



Clay Township Regional Waste District

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BUDGET & FINANCE COMMITTEE MEETING

Friday May 4, 2018 @ 7:30 A.M.
10701 N. College Ave, Suite A, Indianapolis, IN 46280

AGENDA

1. Public Comment
2. Rate Ordinance
3. Information Technologies Audit Proposals
4. Byrum Parcel Service Request
5. Financial Statements and Investments
6. Other Business

Date and Time for Next Meeting: May 25, 2018 @ 7:30 a.m.



Memorandum

To: Budget & Finance Committee Members, Drew William

From: Cindy Sheeks

Date: April 27, 2018

Subject: User Rate Ordinance 05-14-2018

Attached please find Ordinance 05-14-2018 for your consideration. This ordinance reflects a 5% increase for all user rates as included in the 2018 budget. It also incorporates Ordinance 08-08-2016 which allows the district to charge a 10% late fee on unpaid current charges. The entire Late Fee Ordinance will be included in Section 5 of the User Rate Ordinance 05-14-2018.

NEW SECTION:

Section 5. Any current charges on the monthly user invoice that remain unpaid after the listed due date shall be assessed a late fee. The late fee assessed will be 10% of the unpaid current charges. This fee will be added to the following month's user invoice.

There are no other changes to the 2018 Ordinance.

Ordinance 08-08-2016 A is shown below.

ORDINANCE NO. 08-08-2016 A

An ordinance establishing a late fee for unpaid sewer bills.

WHEREAS, the Board of Trustees desires to establish by ordinance the late fee policy currently in effect for unpaid monthly user charges,

Now, therefore, be it ordained by the Board of Trustees of the Clay Township Regional Waste District, Indiana:

Section 1. Any current charges on the monthly user invoice that remain unpaid after the listed due date shall be assessed a late fee. The late fee assessed will be 10% of the unpaid current charges. This fee will be added to the following month's user invoice.

PASSED AND ADOPTED by the Board of Trustees of the Clay Township Regional Waste District on the ____ day of _____, 2016.

ORDINANCE NO. 05-14-2018

An ordinance establishing a new District wide schedule of monthly user rates, late fees and charges to be collected from the owners of property served by the sewage works of the District and matters connected therewith, replacing Ordinance 05-08-2017 and Ordinance 08-08-2016A.

WHEREAS, based upon the District's 2018 Budget, it is advisable to update the schedule of rates and charges previously established pursuant to Ordinance 05-08-2017 and Ordinance 08-08-2016A; and

WHEREAS, the Board of Trustees desires to change the schedule of monthly user charges,

Now, therefore, be it ordained by the Board of Trustees of the Clay Township Regional Waste District, Indiana:

Section 1. The Schedule of Monthly User Charges as set forth here shall supersede and replace the monthly user charges set forth in Sections 1 thru 4 of Ordinance 05-08-2017 and Ordinance 08-08-2016A,

| Metered Users: | User Charge |
|---|-------------|
| (1) Treatment Rate: | |
| Per 1,000 gallons of sewage flow, if measured | |
| or per 1,000 gallons of water usage if sewage | |
| flow is not measured | \$2.860 |
| (2) Base Rate – per month, as follows: | |
| 5/8 inch water meter..... | \$13.45 |
| 3/4 inch water meter* | \$13.45 |
| 3/4 inch water meter..... | \$16.93 |
| 1 inch water meter* | \$13.45 |
| 1 inch water meter..... | \$26.55 |
| 1 ¼ inch water meter..... | \$39.71 |
| 1 ½ inch water meter..... | \$52.81 |
| 2 inch water meter..... | \$92.21 |
| 3 inch water meter..... | \$205.99 |
| 4 inch water meter..... | \$354.78 |
| 6 inch water meter..... | \$801.15 |
| 8 inch water meter..... | \$1,423.41 |

*Residential customers with a 3/4-inch meter or 1-inch meter shall be charged a base charge for a 5/8 inch meter.

| Unmetered Users: | User Charge |
|---------------------------------------|-------------|
| <u>Residential:</u> | |
| Single family residence/unit | \$33.51 |
| Apartment or trailer court/unit | \$25.13 |
| Duplexes | \$67.03 |
| Triplexes | \$100.54 |
| <u>Commercial:</u> | |
| Retail establishment: | |
| First 3 employees | \$33.51 |
| Each additional employee | \$8.37 |

| | |
|--|---------|
| Gasoline service station: | |
| With car wash facilities | \$75.46 |
| W/O car wash facilities | \$50.30 |
| Restaurants, drive-ins and taverns with eating and/or drinking facilities: | |
| First 2 employees | \$33.51 |
| Each additional employee | \$11.05 |
| Laundromats – per washer | \$24.41 |
| Car wash, manual – per bay | \$75.46 |
| Professional Office: | |
| First 2 employees | \$33.51 |
| Each additional employee | \$11.05 |
| <u>Government/Institutional:</u> | |
| School/student: | |
| First 25 students | \$33.51 |
| Each additional student | \$1.33 |
| Churches, lodges and veteran’s organizations w/o eating and/or drinking facilities: | |
| For each 200 members or fraction thereof | \$33.51 |
| Government offices: | |
| First 3 employees | \$33.51 |
| Each additional employee | \$8.37 |
| <u>Industrial (sanitary flow only):</u> | |
| First 3 employees | \$33.51 |
| Each additional employee | \$8.37 |

For the service rendered to the Clay Township Regional Waste District, said District shall be subject to the same rates and charges herein above provided, or to rates and charges established in harmony therewith.

In order to recover the cost of monitoring industrial wastes, the District shall charge the user the actual cost of the monitoring. This charge will be reviewed and revised on the same basis as all other rates and charges in the ordinance.

Section 2. The Application fee shall be \$150.00.

Section 3. The Return Check Charge for NSF (Non-Sufficient Funds) shall be charged in the amount of \$30.00 per check.

