irregularities or fraud may occur and remain undetected. Due to the small number of District employees, segregation is difficult and alternate procedures should be explored.

Integrity and competence of personnel performing the duties are key to achieving the desired controls. This includes hiring the proper people and continually training personnel. It is important to ensure that employees who perform financial tasks have the knowledge and skill to perform their duties.

Communication by the Utility Director of the controls and each employee's responsibilities are as important as ensuring that employees know how to communicate irregularities that may arise.

Proper supervision of employees is also needed to ensure proper execution of control activities. This will be the primary responsibility of the Utility Director.

District's Policies and Procedures

The District's policies set the overall direction of the District. Procedures for all areas of financial preparation, reporting, operations, transportation, maintenance, personnel and payroll are required. These policies and procedures will become the basis for the determination of compliance with internal control policies.

OVERSIGHT COMMITTEE'S RISK ASSESSMENT

The Oversight Committee shall conduct an assessment of risks relevant to the District's financial statements. This includes the identification of potential risks, the analysis of the potential impact of those risks on the ability to properly report the District's financial statements and the overall management of risks. Items to consider in risk assessment include, but are not limited to:

1. The hiring of new personnel or the assignment of new duties to existing personnel.
2. How a change in accounting information system impacts existing controls and how effectively the training of personnel on any new system is conducted.
3. Changes in regulations and laws that may affect the control environment.
4. Securing records appropriately.
5. Limiting access to computers and data files.
6. Segregation of duties relating to financial matters.
7. Timely recording of all transactions.
8. Assuring that cash is deposited timely.
9. Physically safeguarding and accounting for valuable assets.
10. Assuring financial transactions are performed only by authorized personnel.
11. Reconciliations are properly and promptly completed.
12. Occurrences of management override of established controls are limited.
13. Minimizing opportunities for fraud and unintentional error.

CONTROL ACTIVITIES

Control activities include the policies and procedures that are in place to achieve the controls desired. Documentation of the control activities is vital to the overall control environment. These activities include, but are not limited to:

1. Segregation of duties where possible.
2. Timely transaction recording.

3. Timely cash deposits.
4. Physically safeguarding valuable assets.
5. Assuring financial transactions are performed by authorized personnel only.
6. Assuring reconciliations are properly and promptly completed.
7. Documenting reported variances, actions taken in response thereto and recommended changes to internal controls.

INFORMATION AND COMMUNICATION

The Utility Director shall determine if the information systems utilized in the District are adequate and relevant for their intended purpose and shall make any recommended changes by the Oversight Committee.

The Utility Director is responsible for communicating the controls of the District to District employees and also the responsibilities of each employee in the control system.

The Utility Director is also charged with reviewing information, however generated, that may indicate a flaw in the controls that may impede the detection of errors in a timely fashion.

MONITORING

The Oversight Committee is charged with reviewing internal controls on an ongoing basis. Monitoring can include responding to the recommendation of the State Board of Accounts in changes in the controls and reviewing correspondence from outside sources such as banks and vendors for unusual items. Employees should understand the control activities and their responsibilities in those activities.

ONGOING EVALUATION OF CONTROLS

District controls shall be evaluated at least annually by the Oversight Committee and at any other time that circumstances dictate. Evaluations shall be reported to the Board along with any recommended revisions to control policies. Evaluation should also occur every time one of the following conditions exists:

- a. Change in personnel performing a control function.
- b. Change in accounting or payroll system.
- c. Change in regulations.

Written acknowledgment of the annual review of the current control policies should be maintained in the minutes of the Board of Trustees.

As controls are evaluated, a determination should be made that designates the control as either “effective” or “ineffective” at achieving the proposed control. Controls are effective when there would be no material weaknesses in internal controls involved in financial reporting. Ineffective controls would be those where at least one material weakness exists. If a control is determined to be ineffective, then the control deficiency needs to be evaluated and revised.

CONTROL DEFICIENCIES

A control deficiency exists when the design or operation of a control does not allow the Utility Director to prevent or detect misstatements on a timely basis. A design deficiency exists when a necessary control is missing or is not designed to enable the control objective to be met. An operational deficiency exists when a control is designed properly, but does not operate as designed or the person performing the control is not qualified to perform the control.

A deficiency may exist that is unavoidable (e.g. segregation of duties in a small office). For these deficiencies, compensating procedures shall be put in place by the Utility Director.

LIMITATIONS ON EFFECTIVENESS OF CONTROLS

The District should understand that potential fraud could exist and not be detected timely in at least the following circumstances: (1) when the District has poorly designed or operated internal controls, (2) when there are too many management overrides of established controls, and (3) when there is collusion between employees or between an employee and a third party.

REVIEW OF DISTRICT PROCESSES

When reviewing control processes in the District, the Utility Director should consider incorporating the “5 W’s”.

1. Who performs each activity? Who receives the outcome of the activities?
2. What activities are performed? What forms and reports are used? What computer systems and files are used?
3. When are activities performed? What is the sequence of activities? What is the timing of the activities? What is the frequency of the activities?
4. Where are activities performed?
5. Why are activities performed (i.e., what risks are controlled)

The Utility Director should also consider whether any changes to the process will increase the efficiency of the process or firm up the controls.

COMMUNICATING STAFF MEMBERS' ROLES

The Utility Director will establish a procedure to ensure that all employees who are charged with a control understand the importance of the control and their role in the control environment. Controls that are not performed with an understanding of the purpose of the control will not be effective. A review of the controls and the staff members' role in the controls should be conducted at least annually and anytime there is a change in the control, personnel, or the laws and regulations affecting the control. Documentation of these reviews should be maintained by the Utility Director.

STAFF MEMBERS' SELECTION AND TRAINING

With respect to internal control monitoring delegated to an employee, the Utility Director shall ensure professional and educational reference checks are made prior to hiring a new employee to verify the proposed employee is competent to implement the delegated internal controls. The Utility Director shall ensure that employees responsible for implementing internal controls receive routine training on the District's applicable internal control procedures and certifications of training are obtained and maintained for inspection. The Utility Director shall also ensure that each employee receives an annual employee performance evaluation.

STATEMENT REGARDING MATERIALITY AND REPORTING

In accordance with Ind. Code 5-11-1-27(j) the District establishes the following materiality thresholds for the items and categories indicated. The discovery of an irregular variance, loss or shortage (other than due to misappropriation as discussed below) shall be reported to the entity indicated when the amount shown is discovered and confirmed:

ITEM	AMOUNT	UTILITY DIRECTOR	BOARD OF TRUSTEES	STATE BOARD OF ACCOUNTS
CASH AND DEPOSITS	\$25	X		
	\$250*	X	X	
	\$500*	X	X	X
CREDIT CARD AND PURCHASES	\$25	X		
	\$250*	X	X	
	\$500*	X	X	X
FIXED ASSETS	\$5,000	X	X	X
PAYROLL, OTHER	\$25	X		
	\$250*	X	X	
	\$500*	X	X	X

* Asterisked amounts may be a single occurrence or a cumulative variance during a calendar month period. The Board of Trustees shall make a materiality determination in writing for annual or other noted variances not included above.

CONFIRMATION OF VARIANCE PRIOR TO REPORTING AND DOCUMENTATION

It is anticipated that some routine (non-misappropriation) variances can be resolved prior to the need for reporting to the above entities. For instance, if a trial balance of a bank statement comes up \$85 short in the first attempt, no immediate need for reporting arises prior to a confirmation that the bank statement balance cannot be resolved. Employees should first confirm their own work, and if a balance or other transaction cannot be confirmed or resolved, the employee should take the matter to their immediate supervisor for confirmation prior to reporting the variance. If the variance cannot be resolved, reporting to the Utility Director should occur immediately. A log of reported variances, actions taken in response thereto and any recommended changes to internal controls shall be maintained by the Utility Director and submitted to the Oversight Committee as part of the annual review. The Utility Director shall be responsible for reporting to the Board of Trustees, the State Board of Accounts and any law enforcement personnel if required.

