



## Clay Township Regional Waste District

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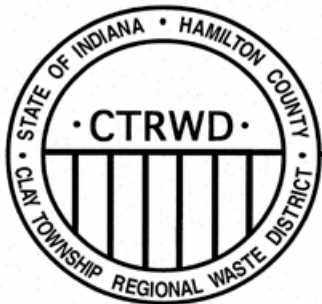
### **Board of Trustees Meeting Agenda**

**Monday, November 13, 2017 @ 7:00 p.m.**

**Clay Township Government Center**

**10701 N. College Avenue, Indianapolis, IN 46280**

- 1. Roll Call**
- 2. Approval of Meeting Memorandum**
  - a. October 9, 2017
- 3. Public Hearing - Ordinance 10-09-2017**
- 4. Approval of Claims Docket**
- 5. Public Comment**
- 6. Attorney's Report**
- 7. Utility Director's Report**
- 8. Committee Reports**
  - a. Budget & Finance Committee
  - b. Personnel & Benefits Committee
    - i. 2018 Holiday Schedule
  - c. Capital & Construction Committee
    - i. Second Reading of Ordinance 10-09-2017
- 9. Old Business**
  - a. IDEM Petition to Change Name
- 10. New Business**
  - a. Conflict of Interest Presentation
- 11. Adjourn**



## BOARD OF TRUSTEES MEETING

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Monday, October 9, 2017 @ 7:00 p.m.

### Memorandum

Ms. Anderson called the meeting to order at 7:06 p.m.

#### **ROLL CALL**

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

Absent: Michael Shaver

The audience sheet is attached.

#### **APPROVAL OF MEMORANDUMS**

A motion was made by Ms. Merrill to approve the September 11, 2017 Board Meeting Memorandum as amended and was seconded by Mr. Ford. The motion was approved unanimously.

Mr. Pittman joined the meeting at 7:09

#### **APPROVAL OF CLAIMS DOCKET**

A motion was made by Ms. Merrill to approve the Claims Docket totaling \$732,316.51 and was seconded by Mr. Mills. The motion was approved unanimously.

#### **PUBLIC COMMENTS**

There were no public comments.

#### **ATTORNEY'S REPORT**

Mrs. Poindexter had no updates to report.

#### **UTILITY DIRECTOR'S REPORT**

Mr. Williams reported that the District had 6 employees attend the Annual WEFTEC Conference in Chicago last week. The team did very well in the Operator's Challenge. There are two divisions, Division 1 is comprised of seven teams that have all won the International Challenge in the past. The District's "Mechanical Seals" came in 22<sup>nd</sup> out of the 44 teams that made up Division 2. It was a great achievement to be in the top 50% for their first time competing at this level. The Team took 9<sup>th</sup> place overall in the Collection part of the competition. The entire event is very impressive and allowed staff members to see the latest technology, equipment and software relating to the wastewater business;

and to meet vendors and learn more about the industry. Mr. Williams had the opportunity to talk with a gentleman named Ian Steff from the US Department of Commerce, International Trade Administration. He wanted to meet the team from Indiana and had his photo taken with our team to post it on their Facebook page. He was appointed by Mike Pence at the State level and then moved out to D.C. when Mr. Pence became Vice President. It was interesting for the staff to interact with him. Mr. Williams participated in the Water Leadership Institute that wrapped up on Sunday. Mr. Williams found it to be enlightening to see what other utilities are doing across the country. He was pleased to learn that the District is considered progressive in the reuse of water by discharging into Eagle Creek that feeds the Eagle Creek reservoir.

Mr. Williams asked if there were any questions regarding the IDEM Response Letter and memo that was mailed to board members. Normally, we will only hear back from IDEM if they are not satisfied with our response.

Staff continues to investigate the slightly higher BOD levels at the plant that were showing up on Mondays. The IDEM representative recommended we test all along the plant system internally since the plant can adequately treat high BOD levels. The source may have been traced back to the fact that no sampling is done over the weekend, which could allow the sampling tube to accumulate a media growth that then shows up in the Monday sampling. Staff will attempt to confirm this by drawing samples over the weekend to keep the tube flushed. These samples would not require testing.

Mr. McDonald asked if there was any big “aha” type information from the conference. Mr. Williams replied that staff did gain valuable insight through their training. One example is that they learned a compressor can be used on our backup pumps to draw a prime, which will indicate whether the parts are working. This knowledge would have been a time saving diagnostic for Lift Station 10.

Mr. McDonald remarked that recently he was with some people associated with the Richmond Indiana WWTP facility that suffered a fatality. Mr. McDonald commented that this is a good confirmation of the District’s emphasis on safety. Mr. Williams agreed that the improvements made in safety training have also benefitted the District in lowering our rating for Worker’s Comp Insurance.

Ms. Anderson asked that Mr. Williams convey the Board’s congratulations to the team. Ms. Anderson said that recognition is also in order for the staff’s repurposing of an “out of order” pump by the collections staff, as noted in the October newsletter.

Ms. Merrill asked about the RV that had an illegal connection to the sewer system. Mr. Williams replied that staff is still looking into this and it was actually found while staff was investigating a property where there were heavy roots coming from a lateral. Staff will follow up with the property owner and inform them that dumping into the sewer system is unacceptable.

## **BUDGET & FINANCE COMMITTEE**

Ms. Merrill reported that there are no action items. However, the committee hopes to meet with the C&C Committee regarding the 2018 Budget.

## **PERSONNEL & BENEFITS COMMITTEE**

Ms. Lamb reported that there are no action items.

## **CAPITAL & CONSTRUCTION COMMITTEE**

Mr. Pittman reported that the first item is a WWTP Odor Control Project change order. The good news it is for a credit of \$35,838.

A motion was made by Mr. Pittman to approve Change Order 1 for a credit in the amount of \$35,838 and was seconded by Mr. Hand. The motion was approved unanimously.

Mr. Pittman reported that the committee had a lengthy discussion regarding Project #1602 Springmill Parallel Interceptor Project Change Order 2 and thoroughly vetted the details out.

A motion was made by Mr. Pittman to approve Change Order 2 for the Springmill Parallel Interceptor project construction contract with Gradex, Inc., increasing the contract price by \$164,644.99 and adding 70 days to the contract time and was seconded by Mr. Hand. Ms. Merrill confirmed that a lot of this was due to conditions beyond our control. The committee affirmed this. The motion was approved unanimously.

Mr. Hand read into the record Ordinance No. 10-09-2017, An ordinance to pay for the cost of the local sewers serving: 11062, 11054, 11040, 11024, 10998, 10966, 10958, 10946, 10938, 10926, 10904 Spring Mill Lane and 10675 Spring Mill Road in Hamilton County, Indiana; and other matters connected therewith.

A motion was made by Mr. Hand to approve the first reading, publication of the Public Notice of Ordinance No. 10-09-2017 and the ordinance placed on the November Board agenda for a Public Hearing. The motion was seconded by Mr. Pittman and was approved unanimously.

Mrs. Poindexter indicated that now that the motion was approved to hold the first reading, Mr. Hand should read the first paragraph of the ordinance again. Mr. Hand read into the record Ordinance No. 10-09-2017, An ordinance to pay for the cost of the local sewers serving: 11062, 11054, 11040, 11024, 10998, 10966, 10958, 10946, 10938, 10926, 10904 Spring Mill Lane and 10675 Spring Mill Road in Hamilton County, Indiana; and other matters connected therewith.

## **OLD BUSINESS**

There was no old business for discussion.

## **NEW BUSINESS**

There was no new business for discussion.

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

The meeting was adjourned at 7:34 p.m.