Section 4. A Reinspection fee of \$100.00 shall be charged to the property owner for each reinspection if a property fails an inspection or requires more than two inspections.

Section 5. Any current charges on the monthly user invoice that remain unpaid after the listed due date shall be assessed a late fee. The late fee assessed will be 10% of the unpaid current charges. This fee will be added to the following month’s user invoice.

Section 6. The invalidity of any section, clause, sentence, or provision of this Ordinance shall not affect the validity of any part of this Ordinance which can be given effect without such invalid part or parts.

Section 7. The revised monthly user rates shall become effective for service received July 1, 2018 and thereafter

PASSED AND ADOPTED by the Board of Trustees of the Clay Township Regional Waste District on the ____ day of _____, 2018.

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

ATTEST:

Andrew Williams
Utility Director



Memorandum

To: B&F Committee

From: Scot Watkins, Superintendent

Date: April 27, 2018

Subject: IT Vulnerability Assessment

The District received three proposals for the 2018 IT Vulnerability Assessment; Rook Security, SBS CyberSecurity and Enterprise Unified Solutions. All three responded promptly to the request for proposal and covered all items requested. However, the fees varied substantially: from \$19,000 to \$60,000.

Below I have summarized the three proposals and included IT Indianapolis opinions:

Rook Security is an Indianapolis (Fishers) based IT Security firm that provides security strategy, crisis management and next generation security operations services. They have many high-profile clients including the Pacers/Banker Life Arena, Indianapolis Motor Speedway and the NCAA but also more relevant clients like the Hamilton County Government & Judicial Center and the City of Fishers.

IT Indianapolis' comment was "A very well-respected name locally and around the country in Cybersecurity. We have worked with them in the past and have been impressed."

Rook has proposed to perform a cyber security capabilities snapshot; a situational analysis of our current capabilities followed by recommendations for short-term and long-term roadmaps, before proceeding with the network penetration testing and social engineering campaign. A NIST CSF Gap Assessment was also included in their proposal but is not required and can be scaled back.

The pricing was broken down as follows: the Snapshot would not exceed \$3,000, the Network Penetration Testing would not exceed \$11,500, the Social Engineering Campaign would not exceed \$6,000 and the NIST CSF Assessment would not exceed \$40,000 (if we elect to do the full gap assessment). While it might be beneficial to completed, the NIST CSF Assessment appears to be more than requested and is the cause their fee is the highest. If you limit the scope to the first three items, the fee is \$21,800.

SBS CyberSecurity, formerly known as Secure Banking Solutions, began as a business to assist financial institutions in creating tailored Information Security Programs to meet

regulatory requirements. They are based in Madison, South Dakota but have offices throughout the US. Similar clients include Clay Rural Water Systems, Wakonda, SD, and State of South Dakota Department of Labor and Regulation, Pierre, SD.

IT Indianapolis' comment was "They started out in the banking field; I'm sure they are more than capable to do the work requested."

SBS has proposed to perform the IT Audit and a Comprehensive Network Security Audit which includes White-Box External Network Penetration Testing, Internal Penetration Testing, Social Engineering, Firewall Configuration Review, Remote Access Review, Email & Spam Filtering System Review and an Internal Network Security Posture Review

The pricing was broken down as follows: IT Audit not to exceed \$6,000, Comprehensive Network Security Audit not to exceed \$8,000 and travel & meal expenses not to exceed \$5,000.

Enterprise Unified Solutions (eUS) is an Indianapolis based IT Consultant focused on secure, innovative and disruptive technology. They have partnered with Automated Office Solutions Inc. for this proposal. The names of their clients were not provided because this is against their normal practice. eUS provided five phases; Auditing & Documentation, Penetration Testing & Social Engineering, Reporting & Remediation, Long-Term Security Readiness and Project Management.

IT Indianapolis' comment was "The "long-term IT planning" mentioned may be overstepping the scope and we have no experience with them."

The pricing was broken down as follows; Auditing & Documentation not to exceed \$17,175, Penetration Testing & Social Engineering not to exceed \$8,375, Reporting & Remediation not to exceed \$10,500, Long Term Security Readiness not to exceed \$4,050 and Project Management not to exceed \$4,350.

Summary:

After reviewing the proposals and hearing the presentations from each of the companies, Drew and I ranked Rook Security first due to their approach and methodology. The Capabilities Snapshot would identify what needs to be focused on in the audit. The Network Penetration Testing and Social Engineering Campaign is comparable to the proposals from the other two firms. NIST CSF Assessment was much more detailed than the scope submitted by SBS and eUS. We expect this scope can be reduced once we know how the District's system performs in the audit.



MEMORANDUM

To: B&F Committee
From: Drew Williams
Date: April 27, 2018
Subject: Byrum Parcel Service Request

The IURC ruled against Mr. Byrum in his suit against Citizens Westfield for sewer service. The District has received a request through Mr. Byrum's attorney that the District reconsider a wholesale agreement with Citizens Westfield for the Byrum parcel.

Clay Township Regional Waste District
Budget & Finance Committee - Analysis of March 2018
May 4, 2018

Income Statements

| <u>Category</u> | <u>Actual</u> | <u>Budget</u> | <u>Variance</u> (unfavorable) | Above / -Under Budget | <u>Explanation</u> |
|-----------------|---------------|---------------|----------------------------------|-----------------------------|--------------------|
| Residential | 384,616 | 392,306 | (7,690) | -1.96% | Under Budget |
| Commercial | 173,902 | 225,889 | (51,987) | -23.01% | Under Budget |
| Other Revenue | 16,512 | 14,042 | 2,470 | 17.59% | Under Budget |
| Other Income | 10,516 | 5,336 | 5,180 | 97% | Over budget |
| Total Revenue | 585,546 | 637,573 | (52,027) | -8.16% | Under Budget |

Residential sales were below projections by 1.96% for a total of \$384,616. Commercial was below projections by 23.01% for a total of \$173,902. Commercial and residential sales were very similar for February and March.

