



BOARD OF TRUSTEES MEETING
Monday, August 8, 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, and Amanda Foley. Also in attendance: Utility Director Drew Williams and Legal Counsel Anne Poindexter

Absent: Chuck Ford, Steve Pittman

The audience sheet is attached.

APPROVAL OF MEMORANDUM

Mr. Clark was incorrectly noted as reporting for the Personnel & Benefits Committee at the July Board of Trustees meeting. A motion was made by Ms. Merrill to approve the amended July 11, 2016 Board Meeting Memorandum, and was seconded by Mr. Hand. 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 Cindy Sheeks accepted the Controller position and will begin with the District soon.

The District is participating in Zionsville's Creekfest on August 27, which is a cleanup effort for Little Eagle Creek. The District is a sponsor and will have a booth set up at the event. The District will also participate in the Zionsville Fall Festival the weekend of September 10-11.

The managers are hosting the Employee Appreciation Picnic on August 31 at West Park. Invitations were handed out to the Board Members.

The District is currently accepting applications for two positions: the Customer Service Assistant and the Project Coordinator.

BUDGET & FINANCE COMMITTEE

Ms. Merrill reported that Resolution # 07-11-2016 adopting the Internal Control Policy has been reviewed and changed the Review Committee from Budget & Finance to the Executive Committee.

A motion was made by Ms. Merrill to approve Resolution # 07-11-2016 Internal Control Policy and was seconded by Mr. Mills. Mr. Clark pointed out that in the future, the job titles will need to be changed once the Customer Service Manager position is renamed. This is a working document in compliance with the State Auditor. Mr. Mills suggested Board Members email suggestions and comments to the Budget & Finance Committee. The motion was approved unanimously.

Ms. Merrill reported that the committee is considering the use of an Accounting firm to conduct an audit.

Ms. Merrill reported that the District currently imposes a late fee of 10% on unpaid current balances on the monthly user invoice. This fee has not been included in any past ordinances and the Committee believes the best practice is to adopt an ordinance. The Budget and Finance Committee reviewed the Late Fee ordinance at the July meeting and is recommending it for the first reading.

Ms. Anderson read Ordinance 08-08-2016A, an ordinance establishing a late fee for unpaid sewer bills. Whereas, the Board of Trustees desires to establish by ordinance the late fee policy currently in effect for unpaid monthly user charges.

A motion was made by Ms. Merrill to approve Ordinance # 08-08-2016A for a second reading at a public hearing at the September 12, 2006 Board meeting and was seconded by Mr. Hand. The motion was approved unanimously.

PERSONNEL & BENEFITS COMMITTEE

Mr. Clark reported with the retirement of the Controller and the Customer Service Manager, the two positions are being combined and the title of Controller retained. Due to consolidation of these two positions, the job descriptions for all customer service positions have been reviewed and many tasks reassigned. As a result, the pay ranges have been adjusted to accommodate these changes. The Committee recommends the Board approve Salary Ordinance No. 08-08-2016B.

A motion was made by Mr. Clark to approve Salary Ordinance No, 08-08-2016B and was seconded by Mr. McDonald. The motion was approved unanimously.

CAPITAL & CONSTRUCTION COMMITTEE

A motion was made by Ms. Foley to accept the dedication of Village of WestClay Sec 3001A, Block F Village Center Townhomes Phase 2 sanitary sewers and was seconded by Ms. Merrill. The motion was approved unanimously.

Ms. Foley reported that bids were received for the 106th Street Parallel Force Main Project, with Layne Heavy Civil, Inc. (Layne) as the lowest responsive and responsible bidder at \$5,898,325. Bid amounts were substantially higher than the engineer's estimate and capital budget. Numerous contractors and suppliers, both local and out of state, expressed interest in this

project. Feedback from contractors indicated that higher pricing was primarily due to 106th Street being a very congested corridor for utilities, with much of the area already developed as high quality residential neighborhoods. The large size of the force main requires larger equipment and comes with unique challenges. Budgets were based on past estimates which utilized pricing from projects over the past few years and construction prices continue to climb as the economic recovery continues. The budget for this project should be revised to \$6,500,000, which includes engineering design, easement acquisition, construction, and a 5% change order contingency.

A motion was made by Ms. Foley to award the 106th Street Parallel Force Main construction contract to Layne in the amount of \$5,898,325 and change the overall budget on this project to \$6,500,000 and was seconded by Ms. Merrill. The motion was approved unanimously.

Ms. Foley reported that the SCADA system is old, outdated and in need of repair and therefore made a motion to approve the upgrade of the current system by ACE Technologies Inc. in the amount of \$93,400 and was seconded by Mr. Clark. The motion was approved unanimously.

OLD BUSINESS

There were no items to report.

NEW BUSINESS

A motion was made by Mr. Mills to approve the docket in the amount of \$472,986.35 and was seconded by Mr. Clark. The motion was approved unanimously.

ADJOURN

At 7:25 p.m. a motion was made by Ms. Foley to adjourn the meeting and was seconded by Mr. Mills. The motion was approved unanimously.

The next Board of Trustees Meeting is scheduled for Monday, September 12, 2016 at 7:00 p.m.

Respectfully submitted,



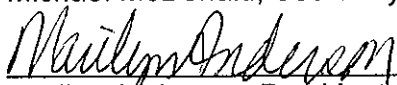
Andrew Williams
Utility Director

Approved:

☒ As Presented
☐ As Amended



Michael McDonald, Secretary



Marilyn Anderson, President