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

Respectfully submitted,



Andrew Williams  
Utility Director

Approved:

\_\_\_\_\_ As Presented

\_\_\_\_\_ As Amended

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Michael McDonald, Secretary

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Marilyn Anderson, President



## Clay Township Regional Waste District

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

### BOARD OF TRUSTEES MEETING

at Clay Township Government Center

October 9, 2017

Please sign in:

Name

Address

Phone

Edie Miller

CTRWD

Andy Sheeks

CTRWD

Nes Markle

CTRWD

## **ORDINANCE NO. 10-09-2017**

An ordinance to pay for the cost of the local sewers serving: 11062, 11054, 11040, 11024, 10998, 10966, 10958, 10946, 10938, 10926, 10904 Spring Mill Lane and 10675 Spring Mill Road in Hamilton County, Indiana; and other matters connected therewith.

WHEREAS, the Board of Trustees of the Clay Township Regional Waste District heretofore approved plans and specifications and determined to construct, equip, own, operate and maintain sewage works along Spring Mill Road;

WHEREAS, laterals were installed to provide sewer service to parcels commonly known as 11062, 11054, 11040, 11024, 10998, 10966, 10958, 10946, 10938, 10926, 10904 Spring Mill Lane and 10675 Spring Mill Road and the construction of the sewage works has been completed;

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

### **Section 1. Applicable Fees and Charges.**

The premises at 11062, 11054, 11040, 11024, 10998, 10966, 10958, 10946, 10938, 10926, 10904 Spring Mill Lane and 10675 Spring Mill Road to be served by the sewage works of the District shall pay the Local Construction Cost of **Three Thousand One Hundred dollars (\$3,100)** at such time that said premises is connected to the sewage system of the District OR prior to that time. Until paid, the Local Construction Cost shall increase at an annual rate of 2.5% commencing on January 1, 2020 as detailed in Exhibit A.

In addition, the owner shall pay the Interceptor Fee, Equivalent Dwelling Unit (EDU) Fee, and Inspection Fee in effect at the time of the issuance of the connection permit OR prior to that time to lock in at the current rate as established by ordinance.

All properties to be served by the sewage works of the District shall be charged for the services provided, including a monthly user charge in the amounts and in the manner provided for by the District's ordinances.

The cost associated with the purchase and installation of the gravity sewer lateral and all apparatuses as set forth in, but not limited to, District standards, guidelines, and specifications as well as the abandonment of the septic system as set forth by the authorizing authority, shall be the responsibility of the property owner. These costs are not otherwise included in or covered by this Ordinance.

### **Section 2. Connection to Sanitary Sewer.**

Connection to the sanitary sewer shall be in compliance with the District's Sanitary Sewer Connection Policy.

### **Section 3. Severability.**

The invalidity of any section, clause, sentence, or provision of this Ordinance shall not affect the validity of any part of this Ordinance which can be given effect without such invalid part or parts.

### **Section 4. Effective Date.**

This Ordinance shall be in full force and effect from and after its passage.

***PASSED AND ADOPTED*** by the Board of Trustees of the Clay Township Regional Waste District on the \_\_\_\_ day of \_\_\_\_\_, 2017.

<u>BOARD OF TRUSTEES:</u>	<u>Approve</u>	<u>Oppose</u>	<u>Abstain</u>
_____ Marilyn Anderson President	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Steve Pittman Vice President	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Michael McDonald Secretary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Jane Merrill Treasurer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Eric Hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Carl Mills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Chuck Ford	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Barbara Lamb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Michael Shaver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST:

\_\_\_\_\_  
Andrew Williams  
Utility Director



**Exhibit A – Local Construction Cost**  
Spring Mill Lane and Spring Mill Road

Annual Interest Rate – 2.5%

Connection Year	Connection Fee
2019	\$3,100
2020	\$3,178
2021	\$3,256
2020	\$3,334
2022	\$3,412
2023	\$3,490
2024	\$3,568
2025	\$3,646
2026	\$3,724
2027	\$3,802
2028	\$3,880
2029	\$3,958
2030	\$4,036
2031	\$4,114
2032	\$4,192
2033	\$4,270
2034	\$4,348
2035	\$4,426
2036	\$4,504
2037	\$4,582
2038	\$4,660
2039	\$4,738
2040	\$4,816
2041	\$4,894
2042	\$4,972
2043	\$5,050
2044	\$5,128
2045	\$5,206
2046	\$5,284
2047	\$5,362
2048	\$5,440
2049	\$5,518
2050	\$5,596

Clay Township Regional Waste District  
Register of Claims  
For the period 10/6/2017-11/8/2017

Payment date	Payment number	Bank name	Payee name	Amount	Amount Allowed	Description
10/9/17	10713	Operating	Allison Payment Systems LLC	\$5,127.40	\$5,127.40	Billing services
10/9/17	10714	Operating	Allison Payment Systems LLC	\$3,366.64	\$3,366.64	Billing Fees
10/9/17	10715	Operating	Altman, Poindexter & Wyatt, LLC	\$5,007.50	\$5,007.50	Political Subdivision
10/10/17	10717	Operating	Lowe's Business Account	\$124.68	\$124.68	LS Repairs
10/11/17	10718	Interceptor	Gradex Inc	\$490.40	\$490.40	CIP-Proj 1602 Springmill
10/12/17	10719	Operating	Carmel Utilities	\$1,032.30	\$1,032.30	Meter readings - Aug 2017
10/13/17	10720	Operating	Boone County Recorder	\$25.00	\$25.00	1 lien filed
10/18/17	10721	Operating	Aaron Strong	\$110.97	\$110.97	Jeans
10/18/17	10722	Operating	Andrew Williams	\$161.51	\$161.51	Expense reimbursement
10/18/17	10723	Operating	AT & T	\$852.24	\$852.24	LS Cell service 10/17
10/18/17	10724	Operating	Carmel Utilities	\$51.14	\$51.14	LS 2
10/18/17	10725	Operating	Citizens Energy Group	\$80.59	\$80.59	Plant
10/18/17	10726	Operating	IPL	\$6,116.44	\$6,116.44	LS 24
10/18/17	10727	Operating	Matt Starr	\$64.20	\$64.20	Mileage 10/7-10/8
10/18/17	10728	Operating	Larry G Roach	\$18.27	\$18.27	Refund-10278 Orchard Park Dr W
10/18/17	10729	Operating	Guy Settineri	\$32.90	\$32.90	Refund-10903 Weston
10/18/17	10730	Operating	Ronald or Paula Quammen	\$20.56	\$20.56	Refund-12728 Norfolk
10/18/17	10731	Operating	Mimi Chung	\$15.67	\$15.67	Refund-926 Twelve Oaks
10/18/17	10732	Operating	Marci L Penner	\$27.34	\$27.34	Refund-10580 Deepwood Trail
10/18/17	10733	Operating	Kathleen Correll	\$44.47	\$44.47	Refund-1076 Timber Creek Dr #1
10/18/17	10734	Operating	Matt or Mary MacBeth	\$22.60	\$22.60	Refund-11480 Senie Lane
10/18/17	10735	Operating	Margaret McNamara	\$35.11	\$35.11	Refund-10641 N Penn
10/18/17	10736	Operating	Rob or Connie McCune	\$14.93	\$14.93	Refund-9638 Maple
10/18/17	10737	Operating	Richard or Lynn Cohee	\$23.73	\$23.73	Refund-10565 Greentree
10/18/17	10738	Operating	Karin Shady	\$20.10	\$20.10	Refund-13518 Spotswood Dr
10/18/17	10739	Operating	Todd G Parrish	\$11.86	\$11.86	Refund-13724 Stanford Dr
10/18/17	10740	Operating	Angela McDonald-Fisher	\$48.70	\$48.70	Refund-13750 Hiatt
10/18/17	10741	Operating	PMB Enterprises Inc	\$17.89	\$17.89	Refund-405 E 106th
10/18/17	10742	Operating	Alex Germain-Robin	\$26.46	\$26.46	Refund-2959 Windy Knoll
10/18/17	10743	Operating	Brian Bretzinger	\$475.14	\$475.14	Refund-9602 Turnberry Ct
10/18/17	10744	Operating	Executive Homes Construction	\$15.54	\$15.54	Refund-1256 Frenzel Parkway
10/18/17	10745	Operating	Crane Builders	\$20.80	\$20.80	Refund-13105 Towne Rd
10/18/17	10746	Operating	Joshua Williams	\$30.87	\$30.87	Refund-1080 Serentiy Ct
10/18/17	10747	Operating	David or Jennifer Norton	\$31.92	\$31.92	Refund-13888 Royal Saddle Dr
10/18/17	10748	Operating	Berkshire Hathaway IND Realty c/o W	\$31.92	\$31.92	Refund-14286 Pemberton Lane
10/18/17	10749	Operating	Spectrum Business	\$224.00	\$224.00	Internet service
10/18/17	10751	Operating	Citizens Energy Group	\$49.28	\$49.28	LS 17
10/18/17	10752	Operating	Vectren Energy Delivery	\$131.47	\$131.47	Plant gas service
10/24/17	10754	Operating	Barbara Williams	\$157.08	\$157.08	Refund-Over payment
10/25/17	10755	Operating	Ryan Weddle	\$40.00	\$40.00	ER HSA Contribution to Teachers Credit Union
11/3/17	10756	Operating	AFLAC	\$521.44	\$521.44	Aflac insurance
11/3/17	10757	Operating	AT & T	\$625.04	\$625.04	Internet
11/3/17	10758	Operating	AT&T Mobility	\$938.50	\$938.50	Cell phones
11/3/17	10759	Operating	Cindy Sheeks	\$41.28	\$41.28	B & F meeting
11/3/17	10760	Operating	Clay Township Trustee	\$2,932.55	\$2,932.55	Shared expenses
11/3/17	10761	Operating	IPL	\$1,693.71	\$1,693.71	LS 18
11/3/17	10762	Operating	Jason Lewin	\$101.65	\$101.65	Mileage
11/3/17	10763	Operating	Kinetrex Energy	\$6.29	\$6.29	Plant natural gas
11/3/17	10764	Operating	Republic Services #761	\$264.70	\$264.70	Trash service
11/8/17	10765	Reserve for R	ACE Technologies, LLC	\$9,525.00	\$9,525.00	CIP-Gas Monitors
11/8/17	10766	Interceptor	Gradex Inc	\$219,833.09	\$219,833.09	CIP-Proj 1602 Springmill