March: Total Sales of \$585,546 were \$52,027 (8.62%) below projected revenue of \$637,573. Revenue will increase as the days get warmer.

March Spending Analysis

Wages & benefits in March were \$157,100 or \$15,697 under budget (9.08%).

Administration spending in March was \$61,095 which is \$3,470 over budget (6.02%)

Treatment costs in March were \$162,639 which is \$20,139 over budget (14.13%)

Collection costs were \$49,176 in March which was \$3,824 below budget (7.22%)

Total Operating expenses in March were \$430,011 which is \$4,089 over budget (.96%)

| <u>Category</u> | <u>Actual</u> | <u>Budget</u> | <u>Variance</u> (unfavorable) | Above / -Under Budget | <u>Explanation</u> |
|---------------------------------------|---------------|---------------|----------------------------------|-----------------------------|--------------------------------------|
| Wages | 108,978 | 120,833 | 11,855 | -9.81% | Under budget |
| Clay Twp Govt Center | 10,807 | 4,333 | (6,474) | 149.41% | Over budget-Men's restroom remodel |
| Computer consultants | 20,785 | 12,500 | (8,285) | 66.28% | Over Budget-IT Indianapolis projects |
| Sewer Sampling | 10,442 | 3,333 | (7,109) | 213.29% | Over Budget-Hach/IDEXX Labs |
| BioSolids | 18,140 | 12,500 | (5,640) | 45.12% | Over budget |
| Plant Operating Supplies | 3,612 | 1,250 | (2,362) | 188.96% | Over Budget |
| Line Maintenance | 3,171 | - | (3,171) | 100.00% | Over Budget |
| Utilities LS | 21,826 | 16,000 | (5,826) | 36.41% | Over budget |
| Manhole R & M | 14,337 | 2,000 | (12,337) | 616.85% | Over Budget-Reith Riley |
| | | | - | | |
| Total Operating Expenses | 430,011 | 425,922 | (4,089) | 0.96% | Under budget |
| Net Income (loss) net of depreciation | 105,517 | 185,358 | (79,841) | -43.07% | Under projections for March |

Expenses were less than 1% over budget in March. Revenues were below projections by 8.16%

Most of the savings in the budget were in the very low spending from the collections department.

Administration spending was up due to the improvements to the mens restroom in the building.

Cash Generated

Cash generated for March shows a net decrease in all funds by \$161,482. Capital spending was \$343,277.33 which included spending for the admin office redesign, FOG rods, emergency repairs to the VLR, outfall from the plant, 106th St FM, and LS 14 in Austin Oaks,

Individual fund balances and changes are listed on the Cash Generated Statements included with the monthly financial statements.

| | Mar-18 | Feb-18 | +/- from last month |
|-------------------------|--------------|--------------|------------------------|
| Operating | \$ 989,320 | \$ 931,835 | \$ 57,485 |
| Interceptor | \$ (185,990) | \$ 114,049 | \$ (300,039) |
| Plant Expansion | \$ 3,968,144 | \$ 3,876,457 | \$ 91,687 |
| Operating Reserve | \$ 2,192,400 | \$ 2,192,400 | \$ - |
| Reserve for Replacement | \$ 321,258 | \$ 331,873 | \$ (10,615) |
| Total | \$ 7,285,132 | \$ 7,446,614 | \$ (161,482) |

Investments

There were no investment changes in March. The District invested \$2,000,000 in March 2015 in a 5 year CD earning 2.05%.

Clay Township Regional Waste District

Balance Sheet

5.

March 2018

| | Actual as of 03/31/2018 | Actual as of 03/31/2017 | % of Prior Year |
|--|-------------------------------|-------------------------------|-----------------|
| ASSETS | | | |
| Utility Plant | 115,259,527 | 109,616,821 | 105 % |
| Current Assets | | | |
| Cash & Investments | | | |
| Cash & Investments - Operating Fund | 989,320 | 3,269,626 | 30 % |
| Cash & Investments - Operating Reserve | 2,192,400 | 2,192,400 | 100 % |
| Cash & Investments - Reserve for Replacement | 321,258 | 422,642 | 76 % |
| Cash & Investments - Interceptor Fund | (185,990) | 1,569,392 | (12)% |
| Cash & Investments - Plant Expansion Fund | 3,968,144 | 3,109,354 | 128 % |
| Total Cash & Investments | 7,285,132 | 10,563,414 | 69 % |
| Accounts Receivable | 635,104 | 542,471 | 117 % |
| Liens Receivable | (7,424) | 33,647 | (22)% |
| Invoiced Receivables | 45,854 | 160,780 | 29 % |
| Notes & Interest Receivable | 49,215 | 69,803 | 71 % |
| Investment Interest Receivable | 111,205 | 70,205 | 158 % |
| Other Current Assets | 365,328 | 313,927 | 116 % |
| Current Assets | 8,484,412 | 11,754,247 | 72 % |
| TOTAL ASSETS | 123,743,939 | 121,371,068 | 102 % |
| TOTAL LIABILITIES & EQUITY | | | |
| LIABILITIES | | | |
| Current Liabilities | | | |
| Invoiced Payables | 57,702 | 109,895 | 53 % |
| Accounts Payable | 0 | 96,434 | 0 % |
| Accrued Paid Leave | 87,263 | 79,443 | 110 % |
| Other Current Liabilities | 52,358 | 33,779 | 155 % |
| Total Current Liabilities | 197,323 | 319,552 | 62 % |
| TOTAL LIABILITIES | 197,323 | 319,552 | 62 % |
| EQUITY | | | |
| Retained Earnings | 24,334,371 | 22,261,387 | 109 % |
| Construction in Aid | 99,212,245 | 98,790,130 | 100 % |
| TOTAL EQUITY | 123,546,616 | 121,051,516 | 102 % |
| Total | 123,743,939 | 121,371,068 | 102 % |

