



Clay Township Regional Waste District

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Board of Trustees Meeting Agenda

Monday, February 12, 2018 @ 7:00 p.m.

Clay Township Government Center

10701 N. College Avenue, Indianapolis, IN 46280

- 1. Roll Call**
- 2. Public Comment**
- 3. Committee Assignments**
- 4. Consent Items**
 - a. Memorandum, Board Meeting January 8, 2018
 - b. Dedications: Woodside at Clay West
- 5. Approval of Claims Docket**
- 6. Attorney's Report**
- 7. Utility Director's Report**
- 8. Committee Reports**
 - a. Budget & Finance Committee
 - b. Personnel & Benefits Committee
 - c. Capital & Construction Committee
 - i. #1707 Neighborhood Sewer Project Construction Contract Award
 - ii. #1901 Lift Station 14 Parallel Force Main Engineering Services
- 9. Old Business**
- 10. New Business**
- 11. Adjourn**



BOARD OF TRUSTEE MEETING

Monday, January 8, 2018 @ 7:00 P.M.

Memorandum

ROLL CALL

Present: President Marilyn Anderson, Vice President Steve Pittman, Secretary Michael McDonald, Treasurer Jane Merrill, Members Carl Mills, Chuck Ford, Barb Lamb, Eric Hand and Michael Shaver. Others in attendance were, Legal Counsel Anne Poindexter, Director Drew Williams, Engineering Manager Wes Merkle.

Ms. Anderson called the meeting to order at 7:00 pm.

PUBLIC COMMENTS

No one from the public was present at the meeting.

ELECTION OF OFFICERS

Ms. Anderson asked for a nomination of officers. Mr. Hand made the following nominations: Marilyn Anderson for President, Steve Pittman for Vice President, Michael McDonald for Secretary and Jane Merrill for Treasurer.

Ms. Anderson asked if there were any other nominations. There were none. She called for a vote and the nominations were approved unanimously.

CONSENT ITEMS

- a. Memorandum, Board Meeting December 11, 2017
- b. Memorandum, Executive Session December 11, 2017
- c. Memorandum, Executive Committee December 11, 2017

Mr. Shaver stated that corrections needed to be made in the December Memorandums. The first being the Board Memo from December 11, 2017, page one under Public Comment by Edie Miller there is a spelling error, the last word should be morale, not moral. On page three under Personnel & Benefits Committee in the last line. The committee recommended a 1.5% COLA adjustment as well as a 2% merit increase, not 2.5% as written. Page four under Executive Committee the memo states approve Mr. Williams' salary by 2.5%. Mr. Shaver asked that it be written more clearly in the memo as it is currently written it could be read as a 2.5% merit increase.

Ms. Lamb stated that the last item should read, "A motion was made by Ms. Lamb to increase Mr. Williams' salary by 2.5%.

A motion was made by Mr. Shaver to approve the December meeting memorandums as amended and seconded by Ms. Lamb The motion was approved unanimously.

Approval of Claims

Mr. Merkle stated a payment was made to Gradex in the amount of \$74,000 for the remaining retainage on the Spring Mill Interceptor project. A payment was made to Ottenweller Contracting in the amount of \$5296.38 for an emergency line repair and a payment to Reynolds for completed work and all but \$100,000 of their retainage in the amount of \$532,315.92. The claims total for the month of December was \$908,707.79.

A motion was made by Mr. Mills to approve the claims as presented, it was seconded by Mr. McDonald and approved unanimously.

ATTORNEY'S REPORTS

Mrs. Poindexter commented that committee reports with no action items can be added to the Consent Agenda in the future.

UTILITY DIRECTOR'S REPORT

Mr. Williams stated that there were two overflows reported to IDEM in December. Ottenweller fixed a crack in a corroded pipe. The District is investigating to see if the pipe was possibly faulty when it was installed. Mr. Merkle has had a representative with the Ductile Iron Pipe Association involved. The repair cost about \$5300.

The second overflow was in the Village of West Clay and it was discovered that a contractor failed to remove a plug from the line. The District implemented a plug tracking policy in 2017, however this line was completed before that policy took effect. The District is inspecting lines that have been completed in the last 10 years to be sure that all plugs have been removed.

The District's growth in 2017 was identical to the previous year's growth with the same number of lateral inspections and nearly identical growth in the number of new customers. Mr. Williams highlighted that the District now has 303 miles of sewers in the system. If laid out straight this would take you to Hammond and back. The last time the District added more than 50,000 feet of sewers two years in a row was in 2007 & 2008. Mr. Williams indicated that once again in 2017, The District received the IWEA Laboratory and Safety awards. Bob Roudebush received the IWEA Outreach award in 2017.

Mr. Shaver asked if developers are charged when they leave a plug in the line.

Mr. Williams stated that they are charged based on staff time and expenses following the FEMA reimbursement rate.

Mr. Shaver commended the District Staff on the work they do. He stated that it is good that growth has continued with the staff size remaining the same. He questioned figures on the spreadsheet and pointed out there is a calculation problem with a few

of the minimum and average flows. He asked how the District cleans a third of the system each year.

Mr. Williams stated that the District previously cleaned a third of the sewers each year with the cleaning truck. With the televising system it has in place now, the District is first televising a third of the sewers and only cleans those lines that need to be cleaned.

Mr. Williams commended all the field staff working diligently in the sub-zero weather. Plant Staff were out pulling samples in the sub-zero weather as pipes were freezing solid. The Collection Staff was out cleaning lift stations and Engineering staff was out performing inspectors and locates. He stated that he is grateful for the dedication of the Staff.

Ms. Anderson stated that the Board appreciates the District Staff and all their hard work. She asked Mr. Williams to be sure to let the Staff know how much their efforts are appreciated by the Board.

BUDGET & FINANCE COMMITTEE

Ms. Merrill stated that the Budget & Finance Committee did not meet in December and had nothing to report.

PERSONNEL & BENEFITS COMMITTEE

Ms. Lamb stated that the Personnel & Benefits Committee did not meet in December and had nothing new to report.

CAPITAL & CONSTRUCTION COMMITTEE

A motion was made by Mr. Pittman to accept the dedication of the Hamlet at Jackson's Grant Section One. It was seconded by Mr. Hand and approved unanimously.

Mr. Pittman stated that the next two items were discussed at the Committee meeting, but the full documents were not ready at that time. He asked Mr. Merkle to present the items.

Mr. Merkle referenced a handout for the Jackson's Grant Sewer Service Agreement Amendment 3. He stated that the second to last section of Jackson's Grant is ready for construction and will allow Lift Stations 5 and 19 to be taken offline in the future. He stated that he is comfortable with the Oversizing Reimbursement as well as the unit pricing received from the contractor which has very little markup associated with it.

Mr. Pittman clarified that the overall cost of the project is \$257,000 but with credit for Interceptor Fees the cost then becomes \$173,000.

Mrs. Poindexter recommended that the board change the language in the proposal to read that the cost to the District will not exceed \$173,222.17.

A motion was made by Mr. Pittman to authorize the Board President to sign the Agreement Amendment for costs up to \$173,222.17. It was seconded by Ms. Merrill and approved unanimously.

Mr. Pittman asked Mr. Merkle to present the information on the Carmel Reimbursement Agreement for Project #1702 96th Street and Keystone Parkway Sewer Relocation.

Mr. Merkle referenced a handout for this agreement. The City of Carmel needs to acquire easements and right-of-way. The gravity sewer in this area needs to be relocated. The City of Carmel will reimburse the District for that relocation of the sanitary sewer that is within the District's easement. Easements are needed to relocate the line and the Carmel is doing that on the District's behalf. Carmel has asked for this agreement as soon as possible so that they can start with condemnation. The second part of the project is the relocation of the force main within the right-of-way under 96th Street. The line will be relocated are part of Carmel's road project and the District will reimburse Carmel for these costs. The City presented the District with a Reimbursement Agreement which Mrs. Poindexter and Mr. Merkle revised and sent back to Carmel for comments. They have not heard back from Carmel's Counsel yet. Once the terms of this agreement are finalized, Mr. Merkle would like to get the agreement signed and back to Carmel so that they do not have to wait a month.

Mr. Merkle asked that if the Board is comfortable with Legal Counsel reviewing the terms, the Board grant approval rights to the Board President or the Utility Director so that Carmel can move forward with easement acquisition and doesn't have to wait another month.

Mr. Shaver asked for clarification on what lines are in the right-of-way and what the District is responsible to relocate. Mr. Merkle stated that the gravity sewer in the District's easement is being relocated and the District is being reimbursed by Carmel. The force main in 96th Street is in Carmel's right-of-way and their contractor will relocate the line and the District will reimburse Carmel.

Mr. Pittman said that this project has been discussed for quite a while. He asked Mr. Merkle if he was surprised this all came to together so quickly. Mr. Merkle stated that the District works well with the Carmel Engineering staff and had an understanding who would be covering what costs. But Carmel needs a written agreement to move forward with easement acquisition.

A motion was made by Mr. Pittman to authorize the Board President or Utility Director to execute the Carmel Reimbursement Agreement for Project #1702 96th and Keystone Parkway Sewer Relocation once staff and legal counsel have finalized the terms. It was seconded by Ms. Merrill and approved unanimously.

OLD BUSINESS

Ms. Anderson stated that the next item for the Board was the 2018 Goals and Objectives. She indicated that the objectives have been moved under the goals. She asked if there were any comments.

Ms. Lamb pointed out that Mr. Shaver had asked for cost cutting practices to be added to the 2018 Goals and Objectives. She stated that she did not see any included in the updated sheet. Ms. Anderson said that the Goal was changed to read, "Maintain Overall Integrity of the Budget". Ms. Lamb did not believe that addresses a cost cutting approach. Mr. Shaver had stated that he would like to see cost saving practices added to the goals and objectives. The I&I employees are doing a great job on the infiltration, but there are still flow spikes. A specific example is that the District is paying Carmel for 1.75 million gallons of flow per day when flows are not meeting that number. He is concerned that the District is paying a 35% premium when the flow numbers are not reaching capacity. He is not sure if there is an engineering way around this, but he thinks it needs to be discussed as part of the goals and objectives.

Mr. Williams indicated that there have been cost saving efforts made and achieved over the years, he however needs to do a better job of documenting and sharing this information.

Mr. Hand referenced the change in the cleaning schedule by televising first and then cleaning just the dirty line as one way the District implements cost saving practices regularly. He agreed that it would be a good practice to document those savings to the extent that they can and make this information more visible.

Mr. Mills said that under the goal of Maintaining the Overall Integrity of the Budget, it needed to be revised to indicate that suggested revisions be brought to the Budget and Finance Committee who can then make recommendations to the Board. Ms. Anderson asked that the objective be reworded to state, "Keep the Budget and Finance Committee informed in a timely manner and gain Board approval of significant changes."

Mrs. Poindexter suggested that the fifth objective under Maintain Overall Integrity of the Budget could be "Identify and communicate areas of cost reduction". Ms. Anderson asked Mr. Shaver if this would be acceptable. Mr. Shaver stated that it would be better than what it is now.

Mr. Mills suggested that all costs savings be included in the end of the year report.