Payment date	Payment number	Bank name	Payee name	Amount	Amount Allowed	Description
11/8/17	10767	Interceptor	GRW	\$1,140.00	\$1,140.00	CIP-Proj 1602-Springmill
11/8/17	10768	Operating	Aaron Strong	\$30.00	\$30.00	Oct cell phone
11/8/17	10769	Operating	ACE Technologies, LLC	\$1,319.58	\$1,319.58	Collection service
11/8/17	10770	Operating	Action Equipment Sales Co., Inc.	\$253.61	\$253.61	Equipment repairs
11/8/17	10771	Operating	Allison Payment Systems LLC	\$3,369.31	\$3,369.31	Billing Fees
11/8/17	10772	Operating	Allison Payment Systems LLC	\$4,880.11	\$4,880.11	Prepaid Postage
11/8/17	10773	Operating	Altman, Poindexter & Wyatt, LLC	\$2,117.50	\$2,117.50	Legal fees
11/8/17	10774	Operating	ASAP Aquatics	\$470.98	\$470.98	Repairs - PO 1554
11/8/17	10775	Operating	Barbara Lamb	\$200.00	\$200.00	Oct board fees
11/8/17	10776	Operating	Bio Chem, Inc.	\$3,886.13	\$3,886.13	Biosolid disposal
11/8/17	10777	Operating	Butler Fairman & Seufert	\$11,352.32	\$11,352.32	CIP-Proj 1601-106th St FM
11/8/17	10778	Operating	Carl S. Mills	\$300.00	\$300.00	Board member fees
11/8/17	10779	Operating	Carmel Utilities	\$76,580.70	\$76,580.70	Oct Flow
11/8/17	10780	Operating	Carmel Utilities	\$37.96	\$37.96	Stormwater fees
11/8/17	10781	Operating	Charles Ford	\$100.00	\$100.00	Oct Board fees
11/8/17	10782	Operating	Cindy Sheeks	\$30.00	\$30.00	Cell phone
11/8/17	10783	Operating	Community Occupational Health Servi	\$178.00	\$178.00	Testing
11/8/17	10784	Operating	Connect Electric Inc	\$1,430.80	\$1,430.80	Repairs
11/8/17	10785	Operating	Current Publishing	\$79.70	\$79.70	Legal ad - Rate Ordinance
11/8/17	10786	Operating	DLZ Indiana, LLC	\$6,637.50	\$6,637.50	Cons Ins-Heritage @ Springmill
11/8/17	10787	Operating	Eco Infrastructure Solutions, Inc.	\$736.81	\$736.81	Paint
11/8/17	10788	Operating	Element Materials Technology Dalevill	\$142.00	\$142.00	Sewer sampling
11/8/17	10789	Operating	Environmental Resource Associates	\$542.46	\$542.46	Sewer sampling - PO 1489
11/8/17	10790	Operating	Eric Hand	\$200.00	\$200.00	Oct Board fees
11/8/17	10791	Operating	Eric Luis Delacruz	\$30.00	\$30.00	Oct cell phone
11/8/17	10792	Operating	Fastenal Company	\$2,903.02	\$2,903.02	Washer repairs PO 1553
11/8/17	10793	Operating	Ferguson Enterprises, Inc. #1480	\$55.81	\$55.81	Plant R & M
11/8/17	10794	Operating	GRW	\$68,898.80	\$68,898.80	Union Twp Study
11/8/17	10795	Operating	Hach Company	\$465.57	\$465.57	Sewer sampling
11/8/17	10796	Operating	Indy Express, Inc.	\$173.40	\$173.40	October mail service
11/8/17	10797	Operating	IPL	\$69.61	\$69.61	LS 24
11/8/17	10798	Operating	IT Indianapolis	\$12,542.70	\$12,542.70	Office 2016
11/8/17	10799	Operating	Indiana Water Environment Associatic	\$20.00	\$20.00	Plant tour - Watkins
11/8/17	10800	Operating	Jane B. Merrill	\$200.00	\$200.00	Oct Board fees
11/8/17	10801	Operating	Jeffrey Martin	\$30.00	\$30.00	Oct cell phone
11/8/17	10802	Operating	Kermin Huntley	\$30.00	\$30.00	Oct cell phone
11/8/17	10803	Operating	Kirby Risk Corporation	\$50.60	\$50.60	Plant R & M
11/8/17	10804	Operating	KorTerra, Inc.	\$6,557.49	\$6,557.49	Annual Service Fees
11/8/17	10805	Operating	Landmark	\$168.75	\$168.75	Gardening services
11/8/17	10806	Operating	Marilyn Anderson	\$400.00	\$400.00	Oct board fees
11/8/17	10807	Operating	Merrell Brothers, Inc.	\$11,748.77	\$11,748.77	Biosolid disposal
11/8/17	10808	Operating	Michael A. McDonald	\$200.00	\$200.00	Oct Board fees
11/8/17	10809	Operating	Michael Shaver	\$150.00	\$150.00	Board fees
11/8/17	10810	Operating	Nalco Crossbow Water	\$423.07	\$423.07	Sewer sampling
11/8/17	10811	Operating	Nathan Crowder	\$30.00	\$30.00	Oct Cell phone
11/8/17	10812	Operating	North Central Laboratories	\$501.84	\$501.84	Lab supplies
11/8/17	10813	Operating	Office Depot	\$5,618.39	\$5,618.39	DesignJet Printer
11/8/17	10814	Operating	Pearson Ford, Inc.	\$217.12	\$217.12	Vehicle repairs
11/8/17	10815	Operating	Praxair Distribution, Inc.	\$27.35	\$27.35	Cylinder rental
11/8/17	10816	Operating	Purafil, Inc.	\$11,467.85	\$11,467.85	Chemicals
11/8/17	10817	Operating	Quench USA, Inc.	\$99.00	\$99.00	Water tower rental
11/8/17	10818	Operating	Quick Lane	\$50.33	\$50.33	Vehicle repairs
11/8/17	10819	Operating	Ray Clemens	\$800.00	\$800.00	Cleaning
11/8/17	10820	Operating	Ryan Osborne, Inc	\$2,987.50	\$2,987.50	Support
11/8/17	10821	Operating	Safety Resources, Inc.	\$1,478.11	\$1,478.11	Training fees