2018 Capital Budget

| Location | Project No. | Project | Funding Source | 2017 Projected to Complete | 2018 | March Spending | YTD Spending | Justification |
|--|-------------|---|------------------------------|----------------------------|------------|----------------|--------------|---|
| WWTP Michigan Road Wastewater Treatment Plant | | | | | | | | |
| | 1505 | Headworks | Operating Fund | | \$ - | | \$ 7,538 | ongoing performance issues with existing equipment |
| | 1701 | Post Treatment Improvements | Plant Expansion Fund | \$ 25,000 | \$ 250,000 | \$ 613 | \$ 864 | Increase outfall capacity needed in 2018 |
| | 1902 | WWTP Expansion | Plant Expansion Fund | | \$ 50,000 | | \$ - | capacity expansion: screen, VLRs, clarifier, UV (need online by 2021 based on current and projected flow growth) |
| | 2502 | WWTP Expansion | Plant Expansion Fund | | | | \$ - | capacity expansion: grit removal, VLR, clarifiers, genset (need online by 2027 based on current and projected flow growth) |
| | | WWTP Alternative Power | | | | | \$ - | Solar panel installation to reduce electric power consumption |
| | | Annual Plant Improvement & Repair Projects | Operating Fund | | \$ 150,000 | \$ 10,615 | \$ 10,615 | Typical annual expenditures |
| LS 1 Carmel Creek | | | | | | | | |
| | 1606 | Basin 1 I&I Removal | Operating Fund | \$ - | \$ 60,000 | | \$ - | Line repairs remain. Combine with Basin 8 efforts. |
| | 1702 | 96th/Keystone force main relocation | Operating Fund | \$ 25,000 | \$ 250,000 | | \$ - | Relocate LS1 forcemain and southern interceptor for interchange project |
| | 2001 | Replace wet weather pumps, generator, wet well piping | Reserve for Replacement Fund | | | | \$ - | Replace equipment at the end of its service life. |
| | | Fence Replacement | Operating Fund | | \$ 15,000 | | \$ 11,448 | |
| LS 2 Meridian Corridor | | | | | | | | |
| | 1601 | 106th Street Parallel Force main (Ditch Road to Michigan Road WWTP) | Interceptor Fund | | | \$ 304,772 | \$ 306,582 | Increase capacity - LS 2 & 8 to MRWWTP |
| | 1602 | Springmill parallel interceptor | Interceptor Fund | | | | \$ 220 | Relief for existing Springmill Interceptor, service unsewered & undeveloped parcels. |
| | 2401 | 106th Street Parallel Force main (LS 2 to Ditch Road) | Interceptor Fund | | | | \$ - | Timing is based on when capacity is needed. |
| LS 3 Northern Heights | | | | | | | | |
| | | (no projects) | | | | | \$ - | |
| LS 4 Springmill Ridge | | | | | | | | |
| | 1801 | Interceptor extension and lift station elimination | Interceptor Fund | \$ 25,000 | \$ 300,000 | | \$ - | LS4 pumps are past their useful life. LS is undersized. Proceed with completion of Jackson's Grant Section 6 sewers. This part of the project extends the interceptor across the Book property and eliminates LS4 |
| LS 5 Springmill Streams | | | | | | | | |
| | 2601 | Interceptor extension & lift station elimination | Interceptor Fund | | | | \$ - | This project can proceed following completion of Jackson's Grant Section 2. Can combine this project with the LS19 elimination project. |
| LS 6 Waldon Pond | | | | | | | | |
| | 1705 | Interceptor extension & lift station elimination | Interceptor Fund | \$ - | \$ 900,000 | | \$ - | Timing is development driven. |
| LS 7 Laurelwood Sub | | | | | | | | |
| | | (no projects) | | | | | \$ - | |
| LS 8 Laurelwood | | | | | | | | |
| | 1606 | Basin 8 I&I removal | Operating Fund | \$ 10,000 | \$ 60,000 | | \$ - | Manhole rehab & raising, line repairs. Combine with Basin 1 efforts. |

2018 Capital Budget

| Location | Project No. | Project | Funding Source | 2017 Projected to Complete | 2018 | March Spending | YTD Spending | Justification |
|----------|-------------------------|---|------------------------------|----------------------------|-----------|----------------|--------------|--|
| | 1904 | Pump & electrical upgrades + new force main to 106th St | Interceptor Fund | | \$ 50,000 | \$ 638 | \$ 638 | Increase wet weather capacity |
| LS 9 | Towne Road | (no projects) | | | | | \$ - | |
| LS 10 | Michigan Road | | | | | | \$ - | |
| | 1903 | Pump and controls upgrades | Reserve for Replacement Fund | | \$ 50,000 | | \$ - | Increase wet weather capacity & redundancy. |
| LS 11 | Boone County | (no projects) | | | | | \$ - | |
| LS 12 | Kingsmill | (no projects) | | | | | \$ - | |
| LS 14 | Austin Oaks | | | | | | \$ - | |
| | 1901 | Parallel force main extension | Interceptor Fund | | \$ 50,000 | \$ 20,000 | \$ 20,000 | The lift station is near its wet weather capacity. This project would also allow us to serve a pending service area expansion. |
| | 2002 | Generator replacement | Reserve for Replacement Fund | | | | \$ - | Replace equipment at the end of its service life. |
| | 2301 | LEC Interceptor extension | Interceptor Fund | | | | \$ - | Extend service to area north of CR300S. Timing is developer driven. |
| LS 16 | Zionsville Presbyterian | | | | | | \$ - | |
| | 1905 | Replacement/relocation | Operating Fund | | | | \$ - | Upsize to buildout capacity & relocate to The Farm development. Timing is development driven. |
| LS 17 | Zion Hills | | | | | | \$ - | |
| | 2501 | Pump & electrical upgrades | Reserve for Replacement Fund | | | | \$ - | Timing is based on when capacity is needed. This project may be needed sooner pending a service area expansion. |
| LS 18 | Train Express | | | | | | \$ - | |
| | | Pump replacements | Reserve for Replacement Fund | | | | \$ - | Replace pumps at the end of their service life. |
| LS 19 | Village of West Clay | | | | | | \$ - | |
| | 2601 | Interceptor extension & lift station elimination | Interceptor Fund | | | | \$ - | Can proceed following completion of Jackson's Grant Phase 2. Can combine with LS5 elimination project. Timing is development driven. |
| LS 20 | Mayflower Park | | | | | | \$ - | |
| | | Pump replacement | Reserve for Replacement Fund | | | | \$ - | Replace pumps at the end of their service life. |
| LS 21 | High Grove | | | | | | \$ - | |
| | 2302 | Interceptor extension & lift station elimination | Interceptor Fund | | | | \$ - | Required with future development south of LS 21. Timing is development driven. |
| LS 22 | North Augusta | (no projects) | | | | | \$ - | |
| LS 23 | 126th Street | | | | | | \$ - | |
| | 2201 | Pump & electrical upgrades | Reserve for Replacement Fund | | | | \$ - | Timing is based on when capacity is needed. |
| LS 24 | Parkwood West | | | | | | \$ - | |

