



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,



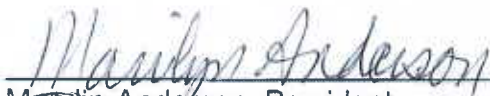
Andrew Williams
Utility Director

Approved:

 X as Presented
 as Amended



Michael McDonald, Secretary



Marilyn Anderson, President

Marilyn