Payment date	Payment number	Bank name	Payee name	Amount	Amount Allowed	Description
11/8/17	10822	Operating	Shrewsberry & Associates, LLC	\$9,262.50	\$9,262.50	Cons Insp-Jacksons Grant Sect 5
11/8/17	10823	Operating	Signius Communications	\$67.48	\$67.48	Answering service
11/8/17	10824	Operating	Steve Pittman	\$300.00	\$300.00	Oct Board fees
11/8/17	10825	Operating	Straeffer Pump & Supply, Inc.	\$1,271.89	\$1,271.89	Repair parts
11/8/17	10826	Operating	Taylor Oil Company, Inc.	\$1,205.53	\$1,205.53	Fuel
11/8/17	10827	Operating	Taylor Systems, Inc.	\$106.75	\$106.75	Monthly billing
11/8/17	10828	Operating	Trenley Contracting LLC	\$8,267.00	\$8,267.00	Manhole rehab
11/8/17	10829	Operating	Tyco Integrated Security LLC	\$614.93	\$614.93	Alarm system
11/8/17	10830	Operating	Vectren Energy Delivery	\$182.91	\$182.91	Plant gas service
11/8/17	10831	Operating	Workspace Solutions	\$1,126.76	\$1,126.76	Office chairs
11/8/17	10832	Operating	Xylem Water Solutions USA, Inc.	\$2,396.00	\$2,396.00	Pump
11/8/17	10833	Operating	Nathan Crowder	\$198.78	\$198.78	Travel reimbursement
11/8/17	10834	Operating	ACJ Safety Solutions	\$1,100.00	\$1,100.00	CPR Training
10/12/17	201709142	Operating	Duke Energy	\$19,478.45	\$19,478.45	Plant
10/12/17	201709143	Operating	Duke Energy	\$844.75	\$844.75	LS 14
10/12/17	201709144	Operating	Duke Energy	\$210.99	\$210.99	LS 11
10/13/17	201709145	Operating	Duke Energy	\$349.20	\$349.20	LS 23
10/13/17	201709146	Operating	Duke Energy	\$932.76	\$932.76	LS 17
10/16/17	201709147	Operating	Duke Energy	\$220.84	\$220.84	LS 16
10/10/17	201709150	Operating	ADP	\$55,607.83	\$55,607.83	PPE 10/6/2017
10/10/17	201709151	Operating	Empower Retirement (Hoosier START	\$7,073.46	\$7,073.46	PPE 10/6/17 401A, 457B, Roth
10/6/17	201709152	Operating	ADP	\$124.34	\$124.34	Workforce now
10/20/17	201709153	Operating	ADP	\$235.84	\$235.84	Payroll & Time and Attendance
11/8/17	201709155	Operating	Duke Energy	\$710.77	\$710.77	LS 14
11/2/17	201709158	Operating	Duke Energy	\$290.49	\$290.49	LS 4
11/2/17	201709159	Operating	Duke Energy	\$141.75	\$141.75	LS 21
10/31/17	201709160	Operating	Duke Energy	\$1,250.94	\$1,250.94	LS 1
11/2/17	201709162	Operating	Duke Energy	\$110.02	\$110.02	LS 5
10/31/17	201709163	Operating	Duke Energy	\$48.21	\$48.21	LS 6
11/3/17	201709164	Operating	Duke Energy	\$157.65	\$157.65	LS 19
11/2/17	201709165	Operating	Duke Energy	\$386.67	\$386.67	LS 26
10/24/17	201709167	Operating	Anthem Blue Cross Blue Shield	\$25,590.62	\$25,590.62	H ins-Nov 2017
10/25/17	201709168	Operating	ADP	\$52,598.40	\$52,598.40	PPE 10/20/2017
10/25/17	201709169	Operating	Empower Retirement (Hoosier START	\$6,860.66	\$6,860.66	ROTH, 401A, 457B PPE 10/20/17
10/25/17	201709170	Operating	Mutual of Omaha	\$3,584.23	\$3,584.23	Insurance - November
10/25/17	201709171	Operating	PNC Bank	\$2,831.63	\$2,831.63	CC EXPENSES SEPTEMBER 2017
				\$710,834.45	\$710,834.45	

#### ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the register, such claims are hereby allowed in the total amount of

**\$710,834.45**

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\_\_\_\_\_

# THE CTRWD CONNECTION

Volume 10, Issue 11 November 2017  
MONTHLY NEWSLETTER

## CONSTRUCTION & ENGINEERING - WES MERKLE

In the month of October, the Engineering Group completed 615 locates, 64 I&I inspections and 48 lateral inspections. One failed I&I inspection found issues requiring correction. Kermin completed most inspections and Nate completed most locates. Nate attended the Midwest Damage Training Prevention Conference which focuses on underground utility locating. Ryan is reviewing plans for 21 private development projects. Seven private development projects are under construction currently. Ryan continues to coordinate with Carmel on road, path and drainage improvement projects throughout the District's service area.

Jeff continues to assist with Hiperweb implementation. Jeff has also assisted Eric in observing testing and construction on the 106<sup>th</sup> Street force main project. Eric has also been observing the Spring Mill Interceptor project punch list repairs as well as construction of Home Place Gardens sewer installation.

Engineering and Collections staff are working together to inspect Village of West Clay manholes after private alley paving was found to have damaged several structures.

Design and permitting work on the plant outfall project should be completed this year. Staff continues to work with a property owner along Cemetery Creek to address concerns about the project.

Plans are being finalized for the sewer relocation project at 96<sup>th</sup> Street and Keystone Parkway. Bids for construction will be received once the City of Carmel finally acquires new easements and right-of-way needed for the work.



Design work for the next neighborhood sewer extension project was wrapped up in October. Bidding will proceed once permits are received. This project includes Autumn Woods, West 116<sup>th</sup> Street, Williams Creek Manor, Spring Mill Place and Spring Mill Heights.

### Construction Update

The 106<sup>th</sup> Street Parallel Force Main project is expected to reach completion in the coming weeks. Over 18,000 feet of new pipe was tested and passed. Currently crews are tying in the existing dual force mains to the valve vault at Ditch Road. Crews continue to work on cleanup, final grading, pavement repairs and seeding.



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## PLANT REPORT - SCOT WATKINS

The District hosted the November Central Indiana Operators Association (CIOA) meeting. Gripp Inc. presented on flow monitoring technologies and set up a hands-on demonstration showcasing four different types of flow monitoring equipment. The meeting was wrapped up with a plant tour.

There were thirty-eight FOG inspections completed this month and one hundred and four quarterly reports received. Only three facilities have not turned in their reports and those accounts will be assessed fees for noncompliance.

Biannual plant preventive maintenance continues as all six clarifiers have had their oil changed. Staff made upgrades to the VLR gear reducers by replacing galvanized piping with stainless steel piping to eliminate corrosion and prevent oil leaks. The pond fountain has been removed and winterized for the year.