2018 Capital Budget

| Location | Project No. | Project | Funding Source | 2017 Projected to Complete | 2018 | March Spending | YTD Spending | Justification |
|------------------------------------|-------------------|---|------------------------------|----------------------------|--------------|----------------|--------------|--|
| | | (no projects) | | | | | \$ - | |
| LS 25 | Towne Oak Estates | | | | | | \$ - | |
| | | (no projects) | | | | | \$ - | |
| LS 26 | Jacksons Grant | | | | | | \$ - | |
| | N/A | Jackson's Grant Section 2 sewer oversized | Interceptor Fund | | \$100,000 | | \$ - | Allows for future elimination of LS 5 & 19. Estimated sewer oversized cost less interceptor fees credited equals net estimated cost to CTRWD (\$100,000) |
| | N/A | Jackson's Grant Section 6 sewer oversized/extension | Interceptor Fund | | \$350,000 | | \$ - | Allows for elimination of LS 4 (see #1801). CTRWD to pay full cost of sewer extension until developer proceeds with Section 6. At that time developer pays fees and reimburses CTRWD for non-oversizing costs (estimated at \$350,000 total) |
| | 2202 | LS 26 additional pumps & parallel force main extension | Interceptor Fund | | | | \$ - | Timing is based on when capacity is needed in Springmill Interceptor and LS 26. Must be complete before elimination of LS 5 & 19. |
| General collection system projects | | | | | | | | |
| | | Annual Misc. Repairs, Replacements & Line Relocations | Reserve for Replacement Fund | | \$ 150,000 | \$ 6,640 | \$ 6,640 | Repairs are made as problems are found during televising. |
| | 1707 | Autumn Woods, W116thSt, Williams Manor, Springmill Place/Heights Neighborhood Sewer Extention Project | Operating Fund | \$ 50,000 | \$ 325,000 | | \$ 6,800 | extend service into unsewered neighborhoods |
| | | Future Neighborhood Sewer Projects | Operating Fund | | | | \$ - | extend service into unsewered neighborhoods |
| Equipment | | | | | | | | |
| | | Vehicles | Operating Fund | | \$ 25,000 | | \$ - | Scheduled Replacement of Vehicles |
| | | Gear Reducer | Reserve for Replacement Fund | | \$ 60,000 | | \$ - | |
| | | Chem Tank Drain Replacement | Reserve for Replacement Fund | | \$ 8,000 | | \$ - | |
| | | Refrigerated B.O.D. Incubators | Reserve for Replacement Fund | | \$ 7,500 | | \$ - | Replacement and Upgrades to Lab equipment |
| | | Clayapp Server Replacement | Operating Fund | | \$ 8,000 | | \$ - | |
| | | Datto Replacement (Computer Backup) | Operating Fund | | \$ 15,000 | | \$ - | |
| Administration Projects | | | | | | | | |
| | | Copier | Operating Fund | | \$ 15,000 | | \$ - | Replacement of copier |
| | | Admin office improvements | Operating Fund | | \$ 300,000 | | \$ - | Expand front office, expand storage, security improvements. |
| | | Plant office/shop improvements | Operating Fund | | \$ 200,000 | | \$ - | Expand office and conference room space. |
| Totals | | | | \$ 135,000 | \$ 3,248,500 | \$ 343,277 | \$ 371,345 | 10.15% |

Clay Township Regional Waste District

5.

