



## Clay Township Regional Waste District

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

**Monday, May 14, 2018 @ 7:00 p.m.**

**Clay Township Government Center**

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

- 1. Roll Call**
- 2. Public Comment**
- 3. Memorandum, Board Meeting April 9, 2018**
- 4. Approval of Claims Docket**
- 5. Attorney's Report**
- 6. Utility Director's Report**
- 7. Committee Reports**
  - a. Budget & Finance Committee**
    - i. First Reading Ordinance 5-14-2018 - District wide schedule of fees and monthly user rates
  - b. Personnel & Benefits Committee**
  - c. Capital & Construction Committee**
    - i. #1702 96<sup>th</sup>/Keystone Sewer Relocation Contract Award
- 8. Old Business**
- 9. New Business**
- 10. Adjourn**



## BOARD OF TRUSTEE MEETING

Monday, April 9 at 7:00 P.M.

### Memorandum

#### **ROLL CALL**

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

Mr. Pittman was absent

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

#### **PUBLIC COMMENTS**

There was no one present from the public.

#### **APPROVAL OF MEETING MEMORANDUM**

Ms. Merrill made a motion to approve the Memorandum from the March 12, 2018 Board Meeting. The motion was seconded by Mr. Mills and approved unanimously.

#### **APPROVAL OF CLAIMS**

Mr. Hand asked for clarification on a refund listed in the claims docket for \$3800.

Ms. Sheeks stated that the refund was for a commercial property that the District credited back for a cooling tower, CTRWD does not charge for cooling tower water.

Mr. Mills made a motion to include a handout presented to the board into the claims docket. The motion was seconded by Ms. Merrill and approved unanimously.

Ms. Merrill made a motion to approve the claims docket. The motion was seconded by Mr. Mills and approved unanimously.

#### **ATTORNEY'S REPORTS**

Mrs. Poindexter said she had nothing to report.

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

Mr. Williams stated that due to a lack of action items, the previous committee meetings had been cancelled. It was spring break in Carmel and Zionsville last week, so it was a slow week. The exception being the rain and flooding in the area. On Tuesday April 3, 2018 the rain gage indicated we received 3" of rain in the Homeplace Area. The ground was already saturated from the previous 5.5"-7" of rain Carmel received in during the prior 10 days. The District had no overflows during this rain event. The wastewater treatment

plant peaked at 13.3 MGD instantaneous flow. For the day the District sent 7 million gallons of flow through the plant, which is a recorded record. Solids loading for the week was over the permit limits. The plant peak capacity is currently 15.3 MGD. The outfall is the one restriction in the system with a capacity of 11 MGD capacity. Since we peaked at a 13.3 million gallon rate there was a backup at the outfall. This is a project the District has been working on the design and permitting through IDEM. It has been held up because a neighbor downstream had some concerns, but he has not been responsive to correspondence. IDEM wanted to make sure all comments were addressed. Once the permit is approved, improvements to the outfall will increase capacity to 22 MGD peak rate which is what is needed for the buildout for the plant. Four years ago the District was hitting a peaking factor of 10 in Basin 1; this last rain event the peaking factor was 3.9. The District sent Carmel well below what the peak is for wet weather. The flows coming from Basin 2 into the MRWWTP used to peak at 2,200 gallons per minute during wet weather. With the newly installed force main on 106<sup>th</sup> Street, the flow increased to 3,950 gallons per minute. Mr. Merkle is collaborating with the design engineers and collection staff testing and cleaning the existing parallel force mains. It might be possible that the District will not have to build the third parallel force main from Ditch Road to Spring Mill Road. Lift Station 21 ran high, but one of the pumps was out for repair and the station was running off one pump. Mr. Merkle was surprised by the flow amount in such a small basin as Basin 21. Staff will be looking into I&I issues in this basin. Lift Station 4 went high as it typically does during heavy rain events. This station will be removed as the next section of Jackson's Grant is completed. The flow in that area will be directed to Lift Station 26 in Jackson's Grant, which was designed to allow the District to eliminate 4 smaller lift stations. Lift Stations 8 and 10 ran high, both stations have improvement projects planned for design in 2018 and construction in 2019. In addition, there was a power outage on the west during the rain event. Overall the system performed very well.

Mr. McDonald asked how long the power was out.

Mr. Williams stated that he was not sure of total length of the outage, the problem is when power is lost some of the control systems reset themselves. Staff must go out and restart them in the correct mode.

Mr. Merkle stated that the power outages were brief, but there were issues with dirty power coming in and the lift stations will cut power until there is clean power coming in. In some cases, generators will kick on if the outage is long enough.

Mr. Mills stated that a friend in the Austin Oaks subdivision was without power for a couple of hours.

Mr. Shaver asked a question regarding the rate increase in 2017 that was listed in the CTRWD Connection Newsletter. The rate increase in 2017 increased beyond the 1990 rate, is that because of the 7000-gallon figure?

Mr. Williams confirmed that is correct. In 1990 the rate for 7000 gallons would have been \$31.15. There were rate decreases which lowered the rate to \$23. Over the last several years rates have gone back up. Until 2017, the rates were lower than they were in 1990.

Mr. Shaver asked what the minimum flow charge was in 1990.

Mr. Williams stated that it was 7,000 gallons.

Mr. Shaver verified that the flat rate has not changed over the years, that it has remained 7,000 gallons. He stated the base charge per 1,000 is 50% higher for the primary areas, he asked why that is.

Mr. Williams stated that the base charge went down because the debt was paid off. Collection and treatment has gone up over time which is the per 1,000 number.

Mr. Shaver stated that the Board should be aware of the opposition research that is being done this year. One of the candidates for County Council was quoted in a national magazine stating that “we need to hit them in the wallet”

Ms. Anderson asked for clarification on whom the candidate was referring to.

Mr. Shaver said the candidate was referring to utility rate payers.

Ms. Anderson stated that she liked seeing the rate history chart. It is nice to see that the District has held the line. She thanked Mr. Williams supplying the name and number of the lift stations so that the Board Members can reference the locations of each station.

Ms. Lamb asked about three main breaks that occurred on one day.

Mr. Williams stated that contractors had hit our lines, in one instance the District Staff repaired the break. In this case even though the line was marked the contractor thought it would be deeper.

Ms. Lamb asked if the GIS map shows the depth of the lines.

Mr. Williams stated that the contractor could have popped the manhole and looked to see what the depth is. He said that the District will get reimbursed by the contractor for the repair and that it was reported to IDEM. The waste stayed in the hole, it did not leak out.

## **BUDGET & FINANCE COMMITTEE**

Ms. Merrill stated that the Budget and Finance Committee did not meet.

## **PERSONNEL & BENEFITS COMMITTEE**

Ms. Lamb stated that the Personnel and Benefits Committee did not meet.

## **CAPITAL & CONSTRUCTION COMMITTEE**

Ms. Anderson stated that the Capital & Construction Committee did not meet, but there is a dedication.

Mr. Hand made a motion to accept the Dedication of Jackson's Grant Section 4. Mr. Ford seconded the motion and it was approved unanimously.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

Mrs. Poindexter explained the law that governs the process of township consolidation. Mrs. Poindexter stated that she has not been involved in any discussions with Clay Township or the City of Carmel. The Indiana Government Modernization Act was passed in 2006. The language in the beginning of the Act talks about liberalizing the framework under which local government can reorganize. There have been only two cases in the State of Indiana interpreting the Act thus far.

The stated purposes of the Act are to encourage efficiency, cooperation, to allow reduced reliance on property taxes and enhance the ability to serve. The Act also or alternatively allows for reorganization and redistribution of powers through a cooperative agreement. The Act allows for the transfer of powers or responsibilities. The Act states that no outside approvals are required for the allowable actions under the Act, meaning specifically, no State approval is required or any approval from other governmental entities besides the entities that are a part of some type of reorganization or cooperation agreement under the Act. The Act states that the language of the Act is to be liberally construed to give effect to the purposes, which are to encourage efficiency, cooperation, to allow reduced reliance on property taxes and enhance the ability to serve. This process is subject to the Open-Door Laws and the Public Records Laws. Most commonly each governmental entity that is considering some action adopts a resolution approving that action. Resolutions must be based upon a proposed plan.

