



BOARD OF TRUSTEES MEETING
Monday, February 13, 2017 @ 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 Carl Mills, Barb Lamb, Eric Hand, and Chuck Ford. Also in attendance: Utility Director Drew Williams, Legal Counsel Anne Poindexter, Architects Scott Perkins and Eric Barr with Blackline, and Ryan Marshall with BPS Marketing.

Absent: Mike Shaver and Steve Pittman

The audience sheet is attached.

PUBLIC HEARING – Ordinance 12-12-2016 – District Wide Fees

Ms. Anderson read into the record, "Ordinance No. 12-12-2016. An ordinance establishing district wide connection fee, interceptor fee, application and re-inspection charges to be collected from owners of properties to be served by the sewage works of the District and matters connected therewith, replacing Ordinance 01-11-2016."

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 MEMORANDUMS

A motion was made by Ms. Merrill to approve the January 9, 2017 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 the District was hit by ransomware and staff continues to work with the IT consultant to reestablish all systems. The District has also contracted with a company called KnowBe4 that provides a program to educate staff about IT security and sends out phishing emails to staff members to confirm that everyone is up to speed on

what to look for. This will be introduced at the staff meeting this week; the training will also be available to family members to use and benefit from.

BUDGET & FINANCE COMMITTEE

Ms. Anderson did a second reading of Ordinance No. 12-12-2016. An ordinance establishing district wide connection fee, interceptor fee, application and re-inspection charges to be collected from owners of properties to be served by the sewage works of the District and matters connected therewith, replacing Ordinance 01-11-2016.

Ms. Lamb asked what the specific changes are in the ordinance. Mr. Williams responded that the EDU Connection Fee and the Interceptor Fees were increased 5%.

A motion was made by Ms. Merrill to approve Ordinance No. 12-12-2016 – District Wide Fees, and was seconded by Mr. McDonald. The motion was approved unanimously.

A motion was made by Ms. Merrill to remove Joe Clark as a check signer and approve Steve Pittman as a check signer and was seconded by Mr. Ford. The motion was approved unanimously.

PERSONNEL & BENEFITS COMMITTEE

The Committee did not meet in January.

CAPITAL & CONSTRUCTION COMMITTEE

A motion was made by Mr. Hand to accept the dedication of The Indianapolis, Indiana Temple Sanitary Sewer and was seconded by Mr. Mills. The motion was approved unanimously.

Mr. Hand gave a summary of the situation with the 30 acre parcel owned by Mr. Byrum on 146th Street, west of Shelborne Road in Westfield. Mr. Byrum is asking that Citizens Westfield allow his property to be removed from the City of Westfield and has taken the matter up with the IURC.

A motion was made by Mr. Hand to direct the staff to be prepared to provide service to this property per the District's policies and procedures, if the parcel is removed from the Citizens Westfield territory and was seconded by Ms. Merrill. The motion was approved unanimously.

Mrs. Poindexter gave some background and further explanation regarding this particular situation. It was explained that it is in the best interest of all parties involved, for the District and the Board of Trustees to be informed and willing to provide service if the property owner is successful in obtaining a release from Citizens Westfield.

OLD BUSINESS

Office consolidation presentation was made by Scott Perkins with Blackline. Mr. Perkins indicated that several options were initially considered and narrowed down to two. One was add onto the existing office and convert four garage bays to office space, and the

addition of a large bay for the cleaning truck. The other option was to add onto the existing office and convert seven garage bays to office space and building a new garage at the rear of the property. The first option is the one the presentation focused on. There would be approximately 7,900 SF of office space in the proposed open concept design. Mr. Perkins stated that the estimated total project budget would be \$2,170,000. Site work is over \$500,000 of this total. Blackline is proposing filling part of the pond to provide for a parking lot. The exterior would consist of a lot of windows and architectural metal. The current metal siding above the block would be replaced with translucent panels to allow in light. (The PowerPoint slides are attached.)

The Board members discussed the project and provided feedback. There was the concern that the open concept would be a disruption to many of the employees. The total cost of the project was questioned regarding the benefit to the District and its customers. The exterior rendering was not very appealing and more detail was requested. The concern was raised about the office space being adjacent to the garage and noise and odor issues that may arise. The project was referred back to the Committees to discuss in more detail before the March Board meeting.