Income Statement

March 2018

| | | Actual MTD thru | Budget MTD thru | | | Actual YTD thru | Budget YTD thru | | |
|---------------------|--------------------------------------|--------------------------------|--------------------------------|-----------------|------------------------|--------------------------------|--------------------------------|-----------------|----------------------------|
| | | 03/31/2018 | 03/31/2018 | Variance | % of Budget | 12/31/2018 | 12/31/2018 | Variance | % of YTD Budget |
| Sales | | | | | | | | | |
| Residential | | | | | | | | | |
| 4001-1 | Sales - Residential | 384,616 | 392,306 | (7,690) | 98.04% | 1,153,262 | 4,707,671 | (3,554,409) | 24.50% |
| Residential | | 384,616 | 392,306 | (7,690) | 98.04% | 1,153,262 | 4,707,671 | (3,554,409) | 24.50% |
| Commercial | | | | | | | | | |
| 4003-1 | Sales - Commercial | 173,902 | 225,889 | (51,987) | 76.99% | 533,534 | 2,710,662 | (2,177,128) | 19.68% |
| Commercial | | 173,902 | 225,889 | (51,987) | 76.99% | 533,534 | 2,710,662 | (2,177,128) | 19.68% |
| Other Revenue | | | | | | | | | |
| 4005-1 | Late Charges | 7,546 | 7,000 | 546 | 107.81% | 21,635 | 84,000 | (62,365) | 25.76% |
| 4007-1 | Applications Fees | 7,916 | 5,625 | 2,291 | 140.72% | 22,257 | 67,500 | (45,243) | 32.97% |
| 4009-1 | Plan Reviews, Inspections, Misc. Rev | 1,050 | 1,417 | (367) | 74.12% | 5,203 | 17,000 | (11,798) | 30.60% |
| Other Revenue | | 16,512 | 14,042 | 2,470 | 117.59% | 49,095 | 168,500 | (119,405) | 29.14% |
| Total Sales | | 575,030 | 632,236 | (57,206) | 90.95% | 1,735,891 | 7,586,833 | (5,850,942) | 22.88% |
| Other Income | | | | | | | | | |
| 4501-1 | Interest - Investments | 3,482 | 4,583 | (1,101) | 75.97% | 10,109 | 55,000 | (44,891) | 18.38% |
| 4503-1 | Interest - Banking | 6,840 | 0 | 6,840 | 100.00% | 20,463 | 0 | 20,463 | 100.00% |
| 4507-1 | Bank Fees | (20) | (42) | 22 | 48.00% | (92) | (500) | 408 | 18.40% |
| 4601-1 | Interest - by project | 210 | 361 | (151) | 58.07% | 722 | 4,334 | (3,612) | 16.65% |
| 4701-1 | Customer Fees & Reimbursements | 0 | 17 | (17) | 0.00% | 0 | 200 | (200) | 0.00% |
| 4901-1 | Misc Income/Expense | 7 | 417 | (410) | 1.62% | (417) | 5,000 | (5,417) | -8.34% |
| Other Income | | 10,519 | 5,336 | 5,183 | 197.13% | 30,785 | 64,034 | (33,249) | 48.08% |
| Total Revenue | | 585,549 | 637,572 | (52,023) | 91.84% | 1,766,676 | 7,650,867 | (5,884,191) | 23.09% |

| | | Actual MTD thru | Budget MTD thru | | | Actual YTD thru | Budget YTD thru | | 5. |
|--------------------|------------------------------------|-----------------------|-----------------------|----------|----------------|-----------------------|-----------------------|-----------|--------------------|
| | | 03/31/2018 | 03/31/2018 | Variance | % of Budget | 12/31/2018 | 12/31/2018 | Variance | % of YTD Budget |
| Operating Expenses | | | | | | | | | |
| Wages & Benefits | | | | | | | | | |
| 5001-1 | Gross Wages | 108,978 | 120,833 | 11,856 | 90.19% | 330,353 | 1,450,000 | 1,119,647 | 22.78% |
| 5003-1 | Other Employee Exp | 719 | 833 | 115 | 86.22% | 4,827 | 10,000 | 5,173 | 48.27% |
| 5005-1 | Retirement Plan - Hoosier START | 10,923 | 11,958 | 1,035 | 91.34% | 32,906 | 143,500 | 110,594 | 22.93% |
| 5007-1 | Employee Insurance | 28,750 | 30,470 | 1,720 | 94.35% | 94,612 | 365,643 | 271,031 | 25.88% |
| 5009-1 | Taxes (Employer FICA) | 7,731 | 8,702 | 971 | 88.85% | 23,355 | 104,423 | 81,069 | 22.37% |
| Wages & Benefits | | 157,100 | 172,797 | 15,697 | 90.92% | 486,053 | 2,073,566 | 1,587,513 | 23.44% |
| Administration | | | | | | | | | |
| 5101-1 | Clay Township Govt Center Operatio | 10,807 | 4,333 | (6,474) | 249.40% | 17,776 | 52,000 | 34,224 | 34.18% |
| 5103-1 | Professional Education | 3,983 | 1,333 | (2,650) | 298.73% | 5,957 | 16,000 | 10,043 | 37.23% |
| 5105-1 | Boardmember Fees | 850 | 1,500 | 650 | 56.67% | 4,350 | 18,000 | 13,650 | 24.17% |
| 5107-1 | Board Expense | 96 | 125 | 29 | 77.12% | 213 | 1,500 | 1,287 | 14.23% |
| 5109-1 | Consulting | 0 | 4,167 | 4,167 | 0.00% | 1,289 | 50,000 | 48,711 | 2.58% |
| 5111-1 | Computer Expenses/Consultants | 20,785 | 12,500 | (8,285) | 166.28% | 51,318 | 150,000 | 98,682 | 34.21% |
| 5113-1 | Insurance | 7,093 | 8,333 | 1,241 | 85.11% | 28,699 | 100,000 | 71,301 | 28.70% |
| 5115-1 | Accounting Fees | 0 | 1,250 | 1,250 | 0.00% | 0 | 15,000 | 15,000 | 0.00% |
| 5117-1 | Legal Fees | 2,448 | 3,333 | 886 | 73.43% | 8,635 | 40,000 | 31,365 | 21.59% |
| 5119-1 | Engineering Fees | 2,685 | 3,333 | 648 | 80.55% | 2,830 | 40,000 | 37,170 | 7.07% |
| 5121-1 | Special Engineering (I & I) | 0 | 0 | 0 | 0.00% | 105 | 0 | (105) | 0.00% |
| 5125-1 | Professional Affiliations | 345 | 100 | (245) | 345.00% | 1,950 | 4,500 | 2,550 | 43.33% |
| 5127-1 | Travel & Mileage | (223) | 667 | 889 | -33.38% | 365 | 8,000 | 7,635 | 4.56% |
| 5129-1 | Collection | 60 | 67 | 7 | 90.01% | 7,135 | 800 | (6,335) | 891.88% |
| 5131-1 | Billing Service Contracts | 4,900 | 7,333 | 2,433 | 66.82% | 14,044 | 88,000 | 73,956 | 15.96% |
| 5133-1 | Bad Debt Expense | 0 | 417 | 417 | 0.00% | (419) | 5,000 | 5,419 | -8.38% |
| 5135-1 | Office Expense | 153 | 500 | 347 | 30.58% | 1,094 | 6,000 | 4,906 | 18.23% |
| 5137-1 | Postage Expense | 5,128 | 3,333 | (1,795) | 153.84% | 15,962 | 40,000 | 24,038 | 39.91% |
| 5139-1 | Office Services | 1,735 | 2,917 | 1,181 | 59.50% | 9,976 | 35,000 | 25,024 | 28.50% |
| 5141-1 | Customer Outreach & Education | 250 | 2,083 | 1,833 | 12.00% | 250 | 25,000 | 24,750 | 1.00% |
| Administration | | 61,095 | 57,625 | (3,470) | 106.02% | 171,527 | 694,800 | 523,273 | 24.69% |