At some point in time there will be a proposed plan defining who is going to do what, who is going to exercise which powers, who are going to be surviving office holders, all that information will be in a proposed plan. There must be a public hearing on the proposed plan. This means the plan will be proposed one meeting and then a public hearing will be advertised and held the following meeting. Once the plan is approved by the governmental entities that are considering action, the plan is then sent to the County Recorder's office and to the Department of Local Government Finance. The action of sending the approved plan to the Recorder's office is what triggers the action for it to go to the Election Board to be certified for the public question. The plan can state what percent by which the public question should pass, anything between 50 and 55 percent.

Cases have precedent only if they go up for an appeal or some other higher level, not just because it was in passed under the law. There have been two cases in the State of Indiana. The first case from 2012 was where certain voters sued the Fishers Town Council because there was a consolidation of the Town and at least one Township. They challenged whether the new Act of 2006 allowed the two entities to take away certain voting rights. That plan stated that the Mayor was to be appointed not elected. Mayors are typically elected officials, so the challenge stated that provision was taking away a voting right from certain voters. The Court ruled that the proposed plan was fine, and the challenge was denied. The second case under the Act was the Town of Zionsville and Whitestown. In 2016, Zionsville had a plan of reorganization with Eagle and Union Townships which passed. Zionsville then made an effort at reorganization the remaining unincorporated areas in Perry Township but Whitestown was not in favor of the consolidation. Whitestown attempted to annex some of the same territory. There were questions in this case regarding how much property needs to be adjacent, how much distance and other issues. Zionsville prevailed. There is nothing in the law that states there cannot be a second plan and if the law is liberally construed, the first plan can be changed. Those are the only two cases under the new law in Indiana.

The direct impact for CTRWD is if there would be a consolidation between Clay Township and the City of Carmel most people believe that the township will become part of the City of Carmel. It impacts CTRWD directly because appointments are made to the Board of Trustees by both Carmel and Clay Township. A Plan of Reorganization that is approved by both entities would arguably decide how all those appointments are allocated.

Ms. Anderson stated that what Mrs. Poindexter presented was an overview of the process that will take place to accommodate the consolidation. Each of the Committees will have the opportunity to discuss and ask questions about the process in more detail.

Mr. McDonald asked for clarification regarding this process, the County does not have to approve the agreement between Clay Township and Carmel.

Mrs. Poindexter confirmed that is correct. The agreement would not require County or State approval.

Mr. McDonald asked how that will affect this Board with Boone and Hamilton County having appointees to the board.

Mrs. Poindexter said that presumably those appointees would stay the same. The appointments from Clay Township and Carmel would be affected.

Ms. Merrill asked for the site of the code.

Mrs. Poindexter said Indiana Code 36-1.5-1-1 through the end.

Ms. Anderson asked the Board to bring questions to the Committee meetings for discussion.

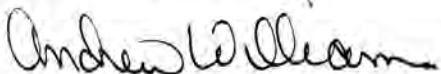
**ADJOURNMENT**

Ms. Merrill made a motion to adjourn the meeting. Mr. Mills seconded the motion and it was approved unanimously.

The meeting adjourned at 7:46 p.m.

The next Board of Trustees Meeting is scheduled for Monday, May 14, 2018 at 7:00 p.m.

Respectfully submitted,



Andrew Williams  
Utility Director

Approved:

\_\_\_\_\_ as Presented  
\_\_\_\_\_ as Amended

\_\_\_\_\_  
Michael McDonald, Secretary

\_\_\_\_\_  
Marilyn Anderson, President

# THE CTRWD CONNECTION

Volume 11 Issue 5 May 2018  
MONTHLY NEWSLETTER

## FINANCIALS — CINDY SHEEKS

March 2018 revenues were under projections by \$52,027 (8.16%) for a total of \$585,546. Residential sales were \$384,616 which is 1.96% lower than expected and commercial sales totaled \$173,902 which is 23.01% lower than expected. Carmel has been providing estimated reads. We expect the revenue to increase when actual reading are being used. Operating Expenses totaled \$430,011 which is .96% above budget in March. Wages and benefits spending was below budget by 9.08% for a total of \$157,100 in the month. Administration costs were above budget in March by \$3,470 (6.02%) for a total of \$61,095. Treatment costs were above budget by \$20,139 (14.13%) for a total of \$162,639. Collection costs were \$49,176 in March which is \$3,824 under budget. Net income was \$105,517 after depreciation and amortization of CIAC in March which is below projections by \$79,841 for the month. YTD net income is \$406,970 after deprecation and amortization of CIAC.

Cash generated for March shows a net decrease in all funds by \$161,482. YTD, cash balances have increased by \$510,859. Capital spending was \$343,277 for the month. It included spending for admin office remodel, emergency repairs to the VLR, FOG rods, Outfall from the Plant and for the 106<sup>th</sup> Street Force Main Parallel. Cash on hand at 02/28/2018 is \$7,285,132. The balances in the funds are listed below:

Operating \$989,320

Interceptor \$-185,990

Plant Expansion \$3,968,144

Operating Reserve \$2,192,400

Reserve for Replacement \$321,258



## CUSTOMER SERVICE-SHELLY KEEFE

In April, 24 new customers were added to billing and 56 permits were issued. The total number of customers receiving their statement by email is now 3,537.

No liens were filed, and the lien balance is currently \$21,591.93.

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### Calendar of Events

May	14	Board Meeting	7:00 p.m.
May	16	Staff Meeting	10:00 a.m.
May	23	P & B Meeting	7:30 a.m.
May	25	B & F Meeting	7:30 a.m.
June	4	C & C Meeting	4:30 p.m.



## PLANT REPORT – SCOT WATKINS

There were twenty-two FOG inspections completed this month; Firebirds was issued a violation for exceeding device capacity. Quarterly FOG reports are being entered as they are received. Dye testing was performed with the assistance of the Collection department at the new Kroger; it was determined that additional pretreatment devices are needed in two locations. Three new food service facilities have been added to the; Saltus Gyros, Which-Which and Porkopolis. Bob and Shaun attended the annual WITtech conference; Shaun took and passed the Registered Industrial Wastewater Professional (RIWP) certification exam. Shaun also took and passed the IWEA Collections System Operator Class II exam.

Central Indiana Contractors removed a failing gear reducer and installed a new one on the VLR. The failed unit has been rebuilt and placed into inventory as a spare. The Collection department installed a new pump in Digester 1 after it failed. The annual safety and laboratory audits were conducted by IWEA inspectors; the District passed both with very high scores. This is the 11<sup>th</sup> and 13<sup>th</sup> years, respectively, in a row the District has received these awards. A new Supervisory Control and Data Acquisition (SCADA) app has been put into place that allows the staff to review and acknowledge alarms on their smart phones. The app, WIN911, is much more efficient and user friendly than the dialer option.

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## COLLECTIONS REPORT – AARON STRONG

The adage that April comes in like a Lion and out like a Lamb adequately sums up April 2018. The District's rain gauge recorded 3 inches of rain in a 24-hour period on April 3<sup>rd</sup>. Collections crews battled power outages, monitored lift stations and adjusted flows at Lift Station #2 throughout the night and into the next morning. However, their efforts were not in vain as the District had no overflows during this rain event.

Collections staff televised 23,000 feet of sanitary sewer main in the month of April falling just short of our monthly goal. Heavy rains and a camera tractor failure hampered our efforts. Bi-annual lift station cleanings have been completed and will be revisited again in late October. Staff once again focused on manhole inspections in the month of April. A total of 867 manholes were inspected, bringing our 2-month total to 1,703 manholes, generating over 250 corrective action work orders. Work orders will be grouped and assigned to staff and contractors for repair in the coming months.