Mr. Ryan Marshall was introduced and preceded with an overview of the results of the customer service survey that was conducted by BPS and SMARI. Mr. Marshall indicated that the survey shows that 18% of our customers think we provide trash or recycling pickup. There are many others that don't understand what wastewater collection and treatment involves. While 43% of respondents indicated that replenishing the environment with clean water was most important, only 2% responded that this is what the District does. Mr. Marshall pointed to that as an area to target for education.

The survey indicated that the overall ratings of key performance attributes were consistent and favorable. Negative ratings were 6% and would benefit from further education of customers. The longer a customer has been with the District the more likely they are to provide a positive ranking for satisfaction.

Mr. Marshall pointed out that while the District's name, Clay Township Regional Waste District, has four words relating to location, none of these ranked high when customers were asked to describe the area where they live. Neighborhood was first, suburb was second and Northside was third. The information gathered from this survey will be used to prepare the marketing approach and provide suggested changes to the District's name to improve recognition.

Ms. Lamb indicated that she was disappointed that after answering the demographic questions, she was informed that her feedback was not needed. Mr. Williams indicated that any future customer service surveys will allow all to respond.

Ms. Anderson thanked Ryan for the report and commented on the brainstorming session she attended which included staff members of the District. She expressed how impressed she was with the level of pride District Employees take in their job.

Mr. McDonald shared some information regarding cyber security that he originally shared at the Budget and Finance Committee meeting. Mr. McDonald stated that the recent ransomware attack at the District should not be considered anyone's fault. In fact, he felt staff had been very proactive in preparing for this type of incident. The positive outcome is to be thinking about providing more key resources; dedicated to addressing this issue.

NEW BUSINESS

A motion was made by Ms. Merrill to approve Mr. Mills as the "At -Large" member of the Executive Committee and was seconded by Mr. McDonald. The motion was approved unanimously.

A motion was made by Ms. Merrill to approve the docket in the amount of \$1,024,249.14, and was seconded by Mr. McDonald. The motion was approved unanimously.

ADJOURN

A motion was made by Mr. McDonald to adjourn the meeting and was seconded by Mr. Hand. The motion was approved unanimously.

The meeting was adjourned at 8:51 p.m.

The next Board of Trustees Meeting is scheduled for Monday, March 13, 2017 at 7:00 p.m.

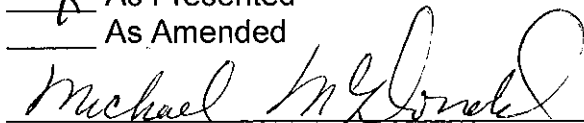
Respectfully submitted,



Andrew Williams
Utility Director

Approved:

☒ As Presented
☐ As Amended



Michael McDonald, Secretary



Marilyn Anderson, President

CTRWD_PROJECT ESTIMATE SUMMARY

Preliminary Conceptual Estimate of Probable Cost

OPTION A	Item	Subtotal	Remarks
	Site Work	533,811	
	Building Construction	1,341,686	11,818 GSF
	A/E Fees	136,290	per Blackline proposal
	FFE	158,203	
	Total Project Budget - OPTION A	2,169,991	

Preliminary Conceptual Estimate of Probable Cost

OPTION B	Item	Subtotal	Remarks
	Site Work	533,811	
	Building Construction - Office	1,186,041	10,426 GSF
	Building Construction - Garage/Shop	447,546	4,300 GSF
	A/E Fees	136,290	per Blackline proposal
	FFE	158,203	
	Total Project Budget - OPTION B	2,461,891	

POTENTIAL COST REDUCTION ITEMS

Reduce staff parking quantity to 30 (inside the fence)	78,898	single loaded aisle instead of double loaded, also reduces infill of pond
Keep Existing Roof	100,733	contingent on it's condition
Make other storage provisions for the Vector Truck such as in the Biosolids or Storage Building	155,646	delete the garage addition from Option A and don't build a separate Garage/Shop
Reduce FFE to workstations & common areas	45,210	keep & reuse private office and conference room furniture

ITEMS NOT INCLUDED

Technology - Phone, Data, hardware, etc		Typically contracted directly by the owner
Security - cameras, keypads, access controls, etc		Typically contracted directly by the owner
Relocation Expense		
Interior Design Accessories, Art, Exhibits, etc		
File Storage, Flat Files, Shelving, etc.		assume these items will be relocated and reused