### Safety Update

The following safety tailgate sessions were held:

10/03/17 Quick Equipment Checks  
 10/11/17 Lock\Tagout: Water under pressure  
 10/17/17 Be Prepared for an Emergency  
 10/24/17 Don't Let Chemicals Get to You  
 10/31/17 Hold on to Hand Safety

Safety checks on treatment plant fire extinguishers and vehicles were completed this month.


Site Safety

2

8

1

8

No. of days since the  
last lost time accident.

## COLLECTIONS REPORT - AARON STRONG

Over the past month, Collections staff televised 20,000 feet of sewer main and cleaned over 16,000 feet in this year's cleaning and inspection cycle. Staff has recently run into heavy cleaning operations in the Lift Station 10 Basin, specifically the interceptor running south down Shelburne Road from 106<sup>th</sup> Street. Staff is coordinating cleaning operations with a Morphe Construction, a contractor installing a new path for the City of Carmel. Accessing the sewer in our easement with Morphe installing the new path has been challenging.

Crews have completed yearly Air Release Valve (ARV) inspection and maintenance, staff inspected and cleaned 129 force main ARV's located throughout the District. Trenley Construction closed out the 2017 Manhole repair project, raising 30 buried manholes to grade. CCTV inspection identified 24 leaking boots in District manholes; Culy Contracting has completed the contract to repair these sources of infiltration utilizing a chemical grout injection. Collections staff is in the process of inspecting repairs and closing work orders.

Collections Staff assisted Engineering by vacuum excavating a buried valve and installed a valve box on a low-pressure system located at the intersection of Ditch Road and Regal Drive. Collections assisted plant staff in pulling a failed pump in sludge holding tank #2 and replacing it with a pump from tank #1. Staff also performed night work assisting contractors by managing shut down operations at Lift Stations 10 and 11 while Reynolds Construction successfully installed new valves and yard piping.

**CUSTOMER SERVICE/BILLING - CINDY SHEEKS**

Lien activity resulted in a net decrease of \$259.83 in October for an ending balance of \$22,145.12.

Account warning notices are now going out to rental property owners when renter accounts are over 60 days past due. It is anticipated this will aid in reducing the number of liens filed against rental property owners and aid in collecting past due account balances.

The billing system integration with Invoice Cloud has stalled due to CUSI's desire to upgrade the District to their latest billing software version. Staff is in the process of upgrading the server and the software to improve our customers online experience with our billing software. The District does not currently offer an internet portal for billing. Upgrading billing to Version 6.2 will give our customers a web portal where they can see their account balances, make payments, sign up for e-bill and more in a user-friendly portal. There is no exact date yet on the upgrade completion, but the District is at the top of CUSI's list to transition to this new version.

In October, 30 customers were added to billing and 27 new permits were issued. Total e-bill customers increased by 6 to 2,371.

**HUMAN RESOURCES**

The Anthem Insurance renewal quote was 32% higher than the current premium. Quotes have been requested from other companies.

Monday, November 20 will be the Thanksgiving Pitch-in Luncheon. The cost will be approximately \$10 per person. More details will be emailed soon.

The winners of the Annual Chili Cookoff/Best Dessert/Costume contest were:

Chili – Ryan Hartman with a chicken queso chili

Dessert – Cindy Sheeks with a carrot cake

Costume – Brittney Kennedy as an evil Cereal Killer

Each winner received a gift card of their choice.



## FINANCIALS - CINDY SHEEKS

September 2017 revenues were over projections by \$86,912 (14.96%) for a total of \$667,912. Residential sales were \$384,573 which is 6.63% higher than expected and commercial sales totaled \$259,740 which is 29.38% higher than expected. Commercial revenue is up for the 5<sup>th</sup> straight month. Operating Expenses totaled \$376,876 which is 8.54% below budget in September. Wages, Administration, Treatment costs and collection system category expenses were all below budget in September. Wages were below budget by 6.03%, administration was below by 1.60%, treatment costs were below budget by 11.36% and collection expenses were below by 16%. Net income was \$264,743 in September exceeding projections by \$137,127 for the month. YTD net income of \$1,542,752 is above projections by \$524,600.

Cash generated for September shows a net increase in all funds by \$16,738 due to low capital spending which totaled \$280,007 for the month or 2.38%% of the working of the capital budget of \$11,768,909. Project spending included the Headworks Odor Control project, the 106<sup>th</sup> Force main and the Spring Mill Road interceptor. YTD, cash balances have decreased by \$5,429,301 from the December 31, 2016 balances. Cash on hand at 9/30/2017 is \$6,963,090.

The balances in the funds are listed below:

Operating \$679,589

Interceptor \$264,211

Plant Expansion \$3,485,493

Operating Reserve \$2,192,400

### CALENDAR OF EVENTS

Nov 15	Staff Meeting	10:00 a.m.
Nov 20	Thanksgiving Lunch	11:30 a.m.
Nov 23, 24	Office Closed - Thanksgiving	
Nov 27	P & B Meeting	7:30 a.m.
Dec 1	B & F Meeting	7:30 a.m.
Dec 4	C & C Meeting	4:30 p.m.
Dec 11	Board Meeting	7:00 p.m.



### BIRTHDAYS

<b>Drew Williams</b>	<b>November 1</b>
<b>Eric Luis DelaCruz</b>	<b>November 6</b>



New Valve Vault on 106th St.  
at Ditch Road



# CTRWD 2017

Selected Statistics 2017	January	February	March	April	May	June	July	Aug	Sept	Oct	2017 Monthly Average	2017 YTD	2016 Monthly Avg Through October	2016 Total Through October
<b>Maintenance Information</b>														
Lateral Inspections	32	42	39	35	36	41	38	42	23	48	38	376	38	383
Certified I&I Inspections	40	38	52	52	70	95	69	74	52	64	61	606	56	564
Failed I&I Inspections	1	0	1	1	1	2	2	1	1	1	1	11	0	1
Customer Work Requests	0	0	0	4	4	0	6	0	0	0	1	14	0	0
Sewer Locates	541	505	597	414	572	733	742	623	457	615	580	5,799	501	5,012
Manholes Added	0	0	0	0	0	0	11	5	1	0	2	17	13	127
Total # of Manholes	5,702	5,702	5,702	5,702	5,702	5,702	5,713	5,718	5,719	5,719	n/a	5,729	5,683	5,719
Manholes Inspected	0	548	418	646	235	45	6	39	0	34	197	1,971	39	390
Feet of Sewer Added	0	0	0	0	0	23,736	2,924	11,844	200	0	3,870	38,704	5,084	50,835
Total Footage of Sewers	1,576,477	1,576,477	1,576,477	1,576,477	1,576,477	1,600,213	1,602,669	1,614,513	1,614,713	1,614,713	n/a	1,600,213	n/a	1,574,566
Feet of Sewer Televised	9,867	26,085	28,856	22,996	19,221	29,745	31,780	29,696	9,945	19,954	22,815	228,145	31,070	310,696
Feet of Sewer Cleaned	0	0	0	0	0	0	15,236	15,745	2,785	16,070	4,984	49,836	8,017	80,174
Overflows	0	2	1	0	1	0	0	0	0	0	0	4	0	4
<b>Station 1 to Carmel Utilities</b>														
Rainfall / Precipitation (inches)	3.33	0.89	3.23	5.17	8.68	6.13	5.79	1.41	0.73	3.69	3.91	39.05	4.43	44.30
Total Flow (gallons)	65,932,000	43,767,228	60,788,935	66,921,350	81,391,000	58,796,689	67,726,733	52,606,907	44,827,092	46,622,441	58,938,000	589,380,375	59,360,300	593,603,000
Average Daily Flow (gallons)	2,126,838	1,563,155	2,012,319	2,230,711	2,475,616	1,959,890	2,184,733	1,696,997	1,494,236	1,504,288	1,925,000	n/a	1,976,715	n/a
Minimum Flow (gallons)	1,270,000	1,411,943	1,257,704	1,722,521	1,530,000	1,459,398	1,712,411	1,408,941	1,288,328	1,258,649	1,431,990	1,257,704	1,450,200	1,060,000
<b>Michigan Road WWTP</b>														
Total Flow (gallons)	91,777,000	68,182,000	84,230,000	81,656,000	102,541,000	79,275,000	84,581,000	73,218,000	67,240,000	74,093,000	80,679,000	806,793,000	75,635,000	756,345,000
Maximum Daily Flow (gallons)	4,333,000	2,655,000	3,475,000	4,221,000	8,710,000	4,936,000	4,020,000	2,567,000	2,405,000	2,625,000	3,995,000	8,710,000	3,512,000	5,177,000
Average Daily Flow (gallons)	2,900,000	2,435,071	2,717,000	2,721,867	330,774	2,642,500	2,728,419	2,361,871	2,253,000	2,390,097	2,348,000	n/a	2,482,000	n/a
Minimum Daily Flow (gallons)	2,442,000	2,275,000	2,358,000	2,333,000	2,469,000	2,255,000	2,347,000	2,190,000	2,111,000	2,130,000	2,291,000	2,111,000	2,027,000	1,465,000
Total Flow to Both Plants	157,709,000	111,949,228	145,018,935	148,577,350	183,932,000	138,071,689	152,307,733	125,824,907	112,067,092	120,715,441	116,348,000	1,396,173,375	134,995,000	1,349,948,000
<b>Biosolids Handling (gallons)</b>														
Wasted (Biosolids)	1,103,000	1,360,660	1,608,660	86,253	1,079,010	821,380	861,810	860,600	867,900	873,200	952,000	9,522,000	1,641,000	16,410,520
Dewatered	192,014	296,000	260,000	187,000	293,000	295,000	222,000	218,000	215,010	429,000	261,000	2,607,000	507,000	5,071,000
Digested Sludge Withdrawn	619,300	680,300	952,900	800,200	971,000	794,000	830,000	861,600	868,000	886,800	826,000	8,264,000	712,000	7,115,700
<b>Customer Information</b>												14,989		
New Sewer Service Accounts	32	28	32	18	59	43	22	36	35	30	34	335	31	314
Permits Issued	25	32	33	34	45	37	40	54	34	27	36	361	40	395