Collections collaborated with plant staff to shut down six lift stations while Fluid Waste cleaned grit out of the headworks and stand pipes of incoming force mains. By all accounts this maintenance cleaning was a success for both collections and plant staff. The Collections department then assisted Engineering by entering four Air Release Valve vaults and installed pressure gauges on Lift Station 10's force main. Engineering operated pumps while Collections staff relayed pressure readings. The goal of this exercise was to see if the existing infrastructure is operating at optimal design and identify any restrictions in the force main. The results of this study are still being evaluated by the Engineering staff.

Camera inspection identified a 2-foot longitudinal fracture in an interceptor located at the northwest corner of 106<sup>th</sup> Street and Crooked Stick Lane. Although, the crack was not actively leaking, staff deemed it be repaired for structural purposes. A 4-foot Cured in Place Pipe (CIPP) patch was installed. Crews closely monitored flows upstream of the repair to prevent any overflows while the repair was being made.

Congratulations to Ryan Weddle and Matt Starr for passing the Collections II and III exams respectively. Hours of preparation including multiple study sessions and on-line pretests contributed to their achievement.



## CONSTRUCTION & ENGINEERING —WES MERKLE

In the month of April, the Engineering Department completed 735 locates, 40 I&I inspections and 35 lateral inspections.

Kermin has completed 95 percent of I&I inspections at the new Sunrise apartments. He found several issues that should be corrected shortly. Increased construction activity in our service area kept Nate busy with locating. He also monitored construction on the 96<sup>th</sup> Street roundabouts, completing multiple “watch dog” locates for work impacting the Lift Station 1 force main. He also completed testing of tone wire on the Lift Station 23 force main.

Jeff continues to review televising video, inspection data and flow meter data from Basin 8, searching for potential I&I sources. This is the last larger basin where staff is battling excessive I&I. Reducing I&I here will reduce overflow risk, operating costs, and the cost of needed improvements to Lift Station 8. Jeff and Wes are working with Collections staff to troubleshoot performance issues with older force mains serving Lift Stations 2 and 10 this spring. If performance can be improved it will have a big impact on costs for future projects at Lift Stations 2, 8 and 10.

Ryan finalized easement acquisition on West 116<sup>th</sup> Street for the neighborhood sewer project, coordinated paving work in Basin 1 and at the plant, investigated the plant/FedEx fence damage problems, and reviewed plans for multiple development projects.

Neighborhood sewer installation work is underway. Crews have installed pipe in Autumn Woods, Spring Mill Place and Spring Mill Heights, and they have moved on to West 116<sup>th</sup> Street and Williams Creek Manor. Eric is observing construction on this project. Eric has also been monitoring restoration work on the 106<sup>th</sup> Street force main project, he completed warranty inspections on multiple projects, and he assisted Collections with manhole inspections in Basin 1.

On May 10 bids will be received for the 96<sup>th</sup> Street and Keystone sewer relocation project. The Southern Interceptor and Lift Station 1 force main will be relocated to accommodate construction of Carmel’s roundabout interchange. A second force main relocation crossing Keystone will be completed separately by Carmel’s contractor at a later date.

The WWTP Outfall project is awaiting IDEM approval of permits. Once approved the project can proceed to bidding and construction.

Design of the Lift Station 4 Elimination project is underway. Construction on this project will follow completion of Jackson’s Grant Section 6 sewers. Staff is working with the Jackson’s Grant developer on pricing for this work. Both projects extend interceptor sewer from Lift Station 26 to Lift Station 4.

Design work is underway for the Lift Station 14 Parallel Force Main project. Design should be complete this summer. Staff will then begin the process acquiring easements along Michigan Road. Construction is anticipated in 2019. We are working on scope, schedule and budget for several upcoming capital projects, including the next phase of plant expansion.

### Fracture and Repair Northwest Corner of 106th Street And Crooked Stick Lane



**EMPLOYEE SPOTLIGHT - Kelly Ryan**

The District is pleased to welcome Kelly to the Administrative Office. Kelly joined the team in April after working for Franciscan Physician Network in Carmel for a year and Lake County Public Library in Merrillville for seven years.

Kelly was born, raised, and married in Crown Point, Indiana – just outside of Chicago. She received her Bachelor of Science in Public Affairs from the Indiana University School of Public and Environmental Affairs, double majoring in Management and Health Services Administration.

She and her husband Josh married in September 2016 and moved to Carmel. The Ryan's just bought their first house here in Home Place this past November. They have one cat named Jeffery and two puppies – a Pembroke Welsh Corgi named Winston, and a miniature long-haired Dachshund named Charlie.

**SAFETY UPDATE - LOREN PRANGE**

The District has had no reportable injuries and has gone 2981 days without a lost time accident. Safety tailgate sessions were held covering Eyes on safety, How to conduct a safety tailboard, and Trenching: Don't dig into trouble!

All safety issues found by the Zionsville Fire department were completed. Two bad outside GFI covers were replaced and path cleared in the storage barn to access the electrical panel.

On April 23<sup>rd</sup> the District provided training on three topics. PPE "Personal Protection Equipment" this helps staff pick the right safety equipment for the job. Hearing conservation talks about how continual exposure to elevated noise levels can damage your hearing and how to protect yourself. Ergonomics and proper lifting discuss proper lifting techniques and evaluating your work station and proper posture.

**Birthdays**

Aaron Strong	May 16
Joe Hood	May 21

**Anniversaries**

Ryan Hartman	May 4	12 Years of Service
Jason Lewin	May 8	12 Years of Service
Aaron Strong	May 12	10 Years of Service
Shelly Keefe	May 12	4 Years of Service
Andrew Williams	May 23	13 Years of Service





Selected Statistics 2018	January	February	March	April	2018 Monthly Average	2018 YTD	2017 Total Through April
<b>Maintenance Information</b>							
Lateral Inspections	21	38	39	35	33	133	148
Certified I&I Inspections	46	41	46	40	43	173	182
Failed I&I Inspections	0	0	1	0	0	1	3
Sewer Locates	317	443	519	735	504	2,014	2,057
Manholes Added	2	28	0	4	9	34	0
Total # of Manholes	5,774	5,802	5,802	5,806	n/a	5,806	5,702
Manholes Inspected	12	2	836	867	429	1,717	1,612
Feet of Sewer Added	721	4,973	9	699	1,601	6,402	0
Total Footage of Sewers	1,631,147	1,636,120	1,636,129	1,636,828	1,635,056	1,636,828	1,576,477
Feet of Sewer Televised	11,877	16,098	31,206	22,459	20,410	81,640	87,804
Feet of Sewer Cleaned	462	362	0	590	354	1,414	0
Overflows	0	0	1	0	0	1	3
<b>Station 1 to Carmel Utilities</b>							
Rainfall / Precipitation (inches)	1.66	4.22	2.82	3.08	2.95	11.78	12.62
Total Flow (gallons)	51,695,973	56,614,383	62,758,901	63,146,988	58,554,061	234,216,245	237,409,513
Maximum Daily Flow (gallons)	2,272,143	3,929,994	3,687,057	3,429,916	3,329,778	3,929,994	4,972,000
Average Daily Flow (gallons)	1,667,612	2,021,942	2,024,481	2,104,900	1,954,734	n/a	n/a
Minimum Daily Flow (gallons)	1,328,783	1,393,460	1,461,980	1,658,375	1,460,650	1,328,783	1,257,704
<b>Michigan Road WWTP</b>							
Total Flow (gallons)	77,717,000	76,466,000	85,363,000	83,867,000	80,853,250	323,413,000	325,845,000
Maximum Daily Flow (gallons)	3,136,000	4,746,000	4,510,000	7,867,000	5,064,750	7,867,000	4,333,000
Average Daily Flow (gallons)	2,507,000	2,730,929	2,753,645	2,795,567	2,696,785	n/a	n/a
Minimum Daily Flow (gallons)	2,214,000	2,291,000	1,637,000	2,347,000	2,122,250	1,637,000	2,275,000
Total Flow to Both Plants	129,412,973	133,080,383	148,121,901	147,013,988	139,407,311	557,629,245	563,254,513
<b>Biosolids Handling (gallons)</b>							
Wasted (Biosolids)	874,610	1,231,640	1,098,780	1,174,090	1,094,780	4,379,120	4,158,573
Dewatered	353,000	257,000	260,000	324,000	298,500	1,194,000	935,014
Digested Sludge Withdrawn	834,900	803,000	960,200	867,600	866,425	3,465,700	3,052,700
<b>Customer Information</b>						15,125	
New Sewer Service Accounts	17	25	22	24	22	88	110
Permits Issued	33	34	47	56	43	170	124