KNOWN OR SUSPECTED THEFT

In accordance with the provisions of Ind. Code 5-11-1-27(l), if any public official has actual knowledge of or reasonable cause to believe that there has been a theft or misappropriation of public funds, immediate notice of such known or suspected misappropriation shall be given to the State Board of Accounts and the County Prosecutor's office. There is no minimum level of materiality for this reporting. Any District personnel with knowledge or suspicion of such theft or misappropriation should immediately notify the Utility Director or any member of the Board of Trustees to report such activity so that it may be investigated, confirmed and reported. Reports of suspected theft or misappropriation will be investigated confidentially. Any confirmed or suspected theft or misappropriation will be reported to the appropriate authorities by the Utility Director or the President of the Board of Trustees.

STATEMENT REGARDING ETHICAL CONDUCT

It is the policy of the District that each District employee, the Utility Director, the Board of Trustees and others affiliated with the District conduct themselves in the highest ethical and honest manner when handling, dispensing, or accounting for public funds and property. The funds and property of the District are generated by user and development fees and are entrusted to the District for the purpose of providing sanitary sewer service in the District. The Board of Trustees expects each individual affiliated with the District to handle District funds and property with the highest public interest in mind. Instances of intentional violation of this expectation will be dealt with through the District's disciplinary process and can result in discipline up to and including immediate dismissal from employment.

CASH AND DEPOSITS INTERNAL CONTROLS

GENERAL

The District receives cash, checks and electronic deposits on a daily basis. The purpose of this control is to assure accurate accounting and deposit for all funds received by District personnel.

PROCESS

The Customer Service staff receives and accounts for cash, checks and electronic deposits received by the District. Customers that come to the office to pay their monthly sewer bill or other fees shall be issued a receipt indicating the amount paid. Payments received by mail shall be matched against an invoice or other documents. All receipts shall be entered daily in the billing system.

Funds received shall be deposited in the District's depository by the next business day as required by Ind. Code §5-13-6-1(c). Checks received shall be scanned for deposit at the District's depository. When cash on hand exceeds \$500, such funds shall be deposited the next business day as required by Ind. Code §5-13-6-1(g). All amounts on-hand shall be deposited on the last working day of a fiscal period regardless of any dollar or time threshold. The deposit slips and electronic deposit forms shall be given daily to the Administrative Assistant – Data Entry clerk to be entered in the Cash Receipts and Accounts Receivable ledgers.

RECONCILIATION OF CASH DEPOSITS AND BANK STATEMENTS

Receipts in the billing system shall be reconciled to the Cash Receipts and Accounts Receivable ledgers monthly by the Customer Service Manager and reviewed by the Controller for confirmation. The Controller shall review and reconcile all bank statements on a monthly basis. The Utility Director shall review and approve the reconciliation between the cash balance and the bank balance for each prior month no less than quarterly.

REPORTING & MATERIALITY

It is the policy of the District that any erroneous or irregular variances, losses or shortages, discovered in the cash and deposits process shall be reported to the Utility Director. The Utility Director shall report material variances, losses, shortages or thefts to the Board of Trustees, State Board of Accounts and other appropriate officials in accordance with the District's Statement Regarding Materiality and Reporting.

PURCHASING INTERNAL CONTROLS

GENERAL

The District purchases materials and services in the course of providing sanitary sewer service. The purpose of this control is to assure accurate accounting and payment for all purchases made by District personnel and to limit the opportunity for personal use of District resources.

PROCESS

The Board of Trustees authorizes procedures for purchases by the District. All purchasing for the District must be conducted by managers or other authorized personnel per the Purchasing Policy and Procedure (Exhibit A).

Purchases over \$500 shall require a Purchase Order as stated in the policy.

The District is sales tax-exempt and therefore all purchases are not subject to sales tax. A tax-exempt certificate shall be presented to the vendor prior to the purchase. These forms can be obtained from the Controller. If not obtained before the purchase, the purchasing personnel can be held responsible for any sales taxes incurred.

Supporting documentation such as receipts, cancelled checks, tickets, invoices, bills, contracts, and other pertinent records must be available for audit to provide supporting information for the validity and accountability of monies disbursed. Payments without supporting documentation may be the personal obligation of the responsible employee.

The Controller shall be responsible for final review of all claims submitted for payment.

Any purchase over \$2,000 that meets the requirements of a fixed asset as described in the Capital Policy & Procedure (Exhibit B) shall be recorded in the Fixed Asset System.

RECONCILIATION OF PURCHASE DISBURSEMENTS

Vendor disbursements shall be accounted for in numerical order and listed on the District's Register of Claims on a monthly basis by the Controller. The Register of Claims shall be presented at the monthly Board of Trustees meeting for approval. Invoices or other receipts shall be attached to each claim to support the disbursement. All disbursements shall be signed by the authorized board or staff members per the Check Signing Policy (Exhibit C). The Controller and any other staff member that processes claims for payment are prohibited from being an authorized check signer.

CREDIT CARD PURCHASES

The Utility Director is the officer designated by the District to administer use of all District credit cards. District credit cards may be issued to an employee for appropriate District purposes per

the Credit Card Policy (Exhibit D). The employee is responsible for all purchases made with their credit card.

Employees with District credit cards shall maintain a log of credit card usage. Supporting documents such as paid bills and receipts must be submitted monthly with the credit card log to their supervisor for review and approval. The approved credit card log will be sent to Accounting to reconcile with the credit card statement prior to payment. The reconciliation will be reviewed by the Controller.

PURCHASING LIMITS

Purchasing limits for the District shall adhere to Indiana Code and the Purchasing Policy & Procedure as follows:

- **\$0 - \$500** – Bids and purchase orders not required.
- **\$501 - \$2,500** – Contact vendors for quotes and purchase order required.
- **\$2,501 - \$50,000** – Contact at least three vendors for quotes and purchase order required.
- **\$50,001 - \$150,000** – “Invitation to Quote” letter must be sent to at least three vendors known to deal in the lines or classes of supplies or equipment being purchased. The invitations to quote must be sent at least seven (7) days before the time fixed for receiving quotes for the supplies or equipment to be purchased. If a satisfactory quote is received, the Board of Trustees must approve and may award the purchase to the lowest responsible and responsive offer.
- **\$150,000 and up** – Formal bid process following state guidelines and with final approval by the Board of Trustees.

REPORTING AND MATERIALITY

It is the policy of the District that any erroneous or irregular variances, losses or shortages, discovered in the purchasing process shall be reported to the Utility Director. The Utility Director shall report material variances, losses, shortages or thefts to the Board of Trustees, State Board of Accounts and other appropriate officials in accordance with the District’s Statement Regarding Materiality and Reporting.

PAYROLL INTERNAL CONTROLS

GENERAL

Payroll is one of the District's largest expenditures. The purpose of this control is to assure accurate accounting and payment for all salaries and wages to District personnel. The Utility Director may authorize the use of a third party fee-based payroll service to process the District's payroll.

PROCESS

The Controller is responsible for processing the bi-weekly payroll. Time sheets shall be maintained by all employees and submitted to their supervisor for approval on the first working day of the new pay period. Corrections to time entries will be entered by the employee's supervisor or the Controller. Supervisors shall review their staff's timesheets for accuracy and submit them for processing. Each employee's net pay will be deposited electronically into their designated bank account. Pay stubs may be accessed from the online payroll service.