## BUDGET & FINANCE COMMITTEE

Friday October 27, 2017 @ 7:30 A.M.  
Memorandum

Present: B&F Committee Chair Jane Merrill, Committee Members Carl Mills and Michael McDonald, C&C Committee members Marilyn Anderson, Steve Pittman, and Eric Hand, Board Member Michael Shaver, Legal Counsel Anne Poindexter, Utility Director Drew Williams, Controller Cindy Sheeks and Engineering Manager Wes Merkle.

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

Public Comments – There were no public comments.

Financial Statements and Investments – Ms. Merrill asked if any members of the B&F Committee had any questions regarding the information provided in the packet. Mr. McDonald said that he believes the 5% increase is still needed to keep the budget on track and would like to hear if there are capital projects that could be moved in the schedule to help the District keep the budget balanced.

2018 Budget Discussion – Ms. Merrill asked Ms. Sheeks to provide highlights of the proposed 2018 budget. Ms. Sheeks indicated that the projections have been updated for 2017. Revenues are above 2017 budget numbers. She indicated that the 2018 budget is based on the 2017 expenditures and projections. Mr. Williams indicated that two assumptions at this point are the 3% increase in wages and 25% in insurance. The compensation study is still on going with results expected at the end of November. Additional health insurance quotes have been requested since the Anthem proposed a 32% increase. Mr. McDonald asked that if the Anthem coverage with the 32% increase was really the best option for coverage should the District say with that plan. Mr. Williams indicated that the District has requested Anthem provide some relief that would hopefully get the increase down below 25%. Mr. Williams added that quotes are also being received from the Anthem Indiana Public Employee Plan which covers employees across the state.

Mr. Merrill asked Ms. Anderson to start the review of the Capital Budget. Mr. Merkle was asked to present the details of the capital budgets. Mr. Merkle explained the use of the project fact sheets. Mr. McDonald asked that it be explained which projects could be delayed if financing becomes an issue. Mr. Merkle started with Projects 1506 and 1606 which target I&I. He indicated that Basin 8 is still a focus. There will be three specialized bid packets to target the specific repairs. Project 1701 is the MRWWTP Post Treatment Improvements and is on hold. Project 1702 is the LS 1 Force Main & Southern Interceptor Relocation which has been pushed into 2018 while we wait on Carmel to obtain easements and right-of-way. These first 4 projects are all high priority. Project 1705 is the 99<sup>th</sup> Street Interceptor & LS 6 Elimination. This project has been pushed into 2018 since

the developer of the adjoining parcel is dealing with wetland issues. Project 1707 is the neighborhood low pressure sewer projects. The design is complete and permits are being filed for. Bids are expected in December and will be presented to the C&C committee.

Project 1801 is the LS 4 Elimination which is part of the Jacksons Grant development. Staff is working with the developer to get the interceptor installed that will allow for the station elimination. This is a high priority and needs to be a 2018 project.

Project 1901 is the LS 14 Parallel Force Main that is scheduled for 2019 to increase capacity. LS 14 is nearing capacity in heavy rain events. Mr. Mills recommended showing expenses for design in 2018. Project 1902 is the MRWWTP Expansion which is for capacity that is projected to be needed by the end of 2021. Design could start late next year with construction starting in late 2019. Mr. McDonald stated the \$8.7 million cost is substantial and asked if this project can be delayed by sending more flow to Carmel. Mr. Merkle indicated that if growth continues as projected, the District will be using all its capacity at Carmel at that point and will need the capacity at the MRWWTP. Project 1903 is the LS 10 Pump and Control Upgrades which have been needed for a while since the existing pumps are undersized for the current flow. The engine driven back up pump has helped to maintain the needed capacity, but it is now time to up size the pumps. Project 1904 is the LS 8 Replacement & Force Main Extension and has variability depending on the success of the I&I removal in Basin 8. The project may be pushed out if I&I is removed, but development in that basin is also pending. Project 1905 is the LS 16 Reconstruction and is on hold waiting on the adjoining development.

Project 2001 is the LS 1 Pumps 3 and 4 and Generator Replacement to replace the 20 year old, 335 HP pumps. The generator is old and undersized, being able to run only one of the large pumps. There are currently no problems at this station. Mr. McDonald questioned the "Low" priority of this project due to the essential location of this station. Mr. Merkle agreed and said he would change the priority. Project 2002 is the LS 14 Generator Replacement in Austin Oaks. The generator runs fine, but due to the age of the unit it has been difficult to get parts. Mr. Mills thought this might need to be moved up if parts are not available. Mr. Merkle indicated that the District does have portable generators that can run the station as well as portable pumps that have been used at this station. Mr. Mills would like the C&C Committee to look at moving this project up on the schedule.

Project 2201 is the LS 23 Upgrades that will provide buildout capacity at this lift station. Staff projects additional capacity will be needed in 2022. Project 2202 is Additional Pumps and Parallel Force Main to LS 26. This project adds capacity at LS 26 which serves the northeast quadrant of our service area. Staff projects additional capacity will be needed in 2022.

Project 2301 is the Little Eagle Creek Interceptor Extension north of CR300 South in Boone County. It is dependent on development in that area. Project 2302 is the elimination of LS 21. This project will require sewers to be extended from Jackson's Grant as development occurs to the west of Clay Center Road.

Project 2401 is the final phase of the LS 2 Parallel Force Main. This project is dependent on growth in the central part of our service area and the reduction of the I&I in Basins 1 and 2. Staff projects additional capacity will be needed in 2024.