Clay Township Regional Waste District  
Register of Claims  
For the period 4/9/18 - 5/9/18

Payment date	Payment number	Bank name	Payee name	Amount	Amount Allowed	Description
4/10/18	11399	Operating	Indiana Water Environment Associati	\$65.00	\$65.00	CSII Exam-Matt Starr
4/18/18	11400	Operating	Aaron Strong	\$30.00	\$30.00	April cell phone
4/18/18	11401	Operating	AT&T Mobility	\$917.32	\$917.32	LS cell
4/18/18	11402	Operating	Carmel Utilities	\$26.55	\$26.55	LS 26
4/18/18	11402	Operating	Carmel Utilities	\$13.06	\$13.06	LS 2
4/18/18	11402	Operating	Carmel Utilities	\$13.06	\$13.06	LS 1
4/18/18	11403	Operating	Citizens Energy Group	\$34.21	\$34.21	LS 17
4/18/18	11403	Operating	Citizens Energy Group	\$103.41	\$103.41	Plant
4/18/18	11404	Operating	Eric Luis Delacruz	\$30.00	\$30.00	April cell phone
4/18/18	11405	Operating	Hamilton County Treasurer	\$75.00	\$75.00	Drainage fees
4/18/18	11405	Operating	Hamilton County Treasurer	\$75.00	\$75.00	Drainage fees
4/18/18	11405	Operating	Hamilton County Treasurer	\$30.00	\$30.00	Drainage fees
4/18/18	11405	Operating	Hamilton County Treasurer	\$30.00	\$30.00	Drainage fees
4/18/18	11405	Operating	Hamilton County Treasurer	\$65.00	\$65.00	Drainage fees
4/18/18	11405	Operating	Hamilton County Treasurer	\$75.00	\$75.00	Drainage fees
4/18/18	11405	Operating	Hamilton County Treasurer	\$30.00	\$30.00	Drainage fees
4/18/18	11405	Operating	Hamilton County Treasurer	\$75.00	\$75.00	Drainage fees
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4/18/18	11405	Operating	Hamilton County Treasurer	\$65.00	\$65.00	Drainage fees
4/18/18	11406	Operating	Jeffrey Martin	\$30.00	\$30.00	April cell phone
4/18/18	11407	Operating	Kermin Huntley	\$30.00	\$30.00	April cell phone
4/18/18	11408	Operating	C Ann Davis	\$588.75	\$588.75	Office help
4/18/18	11409	Operating	James or Yong Edwards	\$39.88	\$39.88	Refund-718 Adams St #105
4/18/18	11410	Operating	Nelda Sue Johnson	\$88.87	\$88.87	Refund-230 E 106th St
4/18/18	11411	Operating	Scott Kinsey	\$172.18	\$172.18	Refund-9617 Maple Dr
4/18/18	11412	Operating	Nathan Crowder	\$30.00	\$30.00	April cell phone
4/18/18	11413	Operating	Spectrum Business	\$224.00	\$224.00	Internet
4/18/18	11414	Operating	Travelers	\$12,797.00	\$12,797.00	Auto
4/18/18	11415	Operating	Vectren Energy Delivery	\$17.82	\$17.82	LS 10
4/18/18	11415	Operating	Vectren Energy Delivery	\$17.00	\$17.00	LS 4
4/18/18	11415	Operating	Vectren Energy Delivery	\$47.64	\$47.64	LS 2
4/19/18	11416	Operating	Cindy Sheeks	\$58.15	\$58.15	Mileage/reimbursement
4/19/18	11417	Operating	WhiteOwl	\$3,540.00	\$3,540.00	Support
4/25/18	11418	Operating	Joe Hood	\$27.25	\$27.25	Mileage 4/14
4/25/18	11419	Operating	Shaun Odom	\$27.25	\$27.25	Mileage-WIT/IRWA conferences
4/25/18	11420	Operating	Wes Merkle	\$155.57	\$155.57	License renewal/course
4/27/18	11421	Operating	Cindy Sheeks	\$105.70	\$105.70	Reimbursement
4/30/18	11422	Operating	AFLAC	\$535.00	\$535.00	AFLAC insurance
4/30/18	11423	Operating	AT & T	\$624.81	\$624.81	Internet service
4/30/18	11425	Operating	Kinetrex Energy	\$1,661.69	\$1,661.69	Natural gas
4/30/18	11426	Operating	AT&T Mobility	\$1,245.94	\$1,245.94	Cell phones
4/30/18	11427	Plant Expans	Strand Associates, Inc.	\$180.42	\$180.42	CIP-Proj 1701-Plant Exp
4/30/18	11428	Operating	Adobe Systems Incorporated	\$135.96	\$135.96	License - Photoshop
4/30/18	11429	Operating	Allison Payment Systems LLC	\$3,632.32	\$3,632.32	Billing
4/30/18	11429	Operating	Allison Payment Systems LLC	\$4,934.39	\$4,934.39	Postage for billing
4/30/18	11430	Operating	Altman, Poindexter & Wyatt, LLC	\$1,980.00	\$1,980.00	Legal fees
4/30/18	11431	Operating	Barbara Lamb	\$150.00	\$150.00	April board fees
4/30/18	11432	Operating	Bee Green Lawn Care & Plant Health	\$53.00	\$53.00	Mowing service
4/30/18	11433	Operating	BL Anderson Company, Inc.	\$347.61	\$347.61	Red valve retrofit kit
4/30/18	11434	Operating	Black Tie Courier	\$48.00	\$48.00	Courier service