Mrs. Lamb suggested that the District further develop an orientation program and packet for new Board members.

Ms. Anderson stated that Mr. Williams had put some information together and feels that Board member input would be beneficial to the process and implementation of new member orientation.

Ms. Lamb suggested the objective be added "Develop Orientation packet for new Board Members". This was added below the last goal.

A motion was made by Ms. Merrill to approve the 2018 Goals and Objectives as amended and was seconded Mr. Mills. The motion was approved unanimously.

Ms. Anderson stated that at this time she plans to leave the Committees as they are with the same members and same chairperson, but if there is some change in that she would let them know in February.

NEW BUSINESS

Ms. Merrill stated that she had read that there have been discussions about holding a joint C&C and B&F meeting and asked if there was going to be a joint meeting.

Ms. Anderson confirmed that there had been a discussion about holding a joint C&C and B&F meeting to discuss the bids for the project to be able to get bids locked down by February.

Mr. Williams stated that there had been discussions about having a joint meeting to discuss additional information that was distributed at the C&C meeting. After talking to Mr. Mills, it was decided that it will be discussed at the regular B&F meeting and it would be beneficial to have one member from the C&C Committee attend the B&F meeting on January 26, 2018 at 7:30 a.m. to discuss the costs. The C&C Committee will then meet on February 5, 2018. The C&C Committee can then make a recommendation to the full Board on February 12, 2018.

Mr. Ford suggested that the District come up with marketing information that explains the advantages of building sewer lines in locations where people are not required to hook into the system until they either choose to connect or their septic system fails. He would like to see a better explanation of the benefits of the public service provided by the District by installing the lines before they are needed.

Mr. Shaver suggested reaching out to MIBOR for information regarding the impact sewer connection has on home values.

Mr. Williams stated that he could reach out to the Hamilton County Health Department and partner with them to come up with literature that explains their requirements in the event of a failed septic system or failed soil test and the benefits of having a sewer connection available to them.

Mr. Pittman stated that the District is providing an insurance policy for property owners in case their septic system fails.

Mr. Ford suggested providing the information to the realtors in the area once the marketing material is completed.

Mr. McDonald asked if there was an update on the Carmel Sidewalk Permit requirements.

Mrs. Poindexter stated there are no updates at this time.

ADJOURN

A motion was made by Mr. Hand to adjourn the meeting. It was seconded by Mr. Pittman and approved unanimously. The meeting adjourned at 8:07 p.m.

The next Board of Trustees Meeting is scheduled for Monday, February 12, 2018 at 7:00 p.m.

Respectfully submitted,



Andrew Williams
Utility Director

Approved:

_____ as Presented
_____ as Amended

Michael McDonald, Secretary

Marilyn Anderson, President



Clay Township Regional Waste District

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

BOARD OF TRUSTEES MEETING

Clay Township Government Center

January 8, 2018

Please sign in:

Name

Address

Phone

maggie Creditford

CTRWD



MEMORANDUM

To: Board of Trustees
From: Wes Merkle
Date: February 7, 2018
Subject: Dedication

Woodside at West Clay sewers are complete and ready for dedication.

The C&C Committee is recommending acceptance.

Recommended Action: Accept the dedication of Woodside at West Clay sanitary sewers.

THE CTRWD CONNECTION

Volume 11, Issue 2 February 2018
MONTHLY NEWSLETTER

Financials - Cindy Sheeks

December 2017 revenues were over projections by \$23,458 (4.04%) for a total of \$604,480. Residential sales were \$384,124 which is 6.50% higher than expected and commercial sales totaled \$187,961 which is 6.37% lower than expected. Operating Expenses totaled \$404,464 which is 1.73% above budget in December. Wages and Administration costs were all above budget in December. Collection and Treatment costs were below budget. Wages were above budget by 4.41%, administration was above by 3.29%. Treatment costs were below budget by 6.38% and collection expenses were below budget by 28.56%. Net income was \$173,720 in December exceeding projections by \$31,704 for the month.

Residential sales totaled \$4,491,951 in 2017, exceeding projections by \$163,951. Commercial sales totaled \$2,499,185 and exceeded projections by \$90,185. Other Revenue was \$181,720 resulting on total sales of \$7,172,859 in 2017. Actual sales exceeded the projections by \$286,859 or 4.17%. 2017 expenditures in the Wages category were \$1,954,139, exceeding the budget by 0.42%. The Administration category was also 8.06% above budget for total expenditures of \$723,923. Unplanned expenses for IT related costs explain most of the additional expenses in the administration category along with engineering studies for potential new service areas. Treatment costs in 2017 were \$1,684,573. The category was below budget by 3.30%. Collection System expenses were also below budget by 19.07% for a total of \$547,924 in 2017. Total operating expenses were \$4,910,559 in 2017 which is \$124,341 below the budget (2.47%). Net income for 2017 was \$2,107,911 which is above the projected net income of \$1,441,300 by 46.25%.

Cash generated for December shows a net decrease in all funds by \$246,191 due to \$551,135 of capital spending for the month or 4.68% of the total 2017 Capital Budget, \$11,768,909. Project spending included the 106th Force Main, the Springmill Road interceptor, and neighborhood sewer projects. YTD, cash balances have decreased by \$5,617,918 from the December 31, 2016 balances. Cash on hand at 12/31/2017 is \$6,774,273. The balances in the funds are listed below:

Operating \$564,232

Interceptor \$49,381

Plant Expansion \$3,636,387

Operating Reserve \$2,192,400

Reserve for Replacement \$331,873

INSIDE THIS ISSUE

Financials	1
Plant Report	2
Collections Report	2
Safety Report	2
Birthdays & Anniversaries	2
Engineering/Construction Report	3
Customer Service Report	4

CALENDAR OF EVENTS

February 12	Board Meeting	7:00 p.m.
February 14	Staff Meeting	10:00 a.m.
February 23	P&B Meeting	7:30 a.m.
February 26	B&F Meeting	7:30 a.m.
March 5	C&C Meeting	4:30 p.m.

PLANT REPORT – SCOT WATKINS

There were 18 FOG inspections completed in January and 4th quarter reports are being processed. Moe's has been introduced to the District's FOG program. Sahm's Ale House will be moving into the old Lit Moose location. Staff is reviewing plans while working with Engineering on pretreatment requirements for Indiana Montessori School, Greeks Pizzeria, Belle Tire and a new building at the Crooked Stick Golf Course.

The supplemental heater in the Pretreatment building failed, resulting in several water lines to freeze and leak and the screening press solids to freeze and block the discharge pipe. Loren and Daniel were able to thaw the discharge pipe and remove all the backed-up screening material. A new heater has been ordered and will be installed the first week of February. Clarifier 1 was taken off line for a few days after one of the main power feeds had failed. A new line was pulled in and power has been restored. Staff replaced three failed ballasts in the barn and on pole lights to enhance staff safety and site security.

SAFETY UPDATE - LOREN PRANGE

The District has had no reportable injuries and has gone 2891 days without a lost time accident.

The following safety tailgate sessions were held:

12/26/17 Listen up to protect your hearing
01/03/18 Biohazards and worker safety
01/09/18 Carbon Monoxide: A silent killer

The monthly inspection for fire extinguishers were completed this month.

District employees are provided with winter weather gear and were recently asked to check to see what they needed and to replace anything worn or damaged. Most items needed was heavier gloves and face mask. One battery heated jacket was ordered to test with employees who are exposed to extreme weather for a long period. If feedback is positive, additional jackets will be ordered.



COLLECTIONS REPORT – AARON STRONG

Despite cold January temperatures, Collections staff was able to televise over 11,000 feet of sanitary main in the Lift Station # 4 basin. Staff also cleaned 12 manholes in the Village of West Clay and jetted mains as needed. When temperatures were unfavorable, staff completed 12 hours of prerequisite training in preparation for the upcoming Water Sector, Incident Command System Certification. This incident management system is recognized by the Federal Emergency Management Agency, (FEMA) as the national standard for responding to any incident throughout the United States. Staff finished the month strong by installing FOG RODS at 6 lift stations. These new level control devices replaced thirty high maintenance floats in the collections system.

Birthdays	
Bob Roudebush	February 16
Cindy Sheeks	February 29
Anniversary	
Ryan Weddle	February 29 2 Years of Service

CONSTRUCTION & ENGINEERING —WES MERKLE

In the month of January, the Engineering Department completed 317 locates, 46 I&I inspections and 21 lateral inspections. Ryan is reviewing plans for 24 private development projects. Five private development projects are under construction currently. Overall construction activity in our service area slowed down dramatically because of cold weather, as seen in the lower inspection and locate totals. Everyone stayed busy working on other priorities.

Nate had several watch-dog inspections this month. These inspections include additional on-site monitoring of construction activity crossing high risk assets – often force mains. Nate took advantage of some downtime to shadow Kermin and Eric on their inspection duties to cross-train and assist each other in the future. Nate also worked on updating standard specifications regarding tone (locate) wire installation to address several issues that came up in recent construction projects. He also continued testing and troubleshooting tone wire on existing force mains.

Jeff continues to assist with Hiperweb implementation. Lately he has been focused on data cleanup and coordinating with vendors. Staff remains frustrated with the vendors' lack of progress in correcting issues. Jeff visited each of the flow meter sites to download data, replace batteries, and troubleshoot issues. Some equipment has to be sent to the manufacturer for repair. Most of this equipment has been in service non-stop for three years.

Jeff and Ryan reviewed Carmel's drainage improvement plans for Jordan Woods subdivision, looking for potential conflicts with sewer infrastructure. Carmel expects to complete this work in 2018.

Jeff created maps for Collections to use with sewer cleaning efforts. Jeff also worked with Loren to update the WWTP safety map, which will assist emergency services personnel should there be a need at the plant. Jeff also provided Collections with a list of past private development projects so manholes can be inspected for rogue plugs. This effort is intended to prevent future backups and overflows caused by private development contractors leaving plugs in sewer mains.

Kermin notified contractors working in our service area of a change affecting lateral installation. Many homes, often just a few years old, suffered breaks in their laterals or cleanouts. Each case was a result of settlement near basement foundation walls where contractors did a poor job of compacting backfill. Contractors are required to use stone backfill below laterals near foundation walls to prevent future lateral problems caused by settlement. To our knowledge one other area utility enforces the same requirement.

The contractor installing sewers for Woodside at West Clay has completed repairs and passed testing. Eric and Nate verified work with follow up inspections.

Nate found lower-cost suppliers for locate flags and paint. The District should save between \$2,000 and \$4,000 on paint and flags this year depending on the quantity of locates performed.

Eric completed inspections for multiple developments with expiring 3-year warranties this quarter. Issues identified include grouting, flow line repair, and resetting manhole chimneys damaged by construction equipment. Collections will televise mains in these developments and Ryan will work with the developers and contractors to complete repairs.

Jeff, Ryan and Wes investigated a potential need to relocate part of the Northeast Interceptor sewer along Rangeline Road to accommodate an upcoming culvert replacement project. We are working with Carmel and Hamilton County to revise their plans and hopefully avoid sewer relocation.