Project 2501 is for the LS 17 Upgrades that includes larger pumps and controls. This project is dependent on growth along US 421. Staff projects additional capacity will be needed in 2025. Project 2502 is the final expansion of the MRWWTP to buildout capacity. Design would begin in 2024. Capacity is projected to be needed by 2027.

Project 2601 is the elimination of LS 5 & 19. Extensions of gravity sewers from Jackson's Grant would allow for the elimination of these two stations.

Mr. Williams referred to the Admin and Plant office improvements line item. Since there offices are not being combined at the Plant, improvements are desired that will make the spaces more functional and provide physical safety measures. The committees were supportive of making improvements. Mr. Merkle indicated that he will be talking with a contractor to get cost estimates. Design work will be required before bids can be requested.

Service Capacity Study – Mr. Merkle provided an update on the capacity studies completed by GRW. Mr. Merkle shared that the District could provide service to approximately 600 acres north of 146<sup>th</sup> Street in Washington Township with minor downstream upgrades. EDU and Interceptor fees would cover these costs. A separate study showed that it was financially reasonable to provide service to the rest of Union Township by partnering with developers should the District be requested to extend service. This item will be discussed further at the November C&C Committee and will likely come to the Board in November for discussion.

IT Update – Mr. Williams reported that KnowBe4 training continues with the staff and bi-monthly phishing attempts have shown that employees are not falling for the attempts. Mr. McDonald recommends that there be an amount budgeted each year for unexpected IT improvements. Mr. Williams stated that it could be handled like the expected, similar to unknown Reserve For Replacement projects at the WWTP.

Other Business – Mr. Shaver asked Mr. Merkle to quantify the amount of I&I reduction observed during heavy rain events. Mr. Merkle indicated that there are numerous variables regarding this flow information. Ms. Merrill asked that Mr. Merkle get with Mr. Shaver to provide the details that he would like to see.

The meeting was adjourned.

Respectfully submitted,



Andrew Williams  
Utility Director



## PERSONNEL & BENEFITS COMMITTEE

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Monday October 30, 2017 @ 7:30 A.M.

### Memorandum

Present: Committee Chair Barbara Lamb, Committee Members Chuck Ford, Michael Shaver, Utility Director Drew Williams and Engineering Manager Wes Merkle.

Ms. Lamb called the meeting to order at 7:35 a.m.

There was no public present.

Mr. Williams indicated the District has gone another month without an accident. Training continues with the weekly tailgate sessions.

The 2018 Holiday schedule was presented. Mr. Williams indicated that the 13 standard District holidays are shown, including one floating holiday. Ms. Lamb made a motion to recommend the Holiday schedule as presented. The committee voted in favor of the motion.

Mr. Williams stated that the Anthem renewal had a 32.4% increase. The prior three years the District was fortunate; 7.7% in 2015, a decrease of 0.25% in 2016, and an increase of 3.5% in 2017. The District had hoped to get one more year out of the grandfathered plan. The monthly premium would increase from \$25,832 to \$34,265. Anthem proposed some alternative options. The District has also requested additional quotes for other carriers including the Indiana Public Employee Plan that is through Anthem. The alternatives increase deductibles in order to get the premiums lower. Deductibles in some options go up to \$5,900 for an individual and \$11,900 for a family.

Mr. Shaver asked how these increases interact with the budget. Mr. Williams indicated that the draft budget had a 25% increase shown with the hope that the final increase will be that or less. Mr. Williams commented that the employee will also see the same percentage increase as the District. The employee pays 20% of the premium and a large percent increase on their share could equal or surpass any pay raise they receive for the year. The new quotes are due this week and will likely require the committee to schedule a meeting within the next couple of weeks to review the options.

Mr. Ford believes the District is facing a situation this year, more so than in the past, where the budget needs to be flexible to adapt to these increases. He is worried that employees' wages are stuck in a Georgia mud field and not getting ahead, but rather falling behind.

Mr. Williams said that until the additional quotes are received, the Committee cannot make a recommendation to the Board. Ms. Lamb asked when is the renewal date. Mr. Williams indicated the new policy will take effect January 1.

The next agenda item was the Compensation Study being conducted by WIS. Mr. Williams stated that he does not anticipate substantial range adjustments. As part of the last compensation study, the decision was made to adjust the pay ranges annually the same amount as the merit pool increase. He believes the ranges are likely still competitive in the local market.

Mr. Williams indicated that the practice of annually adjusting the pay ranges has resulted in some employees staying at the same place in the range or falling behind. This happens when the pay increase was 2% for a competent rating but the range was adjusted 2.7%. An employee might have been hired at 10% of the range and now 4 years later is up to 11% of the range. Mr. Williams indicated that a new applicant with the same years of direct experience would get hired around 25% of the range. Ms. Lamb said that she has been thinking about this and looked at the current CPI and it is about 1.5%. She said that our past increases incorporated everything, merit, cost of living, promotions, etc. She was considering that the District gave a true 1.5% COLA that everyone got, and another pool to give that is discretionary that is based on merit and/or the position in the range. Ms. Lamb suggested they should look at 3% to make the needed adjustments.

Mr. Ford asked if there was still time to make changes in the budget. Ms. Lamb stated that she had spoken with Mr. Mills and he said that the B&F Committee was willing to meet with the P&B Committee to discuss the budget. He also stated that the budget is going to be very tight and may need to make increases in steps. While Ms. Lamb understands the need to spread out large increases, she believes that needed adjustments that may be identified by the study need to be addressed as much as possible. Mr. Williams stated that the goal was to have the compensation study results by the end of November.

Mr. Ford stated that what we don't want to do is give our employees an increase and see them go backwards due to the increase in deductibles or insurance premium. Ms. Lamb believes providing a COLA as a base along with a Merit pool will help.

Under other business, Mr. Merkle updated the committee on the Capacity Study completed by GRW. Mr. Merkle shared that the District could provide service to approximately 600 acres north of 146<sup>th</sup> Street in Washington Township with minor downstream upgrades. EDU and Interceptor fees would cover these costs. Mr. Williams indicated that the IURC should be ruling on the case any time.

Mr. Merkle also explained that the study looked at the providing sewer service in old Union Township. The study showed that it was financially reasonable to provide service by partnering with developers should the District be requested to do so. This

item will be discussed with the C&C Committee and will likely come to the Board in November for discussion.

The meeting was adjourned at 8:45 a.m.

Respectfully submitted, .

A handwritten signature in cursive script that reads "Andrew Williams".

Andrew Williams  
Utility Director

Next Meeting: November 27, 2017 @ 7:30 A.M.



## MEMORANDUM

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**To: Board of Trustees**

**From: Drew Williams**

**Date: November 8, 2017**

**Subject: 2018 Holiday Schedule**

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The 2018 Holiday Schedule includes thirteen holidays as in the past.

New Year's Day	Monday, January 1
Martin Luther King Jr. Day	Monday, January 15
Primary Election Day (Floating)	Tuesday May 8
Memorial Day	Monday, May 28
Independence Day	Wednesday, July 4
Labor Day	Monday, September 3
General Election Day (Floating)	Tuesday, November 6
Thanksgiving Day	Thursday, November 22
Day after Thanksgiving	Friday, November 23
Christmas Eve	Monday, December 24
Christmas Day	Tuesday, December 25
New Year's Eve	Monday, December 31
Floating Holiday	

**Recommended Action:** Approve the 2018 Holiday Schedule.





## CAPITAL & CONSTRUCTION COMMITTEE

Monday November 6, 2017 at 4:30 P.M.

### Memorandum

Present: Committee Chair Steve Pittman, Committee Members Marilyn Anderson and Eric Hand, Board Member Michael Shaver, Utility Director Drew Williams, Engineering Manager Wes Merkle, District Engineer Ryan Hartman, Legal Counsel Anne Poindexter

Mr. Pittman called the meeting to order at 4:30 p.m.