Payment date	Payment number	Bank name	Payee name	Amount	Amount Allowed	Description
4/30/18	11435	Operating	Capitol Construction Services, Inc	\$3,000.00	\$3,000.00	Repairs to wall at the plant
4/30/18	11436	Operating	Carl S. Mills	\$100.00	\$100.00	April board meetings
4/30/18	11437	Operating	Carmel Utilities	\$8,231.70	\$8,231.70	April reads
4/30/18	11438	Operating	Carmel Utilities	\$92,665.04	\$92,665.04	April flow to Carmel
4/30/18	11439	Operating	Carmel Utilities	\$39.12	\$39.12	Stormwater fees
4/30/18	11440	Operating	Central Industrial Contractors	\$1,898.00	\$1,898.00	Rebuild gear box
4/30/18	11441	Operating	Charles Ford	\$100.00	\$100.00	April board meetings
4/30/18	11442	Operating	Clay Township Trustee	\$3,401.00	\$3,401.00	April operating costs
4/30/18	11443	Operating	Commonwealth Biomonitoring Inc	\$2,000.00	\$2,000.00	Testing fees
4/30/18	11444	Operating	Community Occupational Health Serv	\$178.00	\$178.00	Testing fees
4/30/18	11445	Operating	Continental Utility Solutions, Inc.	\$1,500.00	\$1,500.00	Web portal hosting
4/30/18	11446	Operating	CSO Architects	\$1,384.03	\$1,384.03	Admin office remodel
4/30/18	11447	Operating	Element Materials Technology Dalevi	\$286.00	\$286.00	Sewer sampling
4/30/18	11448	Operating	Environmental Resource Associates	\$562.40	\$562.40	Sewer sampling
4/30/18	11449	Operating	Eric Hand	\$100.00	\$100.00	April board fees
4/30/18	11450	Operating	Fastenal Company	\$201.72	\$201.72	Plant R & M
4/30/18	11450	Operating	Fastenal Company	\$77.94	\$77.94	Plant R & M
4/30/18	11451	Operating	Ferguson Enterprises Inc #1480	\$83.92	\$83.92	Line maintenance
4/30/18	11452	Operating	Grainger	\$471.64	\$471.64	Lift station R & M
4/30/18	11452	Operating	Grainger	\$146.57	\$146.57	Plant R & M
4/30/18	11452	Operating	Grainger	\$549.53	\$549.53	Lift station R & M
4/30/18	11452	Operating	Grainger	\$871.92	\$871.92	Lift station R & M
4/30/18	11453	Operating	GRW	\$910.00	\$910.00	CIP-Proj 1707 Autuwn Woods
4/30/18	11454	Operating	Henry P. Thompson Company	\$1,070.00	\$1,070.00	Plant R & M
4/30/18	11455	Operating	IN Dept. of Workforce Development	\$820.00	\$820.00	Unemployment fees
4/30/18	11456	Operating	Indianapolis Star	\$388.28	\$388.28	CIP-1702 Legal ad
4/30/18	11457	Operating	IPL	\$41.50	\$41.50	LS 18
4/30/18	11457	Operating	IPL	\$79.12	\$79.12	LS 24
4/30/18	11457	Operating	IPL	\$353.18	\$353.18	LS 9
4/30/18	11457	Operating	IPL	\$131.75	\$131.75	Valve Vault
4/30/18	11457	Operating	IPL	\$81.04	\$81.04	LS 12
4/30/18	11457	Operating	IPL	\$63.81	\$63.81	Plant
4/30/18	11457	Operating	IPL	\$119.46	\$119.46	LS 3
4/30/18	11457	Operating	IPL	\$649.47	\$649.47	LS 8
4/30/18	11457	Operating	IPL	\$946.55	\$946.55	LS 10
4/30/18	11457	Operating	IPL	\$41.27	\$41.27	LS 25
4/30/18	11457	Operating	IPL	\$39.80	\$39.80	LS 22
4/30/18	11457	Operating	IPL	\$6,622.81	\$6,622.81	LS 2
4/30/18	11458	Operating	IT Indianapolis	\$4,459.05	\$4,459.05	Monthly maintenance
4/30/18	11458	Operating	IT Indianapolis	\$16,159.28	\$16,159.28	Servers
4/30/18	11458	Operating	IT Indianapolis	\$2,673.00	\$2,673.00	Monthly fees
4/30/18	11458	Operating	IT Indianapolis	\$672.00	\$672.00	Office 365
4/30/18	11458	Operating	IT Indianapolis	\$3,189.99	\$3,189.99	Fortioken Mobile 5 User license
4/30/18	11459	Operating	IUPPS	\$1,749.90	\$1,749.90	Monthly tickets
4/30/18	11460	Operating	Jane B. Merrill	\$100.00	\$100.00	Board member fees
4/30/18	11461	Operating	Jason Lewin	\$41.42	\$41.42	Mileage reimbursement
4/30/18	11462	Operating	Landmark	\$97.50	\$97.50	Landscaping
4/30/18	11463	Operating	LANGENWALTER CARPET CLEAN	\$150.00	\$150.00	Cleaning
4/30/18	11464	Operating	Maco Press	\$116.29	\$116.29	#10 Regular envelopes
4/30/18	11464	Operating	Maco Press	\$1,372.99	\$1,372.99	Fog Figther inserts/outreach brouchu
4/30/18	11465	Operating	Marilyn Anderson	\$150.00	\$150.00	Board member fees
4/30/18	11466	Operating	Merrell Brothers, Inc.	\$520.00	\$520.00	Biosolid disposal
4/30/18	11466	Operating	Merrell Brothers, Inc.	\$11,508.77	\$11,508.77	Waste disposal
4/30/18	11467	Operating	Michael A. McDonald	\$100.00	\$100.00	April Board fees
4/30/18	11468	Operating	Michael Shaver	\$100.00	\$100.00	April board fees
4/30/18	11469	Operating	Nalco Crossbow Water	\$138.59	\$138.59	Sewer sampling
4/30/18	11469	Operating	Nalco Crossbow Water	\$170.52	\$170.52	Sewer sampling
4/30/18	11470	Operating	Office Depot	\$18.88	\$18.88	Folders
4/30/18	11470	Operating	Office Depot	\$10.64	\$10.64	Cables
4/30/18	11470	Operating	Office Depot	\$42.99	\$42.99	Folders
4/30/18	11470	Operating	Office Depot	\$41.93	\$41.93	Misc supplies
4/30/18	11470	Operating	Office Depot	\$52.70	\$52.70	misc supplies
4/30/18	11470	Operating	Office Depot	\$95.86	\$95.86	Misc supplies