Eric and Jeff observed Jackson's Grant Section 2 sewer installation. Section 2 includes deep interceptor sewer to Clay Center Road towards Lift Stations 5 and 19. Design and permitting for Section 6 is nearly complete with construction anticipated this spring. Section 6 extends interceptor sewer northeast of Lift Station 26, allowing us to take Lift Station 4 offline. CTRWD will separately design, bid and construct the sewer across the Book property. Construction on all phases should be complete in 2018.

Design and permitting work on the plant outfall project continues. Construction is anticipated in 2018 if permitting issues are resolved.

Bids for sewer relocation work at 96th Street and Keystone Parkway will be received once the City of Carmel finally acquires new easements and right-of-way needed for the work. Staff continued working with legal counsel and Carmel's Engineering Department to finalize reimbursement agreements. Construction is anticipated in 2018.

Letters were sent to residents in Autumn Woods, West 116th Street, Williams Creek Manor, Spring Mill Place and Spring Mill Heights regarding the neighborhood sewer project. Ryan and Wes spoke with over a dozen homeowners who had questions and concerns. After sharing information about the project, homeowners were positive about what was being proposed. If the construction contract is awarded by the Board in February, work will be complete by June.

Ryan is negotiating with six homeowners along West 116th Street to secure easements along the existing force main that will be dedicated to the District as part of the neighborhood sewer project. By handling easement acquisition in house and encouraging homeowners to donate easements the District will realize substantial savings on this project.

A Request for Proposals was sent to several engineering firms to design the Lift Station 14 Parallel Force main. This lift station is nearing capacity in wet weather. Design should be complete by summer, allowing staff to work on acquiring easements along Michigan Road. Construction is anticipated in 2019. This project will take Lift Station 14 to buildout capacity.

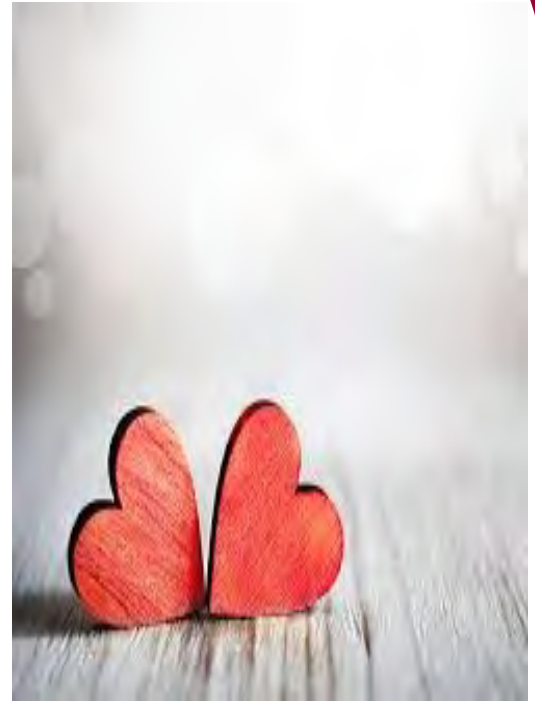
CUSTOMER SERVICE UPDATE - Shelly Keefe

Clay Township Regional Waste District

Customer Payment History-Summary

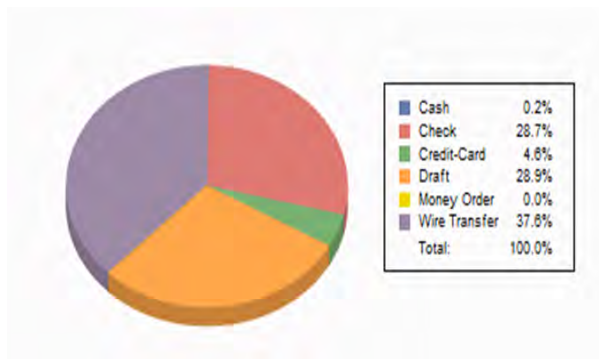
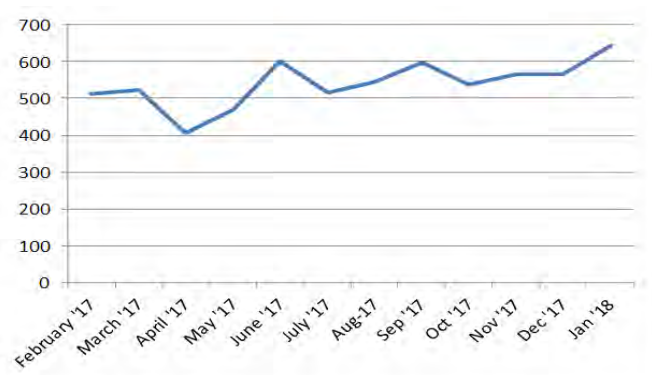
From 1/1/2018 Through 1/31/2018

<u>Payment Method</u>	<u>Quantity</u>	<u>Payment Amount</u>
Cash	27	\$1270.12
Check	3,989	\$330,642.58
Credit-Card	643	\$33,560.54
Draft	4,018	\$123,836.12
Money Order	3	\$114.51
Wire Transfer	5,241	\$186,409.39
Totals		\$675,833.26



February is the border between winter and spring. *Terri Guillemets*

One contract account was paid in full for \$1,411.28, leaving 13 active contract accounts. Three liens were filed for \$264.74. The current lien balance is \$4,949.38.

Payment breakdown Graph**Credit card payments by month**

In January, 17 new locations were added to billing. The total number of customers receiving their statement by email is now 2,488, which is an increase of 45.

Selected Statistics 2018	January	2018 YTD	2017 Total Through January
Maintenance Information			
Lateral Inspections	21	21	32
Certified I&I Inspections	46	46	40
Failed I&I Inspections	0	0	1
Sewer Locates	317	317	541
Manholes Added	2	2	0
Total # of Manholes	5,774	5,774	5,702
Manholes Inspected	12	12	0
Feet of Sewer Added	721	721	0
Total Footage of Sewers	1,631,147	1,631,147	1,576,477
Feet of Sewer Televised	11,877	11,877	9,867
Feet of Sewer Cleaned	462	462	0
Overflows	0	0	0
Station 1 to Carmel Utilities			
Rainfall / Precipitation (inches)	1.66	1.66	3.33
Total Flow (gallons)	51,695,973	51,695,973	65,932,000
Maximum Daily Flow (gallons)	2,272,143	2,272,143	3,790,000
Average Daily Flow (gallons)	1,667,612	n/a	2,126,838
Minimum Flow (gallons)	1,328,783	1,328,783	1,270,000
Michigan Road WWTP			
Total Flow (gallons)	77,717,000	77,717,000	91,777,000
Maximum Daily Flow (gallons)	3,136,000	3,136,000	4,333,000
Average Daily Flow (gallons)	2,507,000	n/a	2,900,000
Minimum Daily Flow (gallons)	2,214,000	2,214,000	2,442,000
Total Flow to Both Plants	129,412,973	129,412,973	157,709,000
Biosolids Handling (gallons)			
Wasted (Biosolids)	874,610	874,610	1,103,000
Dewatered	353,000	353,000	192,014
Digested Sludge Withdrawn	834,900	834,900	619,300
Customer Information			
New Sewer Service Accounts	17	17	32
Permits Issued	33	33	25

Clay Township Regional Waste District
Register of Claims
For the period 12/31/2017-1/31/2018

Payment date	Payment number	Bank name	Payee name	Amount	Amount Allowed	Description
12/31/17	11030	Operating	Carmel Utilities	\$814.66	\$814.66	Cleaning sewer lines
12/31/17	11031	Operating	Carmel Utilities	\$39.12	\$39.12	Storm water fees
12/31/17	11032	Operating	IN Dept. of Workforce Development	\$1,235.00	\$1,235.00	Unemployment fees
12/31/17	11033	Operating	Matt Starr	\$32.10	\$32.10	Mileage 12/26/17
12/31/17	11034	Operating	Shrewsberry & Associates, LLC	\$337.50	\$337.50	Woodside @ West Clay
12/31/17	11034	Operating	Shrewsberry & Associates, LLC	\$262.50	\$262.50	Children's Theraplay
12/31/17	11034	Operating	Shrewsberry & Associates, LLC	\$562.50	\$562.50	Hamlet @ Jackson's Grant
12/31/17	11035	Operating	Taylor Oil Company, Inc.	\$942.46	\$942.46	Fuel
12/31/17	11037	Operating	Allison Payment Systems LLC	\$4,883.19	\$4,883.19	Postage
12/31/17	11037	Operating	Allison Payment Systems LLC	\$3,373.51	\$3,373.51	Billing services
1/10/18	11038	Operating	Joe Hood	\$54.50	\$54.50	Mileage
1/10/18	11039	Operating	Richard Hoole	\$111.28	\$111.28	Mileage- Dec 20171
1/11/18	11040	Operating	ATAPCO	\$5,011.05	\$5,011.05	Refund-645 W Carmel Dr
1/17/18	11041	Operating	Office Depot	\$96.93	\$96.93	Office supplies
1/17/18	11041	Operating	Office Depot	\$54.66	\$54.66	Office supplies
1/17/18	11041	Operating	Office Depot	\$1,789.59	\$1,789.59	Office supplies
1/17/18	11041	Operating	Office Depot	\$213.89	\$213.89	Monitor
1/17/18	11041	Operating	Office Depot	\$112.19	\$112.19	Toner
1/22/18	11042	Operating	Aaron Strong	\$30.00	\$30.00	Cell Phone Reimb. Dec 2017
1/22/18	11042	Operating	Aaron Strong	\$30.00	\$30.00	Cell Phone Reimb. Jan 2018
1/22/18	11043	Operating	Carmel Utilities	\$12.68	\$12.68	LS 1 Water
1/22/18	11043	Operating	Carmel Utilities	\$12.68	\$12.68	LS 2 Water
1/22/18	11043	Operating	Carmel Utilities	\$25.78	\$25.78	LS 26 Water
1/22/18	11044	Operating	Eric Luis Delacruz	\$30.00	\$30.00	Cell Phone Reimb Dec 2017
1/22/18	11044	Operating	Eric Luis Delacruz	\$30.00	\$30.00	Cell Phone Reimb Jan 218
1/22/18	11045	Operating	IPL	\$5,940.90	\$5,940.90	LS 2
1/22/18	11045	Operating	IPL	\$62.72	\$62.72	LS 24
1/22/18	11046	Operating	Jason Lewin	\$62.13	\$62.13	Travel/Mileage-On Call
1/22/18	11047	Operating	Jeffrey Martin	\$30.00	\$30.00	Cell Phone Reimb. Dec 2017
1/22/18	11047	Operating	Jeffrey Martin	\$30.00	\$30.00	Cell Phone Reimb. Jan 2018
1/22/18	11048	Operating	Kermin Huntley	\$30.00	\$30.00	Cell Phone Reimb. Dec 2017
1/22/18	11048	Operating	Kermin Huntley	\$30.00	\$30.00	Cell Phone Reimb. Jan 2018
1/22/18	11049	Operating	Nathan Crowder	\$30.00	\$30.00	Cell Phone Reimb. Dec 2017
1/22/18	11049	Operating	Nathan Crowder	\$30.00	\$30.00	Cell Phone Reimb. Jan 2018
1/22/18	11052	Operating	Spectrum Business	\$224.00	\$224.00	Office Internet
1/22/18	11054	Operating	Signius Communications	\$70.84	\$70.84	Answering Service
1/24/18	11055	Operating	Eco Infrastructure Solutions, Inc.	\$2,727.05	\$2,727.05	Televising
1/24/18	11056	Operating	Eco Infrastructure Solutions, Inc.	\$1,794.10	\$1,794.10	Televising
1/24/18	11057	Operating	Eco Infrastructure Solutions, Inc.	\$3,112.41	\$3,112.41	Televising
1/24/18	11058	Operating	Rodney McNelly or Karen Reith	\$19.44	\$19.44	Reissue ck 10612
1/24/18	11059	Operating	Ray Clemens	\$400.00	\$400.00	Cleaning
1/24/18	11060	Operating	Trenley Contracting LLC	\$680.00	\$680.00	Mayflower Park Dr Raise
1/30/18	11063	Operating	AFLAC	\$802.50	\$802.50	AFLAC
1/30/18	11064	Operating	AT&T Mobility	\$891.46	\$891.46	LS backup cell service
1/30/18	11066	Operating	Cindy Sheeks	\$31.75	\$31.75	Committee meeting
1/30/18	11067	Operating	Citizens Energy Group	\$100.85	\$100.85	Plant
1/30/18	11067	Operating	Citizens Energy Group	\$42.34	\$42.34	LS 17
1/30/18	11068	Operating	Maggie Crediford	\$12.70	\$12.70	Mileage
1/30/18	11069	Operating	Richard Hoole	\$27.26	\$27.26	Mileage
1/30/18	11070	Operating	Ryan Hartman	\$25.15	\$25.15	Phone accessories
1/30/18	11071	Operating	AT&T Mobility	\$1,159.90	\$1,159.90	Cell phones
1/31/18	11072	Operating	Kinetrex Energy	\$2,099.87	\$2,099.87	Natural Gas
1/31/18	11073	Operating	William P Walsh	\$130.60	\$130.60	Refund-10618 McPherson
1/31/18	11074	Operating	Stephen or Kelly Matthews	\$26.10	\$26.10	Refund-11543 Willow Springs Dr
1/31/18	11075	Operating	Charlie Brandt	\$33.43	\$33.43	Refund-11716 Gables End Court
1/31/18	11076	Operating	Ryan Polokoff	\$62.81	\$62.81	Refund-3834 Earhart Dr
1/31/18	11077	Operating	Karan Joshi	\$40.89	\$40.89	Refund-13299 Lorenzo
1/31/18	11078	Operating	Charles or Janice Huntwork	\$110.64	\$110.64	Refund-3513 Cardinal Way
1/31/18	11079	Operating	Regina Frankeny	\$23.73	\$23.73	Refund-11542 Woodview Dr E
1/31/18	11080	Operating	Vanessa Chan	\$17.05	\$17.05	Refund-1057 Timber Creek Dr #7
1/31/18	11081	Operating	Kevin Kachelmyer	\$26.10	\$26.10	Refund-10823 Putnam Pl
1/31/18	11082	Operating	Linda Smith	\$10.76	\$10.76	Refund-10751 Ruckle St
1/31/18	11083	Operating	Monica Turner	\$23.73	\$23.73	Refund-12765 Tram Lane
1/31/18	11084	Operating	Cyro Pecora Jr	\$15.54	\$15.54	Refund-2288 Glebe St