The Utility Director shall perform specific verification activities at least annually and include the following:

- Reviewing for fictitious employees
- Confirming employees' County of residence
- Reviewing improper alterations of payroll amounts
- Verifying that proper tax deductions are taken
- Confirming employees' additional withholding authorizations are on file
- Spot checking time sheets and tracing to payroll records in order to verify the proper recording of employee hours.
- Verifying the accuracy of individual pay rates.
- Reviewing the adequacy of internal controls relating to the incurrence of overtime and spot checking for accuracy.
- Determining if proper payroll forms exist such as W-4s and I-9s.

Access to payroll computer applications shall be appropriately controlled by user logins and passwords. Payroll administrative rights shall be limited to the Controller, Customer Service Manager, Utility Director and the District's payroll contractor. Any change in payroll procedures must receive the approval of the Utility Director.

REPORTING

It is the policy of the District that any erroneous or irregular variances, losses or shortages, discovered in the payroll process shall be reported to the Utility Director. The Utility Director shall report material variances, losses, shortages or thefts to the Board of Trustees, State Board of Accounts and other appropriate officials in accordance with the District's Statement Regarding Materiality and Reporting.

PETTY CASH INTERNAL CONTROLS

GENERAL

The District maintains a small petty cash fund to provide change for cash payments made by customers. The purpose of this control is to assure accurate accounting and deposit for all funds received by District personnel.

PROCESS

The District maintains a petty cash fund in the amount of \$200. A designated Customer Service Specialist is responsible for \$100 with the remaining \$100 in the control of the Customer Service Manager. The Customer Service Specialist will notify the Customer Service Manager when cash received is approaching \$500 so a bank deposit can be prepared. The fund will be balanced on a weekly basis. The Customer Service Manager shall review the balance of this fund on a monthly basis.

REPORTING

It is the policy of the District that any erroneous or irregular variances, losses or shortages, discovered in the petty cash process shall be reported to the Utility Director. The Utility Director shall report material variances, losses, shortages or thefts to the Board of Trustees, State Board of Accounts and other appropriate officials in accordance with the District's Statement Regarding Materiality and Reporting.

INFORMATION TECHNOLOGY CONTROLS

GENERAL

The District maintains both public and confidential information on the District's computer systems. The purpose of this control is to assure that only those authorized personnel with the need to access confidential or integral District applications have such access, and that unauthorized users are identified and restricted from access.

PROCEDURE

The District's information technology consulting firm (the "IT Consultant") shall be selected by the Utility Director based on the recommendation of the Plant Manager. The IT Consultant shall implement the following internal controls with respect to the District's information technology:

All users shall have unique user names and passwords. User names and passwords should not be shared. Only the Plant Manager and IT Consultant shall have a list of all user names. Passwords will only be known by the users.

- The Plant Manager shall notify the IT Consultant immediately when an individual's employment or contract is terminated so that user's access to all computer-related applications can be terminated.
- An authentication system shall be used to log-on to the network and to access specific applications.
- Users shall be required to log off or lock their account before stepping away from the computer and shall shut off individual computers before they leave for the day.
- The IT Consultant shall give users access only to the areas of the applications (including within financial software) and the network they need to access to perform their job duties.
- The Utility Director or his designee shall periodically review logs of the applications, including the financial software, to assure only authorized users are accessing for a proper purpose.
- The IT Consultant shall ensure a systematic and routine off-site data backup plan.

REPORTING

It is the policy of the District that any erroneous or irregular variances, losses or unauthorized usage discovered in the District's information technology system or databases shall be reported to the Utility Director. If determined to be appropriate, the Utility Director shall report such events to the Board of Trustees, the State Board of Accounts and other appropriate officials in accordance with the District's Statement Regarding Materiality and Reporting.

FIXED ASSETS CONTROLS

OVERVIEW

District property is for the sole use of District employees and only for a proper District purpose. All property, including vehicles, equipment, furniture, inventory, etc., that is owned by the District shall remain in the custody of, and be maintained by, the District and its employees. No District property shall be used for personal use unless specifically approved by the Utility Director. Any exceptions to this policy will be required to have the prior approval of the Utility Director.

FIXED ASSETS

Fixed Assets will be purchased and recorded per the Capital Policy & Procedure (Exhibit B). In general, an item must cost \$2,000 or more to be considered a fixed asset. All fixed assets shall be recorded in the Fixed Asset System by the Controller on an annual basis.

When practicable, fixed assets should be tagged with a unique District identifier.

The date of acquisition and the item's acquisition value shall be recorded for each item that meets the criteria set forth above. Also to be recorded are the item's life expectancy, serial number, and location.

Any time a fixed asset or other asset is no longer considered by the Utility Director to be usable property, the reason for such determination along with any sales value (if applicable), shall be recorded.

To the extent possible, the Utility Director shall ensure that access to portable fixed assets is limited to personnel who have a business need. Keys and lock combinations to secured locations shall be provided only to designated personnel who shall be responsible for access to the assets.

On an annual basis, the fixed asset list shall be reviewed and new purchases added to the Fixed Asset System. The Controller is responsible for completing this task.

REPORTING

It is the policy of the District that any erroneous or irregular variances, losses or shortages, discovered in the inventory of fixed assets shall be reported to the Utility Director. The Utility Director shall report material variances, losses, shortages or thefts to the Board of Trustees, State Board of Accounts and other appropriate officials in accordance with the District's Statement Regarding Materiality and Reporting.

Purchasing Policy and Procedure

6/20/2016

1. Purchase Orders – prior to receiving an invoice.

- A) Not required if order is under \$500 and not capital and not professional education.
- B) Required if over \$500 or is capital or is professional education.
 - a) Prepare Purchase Order Requisition Form located in “R” drive, Accounting forms.
 - b) Send Requisition Form to Accounting with any quotes received.
 - c) Accounting will prepare the Purchase Order for approval. After approval by the Utility Director, Accounting will notify the originator that the Purchase Order has been approved and scanned. The originator will send a copy of the PO to the vendor or provide them with the PO number.

2. Purchase Orders – after receiving an invoice.

- A) If an invoice has been received prior to issuing a PO, prepare a Purchase Approval Form instead of a Requisition. This form will be used to approve the purchase instead of a PO. The Purchase Approval will be sent to the Utility Director for approval by Accounting. Purchases made without a PO issued should be kept to a minimum.

3. Blanket Purchase Orders – Blanket PO’s can be issued for vendors where multiple or recurring purchases are made for the same items. These Blanket Orders should not exceed 12 months and should be reissued each calendar year.

4. Obtaining Quotes

- A) Public Works
 - a) Projects over \$150,000 must be bid using the Public Bidding Requirements
 - b) Projects between \$50,000 and \$150,000 require that quotes be invited from at least three firms that deal with the proposed work. Quotes received must be opened at a public meeting.
 - c) Projects less than \$50,000 require the same invitation for quotes as item b above.
- B) General Purchases
 - a) Purchases over \$150,000 shall adhere to the Public Bidding Requirements.
 - b) Purchases between \$50,000 and \$150,000 may be made by inviting quotes from at least three firms that deal with the items being purchased. Quotes received can be opened without a public meeting.
 - c) Purchases between \$2,500 and \$50,000 follow the same procedure as item b.
 - d) Purchases from \$500 and \$2,500 may be made after contacting vendors for quotes.
- C) Emergency Conditions – Special purchases may be made bypassing the requirements to obtain quotes when there is a threat to public health, welfare, or safety.

5. Receiving Tickets – Receiving Tickets should be prepared for all items received or picked up. A Packing List may be substituted for a Receiving Ticket. The original is sent to Accounting and copy retained at the plant.

6. Invoice Approval - Invoices will be scanned in PaperSave for approval by the appropriate manager or his designee. The approval signifies that the item has been received as ordered and the invoice may be paid.