Payment date	Payment number	Bank name	Payee name	Amount	Amount Allowed	Description
4/30/18	11470	Operating	Office Depot	\$27.88	\$27.88	USB Twist turn
4/30/18	11470	Operating	Office Depot	\$9.99	\$9.99	Laminating sheet
4/30/18	11470	Operating	Office Depot	\$18.58	\$18.58	Tissue
4/30/18	11471	Operating	POSM Software	\$4,500.00	\$4,500.00	Annual renewal
4/30/18	11472	Operating	Praxair Distribution, Inc.	\$28.74	\$28.74	Gases
4/30/18	11473	Operating	Quality Repair Service Inc.	\$275.00	\$275.00	Dielectric Oil
4/30/18	11474	Operating	Quench USA, Inc.	\$99.00	\$99.00	Water rental
4/30/18	11475	Operating	Quick Lane	\$79.57	\$79.57	2013 Ford F150 oil change
4/30/18	11475	Operating	Quick Lane	\$89.20	\$89.20	2016 Ford F250 Oil change
4/30/18	11475	Operating	Quick Lane	\$85.07	\$85.07	2011 F150 Oil change
4/30/18	11475	Operating	Quick Lane	\$62.12	\$62.12	2008 Escape oil change
4/30/18	11475	Operating	Quick Lane	\$76.20	\$76.20	2008 Ford Escape oil change
4/30/18	11475	Operating	Quick Lane	\$215.72	\$215.72	2012 Transit Connect Oil Change & E
4/30/18	11475	Operating	Quick Lane	\$123.26	\$123.26	2016 Ford F150 oil change
4/30/18	11475	Operating	Quick Lane	\$107.47	\$107.47	Oil change
4/30/18	11475	Operating	Quick Lane	\$56.97	\$56.97	2008 F250 Oil change
4/30/18	11476	Operating	Ray Clemens	\$400.00	\$400.00	Plant R & M
4/30/18	11477	Operating	Republic Services #761	\$338.64	\$338.64	Trash
4/30/18	11478	Operating	Safety Resources, Inc.	\$1,190.94	\$1,190.94	Safety Management Services
4/30/18	11479	Operating	Signius Communications	\$81.04	\$81.04	Answering service
4/30/18	11480	Operating	Taylor Oil Company, Inc.	\$10.60	\$10.60	DEF
4/30/18	11480	Operating	Taylor Oil Company, Inc.	\$1,289.06	\$1,289.06	Fuel
4/30/18	11481	Operating	Taylor Systems, Inc.	\$106.75	\$106.75	Monthly billing
4/30/18	11482	Operating	Tyco Integrated Security LLC	\$614.93	\$614.93	Alarm fees
4/30/18	11483	Operating	Utility Supply Company	\$175.15	\$175.15	Manhole cleanout
4/30/18	11483	Operating	Utility Supply Company	\$248.08	\$248.08	Line repairs
4/30/18	11483	Operating	Utility Supply Company	\$314.18	\$314.18	Line maintenance
4/30/18	11484	Operating	Vasey Commercial Heating & AC, Inc	\$897.00	\$897.00	Plant R & M
4/30/18	11485	Operating	Vectren Energy Delivery	\$653.14	\$653.14	Plant
5/9/18	11487	Operating	Cindy Sheeks	\$44.12	\$44.12	Reimbursement
5/9/18	11488	Operating	Quick Lane	\$50.21	\$50.21	2011 Ford Transit Oil change
5/9/18	11488	Operating	Quick Lane	\$78.22	\$78.22	2017 Ford F150
5/9/18	11488	Operating	Quick Lane	\$53.97	\$53.97	2014 Chevy Impala oil change
5/9/18	11489	Operating	TNTechnical LLC	\$450.00	\$450.00	Clamp
5/9/18	11490	Operating	AT & T	\$1,045.43	\$1,045.43	Internet service
5/9/18	11491	Operating	Hach Company	\$1,539.47	\$1,539.47	Sewer sampling
5/9/18	11492	Operating	Henry P. Thompson Company	\$23,475.35	\$23,475.35	Lamp/ballast kit
5/9/18	11493	Operating	Ryan Osborne, Inc	\$612.50	\$612.50	IT Support
5/9/18	11494	Operating	Xylem Water Solutions USA Inc	\$10,465.00	\$10,465.00	Pump replacement
5/9/18	11494	Operating	Xylem Water Solutions USA Inc	\$2,417.00	\$2,417.00	Lift station R & M
5/9/18	11494	Operating	Xylem Water Solutions USA Inc	\$3,672.00	\$3,672.00	Line Maintenance
3/31/18	20180209	Operating	Citizens State Bank	\$20.00	\$20.00	Bank fee
4/12/18	20180210	Operating	PNC Bank	\$3,560.37	\$3,560.37	CC EXPENSES MARCH 2018
4/18/18	20180211	Operating	ADP	\$237.92	\$237.92	Payroll/ Time & Attendance
4/11/18	20180212	Operating	Wex Bank	\$457.34	\$457.34	Fuel-Feb and March
4/24/18	20180213	Operating	ADP	\$54,597.75	\$54,597.75	Payroll PPE 4/20/18
4/24/18	20180214	Operating	Empower Retirement (Hoosier STAR	\$7,248.13	\$7,248.13	401A, 457b, Roth
4/10/18	20180215	Operating	Empower Retirement (Hoosier STAR	\$7,483.58	\$7,483.58	401A, 457b, Roth
4/10/18	20180216	Operating	ADP	\$56,099.34	\$56,099.34	Payroll PPE 4/6/18
4/25/18	20180217	Operating	Anthem Blue Cross Blue Shield	\$31,914.37	\$31,914.37	H ins-May 2018
4/25/18	20180218	Operating	Mutual of Omaha	\$3,555.86	\$3,555.86	Insurance-May
4/30/18	20180219	Operating	Neofunds by Neopost	\$1,000.00	\$1,000.00	Postage refill
4/30/18	20180220	Operating	ADP	\$124.34	\$124.34	Workforce Now fees
4/30/18	20180221	Operating	Duke Energy	\$212.84	\$212.84	LS 21
4/30/18	20180222	Operating	Duke Energy	\$223.05	\$223.05	LS 16
4/30/18	20180223	Operating	Duke Energy	\$447.40	\$447.40	LS 4
4/30/18	20180224	Operating	Duke Energy	\$18,498.09	\$18,498.09	Plant
4/30/18	20180225	Operating	Duke Energy	\$144.41	\$144.41	LS 5
4/30/18	20180226	Operating	Duke Energy	\$205.73	\$205.73	LS 19
4/30/18	20180227	Operating	Duke Energy	\$436.14	\$436.14	LS 26
4/30/18	20180228	Operating	Duke Energy	\$1,030.78	\$1,030.78	LS 17
4/18/18	20180229	Operating	Duke Energy	\$992.47	\$992.47	LS 14
4/30/18	20180230	Operating	Duke Energy	\$1,588.06	\$1,588.06	LS 1

Payment date	Payment number	Bank name	Payee name	Amount	Amount Allowed	Description
4/30/18	20180231	Operating	Duke Energy	\$243.41	\$243.41	LS 11
4/30/18	20180232	Operating	Duke Energy	\$63.26	\$63.26	LS 6
4/30/18	20180233	Operating	Duke Energy	\$377.90	\$377.90	LS 23

\$456,207.77    \$456,207.77

ALLOWANCE OF CLAIMS

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

\$456,207.77

_____	_____	_____
_____	_____	_____
_____	_____	_____





## BUDGET & FINANCE COMMITTEE

Friday, May 4, 2018 at 7:30 A.M.

### Memorandum

Present: Committee Chair Jane Merrill, Committee Members Carl Mills and Michael McDonald, Board Members Marilyn Anderson and Michael Shaver. Others in attendance were Utility Director Drew Williams, Controller Cindy Sheeks, District Engineer Wes Merkle, Administrative Assistant Maggie Crediford and Public Rick Sharp

Ms. Merrill called the meeting to order at 7:40 a.m.

### **PUBLIC COMMENT**

Rick Sharp, Hamilton County Council Candidate addressed the Committee. He stated that he came to the meeting to campaign for the rate payers in the District. He questioned why the District is proposing a 5% per year rate increase. He stated that the City of Carmel had done the same thing in the past. He is concerned because Mayor Jim Brainard is a money machine and has his sights set on control of the District with the pending consolidation of Clay Township and the City of Carmel. He believes that the Mayor would like to have control of Clay Township Regional Waste District's revenue and cash surplus. He disagrees with the notion of building in an automatic yearly rate increase to the budget. He said that Clay Township Regional Waste District needs to investigate avenues to protect itself from acquisition by the Mayor of Carmel. He believes that the Mayor of Carmel looks to control the District rather than merge it with Carmel Utilities, enabling him to spend the cash reserves, raise the rates while distancing himself from the changes.

### **RATE ORDINANCE**

Mr. Williams stated that the proposed Rate Ordinance is based off projections and revenue from the past several years. The Committee had had concerns about dipping below \$2 million in cash reserves. It decided that small increments over time versus one large rate increase would be more beneficial to rate payers. The District has implemented mid-year rate increases because of the balanced billing system it uses. The customer's usage from the winter months is averaged and the new rate for the coming year is established. He presented a handout from District Engineer Wes Merkle that proposes an increase in EDU fees to be associated with the Rate Ordinance. The existing 10% Late Fee Ordinance has been incorporated into the proposed Rate Ordinance so that all fees will be in one ordinance, making fees easier to understand.

Mr. McDonald Stated that Clay Township Regional Waste District has the lowest rates in the area. Mr. Williams shared a chart that showed the District's rates compared to

the other utilities in our area. The District has lower rates than any of the other sewer providers in the local area.

Mr. Shaver questioned the usage of 5000 gallons versus the 7000 gallons the District had previously used for unmetered accounts.

Mr. Williams stated that a review the consumption records show that customers in the District average 4700 gallons. The use the 5000 gallons usage per month if a better comparison than the previously used 7000 gallons per month. Mr. Williams stated that the IURC's website also uses a 5000-gallon consumption rate when comparing rates.

Mr. Williams stated that the proposed Rate Ordinance calls for unmetered accounts to be billed a flat rate of \$33.51. Unmetered homes are older homes that most likely do not utilize high efficiency plumbing. There is no way to get their actual consumption rates and it would not be cost effective for property owners to install meters. It would take owners several years to recoup the costs associated with meter installation.

Mr. Williams stated that Ms. Sheeks contacted other utilities in the area to see what they charge nonmetered accounts, Westfield charges their nonmetered accounts a flat rate of \$86.00.

Mr. Mills stated that when he was appointed to the Board he would have proposed a 25% rate increase based on the rates and the capital needs at that time. The District is the only utility in the area that does not carry any debt. A 5% increase in rates moving forward allows for upgrades in infrastructure. He would be more concerned if money wasn't being spent on improvements to the system. The District pays for projects in cash and hasn't had to burden rate payers with the cost of acquiring a bond.