There were no public comments.

Mr. Hartman reported that Heritage at Spring Mill Sections 1 and 2 and Shadow Wood sanitary sewers are complete and ready for acceptance. Mr. Pittman recused himself from discussion on this item. Ms. Anderson and Mr. Hand will recommend the Board accept the dedication of Heritage at Springmill Sections 1 and 2 and Shadow Wood sanitary sewers.

Mr. Williams and Mr. Hartman provided background information on St. Mary and St. Mark sanitary sewer extension project. The City of Carmel has received complaints from neighbors about church property which is located on Shelbourne Road north of 121<sup>st</sup> Street. The developer told the City he cannot make corrections or complete his project because CTRWD will not allow him to connect to sewers. The developer was previously provided with multiple options to connect buildings on the property and extend sewers across his property in accordance with CTRWD policy. He previously told staff he does not intend to comply with CTRWD policy. The developer still owes approximately \$5,000 in fees. There is misinformation or a misunderstanding regarding the status of buildings and parcels to the north of the church, as well as what the developer actually plans to do. Once staff has received more information this issue will be brought back to the Committee.

Mr. Hand reviewed the memorandum discussing service to Wolf Run and Union Township. Mr. Pittman recused himself from discussion on this item. Ms. Anderson asked for clarification on the statement regarding practicality of servicing Wolf Run versus all of Union Township. Mr. Merkle clarified that it would only be practical for CTRWD to service all of Union Township, not just Wolf Run, which is centrally located within Union Township. Mr. Williams asked Ms. Poindexter how to proceed on this matter. Ms. Poindexter stated that she recommends, if the Committee is agreeable, that the Committee recommend to the full Board that CTRWD proceed with offering to extend service as outlined in the memorandum after CTRWD receives a letter from Zionsville requesting we extend service. Ms. Poindexter stated she has already discussed with counsel for both the property owner and Zionsville. Mr. Hand asked who should be notified of this determination. Ms. Poindexter replied that

both Zionsville and the property owner should be notified. Mr. Hand and Ms. Anderson agreed with this approach and the information presented in the memorandum.

Mr. Merkle noted there have been no substantial revisions to the capital budget since the joint meeting with the Budget and Finance Committee. Staff is waiting for information on several items and revisions will be presented to all Committees before the December Board meeting.

Mr. Merkle reported that the insurance carrier for Henkels and McCoy has accepted liability for damage to the Spring Mill Interceptor. Henkels and McCoy was installing steel power poles for Duke Energy in May when the damage occurred. The poles were being relocated as part of the City of Carmel's Spring Mill Road improvements project. Mr. Pittman asked what costs were incurred by the District. Mr. Merkle replied that the District incurred over \$60,000 in costs which were documented in a demand letter staff sent to Henkels and McCoy and Duke Energy. Staff also demanded relocation of two steel poles installed nearly atop the same sewer, which have made the sewer inaccessible and put the sewer at risk of collapse. Duke Energy recently notified the City of Carmel that Duke intends to file a claim regarding relocation efforts along Spring Mill Road.

Mr. Williams reported that the treatment compliance issue at the plant has been resolved. Residual effluent water was left in sampling equipment over the weekend, which polluted water used for testing on Monday the following week, giving staff artificially high readings. Procedures have been revised to prevent this issue from happening again.

The following capital project updates were provided by Mr. Merkle:

#1601 - 106<sup>th</sup> Street Parallel Force Main - Over 18,000 feet of pipe was tested and passed. Currently crews are tying in the existing dual forcemains to the valve vault near Ditch Road which should be completed this week. Most of the curb, pavement, sidewalk and path repairs have been complete. Final grading and seeding is mostly complete. It is likely reseeding will be required in spring in some areas where seed does not take.

#1701 - WWTP Post-Treatment Improvements – Staff is still waiting to submit permits until concerns of property owners are resolved. The property owner has been provided contact information for the design engineers as well as IDEM who can hopefully address any environmental concerns.

#1702 - Keystone/96<sup>th</sup> Street Sewer & Force Main Relocation – This project will be bid and constructed once Carmel acquires right of way and easements to complete their work and ours.

#1705 – 99<sup>th</sup> Street Sewer Extension & Lift Station 6 Elimination – Design work is still on hold until the developer moves forward. Staff has learned the developer is currently working through wetland issues with their site.

#1707 – Multiple Neighborhood Sewer Projects – The design is complete and permits have been filed. Bidding will proceed once permits are received. This project includes Autumn Woods, West 116th Street, Williams Creek Manor, Springmill Place and Springmill Heights.

#1801 – Lift Station 4 Elimination – Staff is waiting for Jackson's Grant to complete design extending the interceptor sewer across the northeast part of their development. Staff will then revise the sewer design across the Book property to tie in sewers at Lift Station 4, which will be constructed as a separate project. The design will establish the location for a new easement needed from Mrs. Book. Mr. Pittman noted he can assist staff in negotiating with Mrs. Book at that time.

The meeting was adjourned at 5:25 p.m.

Date and time for next meeting: Monday December 4, 2017 at 4:30 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Wes Merkle', is written over the printed name.

Wes Merkle  
Engineering Manager



## MEMORANDUM

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**To: Board of Trustees**

**From: Drew Williams**

**Date: November 8, 2017**

**Subject: District Name Change**

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The next step in the process of changing the District's name is to request IDEM's Approval. Attached is the petition prepared by Mrs. Poindexter.

**Recommended Action:** Approve Submittal of the Petition to IDEM.

STATE OF INDIANA            )  
  ) SS:       BEFORE THE INDIANA DEPARTMENT  
COUNTY OF MARION        )       OF ENVIRONMENTAL MANAGEMENT

IN THE MATTER OF:                )  
  )  
THE BOARD OF TRUSTEES OF        )  
THE CLAY TOWNSHIP                )  
REGIONAL WASTE DISTRICT        )

**PETITION TO MODIFY**

Comes now the Board of Trustees of the Clay Township Regional Waste District, by counsel, Anne Hensley Poindexter, and pursuant to I.C. 13-26-1-2 hereby petitions the Department to modify as specifically set forth below:

1.       The Clay Township Regional Waste District was previously established by Order of the Indiana Pollution Stream Control Board Order, dated June 1975, for the purpose of the collection, treatment and disposal of sewage inside and outside the District.

2.       Thereafter, on February 3, 1992, an Order modifying the above was entered increasing the District's Board to nine (9) members. Most recently in 2013 a Fourth Order Modifying the District, modifying the District's territory, was entered.

3.       The District, through its Board of Trustees has recently determined that the District name creates undue confusion among the public and is not representative of its territory as a whole since it references only one section. Specifically on June 12, 2017 at a regularly scheduled Board meeting, a motion was made and passed to pursue the name change for the District.

4. After discussion and consideration, the Trustees have determined that the name TriCo Regional Sewer Utility is more appropriate, will eliminate existing confusion among customers and the public, and best serves the District in the future.

5. The majority of the District's customers presently are within Hamilton County; however, the District serves portions of Boone and even Marion County. Further a significant portion of the District's assets, including the Michigan Road treatment plant, are located physically within Boone County.

6. The District requests Indiana Department of Environmental Management modify its Order to change the name of the Clay Township Regional Waste District to TriCo Regional Sewer Utility in order to better reflect the District's service areas including portions of Marion, Hamilton and Boone Counties as well as its mission as a regional sewer district.

WHEREFORE, the Petitioner prays the Department approve the requests set forth above and for all other relief just and proper in the premises.

Respectfully submitted,

ALTMAN POINDEXTER & WYATT LLC

By \_\_\_\_\_  
Anne Hensley Poindexter  
Attorney for CTRWD  
Attorney No.: 14051-29