| | | Actual MTD thru | Budget MTD thru | | | Actual YTD thru | Budget YTD thru | | 5. |
|--------------------------|--|-----------------------|-----------------------|----------|----------------|-----------------------|-----------------------|-------------|--------------------|
| | | 03/31/2018 | 03/31/2018 | Variance | % of Budget | 12/31/2018 | 12/31/2018 | Variance | % of YTD Budget |
| Treatment | | | | | | | | | |
| 5201-1 | Sewage Treatment - Carmel WWTP | 93,697 | 91,667 | (2,030) | 102.21% | 262,238 | 1,100,000 | 837,762 | 23.84% |
| 5203-1 | Sewer Sampling & Lab | 10,442 | 3,333 | (7,109) | 313.26% | 14,835 | 40,000 | 25,165 | 37.09% |
| 5205-1 | Biosolids Disposal | 18,140 | 12,500 | (5,640) | 145.12% | 45,182 | 150,000 | 104,818 | 30.12% |
| 5207-1 | Plant R & M | 13,655 | 12,500 | (1,155) | 109.24% | 63,817 | 150,000 | 86,183 | 42.54% |
| 5209-1 | Utilities - Plant | 22,655 | 20,000 | (2,655) | 113.27% | 69,160 | 240,000 | 170,840 | 28.82% |
| 5211-1 | Operating Supplies - Plant | 3,612 | 1,250 | (2,362) | 288.93% | 3,612 | 15,000 | 11,388 | 24.08% |
| 5213-1 | Safety Materials & Training | 439 | 1,250 | 811 | 35.08% | 1,831 | 15,000 | 13,169 | 12.21% |
| 5215-1 | Permits | 0 | 0 | 0 | 0.00% | 10,270 | 12,000 | 1,730 | 85.58% |
| Treatment | | 162,639 | 142,500 | (20,139) | 114.13% | 470,944 | 1,722,000 | 1,251,056 | 27.35% |
| Collection System | | | | | | | | | |
| 5301-1 | Lift Station R & M | 8,390 | 7,917 | (473) | 105.98% | 14,364 | 95,000 | 80,636 | 15.12% |
| 5303-1 | Line Maintenance | 3,171 | 0 | (3,171) | 100.00% | 8,756 | 65,000 | 56,244 | 13.47% |
| 5305-1 | Line Repair | (667) | 2,000 | 2,667 | -33.34% | (7,267) | 50,000 | 57,267 | -14.53% |
| 5307-1 | Equipment Repair | 49 | 2,000 | 1,951 | 2.45% | 1,565 | 20,000 | 18,435 | 7.83% |
| 5313-1 | Vehicle R & M | 0 | 833 | 833 | 0.00% | 354 | 10,000 | 9,646 | 3.54% |
| 5315-1 | Fuel | 1,351 | 1,583 | 232 | 85.35% | 3,976 | 19,000 | 15,024 | 20.93% |
| 5317-1 | Utilities - Lift Stations | 21,826 | 16,000 | (5,826) | 136.41% | 42,105 | 200,000 | 157,895 | 21.05% |
| 5319-1 | Operating Supplies - Collection System | (21) | 20,000 | 20,021 | -0.11% | 506 | 60,000 | 59,494 | 0.84% |
| 5321-1 | Manhole R&M | 14,337 | 2,000 | (12,337) | 716.84% | 15,017 | 66,000 | 50,983 | 22.75% |
| 5322-1 | Televising | 0 | 0 | 0 | 0.00% | 0 | 45,000 | 45,000 | 0.00% |
| 5323-1 | Uniforms & Shop Towels | 740 | 667 | (73) | 110.98% | 1,746 | 8,000 | 6,254 | 21.82% |
| Collection System | | 49,176 | 53,000 | 3,824 | 92.78% | 81,122 | 638,000 | 556,878 | 12.72% |
| Total Operating Expenses | | 430,011 | 425,922 | (4,089) | 100.96% | 1,209,647 | 5,128,366 | 3,918,719 | 23.59% |
| Depreciation | | | | | | | | | |
| 5901-1 | Depreciation | 324,589 | 307,314 | (17,275) | 105.62% | 973,762 | 3,687,769 | 2,714,007 | 26.41% |
| Depreciation | | 324,589 | 307,314 | (17,275) | 105.62% | 973,762 | 3,687,769 | 2,714,007 | 26.41% |
| Amortization | | | | | | | | | |
| 5911-1 | Amortization of CIAC | (274,568) | (281,022) | (6,454) | 97.70% | (823,704) | (3,372,264) | (2,548,560) | 24.43% |
| Amortization | | (274,568) | (281,022) | (6,454) | 97.70% | (823,704) | (3,372,264) | (2,548,560) | 24.43% |
| Total Expenses | | 480,032 | 452,214 | (27,818) | 106.15% | 1,359,705 | 5,443,871 | 4,084,166 | 24.98% |
| NET SURPLUS/(DEFICIT) | | 105,517 | 185,358 | (79,841) | 56.93% | 406,970 | 2,206,996 | (1,800,026) | 18.44% |