Ms. Merrill agreed that she is in favor of avoiding larger one-time increases, it is better for the customers to incur smaller increases over time rather than being burdened with a sudden large increase. She reiterated that the District is the only utility that carries no debt and pays for improvements with cash.

Ms. Anderson clarified that with the proposed \$20 million build-out at the plant the Board decided it would be more customer friendly to make smaller increases yearly.

Ms. Merrill emphasized that the goal of the Board was to be proactive to cover upcoming costs rather than reactively having to incur debt to cover improvements.

Mr. McDonald stated that he feels the District is a well-managed utility and implements rate increases that are in the best interest of the rate payers compared to other utilities such as the City of Westfield where customers are paying the highest rates in the area.

Ms. Anderson asked Mr. Williams to provide Mr. Sharp a copy of a chart that was included in the April CTRWD Newsletter that showed current rates at the District are as low as they were when the District was started. Being financially solid benefits the rate payers.

Mr. Williams stated that bonds were used to start the District and build the infrastructure. As the infrastructure ages it will need to be replaced. The fee structure is set up so that customers are paying for the consumption of the infrastructure they are using. The District is paying for new projects with cash and not borrowing any money. Money is needed for the build-out at the plant. The District is collecting that money incrementally through EDU fees to avoid shocking the consumers with a large increase.

Ms. Merrill emphasized that the approach is a proactive one versus a reactive one.

Mr. Shaver stated that he agrees it is beneficial to do projects and improvements without incurring any debt. He suggested that rate increases should be approved while the yearly budgets are approved. He has concerns that if the Mayor of Carmel acquires all the appointees to the Clay Township Regional Waste District's Board when the City of Carmel and Clay Township consolidate that the District could find itself in a similar situation as Westfield and Citizens when they were sold off to pay for other debts or forced property owners to make service connections to cover other debts.

Mr. Williams stated that the first reading of the proposed rate increase should go to the full Board at the May meeting. If the Board moves forward, there will be a public notice published and a public hearing held at the June meeting. After the second reading of the ordinance, the Board could for on the ordinance.

Mr. Mills said that it would make sense in the future to include rate ordinance increases in the budget and that they could be discussed and voted on in November but not take effect until the following July.

Ms. Merrill was also in favor of including rate ordinance increases in the budget discussions but having increases take effect in July to keep on track with the balanced billing.

Mr. McDonald made a motion to recommend approval of the proposed 5% rate increase to the Board of Trustees at the May 14, 2018 meeting stating that it is most fiscally responsible to keep rate increases low, as well as approval of the proposed increases in EDU fees. The motion was seconded by Carl Mills and approved unanimously.

**IT AUDIT**

Mr. McDonald passed out notes he had taken regarding the proposals for the 2018 IT Vulnerability Assessment. He supports the use of Rook Security to complete the assessment. However, he would like to start with the \$3000 snap shot and then come up with a scaled down version of the proposal that better fits the need of the District. There needs to be physical security and network security, but it needs to be on scaled appropriately.

Mr. Williams stated that he and Mr. Watkins also liked the proposal by Rook Security. He is also in favor of a scaled down scope of work. He would like to work with Mr. McDonald on what the actual needs of the District are.

Mr. McDonald proposed that the District move forward with the \$3000 snap shot, then provide Rook Security with a detailed plan of exactly what the needs are. He stated that Mrs. Poindexter needs to review the contract before anything is signed. He stated that the District needs a Disaster Recovery plan, Incident Response plan and forensic capabilities. The District can look over Rooks suggested best practices and choose the ones that will produce the outcome the District is looking for. After implementation there would need to be an annual review of what is needed to be done to increase protection or react to an incident.

Mr. McDonald made a motion to move forward with the \$3000 company snap shot phase of the IT Assessment pending Mrs. Poindexter's review of the contract. The motion was seconded by Mr. Mills and passed unanimously.

**BYRUM PARCEL SERVICE REQUEST**

Mr. Williams stated that Mr. Byrum's attorney reached out to Mrs. Poindexter to see if the District would reconsider a wholesale agreement with Citizens to service Mr. Byrum's parcel. In the IURC ruling it stated that the City of Carmel is willing to work out a wholesale agreement to provide water to the parcel but CTRWD is not willing to have such an agreement to provide sewer service. Nothing in the plan has changed since a wholesale agreement was considered and rejected previously.

Mr. Mills asked if the Board could be provided an outline for the proposed agreement by legal counsel for consideration.

Mr. Shaver stated that Mr. Byrum would be saving on infrastructure costs by being able to get service from the District. He asked if it would be possible to have Mr. Byrum come to a Committee meeting and speak about his needs.

Mr. Williams stated that he would ask Mrs. Poindexter to put together a summary of the proposal for the Board's review.

Mr. Mills asked Mr. Williams to reach out to Mr. Byrum and see if he could come to the Monday May 7, 2018 Capital and Construction Committee meeting. Mr. Williams said that he would make the request.

**FINANCIAL STATEMENTS AND INVESTMENTS**

Ms. Sheeks stated that the Month to Date Budget is based off annual revenue. January, February and March will look low. They came in at 23% of the 25% income target. Mr. Williams and Ms. Sheeks looked back over the financials from the past four years in preparation for this meeting and historically January, February and March were the lowest income months for the previous years as well. Three developers paid their fees in April so that month will look better than the downward trend. Ms. Sheeks is comfortable that the budget will recover as the District moves into its busier construction months. There was also a month where there were three pay periods versus two. This happens twice a year.

Mr. Mills stated that going forward he would like the budget projections to reflect the downturn in the months of January, February and March rather than being split equally over the entire 12-month period. Mrs. Sheeks stated that she could make that adjustment in the next year's budget proposal.

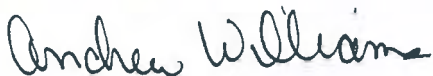
Ms. Merrill stated that she would like to see the budget reflect a more accurate income rate per month.

Mr. Merkel gave a brief update on the proposed plant expansion. The plant is expected to reach full capacity in the year 2022. The expansion is proposed to be a 13-million-dollar project. He will have more details to present next month after he hears back from the engineering firm. The final phase is anticipated to be complete between 2025 and 2026. The District could relieve reliance on Carmel with the plant expansion and with VLR additions. Mr. Williams stated that the staff is looking into what the cost savings would be if the District could eliminate flow from Basin 2 to Carmel.

Ms. Merrill made a motion to adjourn the meeting. The motion was seconded by Mr. Mills.

The meeting adjourned at 8:50 a.m.

Respectfully submitted,



Andrew Williams  
Utility Director



## MEMORANDUM

**To:** Board of Trustees

**From:** Andrew Williams

**Date:** May 11, 2018

**Subject:** Ordinance 5-14-2018 – District wide schedule of fees and monthly user rates

Ordinance 5-14-2018 includes a 5% increase of the treatment rate, base rate and connection fee. This is in line with the planning performed while setting the 2018 Budget and the 5 year cash balance projections. The 5% increases were begun to alleviate the projected short falls in the 5 year cash balance projections. With the proposed rate increase, the District will retain the lowest rates in the area. Attached is a rate fact sheet.

To consolidate other District's rates and fees into one ordinance, Ordinances 12-12-2016 and 08-08-2016A have been incorporated in this ordinance. These sections added include: "Late Fees", "District Wide Connection Fee", "District Wide Interceptor Fee", "Application Fee" and "Prior Connection, Interceptor, and Application Fees".