Payment date	Payment number	Bank name	Payee name	Amount	Amount Allowed	Description
1/31/18	11085	Operating	Jeff Homan	\$21.17	\$21.17	Refund-2315 Greencroft
1/31/18	11086	Operating	Gwen Bennett	\$9.56	\$9.56	Refund-12752 Edgemont
1/31/18	11087	Operating	Brian Bretzinger	\$70.00	\$70.00	Refund-9602 Turnberry Ct
1/31/18	11088	Operating	Pratik Chandhoke	\$37.24	\$37.24	Refund-11807 Yale Dr
1/31/18	11089	Operating	Kristina Roth	\$26.46	\$26.46	Refund-3660 Kendall Wood
1/31/18	11090	Operating	Jeremy Reymer	\$28.73	\$28.73	Refund - 1225 E 116th
1/31/18	11091	Operating	Simplifile	\$3,330.00	\$3,330.00	Recording fees - lien releases
1/31/18	11091	Operating	Simplifile	\$120.00	\$120.00	Recording fees- lien filings
1/31/18	11094	Operating	AIRGAS USA, LLC	\$48.12	\$48.12	Cylinder rental
1/31/18	11094	Operating	AIRGAS USA, LLC	\$175.00	\$175.00	Gases
1/31/18	11095	Operating	Alliance of Indiana Rural Water	\$550.00	\$550.00	2018 membership dues
1/31/18	11096	Operating	AT & T	\$625.47	\$625.47	Internet service
1/31/18	11097	Operating	Barbara Lamb	\$200.00	\$200.00	Board member fees
1/31/18	11098	Operating	Bio Chem, Inc.	\$3,886.13	\$3,886.13	Biosolid disposals
1/31/18	11099	Operating	C.I.O.A.	\$120.00	\$120.00	2018 Dues
1/31/18	11100	Operating	Carl S. Mills	\$200.00	\$200.00	Board member fees
1/31/18	11101	Operating	Carmel Utilities	\$81,197.14	\$81,197.14	January flow to Carmel
1/31/18	11102	Operating	Carmel Utilities	\$1,017.00	\$1,017.00	January reads
1/31/18	11103	Operating	Carmel Utilities	\$39.12	\$39.12	Stormwater
1/31/18	11104	Operating	Charles Ford	\$100.00	\$100.00	Board Member Fees
1/31/18	11105	Operating	Clay Township Trustee	\$5,875.99	\$5,875.99	Operating expenses
1/31/18	11106	Operating	Commercial Sewer Cleaning Co. Inc.	\$460.00	\$460.00	Plant R & M
1/31/18	11107	Operating	Community Occupational Health Services	\$1,320.00	\$1,320.00	Screenings
1/31/18	11107	Operating	Community Occupational Health Services	\$139.00	\$139.00	Testing fees
1/31/18	11108	Operating	Compdata Surveys	\$700.00	\$700.00	Salary data
1/31/18	11109	Operating	Connect Electric Inc	\$1,510.50	\$1,510.50	Plant R & M
1/31/18	11109	Operating	Connect Electric Inc	\$1,783.00	\$1,783.00	Plant R & M
1/31/18	11109	Operating	Connect Electric Inc	\$1,560.00	\$1,560.00	Plant R & M
1/31/18	11109	Operating	Connect Electric Inc	\$1,235.00	\$1,235.00	Plant R & M
1/31/18	11110	Operating	Cummins Crosspoint	\$662.01	\$662.01	Equip repairs
1/31/18	11110	Operating	Cummins Crosspoint	\$609.93	\$609.93	Equipment repairs
1/31/18	11111	Operating	Dell Marketing L.P.	\$2,568.00	\$2,568.00	4 workstations
1/31/18	11112	Operating	DLZ Indiana, LLC	\$225.00	\$225.00	Jackson Grant Sect 4 Const Inspection
1/31/18	11112	Operating	DLZ Indiana, LLC	\$2,025.00	\$2,025.00	Clay Corner-cons inspect
1/31/18	11113	Operating	Eco Infrastructure Solutions, Inc.	\$444.68	\$444.68	Equipment repairs
1/31/18	11114	Operating	Element Materials Technology Daleville, LLC	\$116.00	\$116.00	Sewer sampling
1/31/18	11115	Operating	Environmental Resource Associates	\$562.40	\$562.40	Sewer sampling
1/31/18	11115	Operating	Environmental Resource Associates	\$156.83	\$156.83	Sewer sampling
1/31/18	11116	Operating	Eric Hand	\$150.00	\$150.00	Board Member Fees
1/31/18	11117	Operating	Fastenal Company	\$67.94	\$67.94	Lift Station R & M
1/31/18	11117	Operating	Fastenal Company	\$480.67	\$480.67	Supplies
1/31/18	11118	Operating	Ferguson Enterprises, Inc. #1480	\$164.84	\$164.84	Plant R & M
1/31/18	11119	Operating	FerrellGas	\$29.00	\$29.00	Rent
1/31/18	11120	Operating	Fluid Waste Services, Inc.	\$2,500.00	\$2,500.00	Plant R & M
1/31/18	11120	Operating	Fluid Waste Services, Inc.	\$705.00	\$705.00	Plant R & M
1/31/18	11121	Operating	Glidden Fence Co., Inc.	\$1,645.00	\$1,645.00	Repairs to fence-Fedex Cut
1/31/18	11122	Operating	Grainger	\$244.78	\$244.78	Safety Materials
1/31/18	11122	Operating	Grainger	\$172.63	\$172.63	Sewer sampling
1/31/18	11122	Operating	Grainger	\$162.20	\$162.20	Safety materials
1/31/18	11123	Operating	GRW	\$220.00	\$220.00	CIP-Proj 1602 Springmill
1/31/18	11123	Operating	GRW	\$5,600.00	\$5,600.00	CIP-Proj 1707 Neighborhood sewers
1/31/18	11123	Operating	GRW	\$1,400.00	\$1,400.00	CIP-Proj 1601 106th St FM
1/31/18	11124	Operating	Hach Company	\$1,539.47	\$1,539.47	Sewer sampling
1/31/18	11125	Operating	Huntington Insurance, Inc	\$966.00	\$966.00	Renewal - Comm/Non-Contract Other
1/31/18	11125	Operating	Huntington Insurance, Inc	\$696.00	\$696.00	Bond-Sheeks
1/31/18	11125	Operating	Huntington Insurance, Inc	\$966.00	\$966.00	Bond-McDonald
1/31/18	11125	Operating	Huntington Insurance, Inc	\$966.00	\$966.00	Bond-Williams
1/31/18	11125	Operating	Huntington Insurance, Inc	\$966.00	\$966.00	Bond-Pittman
1/31/18	11125	Operating	Huntington Insurance, Inc	\$966.00	\$966.00	Bond-Anderson
1/31/18	11126	Operating	IN Dept. of Workforce Development	\$696.00	\$696.00	Unemployment charges
1/31/18	11127	Operating	IN.GOV	\$95.00	\$95.00	Membership fee
1/31/18	11128	Operating	Indiana Department of Environmental Manageme	\$9,500.00	\$9,500.00	Permit for Base fee and flow fee
1/31/18	11128	Operating	Indiana Department of Environmental Manageme	\$100.00	\$100.00	Permit - Stormwater
1/31/18	11129	Operating	Indiana Rural Water Association	\$390.00	\$390.00	Membership Dues
1/31/18	11130	Operating	Indianapolis Star	\$24.42	\$24.42	Legal notices
1/31/18	11131	Operating	Indy Express, Inc.	\$175.10	\$175.10	Courier fee
1/31/18	11131	Operating	Indy Express, Inc.	\$194.48	\$194.48	Jan 2018 courier fees
1/31/18	11132	Operating	IPL	\$6,064.51	\$6,064.51	Plant electrick
1/31/18	11132	Operating	IPL	\$63.38	\$63.38	Valve vault 1/18
1/31/18	11132	Operating	IPL	\$41.06	\$41.06	LS 25
1/31/18	11132	Operating	IPL	\$68.68	\$68.68	LS 24
1/31/18	11132	Operating	IPL	\$63.17	\$63.17	LS 20
1/31/18	11132	Operating	IPL	\$40.39	\$40.39	LS 22
1/31/18	11132	Operating	IPL	\$319.25	\$319.25	LS 9
1/31/18	11132	Operating	IPL	\$863.33	\$863.33	LS 10
1/31/18	11132	Operating	IPL	\$79.73	\$79.73	LS 12