Capital Policy & Procedure

4/8/2008

1. Capital vs. Expense Policy

- A. Assets costing less than \$2,000 will be expensed rather than capitalized.
- B. Personal computers will be expensed. Servers, server software and other computer hardware may be capitalized if the cost exceeds the capitalization minimum.
- C. Repairs must exceed 25% of the original cost and extend the asset's life in order to be capitalized rather than expensed.
- D. Assets purchased as part of a single project may be capitalized if the total cost exceeds the capitalization minimum.
- E. Assets will not be capitalized unless their useful life is five (5) years or longer.

2. Policy for purchasing Capital Assets.

- A. Purchase Orders are required for all capital purchases (see Purchase Order Policy).
- B. No capital (fixed) asset purchases may occur that have not been approved in the current year's Capital Budget or received Board approval. Emergency purchases may be authorized by the Utility Director prior to Board approval.

3. Capital Asset Recording Procedure

- A. Purchased capital assets will be recorded to the proper general ledger account in the month they are received and/or purchased. Construction projects including the treatment plant and sewer lines will generally be charged to a separate Construction-In-Process (CIP) account. These accounts will be transferred to the permanent general ledger accounts after substantial completion at the end of each year.
- B. Dedicated sewer lines will be recorded after acceptance at the board meeting. The sewer system will be valued at ten (10) times the value of the warranty bond unless more accurate cost information is available from the developer.
- C. Vehicles will be recorded at their cost. The value of any trade-in will be used in the calculation of a gain/loss for the traded vehicle, not to reduce the cost of the new vehicle.
- D. All assets will be recorded in the Fixed Asset System by the end of each year. This system also calculates the monthly depreciation. Depreciation will not commence until January of the year following the substantial completion of the project.
- E. Project spending that occurs more than one year after capitalization will be expensed.

4. Depreciation Policy and Procedure

- A. Capital assets will be depreciated on a cost basis with no salvage value using the straight-line method according to the State Board of Accounts.
- B. Assets will be depreciated using the lives approved by the Board – see Fixed Asset Lives on page 2.
- C. Monthly depreciation will be calculated using the Fixed Asset System. Depreciation will only be calculated on assets capitalized in the prior year or earlier.
- D. Depreciation will continue for the full year on all assets that are retired or disposed during the year.

5. Fixed Asset Retirement/Disposal

- A. Fixed assets that have no useful value to the District will be retired at the end of each year. Their cost and accumulated depreciation will be written off the general ledger. A gain or loss will be recognized based on the net book value less any salvage value.
- B. Assets may not be sold/scrapped until they have been declared surplus by the Board. These assets will then be disposed of in an appropriate manner. Any salvage value will be retained by the District.

Fixed Asset Lives**Furniture & Fixtures**

Computer Hardware	5 years
Computer Software	5
Office Equipment	7
Office Furniture	20
Copiers	7

Auto, Truck & Portable Equipment

Vehicles	5 years
Portable Equipment	7

Buildings

Buildings & Improvements	50 years
Pole Barn	25
HVAC Systems	25
Electrical	25
Plumbing	25

Treatment Plant

Treatment Plant	50
Treatment Plant Equipment	15
Machinery	15
SCADA	5

Lift Stations

Lift Stations	50
Lift Station Equipment	15
SCADA	5

Sewer Lines

Sewer Lines	50
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Clay Township Regional Waste District Check Signing Policy

1. Signature authority for checks is as follows:
 - A. Up to \$5,000 – Utility Director or Customer Service Manager
 - B. \$5,000.01 to \$25,000 – Utility Director or Customer Service Manager, and one Board member
 - C. \$25,000.01 or higher – Two Board members
 - D. Checks or requests for a check may be signed by both the Utility Director and Customer Service Manager without a Board member's signature if:
 - 1) The check is written payable to Clay Township Regional Waste District and will be deposited in a bank account previously approved by the Board for the purpose of obtaining a higher rate of interest or to transfer funds to the District's checking or ACH accounts, or
 - 2) The check is to pay a recurring monthly invoice, including but not limited to utility bills and credit card statements.

Credit Card Policy

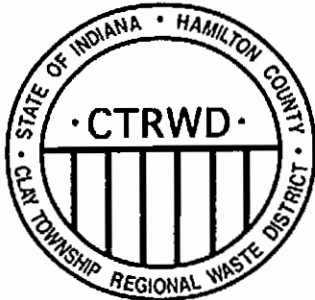
1. Credit cards will be issued to District employees and spending limits established upon recommendation of the department manager and approval of the Utility Director.
2. Personal use of company credit cards is strictly prohibited.
3. Credits cards may be used for the following business related purchases:
 - A. Emergency purchases
 - B. Non-routine or one-time purchases
 - C. Internet, phone, and fax purchases
 - D. Purchases under \$500
 - E. Business travel expenses, subject to prior approval.
4. Credit card purchases are subject to the provisions of the Purchase Order policy.
5. As required by the State Board of Accounts, credit card holders will maintain a monthly log identifying the names of individuals who use the card, amounts to be charged, fund and account numbers to be charged.
6. Receipts are required for all purchases and will be submitted with the monthly log.
7. Credit card holders will sign a form acknowledging receipt of the card and agreeing to use it for authorized purchases only.

Credit Card Agreement

I, _____, have been issued a Credit Card by Clay Township Regional Waste District. I have received and read a copy of the Credit Card Policy and Purchase Order Policy. I agree to limit my use of this card to business purchases authorized by these or other applicable policies. The use and security of this card is my responsibility. I will surrender this card upon my termination of employment with Clay Township Regional Waste District or at any other time as requested by an authorized supervisor.

Employee Signature

Date



PERSONNEL & BENEFITS COMMITTEE

Monday June 27, 2016 @ 7:30 A.M.

Memorandum

Present: Committee Chair Joe Clark and members Michael McDonald and Chuck Ford, Utility Director Drew Williams, and Customer Service Manager Terri Kreyling.

Mr. Clark called the meeting to order at 7:30 a.m.

Safety Report

Mr. Williams indicated there had been no reportable injuries since the last meeting. Staff continues to hold weekly safety tailgate sessions as well as formal training sessions. Mr. Williams stated there were two employees that had temporary light duty requirements due to injuries, but the injuries were not work related.

Staffing Update

Mr. Williams continues to work on revising the Controller job description to include Customer Service Manager tasks. The Billing Specialist job description is also being updated to take on the processing of the monthly bills and other customer service tasks now being handled by the CS Manager. Interviews will begin in July for the Controller position. The original plan was to have the new hire on staff September 1. However, with Mr. Hansen and Mrs. Kreyling both retiring, the objective is to hire the Controller by August 1 to allow adequate time for a smooth transition.

Open House Update

The District's Open House planning is going well and everything is on track for Wednesday. The big question will be how many attend the event.

The meeting was adjourned at 8:25 a.m.

The next meeting is scheduled for Monday July 25, 2016 at 7:30 a.m.

Respectfully submitted,

Andrew Williams
Utility Director



CAPITAL & CONSTRUCTION COMMITTEE

Tuesday July 5, 2016 @ 4:30 P.M.

Memorandum

Present: Committee Chair Amanda Foley, Committee Member Marilyn Anderson, Board Member Michael McDonald, Utility Director Andrew Williams, Engineering Manager Wes Merkle, District Engineer Ryan Hartman, Legal Counsel Anne Hensley Poindexter.

Absent: Committee Member Steve Pittman

Ms. Foley called the meeting to order at 4:33 p.m.

Public Comments – There were no public comments.

Dedications – Mr. Hartman stated The Preserve at Bear Creek Section 2 is complete and ready for acceptance.

The Committee will recommend the Board accept the dedication of The Preserve at Bear Creek Section 2 sanitary sewers.

