



## 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

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To: Budget & Finance Committee Members, Drew William

From: Cindy Sheeks

Date: April 27, 2018

Subject: User Rate Ordinance 05-14-2018

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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

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To: B&F Committee

From: Scot Watkins, Superintendent

Date: April 27, 2018

Subject: IT Vulnerability Assessment

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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

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**To: B&F Committee**

**From: Drew Williams**

**Date: April 27, 2018**

**Subject: Byrum Parcel Service Request**

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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> <u>(unfavorable)</u>	<u>Above /</u> <u>-Under</u> <u>Budget</u>	<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> <u>(unfavorable)</u>	<u>Above /</u> <u>-Under</u> <u>Budget</u>	<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
<b>ASSETS</b>			
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 %
<b>TOTAL ASSETS</b>	<b>123,743,939</b>	<b>121,371,068</b>	<b>102 %</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>			
<b>LIABILITIES</b>			
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 %
<b>TOTAL LIABILITIES</b>	<b>197,323</b>	<b>319,552</b>	<b>62 %</b>
<b>EQUITY</b>			
Retained Earnings	24,334,371	22,261,387	109 %
Construction in Aid	99,212,245	98,790,130	100 %
<b>TOTAL EQUITY</b>	<b>123,546,616</b>	<b>121,051,516</b>	<b>102 %</b>
<b>Total</b>	<b>123,743,939</b>	<b>121,371,068</b>	<b>102 %</b>

## 2018 Capital Budget

Locati	Project No.	Project	Funding Source	2017 Projected to Complete	2018	March Spending	YTD Spending	Justification
<b>WWTP</b>	<b>Michigan Road Wastewater Treatment Plant</b>							
	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
<b>LS 1</b>	<b>Carmel Creek</b>							
	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	
<b>LS 2</b>	<b>Meridian Corridor</b>							
	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.
<b>LS 3</b>	<b>Northern Heights</b>							
		(no projects)					\$ -	
<b>LS 4</b>	<b>Springmill Ridge</b>							
	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
<b>LS 5</b>	<b>Springmill Streams</b>							
	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.
<b>LS 6</b>	<b>Waldon Pond</b>							
	1705	Interceptor extension & lift station elimination	Interceptor Fund	\$ -	\$ 900,000		\$ -	Timing is development driven.
<b>LS 7</b>	<b>Laurelwood Sub</b>							
		(no projects)					\$ -	
<b>LS 8</b>	<b>Laurelwood</b>							
	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 CR3005. 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

Locati	Project No.	Project	Funding Source	2017 Projected to Complete	2018	March Spending	YTD Spending	Justification
		(no projects)					\$ -	
<b>LS 25</b>	<b>Towne Oak Estates</b>						\$ -	
		(no projects)					\$ -	
<b>LS 26</b>	<b>Jacksons Grant</b>						\$ -	
	<b>N/A</b>	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)
	<b>N/A</b>	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)
	<b>2202</b>	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.
<b>General collection system projects</b>								
		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.
	<b>1707</b>	Autumn Woods, W116thSt, Williams Manor, Springmill Place/Heights Neighborhood Sewer Extionsion 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
<b>Equipment</b>								
		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		\$ -	
<b>Administration Projects</b>								
		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.
<b>Totals</b>				<b>\$ 135,000</b>	<b>\$ 3,248,500</b>	<b>\$ 343,277</b>	<b>\$ 371,345</b>	10.15%

**Clay Township Regional Waste District**

**Income Statement**

March 2018

	<b>Actual MTD thru</b>	<b>Budget MTD thru</b>			<b>Actual YTD thru</b>	<b>Budget YTD thru</b>		
	<b>03/31/2018</b>	<b>03/31/2018</b>	<b>Variance</b>	<b>% of Budget</b>	<b>12/31/2018</b>	<b>12/31/2018</b>	<b>Variance</b>	<b>% of YTD Budget</b>
<b>Sales</b>								
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%
<b>Total Sales</b>	<b>575,030</b>	<b>632,236</b>	<b>(57,206)</b>	<b>90.95%</b>	<b>1,735,891</b>	<b>7,586,833</b>	<b>(5,850,942)</b>	<b>22.88%</b>
<b>Other Income</b>								
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%
<b>Total Revenue</b>	<b>585,549</b>	<b>637,572</b>	<b>(52,023)</b>	<b>91.84%</b>	<b>1,766,676</b>	<b>7,650,867</b>	<b>(5,884,191)</b>	<b>23.09%</b>

		Actual MTD thru	Budget MTD thru		% of Budget	Actual YTD thru	Budget YTD thru		% of YTD Budget
		03/31/2018	03/31/2018	Variance		12/31/2018	12/31/2018	Variance	
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	Variance	% of Budget	Actual YTD thru	Budget YTD thru	Variance	% of YTD Budget
		03/31/2018	03/31/2018			12/31/2018	12/31/2018		
									5.
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 Syst	(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%
<b>NET SURPLUS/(DEFICIT)</b>		<b>105,517</b>	<b>185,358</b>	<b>(79,841)</b>	<b>56.93%</b>	<b>406,970</b>	<b>2,206,996</b>	<b>(1,800,026)</b>	<b>18.44%</b>

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