Payment date	Payment number	Bank name	Payee name	Amount	Amount Allowed	Description
1/31/18	11132	Operating	IPL	\$480.52	\$480.52	LS 8
1/31/18	11132	Operating	IPL	\$103.05	\$103.05	LS 3
1/31/18	11132	Operating	IPL	\$42.94	\$42.94	LS 18
1/31/18	11133	Operating	IT Indianapolis	\$3,559.25	\$3,559.25	IT Monthly fee
1/31/18	11133	Operating	IT Indianapolis	\$4,046.00	\$4,046.00	Clay app Server
1/31/18	11133	Operating	IT Indianapolis	\$1,507.00	\$1,507.00	Support
1/31/18	11133	Operating	IT Indianapolis	\$660.00	\$660.00	Office 365
1/31/18	11133	Operating	IT Indianapolis	\$778.70	\$778.70	Datto
1/31/18	11134	Operating	IUPPS	\$1,168.50	\$1,168.50	Monthly tickets
1/31/18	11135	Operating	Jane B. Merrill	\$200.00	\$200.00	Board Member fees
1/31/18	11136	Operating	Kirby Risk Corporation	\$334.20	\$334.20	Plant R & M
1/31/18	11137	Operating	Maco Press	\$56.20	\$56.20	Cards-Crediford
1/31/18	11138	Operating	Marilyn Anderson	\$350.00	\$350.00	Board member fees
1/31/18	11139	Operating	Merrell Brothers, Inc.	\$400.00	\$400.00	Reporting
1/31/18	11139	Operating	Merrell Brothers, Inc.	\$11,263.77	\$11,263.77	Disposal
1/31/18	11140	Operating	Michael A. McDonald	\$300.00	\$300.00	Board member fees
1/31/18	11141	Operating	Michael Shaver	\$200.00	\$200.00	Board member fees
1/31/18	11142	Operating	Steven Kim	\$129.33	\$129.33	Refund-10480 Bellefontaine
1/31/18	11143	Operating	Napa Auto Parts	\$6.59	\$6.59	Repair parts
1/31/18	11143	Operating	Napa Auto Parts	\$33.96	\$33.96	Repair parts
1/31/18	11143	Operating	Napa Auto Parts	\$109.44	\$109.44	Repair parts
1/31/18	11143	Operating	Napa Auto Parts	\$127.69	\$127.69	Repair parts
1/31/18	11143	Operating	Napa Auto Parts	\$8.98	\$8.98	Repair parts
1/31/18	11143	Operating	Napa Auto Parts	\$22.49	\$22.49	Repair parts
1/31/18	11143	Operating	Napa Auto Parts	\$9.38	\$9.38	Repair
1/31/18	11143	Operating	Napa Auto Parts	\$18.27	\$18.27	Repair parts
1/31/18	11143	Operating	Napa Auto Parts	\$25.95	\$25.95	Repair parts
1/31/18	11143	Operating	Napa Auto Parts	\$61.97	\$61.97	Repair parts
1/31/18	11143	Operating	Napa Auto Parts	\$15.98	\$15.98	Repair parts
1/31/18	11143	Operating	Napa Auto Parts	\$23.27	\$23.27	Repair parts
1/31/18	11143	Operating	Napa Auto Parts	\$49.98	\$49.98	Repair parts
1/31/18	11144	Operating	Neofunds by Neopost	\$1,604.44	\$1,604.44	Postage and rental payment
1/31/18	11145	Operating	North Central Laboratories	\$995.33	\$995.33	Sewer sampling
1/31/18	11146	Operating	Praxair Distribution, Inc.	\$93.67	\$93.67	Plant R & M
1/31/18	11146	Operating	Praxair Distribution, Inc.	\$29.33	\$29.33	Operating supplies
1/31/18	11146	Operating	Praxair Distribution, Inc.	\$205.00	\$205.00	Protective cover
1/31/18	11147	Operating	Quench USA, Inc.	\$99.00	\$99.00	Water dispenser
1/31/18	11147	Operating	Quench USA, Inc.	\$99.00	\$99.00	Water dispenser
1/31/18	11148	Operating	Quick Lane	\$21.58	\$21.58	Oil Change
1/31/18	11149	Operating	Ray Clemens	\$400.00	\$400.00	Cleaning
1/31/18	11150	Operating	Republic Services #761	\$338.36	\$338.36	Trash Service
1/31/18	11151	Operating	Safety Resources, Inc.	\$1,190.94	\$1,190.94	Safety Training
1/31/18	11152	Operating	SiteOne Landscape Supply LLC	\$103.42	\$103.42	Macron 20-20-20 25# Pail
1/31/18	11153	Operating	Steve Pittman	\$300.00	\$300.00	Board Member fees
1/31/18	11154	Operating	Taylor Oil Company, Inc.	\$997.37	\$997.37	Fuel
1/31/18	11155	Operating	Taylor Systems, Inc.	\$106.75	\$106.75	Answering service
1/31/18	11156	Operating	TPI Utility Construction	\$3,600.00	\$3,600.00	96th St Sewer locates
1/31/18	11156	Operating	TPI Utility Construction	\$2,000.00	\$2,000.00	Remove FM from Culvert and repair culvert
1/31/18	11156	Operating	TPI Utility Construction	\$3,000.00	\$3,000.00	Bring locate wires to surface
1/31/18	11157	Operating	Tyco Integrated Security LLC	\$614.93	\$614.93	Quarterly charge
1/31/18	11158	Operating	US Postmaster	\$120.00	\$120.00	PO Box renewal
1/31/18	11159	Operating	Vasey Commercial Heating & AC, Inc.	\$372.40	\$372.40	Repairs
1/31/18	11159	Operating	Vasey Commercial Heating & AC, Inc.	\$819.00	\$819.00	Repairs
1/31/18	11160	Operating	Vectren Energy Delivery	\$1,394.10	\$1,394.10	Plant service
1/31/18	11161	Operating	Xylem Water Solutions USA, Inc.	\$1,309.50	\$1,309.50	Plant R & M
1/31/18	11162	Operating	Allison Payment Systems LLC	\$3,376.46	\$3,376.46	Billing services
1/31/18	11162	Operating	Allison Payment Systems LLC	\$4,899.17	\$4,899.17	Postage
1/19/18	2018123	Operating	ADP	\$105.25	\$105.25	Time & Attendance
1/31/18	2018160	Operating	Wex Bank	\$134.40	\$134.40	Fuel-Jan
1/2/18	20180100	Operating	ADP	\$76,964.49	\$76,964.49	Payroll PPE 12/29/17
1/4/18	20180101	Operating	Empower Retirement (Hoosier START)	\$6,758.41	\$6,758.41	401A, 457B, ROTH
1/11/18	20180110	Operating	Citizens State Bank	\$59.77	\$59.77	Deposit tickets
1/16/18	20180120	Operating	ADP	\$56,694.46	\$56,694.46	Payroll PPE 12/29/17
1/16/18	20180121	Operating	Empower Retirement (Hoosier START)	\$7,360.11	\$7,360.11	401A, 457B, ROTH
1/12/18	20180122	Operating	ADP	\$128.51	\$128.51	Workforce now fees
1/17/18	20180125	Operating	Anthem Blue Cross Blue Shield	\$39,946.81	\$39,946.81	Ins-Feb 2018
1/20/18	20180130	Operating	Vectren Energy Delivery	\$17.77	\$17.77	LS 4 1/18
1/25/18	20180131	Operating	Vectren Energy Delivery	\$17.72	\$17.72	LS 10 1/18
1/25/18	20180132	Operating	Vectren Energy Delivery	\$51.42	\$51.42	LS 2 1/18
1/26/18	20180133	Operating	ADP	\$213.27	\$213.27	ADP Fees-workforce bundle solutions
1/30/18	20180134	Operating	ADP	\$54,453.44	\$54,453.44	PPE 1/26/18
1/30/18	20180135	Operating	Empower Retirement (Hoosier START)	\$7,263.73	\$7,263.73	401A, 457b, Roth PPE 1/26/18
1/31/18	20180136	Operating	Mutual of Omaha	\$3,753.58	\$3,753.58	Insurance - Feb 2018
1/31/18	20180137	Operating	Citizens State Bank	\$20.00	\$20.00	Service fee
1/31/18	20180140	Operating	Duke Energy	\$16,451.69	\$16,451.69	Plant
1/30/18	20180141	Operating	Duke Energy	\$882.72	\$882.72	LS 14
1/31/18	20180142	Operating	Duke Energy	\$209.72	\$209.72	LS 16
1/31/18	20180143	Operating	Duke Energy	\$344.45	\$344.45	LS 23
1/31/18	20180144	Operating	Duke Energy	\$363.27	\$363.27	LS 4

Payment date Payment number Bank name Payee name Amount Amount Allowed Description

1/31/18	20180145	Operating	Duke Energy	\$155.38	\$155.38	LS 21
1/31/18	20180146	Operating	Duke Energy	\$1,508.14	\$1,508.14	LS 1
1/31/18	20180147	Operating	Duke Energy	\$124.87	\$124.87	LS 5
1/31/18	20180148	Operating	Duke Energy	\$57.79	\$57.79	LS 6
1/31/18	20180149	Operating	Duke Energy	\$159.60	\$159.60	LS 19
1/31/18	20180150	Operating	Duke Energy	\$488.39	\$488.39	LS 26
1/31/18	20180151	Operating	Duke Energy	\$1,022.15	\$1,022.15	LS 17
12/31/17	2.02E+08	Operating	Wex Bank	\$526.04	\$526.04	Fuel-Nov and Dec
1/10/18	2.02E+08	Operating	Duke Energy	\$15,674.06	\$15,674.06	Plant
1/10/18	2.02E+08	Operating	Duke Energy	\$886.24	\$886.24	LS 14
1/10/18	2.02E+08	Operating	Duke Energy	\$216.32	\$216.32	LS 16
1/11/18	2.02E+08	Operating	Duke Energy	\$339.59	\$339.59	LS 23
1/3/18	2.02E+08	Operating	Duke Energy	\$408.11	\$408.11	LS 4
1/3/18	2.02E+08	Operating	Duke Energy	\$192.38	\$192.38	LS 21
1/10/18	2.02E+08	Operating	Duke Energy	\$208.04	\$208.04	LS 11
1/5/18	2.02E+08	Operating	Duke Energy	\$140.81	\$140.81	LS 5
1/2/18	2.02E+08	Operating	Duke Energy	\$55.39	\$55.39	LS 6
1/4/18	2.02E+08	Operating	Duke Energy	\$184.26	\$184.26	LS 19
1/3/18	2.02E+08	Operating	Duke Energy	\$484.15	\$484.15	LS 26
1/9/18	2.02E+08	Operating	Duke Energy	\$923.89	\$923.89	LS 17
1/2/18	2.02E+08	Operating	Duke Energy	\$952.84	\$952.84	LS 1
1/9/18	2.02E+08	Operating	PNC Bank	\$5,016.05	\$5,016.05	CC EXPENSES DEC 2017
1/20/18	2.02E+08	Operating	Vectren Energy Delivery	\$1,217.01	\$1,217.01	Plant 1/18

\$551,546.68 \$551,546.68

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 page, and except for claims not allowed as shown on the register, such claims are hereby allowed in the total amount of

\$551,546.68



PERSONNEL & BENEFITS COMMITTEE

Monday, January 22, 2018 @ 7:30 A.M.