#1601 106th Street Parallel Force Main – Mr. Merkle reported that bids were received last week and costs were significantly higher than budgeted. Three bids were received: Layne Heavy Civil at \$5.8 million, Merryman Excavating at \$6.1 million and Brackney at \$9.4 million. Staff and design consultant GRW are reviewing past studies to determine the best option to gain needed capacity improvements. GRW is working with the low bidder to identify value engineering options. Staff contacted several plan holders and was unable to identify any significant issues that kept bidders from bidding. Ms. Anderson asked if the District has used Layne on other projects; Mr. Williams stated the District has not used them but Layne has bid on larger projects in the past. Mr. Merkle said the District has 60 days to award the project from bid opening so staff will make a recommendation on how to proceed at the August 1 C&C Committee meeting.

Hoosier Village service area release to Zionsville – Hoosier Village plans to expand their existing assisted living community. Part of the expansion includes approximately 13 acres of presently undeveloped ground at the northwest corner of the Hoosier Village property which is within the District's service area. Most of the new development is within Zionsville's service area to the north and west.

Due to existing sewer depths and surface grades the District would not be able to serve this expansion without a new lift station or low pressure sewers. Hoosier Village's consultant stated Zionsville can service all of this expansion by extending gravity sewers

and asked if the District would consider releasing this area to Zionsville to provide sanitary sewer service.

The Committee recommends the Board request Zionsville provide sanitary sewer service to the proposed Hoosier Village expansion thereby releasing this part of the District's service area to Zionsville.

#1505 WWTP Odor Control Upgrades – Bids will be received July 7. Ms. Anderson suggested the Committee meet prior to the July 11 Board meeting if there is any further discussion needed. It was decided the Committee will meet at 6:30pm before the Board meeting to discuss an award recommendation. The Committee will not meet if bids come in as expected.

#1802 Lift Station 6 Elimination / 99th Street Interceptor – Mr. Hartman reported that the developer has several issues to work out before the District proceeds with sewer design. Since 99th Street development was a driver for this project staff put design work on hold until the development is ready to go forward.

UPDATES

1. Capital Projects & Construction

#1502 – Lift Station 2 Pump Replacements & Standby Power Upgrades – this project is nearly complete. The generator is installed and running; the contractor is working on punch list items. Paving will be completed shortly.

#1504 – LS 17 Odor Control – Staff is reviewing several proposals and will soon recommend a vendor to provide odor control equipment. Staff wants the equipment installed and running by the end of the year.

#1505 WWTP Odor Control Upgrades – assuming award will be made this month this project should be installed and running by February 2017. Major equipment should be delivered approximately 3 months after ordering. The work that is temperature sensitive can be done in the fall rather than waiting for all equipment to be delivered.

#1506 – Basin 1 Wet Weather Solutions – the large manhole rehabilitation project, which includes nearly 450 manhole structures, is 95% complete.

Mr. Merkle reported the District's service area received several heavy rain events in June, including one event with over 4 inches of rain in 36 hours. Capacity flows were briefly pushed through Lift Station 1 in a later storm, but a large portion of those flows came from Lift Station 2 as a result of a programming error in the new controls, which has since been corrected. Flow meter data will soon be downloaded to verify the continued success I&I efforts; staff has been waiting on arrival of materials needed for regular maintenance which will be completed at the same time.

#1509 – Ream Creek Sewer Relocation – staff is working with Hamilton County and the contractor in order to reschedule this project that was delayed due to the relocation of a fiber optic line.

#1602 – Springmill Parallel Interceptor – Design for the Springmill Parallel Interceptor project is underway. Design work should be complete by the end of summer with bids received in September.

#1604 – Queens Manor & Estancia neighborhood sewer project – Design is underway for the Estancia and Queen's Manor neighborhood sewer extension project. Design work should be complete this summer with bids received in September.

Mr. Williams updated the Committee on the potential move of the administrative office to the plant. Once the appraisal is received, staff will present a proposal to the Committees and the Board.

The meeting was adjourned at 4:55 p.m.

Date and time for next meeting: Monday, August 1, 2016 at 4:30 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'W. Merkle'.

Wes Merkle
Engineering Manager



www.ctrwd.org Phone (317) 844-9200 Fax (317) 844-9203

CAPITAL AND CONSTRUCTION MEETING

@ Clay Township Government Center

July 5, 2016

Please sign in:

Name

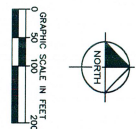
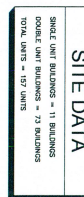
Address

Phone

Tom Williams

14131 Pinewood Dr Fishers

317-220-0498



No.	REVISIONS	DATE	BY

SCALE:	AS NOTED
DESIGNED BY:	WAW
DRAWN BY:	RBG
CHECKED BY:	WAW

Kimley»Horn
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600 EAST 96TH STREET, SUITE 460,
INDIANAPOLIS, IN 46240
PHONE: 317-218-9560
WWW.KIMLEY-HORN.COM



OVERALL SITE LAYOUT

HOOSIER
VILLAGE

ORIGINAL ISSUE:
07/12/2016
KHA PROJECT NO.
15R451000

1 OF 1



MEMORANDUM

To: Board of Trustees
From: Ryan Hartman
Date: July 5, 2016
Subject: Dedication

Preserve @ Bear Creek Sec. 2 is complete and ready for acceptance.

Recommended Action: Accept the dedication of the Preserve @ Bear Creek Sec. 2 sanitary sewers.



MEMORANDUM

To: Board of Trustees

From: Wes Merkle

Date: July 5, 2016

**Subject: Hoosier Village service area
release to Zionsville**

Hoosier Village plans to expand their existing assisted living community. Part of the expansion includes approximately 13 acres of presently undeveloped ground at the north west corner of the Hoosier Village property which is within the District's service area. Most of the new development is within Zionsville's service area to the north and west.

Due to existing sewer depths and surface grades the District would not be able to serve this expansion without a new lift station or low pressure sewers. Hoosier Village's consultant stated Zionsville can service all of this expansion by extending gravity sewers and asked if the District would consider releasing this area to Zionsville to provide sanitary sewer service.

Recommended Action: Request Zionsville provide sanitary sewer service to the proposed Hoosier Village expansion thereby releasing this part of the District's service area to Zionsville.

Clay Township Regional Waste District

8.a.