Clay Township Regional Waste District

Cash Generated

March 2018

| | <u>Operating</u> | <u>Interceptor</u> | <u>Plant Expansion</u> | <u>Operating Reserve</u> | <u>Reserve for Replacement</u> | <u>Retainage</u> | <u>TOTAL</u> |
|-----------------------------|------------------|--------------------|----------------------------|------------------------------|------------------------------------|-------------------|----------------|
| Beginning Balance | 931,835 | 114,049 | 3,876,457 | 2,192,400 | 331,873 | (0) | 7,446,614 0 |
| Receipts: | | | | | | | |
| Deposits | 594,318 | 24,491 | 92,300 | | | | 711,109 |
| Interest | 6,840 | | | | | | 6,840 |
| Transfers | | | | | | | 0 |
| Total Receipts | <u>601,159</u> | <u>24,491</u> | <u>92,300</u> | <u> </u> | <u> </u> | <u> </u> | <u>717,949</u> |
| Disbursements: | | | | | | | |
| Checks | 444,940 | | | | 10,615 | | 455,555 |
| Carmel Utilities | 93,697 | | | | | | 93,697 |
| Plant Outflow 1701 | | | 613 | | | | 613 |
| Plant Odor Control-1505 | | | | | | | 0 |
| LS 8 Upgrades - 1904 | | 638 | | | | | 638 |
| LS 17 Odor Control-1504 | | | | | | | 0 |
| LS 14 - Proj 1901 | | 20,000 | | | | | |
| LS 4 Elim - 1801 | | | | | | | |
| 106th St Parallel FM-1601 | 880 | 303,892 | | | | | 304,772 |
| Office Remodel | 4,156 | | | | | | 4,156 |
| Cedar Point | | | | | | | |
| Springmill Interceptor-1602 | | | | | | | 0 |
| Transfers | | | | | | | 0 |
| Total Disbursements | <u>543,673</u> | <u>324,530</u> | <u>613</u> | <u>0</u> | <u>10,615</u> | <u>0</u> | <u>859,431</u> |
| Net Increase/(Decrease) | 57,485 | (300,039) | 91,687 | 0 | (10,615) | 0 | (161,482) |
| Ending Balance | 989,320 | (185,990) | 3,968,144 | 2,192,400 | 321,258 | (0) | 7,285,132 |

Cash Generated

YTD March 2018

| | <u>Operating</u> | <u>Interceptor</u> | <u>Plant Expansion</u> | <u>Operating Reserve</u> | <u>Reserve for Replacement</u> | <u>Retainage</u> | <u>TOTAL</u> |
|-----------------------------|------------------|--------------------|----------------------------|------------------------------|------------------------------------|------------------|------------------|
| Beginning Balance | 564,232 | 49,381 | 3,636,387 | 2,192,400 | 331,873 | (0) | 12,392,191 |
| Receipts: | | | | | | | |
| Deposits | 1,863,945 | 89,568 | 332,621 | 0 | 0 | 0 | 2,286,134 |
| Interest | 20,463 | 0 | 0 | 0 | 0 | 0 | 20,463 |
| Transfers | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Receipts | <u>1,884,408</u> | <u>89,568</u> | <u>332,621</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>2,306,597</u> |
| Disbursements: | | | | | | | |
| Checks | 1,177,707 | 0 | 0 | 0 | 10,615 | 0 | 1,188,322 |
| Carmel Utilities | 262,238 | 0 | 0 | 0 | 0 | 0 | 262,238 |
| Plant Outflow 1701 | 0 | 0 | 864 | 0 | 0 | 0 | 864 |
| Plant Odor Control-1505 | 7,538 | 0 | 0 | 0 | 0 | 0 | 7,538 |
| LS 8 Upgrades - 1904 | 0 | 637 | 0 | 0 | 0 | 0 | 637 |
| LS 17 Odor Control-1504 | 5,600 | 0 | 0 | 0 | 0 | 0 | 5,600 |
| LS 14 - Proj 1901 | 0 | 20,410 | 0 | 0 | 0 | 0 | 20,410 |
| LS 4 Elim - 1801 | 1,200 | 0 | 0 | 0 | 0 | 0 | 1,200 |
| 106th St Parallel FM-1601 | 880 | 303,892 | 0 | 0 | 0 | 0 | 304,772 |
| Office Remodel | 4,156 | 0 | 0 | 0 | 0 | 0 | 4,156 |
| Cedar Point | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Springmill Interceptor-1602 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transfers | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Disbursements | <u>1,459,320</u> | <u>324,939</u> | <u>864</u> | <u>0</u> | <u>10,615</u> | <u>0</u> | <u>1,795,738</u> |
| Net Increase/(Decrease) | 425,088 | (235,371) | 331,757 | 0 | (10,615) | 0 | 510,860 |
| Ending Balance | 989,320 | (185,990) | 3,968,144 | 2,192,400 | 321,258 | (0) | 7,285,133 |

Clay Township Regional Waste District Cash & Investments

March 31, 2018

| Bank & Purch Date | Account | Amount | Maturity Date | Rate | Fund |
|---|--------------|----------------------------|---------------|-------|---|
| <u>Citizens State Bank</u> | | | | | |
| | Checking | \$ 313,142 | | 0.05% | Plt Expan, Oper, Interceptor, Repl Operating, Oper Res |
| | Money Market | \$ 734,437 | | 0.50% | |
| <u>Merchants Bank of Indiana</u> | | | | | |
| | Money Market | \$ 1,176,727 | | 2.00% | Plant Exp, Operating |
| | Money Market | \$ 3,763,165 | | 1.50% | Plant Exp, Oper, Oper Res, R4R |
| <hr/> | | | | | |
| <u>Fifth Third Bank</u> | | | | | |
| 7/15/2015 | CD - 5 years | \$ 2,000,000 | 7/15/2020 | 2.05% | Operating Reserve, Oper |
| TOTAL CASH & Investments | | <u>\$ 7,987,471</u> | | 1.56% | Interest rate - Total |
| Less: Cash | | <u><u>\$ 5,987,471</u></u> | | 1.40% | Interest rate - Cash |
| NET INVESTMENTS | | <u>\$ 2,000,000</u> | | 2.05% | Interest rate - Investments |