Memorandum

Present: Chair Barb Lamb, Committee Members Chuck Ford and Michael Shaver, Others in attendance were Director Drew Williams, Engineering Manager Wes Merkle and Administrative Assistant Maggie Crediford

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

PUBLIC COMMENT

No one from the public was present at the meeting.

SAFETY UPDATE

Mr. Williams stated that the District is continuing with safety training and there have been no lost time accidents. One employee is testing a battery heated jacket. If it is effective the District will purchase more for other employees that work in extreme temperatures.

2018 COMMITTEE GOALS

Mr. Williams passed out a summary of the 2018 Goals from the January Board Meeting, and highlighted the ones he thought were pertinent to the Committee.

Ms. Lamb stated that using a ladder system within each pay grade needs to be managed. It could be time consuming to do it correctly. If the Board decides to move forward with it, there would need to be someone in charge of making sure that records are updated, that classes and certifications are recorded that people move when they should be moving and don't move when they shouldn't be moving.

Mr. Williams confirmed that there would be record keeping involved with the ladder system, but it won't be an automatic movement. The ladder system would be incorporated into the review process tied into the merit review.

Mr. Ford stated that the managers in each department conduct two employee reviews a year. He would like to have a checklist developed for the managers to use. A checklist would be an effective and clear tool for managers to explain to employees where they are and what needs to be done to move ahead. He believes this would help take the subjectivity out of the review process.

Mr. Shaver stated that he believes that there is some value in the subjective aspect of a review as well.

Mr. Williams agreed that there is value in the subjective aspect of employee reviews and that is why the ladder system would be tied into the merit review. If performance was not acceptable, there wouldn't be an automatic increase just because a step was completed.

Mr. Ford stated that the District needs to create a situation where it encourages workers to always be improving themselves. A very specific ladder system allows employees to do that. The District needs to provide employees with the guidance to move to the top of their pay range within a set amount of time. In situations where employees have been unable to pass a test to get a certification the District should be offering them tutoring to help an employee improve.

Mr. Shaver stated that the merit and ladder system at the State of Indiana was based on years and rank. If an employee was going to be doing something for 10 years for example each of the years in that position that was the bump that was received. If you were say at a level 5 and needed to go to 6 there had to be a reason for that to happen but there was some overlap between 5 & 6. So, an employee who had been 10 years at a certain level should expect to be maxed out unless they have done something to advance their skill set.

Ms. Lamb stated that it is easy to confuse the difference between raising within the paygrade and advancing to different paygrades up the career ladder.

Mr. Ford stated that he is talking about advancing to different paygrades if there is an opening to do so. They would be qualified to move to another organization if they needed to with more skill if an opening wasn't available to them here.

Ms. Lamb stated that the goal is to have people advance within their current pay range as well as providing the opportunities to advance beyond their current job.

It was agreed that working on the career ladder and steps is a goal for the Personnel and Benefits Committee for 2018.

Mr. Ford stated that he would like the District to develop a mission statement that says it encourages employees to always move forward and opportunities will be provided for higher certification and education to move employees forward.

Ms. Lamb asked Mr. Ford to put a mission statement in writing for the February Personnel and Benefits Meeting.

Ms. Lamb stated that the District is being forced to consider alternative Health Insurance options. She stated that it is difficult because rate information is not provided by the insurance company in advance, so it seems like there is a rush to decide.

Mr. Williams stated that Anthem will not provide the hard numbers to the District until 60-90 days before the renewals are due. However, the District can get proposals from other agencies ahead of time, so that when the Anthem numbers come in the other options have already been researched. If the numbers must be updated in January, they shouldn't be too far off the numbers previously provided.

Ms. Lamb stated that if numbers can be obtained from other insurance providers ahead of time that those could also be used to negotiate with Anthem if it is needed.

Mr. Ford stated that he would like the Committee to look at alternatives to the traditional health insurance system. He has spoken with the Vice President of Community Health Network. He was given the impression that their system is an alternative to the existing health insurance that we are accustomed to. Their system encourages preventive medicine as opposed to corrective medicine which would save money and drive costs down.

He stated that he would like for Community Health Network to come in and make a presentation on their service.

Mr. Shaver stated that he is onboard with investigating alternative health care options. He wants to be sure that if an employee is sick they are not penalized for being sick.

Ms. Lamb stated that there are many unique ideas being tried with regards to health insurance. Being a small group, we can experiment easier and be more flexible and can move faster. She agreed that looking at alternatives to traditional health insurance is worthwhile. She said that it should be made clear to potential brokers that the District is willing to be creative if they have ideas on other options available.

It was decided that the second goal for the Personnel and Benefits Committee will be to evaluate health insurance alternatives. Community Health Network should speak to the Committee in March or April.

Suggested goal number three is to compile a policy and procedure manual to distribute to the staff by the end of the first quarter. Mr. Williams stated that the goal is to compile current ordinances into a manual that shows exactly what ordinances, resolutions and policies are current and being utilized. This will tie into the New Board Member Orientation Packet that was suggested at the January Board Meeting. Staff will create the documents and the Committee would review the document before distribution.

Ms. Lamb suggested the fourth goal be to work on the compensation system so that internal and external equity is created for the employees. She suggested that they discuss this goal more in the fall since it is not time sensitive for the first part of the year.

Ms. Lamb stated that leaving out the goals dealing with policies and procedures because the Committee is not driving those, there are three goals and objectives for the Committee to work on.

1. Performance Ladders
2. Health Insurance alternatives
3. Pay Equity Issues

COMPENSATION POLICY

Mr. Williams stated that the current District policy is that employees have two performance reviews a year which are tied into pay increases. The one thing not addressed in the current policy is COLA. It is the Board's discretion to give COLA and 2017 is the first one that has been given in the 14 years Mr. Williams has been at the District.

Mr. Shaver stated that the District could run into issues using the term merit increase and including COLA into that equation.

Ms. Lamb suggested that instead of using the term merit increase that the District name increases discretionary pay increases. There are other considerations going into pay increases that are not solely based on merit.

Mr. Ford stated that the merit system can be clarified using the ladder system. If a good job is done with the ladders it makes everyone's job easier.

Mr. Shaver stated that he doesn't want to get into a situation where automatic increases are given solely on attainment of certificates.

Mr. Williams stated that it is human nature to remember more recent events. He encourages managers to do 3x5 weekly reviews throughout the year, so they can reflect on their notes and give a comprehensive review of the employee's performance over the entire year.

Mr. Ford said that he would like to see that condensed to a checklist, so employees have a clear view of where they are meeting expectations and where they are falling short. Each department should be able to develop a checklist that pertains to their employee's responsibilities. Notes can be made on the back and both the employee and the manager would retain a copy of the checklist for review.

Ms. Lamb stated that with the salary adjustments that were made there are four people that are under the 50% of their range.

Mr. Williams stated that the District has a very low turnover rate which allows people to move up in their range. The few at the lower end are the ones that can be focused on in the future. Per the Performance Policy, for employees at the top of their range there can be a one-time payment at the end of the year if the District believes that they deserve compensation for that year's performance.

Mr. Ford questioned whether the office staff are being adequately compensated.

Mr. Williams stated that the range for those positions were established through the compensation study and how they evaluate the position and the range.

Ms. Lamb stated that when the position is evaluated the knowledge skills and abilities it takes to do those jobs is considered. Waggoner, Irwin and Scheele evaluated different groups of employees separately so that the people in the field are not compared to the office staff. Ms. Lamb does not believe these are not bad salaries.

Mr. Williams stated that the District provides a good benefit package. We try to create a good work environment and little things like the employee appreciation lunch and pitch-ins to keep the staff engaged with each other. The market is tight with 3.7% unemployment, yet employees are not taking the other opportunities out there.

Mr. Shaver stated that he understands Mr. Ford's concerns and he shares many of the same concerns but with the field employees that work in extreme temperatures and environments.

Ms. Lamb suggested that at the February meeting the Committee begin looking at the career ladders, she asked Mr. Williams to work through the examples of what he has presented and how the District would keep track of things. In April or May, the committee can begin to talk a look at insurance options. Then the compensation issues can be handled towards the end of the year.

OTHER BUSINESS

Mr. Shaver stated that he has issues with the Compensation study. It is widely accepted that any analytical study must make its data available to the people who paid for the study. That is the only way to verify if it was done correctly. Knowing what information was used and what cities were included in the study would be helpful when you have someone at 100% of their range who will not be getting a raise. The consultants said they did a regression analysis from the middle 80% of the data it is not clear what the regression was. The simplest regression analysis has an independent and dependent variable, that is only one and there must be a half a dozen in this study. Mr. Shaver would expect that the normal distribution of the median is calculated out of + or – one standard deviation from the norm, then the minimum salary line would have been calculated from below the lower standard deviation and the upper line would have been calculated from above the standard deviation. The study shows that three people's salaries were adjusted in the process that were being paid too low, but now a bunch of people are not going to be getting raises. + or – 10% of the mean, you calculate one thing and then add or subtract 10% is not really an adequate analytical format. Page two of the study says the exempt positions are supposed to be 2% of the organizations employees. The District has six exempt employees. There is nothing in the study about administrative level. Ms. Lamb stated that there should be an administrative component to the compensation study.

Mr. Williams stated that Mr. Shaver's concerns give him some direction on what questions to ask WIS. He will investigate where the administrative level falls within the study.

Ms. Lamb stated that she did not see a professional category listed in the study either.

The meeting adjourned at 8:37 a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Andrew Williams". The signature is written in a cursive, flowing style.

Andrew Williams
Utility Director



BUDGET & FINANCE COMMITTEE

Friday, January 26, 2018 @ 7:30 A.M.

Memorandum

Present: Committee Chair Jane Merrill, Committee Members Carmel Mills and Michael McDonald, Board Members Steve Pittman, Barb Lamb and Mike Shaver. Others in attendance were Legal Counsel Anne Poindexter, Director Drew Williams, Controller Cindy Sheeks, Engineering Manager Wes Merkle, Plant Superintendent Scot Watkins and Administrative Assistant Maggie Crediford.

Ms. Merrill called the meeting to order at 7:34 a.m.

PUBLIC COMMENT

No one from the public was present.

IT UPDATE

Mr. Williams presented a summary of accomplishments by the IT Department in 2017 which was compiled by Mr. Watkins.