Register of Claims

For the period 6/14/2016 through 7/11/2016

Name of Claimant	Fund	Payment Date	Check Number	Amount of Claim	Amount Allowed	Memorandum
Carmel Utilities	Operating	6/14/16	8578	\$90,466.38	\$90,466.38	Treatment - May
Carmel Utilities	Operating	6/14/16	8578	\$7,878.30	\$7,878.30	Meter Reads - May
Indiana Media Group	Operating	6/14/16	8579	\$131.95	\$131.95	Rate Ord 05-09-2016
IPL	Operating	6/14/16	8580	\$9,021.65	\$9,021.65	LS 2
Edie Miller	Operating	6/10/16	8581	\$20.09	\$20.09	Mileage
Matt Starr	Operating	6/14/16	8582	\$129.60	\$129.60	On call mileage
PNC Bank	Operating	6/15/16	8583	\$3,529.91	\$3,529.91	CC Expenses-May
Sexton Development, LLC	Interceptor	6/16/16	8584	\$35,850.00	\$35,850.00	CIP - 106th St FM - Easement - Proj 1601
Hamilton County Recorder	Operating	6/16/16	8585	\$600.00	\$600.00	50 lien releases (1 of 3)
Hamilton County Recorder	Operating	6/16/16	8586	\$600.00	\$600.00	50 lien releases (2 of 3)
Hamilton County Recorder	Operating	6/16/16	8587	\$756.00	\$756.00	56 lien releases, other (3 of 3)
Matt Starr	Operating	6/17/16	8589	\$162.00	\$162.00	Travel/Mileage
Citizens Energy Group	Operating	6/17/16	8590	\$165.00	\$165.00	Billing Services
AT&T Mobility	Operating	6/20/16	8591	\$812.26	\$812.26	LS Phone Service
Bright House Networks	Operating	6/20/16	8592	\$224.00	\$224.00	Office Internet Service
Carmel Utilities	Operating	6/20/16	8593	\$12.31	\$12.31	LS 1 Water
Carmel Utilities	Operating	6/20/16	8593	\$12.31	\$12.31	LS 2 Water
Citizens Energy Group	Operating	6/20/16	8594	\$60.51	\$60.51	Plant Water
Continental Utility Solutions, Inc.	Operating	6/20/16	8595	\$350.00	\$350.00	Registration Fee-UMS-Shelly Keefe
Lawrence Prange	Operating	6/20/16	8596	\$21.60	\$21.60	Travel/Mileage-Plant
Clerk of Hamilton County	Operating	6/21/16	8597	\$305.76	\$305.76	Garnishment per Cause# 29D051504SC3111
Indiana State Central Collection Unit	Operating	6/21/16	8598	\$256.00	\$256.00	Garnishment per Cause# 32C01-0301-JP-9
AFLAC	Operating	6/23/16	8599	\$451.04	\$451.04	Deferred Liability
Anthem Blue Cross Blue Shield	Operating	6/23/16	8600	\$24,240.79	\$24,240.79	Employee Insurance
AT & T	Operating	6/23/16	8601	\$700.74	\$700.74	Plant Internet Service
AT&T Mobility	Operating	6/23/16	8602	\$386.34	\$386.34	Employee Mobile Service
Duke Energy	Operating	6/23/16	8603	\$1,911.09	\$1,911.09	LS 1
Duke Energy	Operating	6/23/16	8603	\$52.41	\$52.41	LS 6
Duke Energy	Operating	6/23/16	8603	\$162.42	\$162.42	LS 21
Duke Energy	Operating	6/23/16	8603	\$295.79	\$295.79	LS 19
Reliance Standard	Operating	6/23/16	8604	\$2,080.36	\$2,080.36	Employee Dental Insurance - July
Reliance Standard Life Insurance Co	Operating	6/23/16	8605	\$661.98	\$661.98	STD/LTD Insurance - July
Vectren Energy Delivery	Operating	6/23/16	8606	\$472.46	\$472.46	Plant Gas Service
Ron Hansen	Operating	6/29/16	8607	\$75.75	\$75.75	Gov't Center Cleaning Supplies/Office Expense
AT&T	Operating	7/1/16	8608	\$268.63	\$268.63	Plant Phone
Terri Kreyling	Operating	7/1/16	8609	\$49.21	\$49.21	O & E-Travel/Mileage
USA BlueBook	Operating	7/1/16	8610	\$213.32	\$213.32	Equipment Repairs
Duke Energy	Operating	7/1/16	8611	\$702.33	\$702.33	LS
Duke Energy	Operating	7/1/16	8611	\$705.21	\$705.21	LS 17

Clay Township Regional Waste District

8.a.

Register of Claims

For the period 6/14/2016 through 7/11/2016

Name of Claimant	Fund	Payment Date	Check Number	Amount of Claim	Amount Allowed	Memorandum
Duke Energy	Operating	7/1/16	8611	\$204.15	\$204.15	LS 16
Duke Energy	Operating	7/1/16	8611	\$217.22	\$217.22	LS 11
Duke Energy	Operating	7/1/16	8611	\$358.18	\$358.18	LS 23
Duke Energy	Operating	7/1/16	8611	\$15,480.00	\$15,480.00	Plant
Duke Energy	Operating	7/1/16	8611	\$345.04	\$345.04	LS 4
Duke Energy	Operating	7/1/16	8611	\$130.11	\$130.11	LS 5
Clerk of Hamilton County	Operating	7/5/16	8612	\$313.47	\$313.47	Garnishment per Cause# 29D051504SC3111
Indiana State Central Collection Unit	Operating	7/5/16	8613	\$256.00	\$256.00	Garnishment per Cause# 32C01-0301-JP-9
Hamilton County Recorder	Operating	7/5/16	8614	\$22.00	\$22.00	1 Sewer Easement
Jason Lewin	Operating	7/5/16	8615	\$82.08	\$82.08	Travel/Mileage-On Call
GRW	Interceptor	7/11/16	8616	\$7,300.00	\$7,300.00	CIP - Springmill Interceptor - Proj 1602
Strand Associates, Inc.	Interceptor	7/11/16	8617	\$177.42	\$177.42	CIP - NE Regional LS - Proj 1503
Graves Plumbing Company, Inc.	Reserve for Repl.	7/11/16	8618	\$109,659.45	\$109,659.45	CIP - LS 2 Pump Repl - Proj 1052 - Inv 7
Aaron Strong	Operating	7/11/16	8619	\$30.00	\$30.00	Cell phone reimbursement
ACE Technologies, LLC	Operating	7/11/16	8620	\$1,850.00	\$1,850.00	Collection service
ACE Technologies, LLC	Operating	7/11/16	8620	\$1,000.00	\$1,000.00	Plant service
ACE Technologies, LLC	Operating	7/11/16	8620	\$200.00	\$200.00	CIP - NE Regional LS
Acorn Distributors, Inc.	Operating	7/11/16	8621	\$298.45	\$298.45	Gov't center cleaning supplies
Amanda Foley	Operating	7/11/16	8622	\$200.00	\$200.00	Board fees
Auto Outfitters	Operating	7/11/16	8623	\$87.25	\$87.25	Equipment repair
Auto Outfitters	Operating	7/11/16	8623	\$959.95	\$959.95	2011 Transit - strobe lights
Auto Outfitters	Operating	7/11/16	8623	\$919.95	\$919.95	2012 Transit - strobe lights
Auto Outfitters	Operating	7/11/16	8623	\$3,350.40	\$3,350.40	2016 F150 - bed topper, strobe lights
Auto Outfitters	Operating	7/11/16	8623	\$1,324.00	\$1,324.00	2008 Escape - strobe lights
Brenntag Mid-South, Inc.	Operating	7/11/16	8624	\$6,698.00	\$6,698.00	Odor control chemical - LS 2
Brenntag Mid-South, Inc.	Operating	7/11/16	8624	\$6,698.00	\$6,698.00	Odor control chemical - LS 17
Brenntag Mid-South, Inc.	Operating	7/11/16	8624	\$3,740.20	\$3,740.20	Alum - plant
Brenntag Mid-South, Inc.	Operating	7/11/16	8624	(\$1,000.00)	(\$1,000.00)	LS 2 - return 1 container
Brenntag Mid-South, Inc.	Operating	7/11/16	8624	(\$7,000.00)	(\$7,000.00)	LS 2 & 17 - return 7 containers
Brian Alexander	Operating	7/11/16	8625	\$30.00	\$30.00	Cell phone reimbursement
Brown Equipment Co., Inc.	Operating	7/11/16	8626	\$40.09	\$40.09	Equipment repair
Cardno, Inc.	Operating	7/11/16	8627	\$220.50	\$220.50	Plant grass - invasive species control
Carl S. Mills	Operating	7/11/16	8628	\$200.00	\$200.00	Board fees
Carmel Utilities	Operating	7/11/16	8629	\$962.00	\$962.00	Hydrant meter rental
Carmel Utilities	Operating	7/11/16	8630	\$36.92	\$36.92	Storm water fees
Charles Ford	Operating	7/11/16	8631	\$100.00	\$100.00	Board fees
CHEMSEARCHFE	Operating	7/11/16	8632	\$1,129.45	\$1,129.45	Plant R&M
Chris Johnson	Operating	7/11/16	8633	\$30.00	\$30.00	Cell phone reimbursement
Clay Township Trustee	Operating	7/11/16	8634	\$3,572.23	\$3,572.23	Gov't Center expenses

Clay Township Regional Waste District

8.a.

