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BOARD OF TRUSTEES MEETING  
Monday, July 11, 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, Treasurer Jane Merrill, Secretary Michael McDonald, Members Eric Hand, Carl Mills, Amanda Foley, Chuck Ford, and Steve Pittman. Also in attendance: Utility Director Drew Williams and Legal Counsel Scott Wyatt

Absent: Joe Clark

The audience sheet is attached.

**APPROVAL OF MEMORANDUM**

A motion was made by Mr. Hand to approve the June 13, 2016 Board Meeting Memorandum, and was seconded by Mr. Pittman. 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 reported that the District participated in CarmelFest this year. Staff reported that there was a consistent flow of people despite the inclement weather at times.

Mr. Williams reported that he did receive the building appraisal which will be reviewed by the Budget & Finance Committee. The committee will also review the requirements and associated costs for the relocation of the administrative office to the WWTP. Mr. Hand asked if there was sufficient space on the WWTP property to accommodate the administrative space, without compromising future plant expansion. Mr. Williams replied that this would be determined in preparation for presenting the proposal to the Board at the August meeting.

Mr. Williams updated the Board on staffing changes in anticipation of two managers that will retire in the fall. Interviews will begin next week for the Controller position.

## **BUDGET & FINANCE COMMITTEE**

Ms. Merrill reported that Resolution # 07-11-2016 adopting the Internal Control Policy has not been thoroughly reviewed by the Committee.

Mr. Mills asked whether the Internal Control Policy is something the State requires and how does the District fit into that box. Secondly, what is an oversight committee? Would it be the Finance Committee? Then on page two there is a reference to the organizational structure, which will require some clarification. Mr. Mills suggests that some of the dollar amount values should be reevaluated by the committee. Cash deposits will also need to be reviewed.

A motion was made by Ms. Merrill to table this item pending further review by the Budget & Finance Committee and was seconded by Mr. Hand. The motion was approved unanimously.

## **PERSONNEL & BENEFITS COMMITTEE**

Mr. McDonald reported there were no action items.

## **CAPITAL & CONSTRUCTION COMMITTEE**

A motion was made by Ms. Foley to accept the dedication of the Preserve @ Bear Creek Section 2 sanitary sewers and was seconded by Mr. Pittman. The motion was approved unanimously.

A motion was made by Ms. Foley to request Zionsville provide sanitary sewer service to the proposed Hoosier Village expansion thereby releasing this part of the District's service area to Zionsville and was seconded by Mr. Pittman. The motion was approved unanimously.

Ms. Anderson added that if the District did not release this service area it would require constructing a new lift station.

Mr. Merkle reported the following bids were received July 7 for the WWTP Odor Control Project:

Graves Plumbing Company, Inc.	\$1,878,787
Thieneman Construction, Inc.	\$1,999,000
Ottenweller Contracting, LLC	\$2,193,000

Graves Plumbing Company, Inc. was the lowest responsive and responsible bidder.

The 2016 budget included \$1,200,000 for this project, which was based on a 2015 study and the assumption we would utilize biotrickling filter technology. During design staff and engineers decided to change to biofiltration technology for the following reasons:

- Biofiltration would provide much more flexibility should odor characteristics and generation rates change in the future, which is very likely given our service area is roughly 70 percent built out.

- Biofiltration will not require carbon media for polishing, which would cost approximately \$50,000-60,000 per year to replace the media. The system design life is 20 years, so the added cost of biofiltration will more than pay for itself in the long term.
- The designed biofiltration system has many enhancements to keep the system operating reliably in cold weather and better handle the caustic environment where it will be operating.

After completion of design the engineer's estimate for construction was \$1,640,000. Changes were then made after value engineering efforts identified over \$100,000 in savings. The 2015 study estimated \$1.8 million construction cost for biofiltration.

Staff recommends proceeding with the project as designed and bid, and revising the budget for this project to \$2,100,000, which includes engineering design, easement acquisition, construction, and a 5% change order contingency.

A motion was made by Ms. Foley to award the WWTP Odor Control Upgrades contract to Graves Plumbing Company, Inc. in the amount of \$1,878,787 and change the overall budget on this project to \$2,100,000 and was seconded by Ms. Merrill. The motion was approved unanimously.

#### **OLD BUSINESS**

There were no items to report.

#### **NEW BUSINESS**

A motion was made by Ms. Merrill to approve the docket in the amount of \$715,989.71 and was seconded by Mr. Mills. The motion was approved unanimously.

#### **ADJOURN**

At 7:36 p.m. a motion was made by Ms. Foley to adjourn the meeting and was seconded by Mr. Pittman. The motion was approved unanimously.

The next Board of Trustees Meeting is scheduled for Monday, August 8, 2016 at 7:00 p.m.

Respectfully submitted,



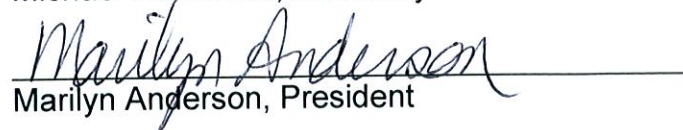
Andrew Williams  
Utility Director

Approved:

☐ As Presented  
☒ As Amended



Michael McDonald, Secretary



Marilyn Anderson, President