Mr. McDonald stated that he is impressed with the accomplishments that were made in 2017. He passed out a list of questions and considerations he has for 2018. (see handout attached) Mr. McDonald stated that he is glad to see the District is using Office 365, he wanted to be sure that legitimate mail that is coming through the Spam filter can be found. He asked if there are redundant internet connections in case there is a failure. Mr. Williams stated that there is currently only one internet connection. Mr. McDonald asked what the consequences to the SCADA system would be if the internet goes down. Mr. Watkins stated that critical stations have cellular back-ups. Mr. Williams stated that the valves can be controlled manually if needed. Mr. McDonald asked if the District uses Cisco firewalls and how long the District keeps the logs, he has some concerns about the amount of storage available for the logs. Mr. Watkins stated that the District had been using Dell SonicWall, he would have to get back with Mr. McDonald to update him on what is currently being used. Mr. Watkins said that the District has a substantial amount of storage available for the log. Mr. McDonald asked about the complexity level on passwords used at the District. Mr. Watkins stated that passwords must meet three of four security features and passwords are updated every 30 days. Mr. McDonald suggested that it is more secure to use a passphrase vs. a password. He suggested the use of LastPass or KeePass or using password vaults to store administrative passwords. A lot of companies are putting Avecto Defendpoint on their systems. Mr. McDonald asked who gets alerts from SecureWorks Red Cloak, and what happens if there is an alert. Mr. Watkins stated that he and IT Indianapolis get the alerts. Mr. McDonald asked if there is a guest wireless network available to users that is separate from the secure network.

Mr. Watkins stated that he is in discussions with IT Indianapolis regarding the guest network. There is one in place, but the staff has not been instructed to utilize it. Mr. McDonald asked what backup strategy is in place. Mr. Watkins stated that backups are done and confirmed nightly. He receives weekly reports and there are alerts set up for failures as well as when storage is at 50%. Tests of a restore are scheduled quarterly as well as annually. Mr. McDonald asked about the District's patching strategy. Mr. Watkins stated that IT Indianapolis pushes patches when they deem them acceptable for the system. Mr. McDonald asked what the lifecycle is on computers. Mr. Watkins stated that desktop computers are replaced every 4 years, laptops are replaced every 3 years and tablets are replaced as needed typically every 2-3 years and servers are replaced every 5-7 years. All the computers are updated to Windows 10.

Mr. Williams stated that lately the employees are hitting 100% with no clicks on email bait from KnowBe4. Every two weeks a random bait emails are sent. Not all employees get the same one and they are not all sent at the same time.

Mr. McDonald asked what improvements can be done with the \$50,000 budgeted for 2018? Network Authentication, workstation upgrades? Mr. Watkins stated that there is penetration testing for the SCADA system planned. Mr. Watkins will provide Mr. McDonald answers to all the questions asked in the handout.

SEWER EXTENSION FINANCING

Mr. Williams made a presentation showing the 19 subdivisions in the service area that do not have sewer systems. Three are scheduled for development in 2018 which would leave 16 left for development in the future. He explained that installing low pressure systems in existing neighborhoods has been preferred over installing gravity systems. Gravity sewers require an 8" line with 6" lateral stubs that are installed up to the property line. Gravity sewers are installed with an open cut, there is a lot of disruption to the yards and street. Low Pressure sewers consist of a 2"-3" low pressure line that is directionally drilled with pits every 400'-500'. The owner installs the 1 ¼" lateral that goes from the main line to their home. The concept is that since people are not required to make an immediate connection, the District didn't want lateral lines sitting in the ground for a significant amount of time for other utilities to hit. Instead homeowners tap into the main when they are ready to make the connection.

Mr. Williams explained that prior to 2008 the District required physical connection to the line in 90 days and property owners had to begin a payment plan. The District had 20-30 connection cases per year that Mrs. Poindexter had to be involved with.

In 2008 State Code dictated that Regional Sewer Districts had to offer a 5-year deferral program if the County Health Department would sign a certification that the septic was working correctly. Hamilton County Health Department would not offer any certification other than one that stated that the septic was working at on the day the certificate was issued. The Board decided to follow the intent of the law and offered a 5-year deferral program to anyone who requested it. They did however have to start making payments

within 90 days on the payment plan. Depending on the size of the project, it was a 5, 10, or 20-year plan. The 20-year plan carried a 7% interest rate.

In 2012 the District realized that the people on the 5-year deferral plan from 2008 were getting close to being required to hook into the system. The Board decided that it would not require property owners to connect but they had to pay the construction costs within 90 days.

In 2015 the Board decided that property owners would not be required to pay fees for construction or connection until the property was hooked into the system. The property owner can choose when to connect unless they are instructed to do so by the Hamilton County Board of Health.

The fees paid to the District include; an \$1,818 EDU Fee (Equivalent Dwelling Unit) based off single family consumption which is charged to cover plant capacity. There is a \$150 inspection/admin fee that covers the inspection and paperwork involved with the connection. The Interceptor Fee or Local Construction Fee (depending on which is used) averages between \$3,000-\$4,500. The Interceptor Fee is established by Ordinance and is \$4,057 per acre for sewer availability. In instances where Local Construction Fees have been established, the total cost of the construction for the project is equally divided by the number of properties served and the Board has approved a separate rate ordinance for that subdivision alone.

Mr. Shaver asked for clarification between the Interceptor Fee and the Local Construction Fee.

Mr. Williams stated that the Interceptor Fee Ordinance establishes the cost per acre to connect to the District collection system. The ordinance does allow for Interceptor Fees to be waived if property owners are paying their share of local construction costs for a project. The Local Construction fee is determined for each project and established by ordinance.

Mr. McDonald had questions about the Interceptor Fee calculations.

Mr. Williams explained that Interceptor Fees depend on the acreage. For one acre the fee would be \$4,075, but many lots are less than an acre. A half of an acre would pay \$2,037.

Mr. Pittman explained that the Interceptor Fee has also been called an availability fee. Historically if a developer has offsite costs to bring the sewer line to their property the District would credit the developer for the offsite cost to extend the Districts assets. Then the builder or homeowner would pay the EDU fees when homes are constructed and connected into the system.

Mr. Shaver stated that there are three pieces to every sewer system. The Wastewater Treatment Plant capacity is covered by EDU fees. The second item is the Interceptor Sewer network cost that sometimes get defrayed but not always. And the third is the

Local Construction Costs which cover what it costs the District to install a sewer line in the neighborhood. When this method is used the actual construction costs of the project are equally divided between the homeowners in the subdivision.

Mr. Shaver stated that a breakdown in policy happens when the District tries to service an existing neighborhood that may or may not connect for several years. He asked if the District collects the Interceptor Fee for the money it has laid out or if it is sometimes waived.

Mr. Williams stated that the Ordinance originally said that if there was an existing septic system a property owner would not be required to pay the Interceptor Fee. Five years ago, the Ordinance was updated, and that wording was removed. Property owners can now be exempt from the Interceptor Fee if they are part of a Local Construction Cost Ordinance.

Mr. Williams stated that interceptors are not paid for with rate payer money. The District has an Interceptor Fund that is funded primarily by developers. The District pays the construction costs up front and then those costs are recouped later when customers connect to the sewer line.

Mr. Pittman stated that the discussion for this meeting is about how the District is going to charge for connections going forward and if the District will charge Interceptor Fees or Local Construction Costs.

Mr. Williams explained that costs are recouped through the existing Interceptor Fee Ordinance. The cost is based on acreage. In 2000 the District passed the Acreage Reduction Ordinance which allows large residential lots to reduce the billable acreage to 1.5 acres or 50% of the total acreage whichever is greater but not to exceed 3 acres. The property owner signs an agreement that states if the land is subdivided, the additional interceptor fees will be paid at that time.

Mr. Williams stated that homeowners will have to pay for the lateral line to the sewer, the tap, and the pump. Those costs will be about \$12,000-\$15,000.

Mr. Williams indicated that the 116th Street and Williams Creek Drive project is unique because there is a private force main that was installed by Mr. Hilbert that the District will take over, so part of the project is complete due to the acquisition of the existing line. The lots in that area vary in size from .64 acres to 10.5 acres. It is not like a normal subdivision where the lots are close to the same size. Two of the properties have hooked into the system and paid \$25,000 based off the Interceptor Fee Ordinance. No matter what is decided for Spring Mill Heights and Autumn Woods, it would make sense in this instance to follow the Interceptor Fee Ordinance because the lots are such different sizes.

Mr. Williams stated that District has in place the Interceptor Fee Ordinance which establishes a cost per acre to serve the whole service area. Using the Interceptor Fee

Ordinance eliminates the need to have an individual ordinance for each subdivision. However, if the need arises the option to implement a Local Construction Cost Ordinance is still available. The Interceptor Fee is a funding concept that was developed with the District originally and has been updated over time as construction costs increased. Using the Interceptor Fee will standardize the costs across the system. It allows the costs to be calculated on the known acreage of a project. Costs can be provided to property owners upfront instead of after the project has been designed and completed. It is not a frozen number, the Board can and has adjusted this number over time. The goal is when the whole District is serviced the Interceptor Fund should be as close to zero as possible.

Ms. Merrill asked Mr. Williams what he is asking the Committee to recommend to the Board. Mr. Williams stated that if the Budget and Finance Committee as a financial body finds it reasonable to start looking at charging based on acreage instead of doing individual neighborhood ordinances he would like a recommendation for that to the Capital and Construction Committee.

Mrs. Poindexter stated that the recommendation would be that the Budget and Finance Committee doesn't have concerns if Capital and Construction recommends this type of a philosophical shift.

Mr. Pittman stated that the District is building "spec" sewers in a sense that will be available for people to connect to later. The District will bear the cost of the construction until those connections occur. The District has budgeted for these costs. They are built into the budget for the next 5 years.

Mr. Shaver stated that another issue is the capital side, which is deciding if the District will build the sewers. There has been organic growth in this organization for the last two years that equates to \$100,000-\$150,000 per year. He asked if that money is going to be spent on speculated sewer extensions. Mr. Shaver stated that to the extent that the Board changes membership the law can be applied to require those property owners to connect,

Mr. McDonald asked what the business driver is to build the lines without guarantee of a rapid return in investment. If it ties to the Master Plan and is needed to get to a subdivision that will need connection it makes sense. If the thought is to just fill in pockets that don't have sewer connection, then maybe it isn't the best business decision.

Ms. Merrill stated that the other side of the issue is that if there are septic failures in those areas it will be 6 months to a year before homes can be serviced.

Mr. Mills called for a point of order and stated that the Committee was asked to make a recommendation to the Capital and Construction Committee and stated the conversation was getting off track.

Mr. Pittman stated that it is the District's mission to serve its territory. A private entity wouldn't do this. If, however the Budget and Finance Committee said that there concerns regarding the District's finances by constructing these projects that would impact his thinking.

Mr. Mills stated that it is the Budget and Finance Committee's responsibility to decide if there is enough money in the checkbook to cover the costs. It is the Capital and Construction Committee's responsibility to decide if the projects make sense based on the age of the subdivisions and when they connect to the system.

