



BOARD OF TRUSTEES MEETING
Monday, November 14, 2016 @ 7:00 p.m.
Memorandum

Ms. Anderson called the meeting to order at 7:02 p.m.

ROLL CALL

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

The audience sheet is attached.

APPROVAL OF MEMORANDUM

A motion was made by Mr. McDonald to approve the October 10, 2016 Board Meeting Memorandum and was seconded by Mr. Mills. 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 Terri Kreyling retired a few days early and the party was held November 11. Also with Mr. Hansen's retirement, Ms. Sheeks has stepped into these roles and is doing a great job. She is making a few changes and we will explain these when they come up.

BUDGET & FINANCE COMMITTEE

Ms. Merrill reported that The 2017 Operating Budget has been reviewed by the Budget & Finance Committee and is being recommended for approval. Some of the assumptions included in the budget include a 5% mid-year utility rate increase, and a 2.7% merit pool wage increase.

A motion was made by Ms. Merrill to approve the 2017 Operating Budget and was seconded by Mr. Hand. The motion was approved unanimously.

PERSONNEL & BENEFITS COMMITTEE

Mr. Clark reported the proposed 2017 Holiday Schedule includes thirteen holidays as in the past. A motion was made by Mr. Clark to approve the 2017 Holiday Schedule and was seconded by Ms. Merrill. The motion was approved unanimously.

Mr. Williams reported that staff performed a comparison of the Health Insurance options for coverage starting December 1, 2016 as provided by the Insurance Broker. The Anthem Grandmothered Renewal would provide the best coverage at the most reasonable cost.

A motion was made by Mr. Clark to approve the renewal with Anthem for the health insurance; switch Dental, Life and ST/LT to Mutual of Omaha and increase Life Coverage to \$50,000 per employee and was seconded by Mr. McDonald. The motion was approved unanimously.

A motion was made by Mr. Clark to approve the 2.7% merit pool with a target of a 2% increase for employees receiving a Competent Performance rating, and the same increase for the range adjustment, and was seconded by Ms. Merrill. The motion was approved unanimously.

A motion was made by Mr. Clark to approve Salary Ordinance 11-14-2016 and was seconded by Ms. Merrill. The motion was approved unanimously.

CAPITAL & CONSTRUCTION COMMITTEE

A motion was made by Ms. Foley to accept the dedication of Brookhaven Sec. 8, Camden Walk Sec. 2B and Albany Place Sec. 1 sanitary sewers and was seconded by Ms. Merrill. The motion was approved unanimously.

Ms. Foley reported that five bids were received for the Queen's Manor & Estancia Neighborhood Sewer Project # 1604, with Miller Pipeline being the lowest responsive and responsible bidder. The pricing is for the base bid. Mandatory alternate bid pricing was received that excluded a portion of sewer to be installed. This was included in the contract due to the fact that an easement or right-of-way is going to be needed and acquisition may not have lent itself to the schedule. Since the project was bid, Carmel indicated that right-of-way for this parcel would be a priority and that the right-of-way would be there for our use by the time needed.

The low bid was substantially lower than the engineer's estimate of \$290,250 but CTRWD, GRW, and Miller Pipeline are confident that they can do the work for the amount bid in the timeline specified.

A motion was made by Ms. Foley to Award the Queens Manor and Estancia Sanitary Sewer Extension Project to Miller Pipeline LLC in the amount of \$189,125 and was seconded by Ms. Merrill. The motion was approved unanimously.

Ms. Foley reported six bids were received for the construction of the Springmill Parallel Interceptor Project # 1602, of which Gradex, Inc. was the lowest responsive and responsible bidder. The budget for this project was \$1,100,000.

A motion was made by Ms. Foley to award the Springmill Parallel Interceptor construction contract to Gradex, Inc. in the amount of \$929,990 and was seconded by Ms. Merrill. The motion was approved unanimously.

Ms. Foley reported Staff has worked with Carmel's Engineering Department and consultants to determine the scope of sewer relocation required so Carmel can construct an interchange at Keystone Parkway and 96th Street. Sewer relocation will have three components:

1. Relocate approximately 600 feet of gravity sewer (Southern Interceptor), generally between manholes SI-7 to SI-6.
2. Relocate approximately 500 feet of the Lift Station 1 force main in the same area as the gravity sewer relocation.
3. Relocate approximately 200 feet of the Lift Station 1 force main across Keystone Parkway.

Items 1 and 2 above must be completed by CTRWD before construction begins this spring. Item 3 will be completed by Carmel's road contractor at a later date while the intersection is closed to traffic. This will reduce construction time and cost to CTRWD.

The gravity sewer is currently located in an easement; therefore this relocation work will be reimbursed by Carmel. Carmel will acquire new easements necessary to complete the work. The relocated force main (Item 2) will be installed in new right-of-way or the new gravity sewer easement.

Design must be expedited to meet Carmel's aggressive schedule.

A motion was made by Ms. Foley to approve of staff engaging an engineering firm to provide professional services for this project in an amount not to exceed \$50,000. Staff will select the qualified firm offering the best price, and that can meet the project schedule. The motion was seconded by Ms. Merrill and was approved unanimously.

A motion was made by Ms. Foley to approve the 2017 Capital Budget and was seconded by Ms. Merrill. The motion was approved unanimously.

Mr. Williams reported that Staff has been negotiating with Blackline - the architectural firm, to determine the scope and costs for relocating the administrative office to the WWTP. Board members discussed the timeframe being put forth by Hamilton County and their sense of urgency. Mr. Williams reported that their lease is in place through 2017, but they are anxious to get a definitive answer from the District in order to proceed with their plans. Mr. Williams will contact Mike Snowden regarding the particulars of their lease with the City of Carmel.

Moving forward the District would like to begin the design work with Blackline for the WWTP construction/renovations. Mr. Mills requested a "Plan A" and a "Plan B" presented to the Board sometime in the near future. Mr. Mills asked what the build out timeframe could be for this project. Mr. Williams replied that bidding and construction could be done this spring and construction completed by the end of 2017.

A motion was made by Mr. Mills to authorize the District to proceed with a contract with Blackline in an amount not to exceed \$50,000 and was seconded by Mr. Clark. The motion was approved unanimously.

OLD BUSINESS

There were no items to report.

NEW BUSINESS

Cindy Sheeks presented the Docket for approval, noting the additional docket items totaling \$432,517.67.

A motion was made by Ms. Merrill to approve the docket in the amount of \$797,659.77, as well as the additional docket items in the amount of \$432,517.67 and was seconded by Mr. Mills. The motion was approved unanimously.

ADJOURN

At 7:47 p.m. a motion was made by Mr. McDonald to adjourn the meeting and was seconded by Ms. Merrill. The motion was approved unanimously.

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

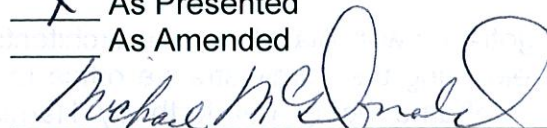
Respectfully submitted,



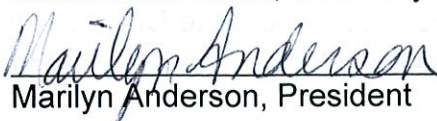
Andrew Williams
Utility Director

Approved:

☒ As Presented
☐ As Amended



Michael McDonald, Secretary



Marilyn Anderson, President