Register of Claims

For the period 6/14/2016 through 7/11/2016

Name of Claimant	Fund	Payment Date	Check Number	Amount of Claim	Amount Allowed	Memorandum
Colwell Lawn & Landscaping	Operating	7/11/16	8635	\$265.00	\$265.00	Plant mowing - May
Community Employer Health	Operating	7/11/16	8636	\$387.42	\$387.42	June EAP program
Connect Electric Inc	Operating	7/11/16	8637	\$1,210.00	\$1,210.00	Plant R&M
Control Tech Heating & Air Cond.	Operating	7/11/16	8638	\$224.00	\$224.00	LS 17 - air conditioner repair
Control Tech Heating & Air Cond.	Operating	7/11/16	8638	\$193.00	\$193.00	LS 10 - air conditioner repair
CSI Signs	Operating	7/11/16	8639	\$750.00	\$750.00	Customer Outreach
Culy Contracting, Inc.	Operating	7/11/16	8640	\$151,821.00	\$151,821.00	CIP - Manhole Rehab - Proj 1506 - Pay App #4
DLZ Indiana, LLC	Operating	7/11/16	8641	\$2,325.00	\$2,325.00	Construction Observ - Sunrise on the Monon
DLZ Indiana, LLC	Operating	7/11/16	8641	\$2,137.50	\$2,137.50	Construction Observ - VOWC Sec 3001a
Element Materials Technology Daleville, LLC	Operating	7/11/16	8642	\$127.67	\$127.67	Sewer sampling
Environmental Resource Associates	Operating	7/11/16	8643	\$534.46	\$534.46	Sewer sampling
Environmental Systems Research Institute, Ir	Operating	7/11/16	8644	\$9,600.00	\$9,600.00	ArcGIS Maintenance: 9/20 - 9/19/17
Eric Hand	Operating	7/11/16	8645	\$150.00	\$150.00	Board fees
Eric Luis Delacruz	Operating	7/11/16	8646	\$30.00	\$30.00	Cell phone reimbursement
Faith Richman	Operating	7/11/16	8647	\$512.00	\$512.00	FSA Dependent Care - payroll deduction
Fastenal Company	Operating	7/11/16	8648	\$245.47	\$245.47	Plant R&M
Fastenal Company	Operating	7/11/16	8648	\$381.30	\$381.30	Plant R&M
Fastenal Company	Operating	7/11/16	8648	\$252.16	\$252.16	Uniforms
Fastenal Company	Operating	7/11/16	8648	\$176.81	\$176.81	Plant R&M
Ferguson Enterprises, Inc. #1480	Operating	7/11/16	8649	\$10.36	\$10.36	Plant R&M
FerrellGas	Operating	7/11/16	8650	\$12.00	\$12.00	Plant R&M
Grainger	Operating	7/11/16	8651	\$388.12	\$388.12	Plant R&M
Grainger	Operating	7/11/16	8651	\$261.90	\$261.90	Lift Station R&M
Gravelie Excavating Inc.	Operating	7/11/16	8652	\$1,200.00	\$1,200.00	Line repair - check valve
IUPPS	Operating	7/11/16	8653	\$2,240.10	\$2,240.10	Locates
Jane B. Merrill	Operating	7/11/16	8654	\$200.00	\$200.00	Board fees
Jeffrey Martin	Operating	7/11/16	8655	\$30.00	\$30.00	Cell phone reimbursement
Johnson County Government	Operating	7/11/16	8656	\$204.00	\$204.00	Sewer sampling
Joseph R. Clark	Operating	7/11/16	8657	\$200.00	\$200.00	Board fees
Kermin Huntley	Operating	7/11/16	8658	\$30.00	\$30.00	Cell phone reimbursement
Kirby Risk Corporation	Operating	7/11/16	8659	\$289.40	\$289.40	LS 16
Kirby Risk Corporation	Operating	7/11/16	8659	\$3.53	\$3.53	LS 16
Kirby Risk Corporation	Operating	7/11/16	8659	\$62.46	\$62.46	Sewer sampling
MacAllister Rentals	Operating	7/11/16	8660	\$287.16	\$287.16	Equipment Repair
Marilyn Anderson	Operating	7/11/16	8661	\$250.00	\$250.00	Board fees
Media Factory	Operating	7/11/16	8662	\$184.45	\$184.45	Office supplies - envelopes
Merrell Brothers, Inc.	Operating	7/11/16	8663	\$1,170.00	\$1,170.00	LS R&M
Merrell Brothers, Inc.	Operating	7/11/16	8663	\$11,307.34	\$11,307.34	Biosolids disposal
Michael A. McDonald	Operating	7/11/16	8664	\$200.00	\$200.00	Board fees

Clay Township Regional Waste District

8.a.

Register of Claims

For the period 6/14/2016 through 7/11/2016

Name of Claimant	Fund	Payment Date	Check Number	Amount of Claim	Amount Allowed	Memorandum
21st Mortgage Corp	Operating	7/11/16	8665	\$90.24	\$90.24	Refund sewer overpayment
Brandon Robinson	Operating	7/11/16	8666	\$32.82	\$32.82	Refund sewer overpayment
Chris & Cheryl LaFever	Operating	7/11/16	8667	\$27.62	\$27.62	Refund sewer overpayment
Donald & Bonita Vanderwiel	Operating	7/11/16	8668	\$25.59	\$25.59	Refund sewer overpayment
Daniel Merriman	Operating	7/11/16	8669	\$37.08	\$37.08	Refund sewer overpayment
Del Ruesch	Operating	7/11/16	8670	\$26.48	\$26.48	Refund sewer overpayment
D Charles Elson	Operating	7/11/16	8671	\$25.60	\$25.60	Refund sewer overpayment
Dwight & Sheila Woodcock	Operating	7/11/16	8672	\$45.83	\$45.83	Refund sewer overpayment
Elizabeth Matthews	Operating	7/11/16	8673	\$26.48	\$26.48	Refund sewer overpayment
FC Tucker	Operating	7/11/16	8674	\$25.10	\$25.10	Refund sewer overpayment
John T Mulheran	Operating	7/11/16	8675	\$115.19	\$115.19	Refund sewer overpayment
Jon Weaver	Operating	7/11/16	8676	\$28.96	\$28.96	Refund sewer overpayment
Julie Ann Heck	Operating	7/11/16	8677	\$15.50	\$15.50	Refund sewer overpayment
Mark A Miller	Operating	7/11/16	8678	\$28.96	\$28.96	Refund sewer overpayment
Mark Kay	Operating	7/11/16	8679	\$38.83	\$38.83	Refund sewer overpayment
Nathan & Ruth Perdue	Operating	7/11/16	8680	\$15.46	\$15.46	Refund sewer overpayment
Jeffrey Rosichan	Operating	7/11/16	8681	\$20.80	\$20.80	Refund sewer overpayment
Motion Industries	Operating	7/11/16	8682	\$549.64	\$549.64	Plant R&M
Napa Auto Parts	Operating	7/11/16	8683	\$39.16	\$39.16	Vehicle R&M
Napa Auto Parts	Operating	7/11/16	8683	\$7.98	\$7.98	Vehicle R&M
Napa Auto Parts	Operating	7/11/16	8683	\$21.49	\$21.49	Plant R&M
NCL of Wisconsin, Inc.	Operating	7/11/16	8684	\$178.42	\$178.42	Sewer sampling
NickPrint, Inc.	Operating	7/11/16	8685	\$1,825.00	\$1,825.00	Rate increase brochures
NickPrint, Inc.	Operating	7/11/16	8685	\$49.00	\$49.00	Office supplies
Office Depot	Operating	7/11/16	8686	\$625.97	\$625.97	Office supplies
OTP Industrial Solutions	Operating	7/11/16	8687	\$4,480.84	\$4,480.84	Booster pump for belt filter press
Pearson Ford, Inc.	Operating	7/11/16	8688	\$799.88	\$799.88	Vehicle R&M - 2008 Escape
Pitney Bowes Global	Operating	7/11/16	8689	\$200.00	\$200.00	Postage meter rental
Pitney Bowes, Inc.	Operating	7/11/16	8690	\$81.08	\$81.08	Office supplies
Praxair Distribution, Inc.	Operating	7/11/16	8691	\$27.62	\$27.62	Plant R&M
Quench USA, Inc.	Operating	7/11/16	8692	\$99.00	\$99.00	Water service - office
Ray Clemens	Operating	7/11/16	8693	\$400.00	\$400.00	Plant janitorial service
Ray Clemens	Operating	7/11/16	8693	\$500.00	\$500.00	Plant - clean carpet, wax floors
Republic Services #761	Operating	7/11/16	8694	\$209.79	\$209.79	Plant trash service
Reserve Account	Operating	7/11/16	8695	\$750.00	\$750.00	Postage
Robinson & Associates, Inc.	Operating	7/11/16	8696	\$2,575.00	\$2,575.00	Stop gate for chemical containment area
Runyon Equipment Rental	Operating	7/11/16	8697	\$1,602.50	\$1,602.50	Tractor seeder rental - plant
Runyon Equipment Rental	Operating	7/11/16	8697	\$220.00	\$220.00	Forklift rental - lift station
Runyon Equipment Rental	Operating	7/11/16	8697	(\$729.14)	(\$729.14)	Balance of credit memo