Mr. Mills made a motion to use the Interceptor Fee Ordinance to construct the projects being discussed in Capital and Construction meeting.

On a motion made by Mr. Mills to recommend that the Capital and Construction Committee recommend that the District charge the Interceptor Fee Ordinance for low pressure projects going forward, and if an exception arises the District can review that project independently. The motion was seconded by Mr. McDonald and approved unanimously.

WELL CUSTOMER BILLING OPTIONS

Mr. Williams stated that the District charges are based on consumption except if the property is on a well. According to the current rate ordinance the charge for unmetered residential properties is based on 7,000 gallons/month usage. Ms. Sheeks compiled a list of the consumption rates on the street of the customer who questioned her billing rate. The street has water but not everyone is hooked up to it. The consumption varies greatly from 1,000 gallons/month to 11,000 gallons/month. 7,000 gallons/month is above most everyone else on that street but there is no way to know what she is using without a meter. Staff has discussed looking at the number of bathrooms in the home or the number of residents. Allowing homeowners to install a meter is an option but the cost savings would take 20 years to recoup, plus the monthly meter reading fee. Mr. Williams asked if individual exceptions can be made.

Mrs. Poindexter stated that the Board needs to decide how much it is going to charge and how it is going to charge and apply it uniformly.

Mr. Williams said that since the Ordinance states 7,000 gallons, individuals could petition the Board for a reduction if they can show they have limited consumption (one bath/one person). The Board could make a reasonable accommodation for one person.

There was discussion regarding alternative approaches.

Mrs. Poindexter questioned where the 7,000 gallon/month figure came from.

Mr. Williams stated that 7,000 gallons/month is the State's design standard. When Ms. Sheeks researched the average customer in the area, the average was closer to 5,000

gallons. However, newer homes that have more efficient plumbing likely impact the average consumption.

Ms. Merrill stated that philosophically she would be comfortable reducing the rate of the unmetered accounts so that they are based off 5,000 gallons of consumption vs. the 7,000 gallons being used now, based on the average consumption of metered accounts.

This item will stay on the Committee Agenda for the February meeting.

FINANCIAL STATEMENTS AND INVESTMENTS

Ms. Sheeks stated that revenue came in at \$7.3 million. The projected revenue was \$6.9 million. Commercial projects are trending back down which happens in the winter months. The District was overbudget in a couple of areas. Consulting expenses and engineering fees were over because of studies conducted. Computer expenses were over mainly due to the ransomware event. Overall expenses for the year were below budget by \$125,000. Net Income was above projections for the year. Cash balances were at \$6.7 million. Capital Expenses will be lower in 2018.

Mr. Mills asked where the District stands in relation to renovations in the building for 2018.

Mr. Williams said that he is getting a proposal from an architect to have drawings done by the end of the first quarter. There will be work done on a leaking wall before any remodeling is done at the WWT.

Mr. Mills moved to adjourn the meeting. Mr. McDonald seconded the motion. The meeting adjourned at 9:15 a.m.

Respectfully submitted,



Cindy Sheeks
Controller



CAPITAL & CONSTRUCTION COMMITTEE

Monday, February 5, 2018 @ 4:30 P.M.

Memorandum

Present: Chair Steve Pittman, Committee Member Marilyn Anderson, Board Member Michael Shaver. Others in attendance were Legal Counsel Anne Poindexter, Director Drew Williams, Engineering Manager Wes Merkle, District Engineer Ryan Hartman, Collections Superintendent Aaron Strong and Administrative Assistant Maggie Crediford

Absent: Committee Member Eric Hand

Mr. Pittman called the meeting to order at 4:40 p.m.

PUBLIC COMMENT

There was no one from the public present.

DEDICATION

Mr. Pittman recused himself from the conversation regarding the dedication of sewers at Woodside at West Clay.

Ms. Anderson asked if there is anything outstanding with the project. Mr. Hartman stated that there are no outstanding issues. Ms. Anderson stated that she is in favor of accepting the dedication. It will go to the full Board for a vote.

#1707 NEIGHBORHOOD SEWER PROJECT CONSTRUCTION CONTRACT AWARD

Mr. Merkle stated that the project was publicly bid in December. Construction and engineering fees came in under budget. He recommended awarding the construction contract to TPI Utility Construction for \$210,075.

Ms. Anderson asked if the District has used TPI before and if so how was the experience.

Mr. Merkle stated that the District has used TPI before and they did quality work.

Mr. Shaver questioned if the project is good for both the District and the property owners.

Mr. Pittman said he believes the projects are both beneficial to the property owners and the District. After attending the Budget and Finance meeting on January 26, 2018

he feels comfortable about moving forward with the projects because there is money in the 2018 budget for the project.

Mr. Shaver questioned how construction costs will be recovered. He asked if the District will raise user rates to cover the cost of construction.

Mr. Pittman stated that the Budget and Finance Committee said that there is money in the 2018 budget to complete these projects. If in the future there is concern about the feasibility of a project it can be evaluated independently. He stated that he is concerned if these projects are pushed back it could cause an increase in construction costs.

Mr. Shaver asked if the property owners affected have been notified that if the ownership of the District changes that they could be forced to connect and incur the costs under state law.

Mrs. Poindexter stated that the District could relay to the homeowners that it is the current policy of the Board not to enforce mandatory connection into the system.

Mr. Pittman stated that it is the mission of the District to service its entire area. People who had septic failures would be upset if they need to connect but couldn't because the line wasn't there.

Mr. Shaver stated that he wants the District to notify customers that they could be forced to connect if the line is installed and ownership changes in the future.

Ms. Anderson stated that the construction costs are recouped by the District when homeowners pay fees to connect into the system.

Mr. Williams explained that the costs are paid for out of the Interceptor Fund. The District covers the construction costs initially to make sewers available and the costs are recovered when people connect into the system.

Mr. Pittman stated that he is in favor of moving forward with the neighborhood projects, awarding the construction contract, and using the current Interceptor Fee Ordinance to recoup the costs of construction. Ms. Anderson agreed with Mr. Pittman. They will make this recommendation to the Board at the February 12, 2018 meeting.

Mr. Pittman stated that if there is an instance where the Interceptor Fee Ordinance will not be enough to recover the construction costs for a project, the Board can consider a Local Construction Cost Ordinance at that time for that project.

#1901 LIFT STATION 14 PARALLEL FORCEMAIN ENGINEERING SERVICES

Mr. Merkle stated that Lift Station 14 is nearing capacity. Pumps were upsized a couple of years ago. The goal is to add capacity by constructing a second parallel force main. There are easements that need to be acquired to complete this project. It

is slated for 2019 construction. Staff recommends GRW Engineers for design, permitting, bidding and construction services. Mr. Pittman and Ms. Anderson agreed to recommend the Board approve a professional services contract with GRW for up to \$110,000 for this project.

SPRINGMILL INTERCEPTOR REPAIR REIMBURSEMENT AND OVERHEAD ELECTRIC RELOCATION

Mr. Merkle stated that Duke Energy contractor Henkels and McCoy relocated power poles along Spring Mill Road north of 111th Street as part of a City of Carmel road and path project. During installation, Henkels and McCoy damaged our sewer main even though the main was properly marked. The cleanup and repair cost the District over \$60,000. Mr. Merkle sent a letter to both Duke and Henkels demanding reimbursement of the repair costs and relocation of two poles installed almost on top of our sewer. Duke has energized the transmission lines making it unsafe for the District to access the sewer. The poles are sitting above the sewer, potentially putting excessive stress on the pipe that would cause a failure. The insurance company for Henkels has agreed to pay the entire repair cost but are asking for a release of liability. Staff does not want to consider a release without knowledge of who directed the location for installation of the two poles. Duke sent a tort claim notice to the City of Carmel. Duke also sent the District a letter in which they denied responsibility and said to contact Henkels directly. Mr. Merkle replied to Duke over two months ago requesting clarification and he has not heard back from them. He stated that he would like to pass the issue to legal counsel.

Mrs. Poindexter stated that she would issue a demand letter on her letterhead explaining the steps that the District expects Duke to take to resolve the issue.

Mr. Pittman and Ms. Anderson recommended that Mrs. Poindexter send Duke a letter, and further legal action may be required in the future.

OTHER BUSINESS

Mr. Merkle stated that he is working with Reynolds to resolve changes made during construction of the 106th Street Parallel Force Main project. A final change order capturing all changes on this project could cost \$300,000. The District budgeted 5% for change orders which should cover this amount. The largest change includes additional granular backfill and path replacement because the only space available at the time of construction was near or beneath existing pavement.

Mr. Pittman asked if the surveyor or the engineer have any liability if their design was incorrect.

Mr. Merkle stated that often certain utilities don't get marked completely or correctly during the design process. Less care is sometimes taken by utility locators when shovels are not going into the ground for construction. This is very frustrating for staff because the District provides everyone the courtesy of completing locates and providing information needed for others' projects, but the same courtesy is not

extended the other way. On this project crews ultimately used the only space that was available for installation.

Mr. Williams stated that in some instances engineers have been required to pay for errors.

CAPITAL PROJECT UPDATES

Mr. Pittman asked Mr. Merkle to only address projects that have had changes or updates since the last meeting.

#1705 99th STREET

Mr. Merkle stated that the developer requesting the sewer extension may be ready to move forward next month. They told staff that they have worked through permitting issues on their site.

JACKSON'S GRANT SECTIONS 2 & 6 OVERSIZED SEWERS

Mr. Merkle and Mr. Hartman are pushing the developer to get permits submitted for Section 6, the stretch of sewer that runs northeast of regional Lift Station 26 which will eventually allow the District to take Lift Station 4 offline.

Respectfully submitted,



Wes Merkle
Engineering Manager



MEMORANDUM

To: Board of Trustees

From: Wes Merkle

Date: February 7, 2018

**Subject: #1707 Neighborhood Sewer
Project Contract Award**

The following bids were received December 20, 2017 for the subject project:

TPI Utility Construction, LLC	\$210,075.00
Finch Constructors, Inc.	\$273,525.50
TSW Utility Solutions, Inc.	\$340,189.50
Midwest Mole, Inc.	\$361,075.00
Miller Pipeline, Inc.	\$538,055.00

TPI Utility Construction, LLC was the lowest responsive and responsible bidder. The budget for this project was \$325,000.

The C&C Committee discussed this item and is recommending award of the Contract to TPI Utility Construction.

Recommended Action: Award the Autumn Woods, West 116th Street, Williams Creek Manor, Springmill Place and Springmill Heights Sanitary Sewer Extension Project construction contract to TPI Utility Construction, LLC in the amount of \$210,075.



MEMORANDUM

To: Board of Trustees

From: Wes Merkle

Date: February 7, 2018

**Subject: #1901 Lift Station 14 Parallel
Forcemain Engineering
Services**

Staff recently issued a Request for Proposals to four firms to provide consulting services for the subject project. Staff reviewed their responses and recommends GRW Engineers, Inc. (GRW) to complete the work, which includes engineering design, permitting, easement acquisition, bidding and construction administration services.

The C&C Committee discussed this item and is recommending that the Board approve the professional services contract with GRW for up to \$110,000.

Recommended Action: Approve the professional services agreement with GRW in an amount not to exceed \$110,000.