Clay Township Regional Waste District

8.a.

Register of Claims

For the period 6/14/2016 through 7/11/2016

Name of Claimant	Fund	Payment Date	Check Number	Amount of Claim	Amount Allowed	Memorandum
SAMCO	Operating	7/11/16	8698	\$10,518.75	\$10,518.75	Construction Observ - Albany Place
SAMCO	Operating	7/11/16	8698	\$187.50	\$187.50	Construction Observ - Brookhaven Sec 8
Shrewsberry & Associates, LLC	Operating	7/11/16	8699	\$1,837.50	\$1,837.50	Construction Observ - Oxford Woods
Shrewsberry & Associates, LLC	Operating	7/11/16	8699	\$5,250.00	\$5,250.00	Construction Observ - Camden Dr
Signius Investment Corp	Operating	7/11/16	8700	\$72.52	\$72.52	Phone answering service
Star Media	Operating	7/11/16	8701	\$280.68	\$280.68	Bid advertisement - 106th St Parallel FM
Star Media	Operating	7/11/16	8701	\$147.10	\$147.10	Bid advertisement - Plant Odor Control
State Industrial Products	Operating	7/11/16	8702	\$251.00	\$251.00	Plant R&M
Steve Pittman	Operating	7/11/16	8703	\$200.00	\$200.00	Board fees
Strand Associates, Inc.	Operating	7/11/16	8704	\$14,693.20	\$14,693.20	CIP - Plant Odor Control - Proj 1505
SyTech, Inc.	Operating	7/11/16	8705	\$250.00	\$250.00	Computer expense
Taylor Oil Company, Inc.	Operating	7/11/16	8706	\$12.38	\$12.38	Fuel
Taylor Oil Company, Inc.	Operating	7/11/16	8706	\$1,880.75	\$1,880.75	Fuel - plant generator
Taylor Oil Company, Inc.	Operating	7/11/16	8706	\$11.10	\$11.10	Vehicle R&M
Taylor Oil Company, Inc.	Operating	7/11/16	8706	\$1,407.32	\$1,407.32	Fuel
Taylor Systems, Inc.	Operating	7/11/16	8707	\$99.54	\$99.54	Plant phone system
Techlocity, Inc.	Operating	7/11/16	8708	\$1,885.00	\$1,885.00	Computer expense
Techlocity, Inc.	Operating	7/11/16	8708	\$10.40	\$10.40	Computer expense
Techlocity, Inc.	Operating	7/11/16	8708	\$14.40	\$14.40	Computer expense
TNTechnical LLC	Operating	7/11/16	8709	\$2,150.00	\$2,150.00	Inventory & plant repair
UniFirst Corporation	Operating	7/11/16	8710	\$38.40	\$38.40	Plant floor mats
UniFirst Corporation	Operating	7/11/16	8710	\$43.40	\$43.40	Plant floor mats
UniFirst Corporation	Operating	7/11/16	8710	\$38.40	\$38.40	Plant floor mats
UniFirst Corporation	Operating	7/11/16	8710	\$43.40	\$43.40	Plant floor mats
Wex Bank	Operating	7/11/16	8711	\$519.38	\$519.38	Fuel - office
White's Ace Hardware-Carmel	Operating	7/11/16	8712	\$24.96	\$24.96	Line maintenance
White's Ace Hardware-Carmel	Operating	7/11/16	8712	\$27.96	\$27.96	Line maintenance
Wiers Fleet Partners	Operating	7/11/16	8713	\$203.22	\$203.22	2008 Escape - brakes
Wiers Fleet Partners	Operating	7/11/16	8713	\$633.00	\$633.00	2005 Chevy 3500 - electrical issue
Xylem Water Solutions USA, Inc.	Operating	7/11/16	8714	\$4,628.00	\$4,628.00	Two pump repair kits - Lift Stations
Xylem Water Solutions USA, Inc.	Operating	7/11/16	8714	\$64.00	\$64.00	Lift Station R&M
Xylem Water Solutions USA, Inc.	Operating	7/11/16	8714	\$1,249.00	\$1,249.00	LS 7 volute
Xylem Water Solutions USA, Inc.	Operating	7/11/16	8714	\$1,249.00	\$1,249.00	LS 7 volute
Beyond Payroll	Operating	6/21/16	20160605	\$52,602.09	\$52,602.09	6/22 payroll
Empower Retirement (Hoosier START)	Operating	6/22/16	20160606	\$5,103.80	\$5,103.80	6/22 payroll - 401a retirement
Empower Retirement (Hoosier START)	Operating	6/22/16	20160606	\$1,992.46	\$1,992.46	6/22 payroll - 457b liability
Empower Retirement (Hoosier START)	Operating	6/22/16	20160606	\$1,045.00	\$1,045.00	6/22 payroll - Roth 457b
Citizens State Bank	Operating	6/30/16	20160607	\$20.00	\$20.00	Bank fee - June
Beyond Payroll	Operating	7/1/16	20160701	\$588.00	\$588.00	Payroll fees - June

Clay Township Regional Waste District

8.a.

Register of Claims

For the period 6/14/2016 through 7/11/2016

Name of Claimant	Fund	Payment Date	Check Number	Amount of Claim	Amount Allowed	Memorandum
Beyond Payroll	Operating	7/6/16	20160702	\$52,586.40	\$52,586.40	7/6 payroll
Empower Retirement (Hoosier START)	Operating	7/6/16	20160703	\$1,045.00	\$1,045.00	7/6 payroll - Roth 457b
Empower Retirement (Hoosier START)	Operating	7/6/16	20160703	\$1,983.49	\$1,983.49	7/6 payroll - 457b liability
Empower Retirement (Hoosier START)	Operating	7/6/16	20160703	\$5,059.68	\$5,059.68	7/6 payroll - 401a retirement

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 6 pages, and except for claims not allowed as shown on the register, such claims are hereby allowed in the total amount of \$ 715,989.71 no investments.

_____	_____	_____
_____	_____	_____
_____	_____	_____