CTRWD Rate History					
	Per 5,000	Effective	Per 1000	Base	% Change
Home Place Area	\$ 28.05	01/01/86	Flat		
Mich Road Area	\$ 35.00	03/01/90	Flat		
Primary Area	\$ 27.37	03/01/90	\$ 1.890	\$ 17.92	11.00%
Ord 10-12-1998	\$ 25.10	01/01/99	\$ 2.220	\$ 14.00	-5.30%
Ord 9-11-2000	\$ 22.45	01/01/01	\$ 1.900	\$ 12.95	-11.00%
Ord 8-12-2002	\$ 21.55	01/01/03	\$ 1.720	\$ 12.95	-4.80%
Ord 9-13-2004	\$ 20.80	01/01/05	\$ 1.570	\$ 12.95	-4.20%
Ord 10-9-2006	\$ 19.16	01/01/07	\$ 1.920	\$ 9.56	-3.90%
Ord 10-13-2008	\$ 19.76	01/01/09	\$ 2.040	\$ 9.56	3.65%
Ord 04-09-2012	\$ 20.74	06/06/12	\$ 2.140	\$ 10.04	5.00%
Ord 05-13-2013	\$ 21.78	07/06/13	\$ 2.247	\$ 10.54	5.00%
Ord 05-12-2014	\$ 22.87	07/06/14	\$ 2.359	\$ 11.07	5.00%
Ord 05-11-2015	\$ 24.01	07/06/15	\$ 2.477	\$ 11.62	5.00%
Ord 5-9-2016	\$ 25.20	07/01/16	\$ 2.600	\$ 12.20	5.00%
Ord 5-8-2017A	\$ 26.46	07/01/17	\$ 2.730	\$ 12.81	5.00%



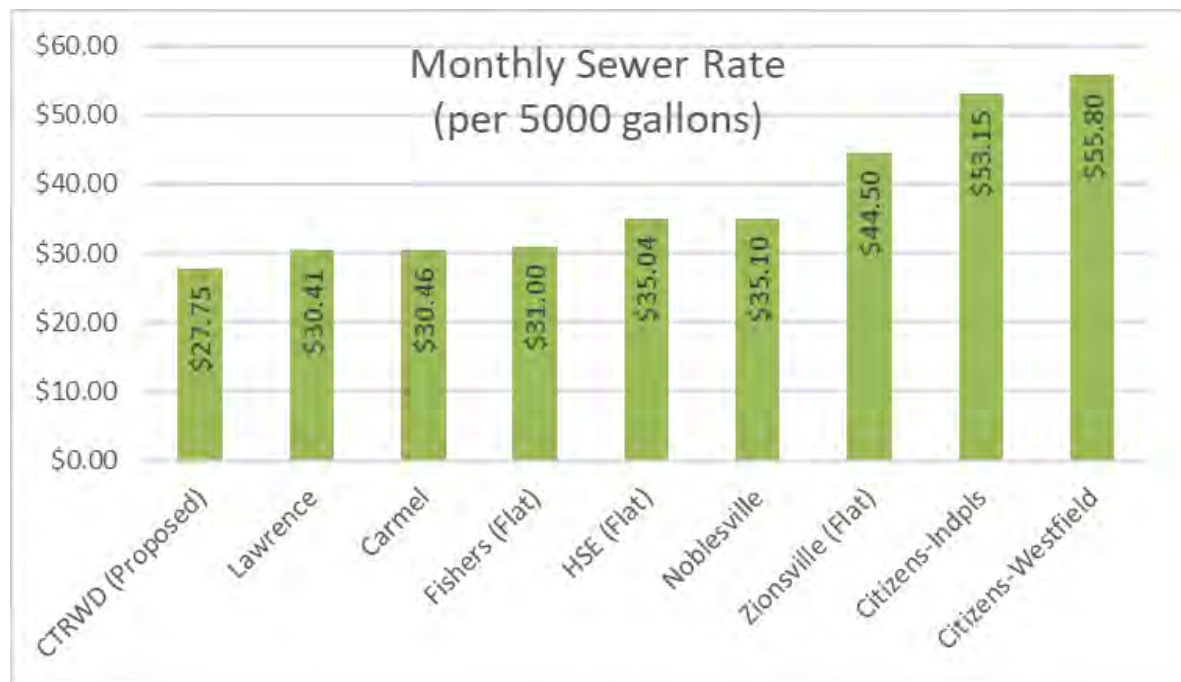
## SEWER RATE FACT SHEET

### Proposed 5% Increase

	Current Fees	Proposed Fees (7.1.2018)
Base Rate	\$12.81 (5/8" meter)	\$13.45 (5/8" meter)
Treatment Rate	\$ 2.73 per 1000 gallons	\$ 2.86 per 1000 gallons

A customer with 5000 gallons consumption pays:

	\$26.46	\$27.75
EDU Fee	\$1,818	\$1,909
Interceptor Fee	\$4,075	\$4,075 (unchanged)



\*4,700 gallons – Average CTRWD residential consumption

## ORDINANCE NO. 05-14-2018

An ordinance establishing district wide schedule of monthly user rates, late fees, connection fees, interceptor fees, application fees, reinspection 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 05-08-2017A, Ordinance 08-08-2016A and Ordinance 12-12-2016.

**WHEREAS**, based upon the District's 2018 Budget, it is advisable to update the schedule of rates and charges previously established pursuant to Ordinance 05-08-2017A, Ordinance 08-08-2016A and Ordinance 12-12-2016; and

**WHEREAS**, the Board of Trustees desires to change the schedule of monthly user charges, late fees, connection fees, interceptor fees, application and reinspection fees,

***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 05-08-2017A 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

#### Residential:

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

Section 3. 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 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. An application fee of One Hundred Fifty Dollar (\$150.00) per EDU, up to a maximum of Three Thousand Dollars (\$3,000.00) per permit, is due and payable at the time of issuance of the connection permit.

Section 6. District Wide Connection Fee

Prior to receiving a permit to connect to the sewer works for the District, the owner, lessee or developer of any real estate within the District shall pay to the District a connection fee of One Thousand Nine Hundred Eight Dollars (\$1,908.00) per EDU (based upon 310 GPD). The estimated average daily flow in thousands of gallons per day for the real estate to be served by the District shall be determined based upon the proposed use of the real estate to be served and shall then be calculated using the number and type of units or premises to be located on the real estate and the applicable equivalent user contribution multiplies as set forth by the Indiana Administrative Code 327 IAC 3-6-11.

The owner, lessee or developer of the real estate may submit data to the District which purports to provide a more accurate estimation of the average daily flow (for example from water bills or other actual data setting forth flow from similar facilities). Upon receipt and review of the data provided, the District, may in its absolute discretion, but is not required to agree to an EDU amount that is other than the amount determined as specified above.

Residential lots previously containing a dwelling that was connected to the District's sanitary sewers and having paid a monthly sewer service billing are exempt from the connection charge in the event the dwelling is demolished and new residential dwelling built on the same real estate.

Section 7. District Wide Interceptor Fee

In addition to the connection charge set forth above based upon EDU's there is also due prior to the receipt of a permit, an interceptor fee of Four Thousand Seventy-five Dollars (\$4,075.00) per acre. Residential lots previously containing a dwelling that was connected to the District's sanitary sewers and having paid a monthly sewer service billing are exempt from the interceptor fee in the event the dwelling is demolished and new residential dwelling built on the same real estate. Lots and parcels that are part of a District neighborhood sewer extension project in which local sewer charges are assessed by ordinance are also exempt.

Section 8. Prior Connection, Interceptor, and Application Fees

The connection, interceptor, application fees and reinspection fees established under the Ordinance shall preempt and supersede and wholly replace the connection, interceptor, application and reinspection fees previously established under Ordinance 12-12-2016, and any other prior Ordinances of the District as the same may be amended from time to time by the District. Nothing in the Ordinance shall be construed as limiting the applicability of the District's various use ordinances or other definitions or terms contained in other Ordinances, exception only the specific interceptor, connection, application and reinspection fees set forth therein.

Section 9. 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 10. The revised 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



## PERSONNEL & BENEFITS COMMITTEE

Monday, April 23, 2018 at 7:30 A.M.

### Memorandum

Present: Chair Barb Lamb and Committee Member Michael Shaver. Others in attendance were Legal Counsel Anne Poindexter and Utility Director Drew Williams.

Mr. Ford arrived at 7:49 a.m.

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

### **PUBLIC COMMENT**

There was no one present from the public.

### **SAFETY UPDATE**

Mr. Williams stated that the Plant Staff conducted the scheduled training for April. The Zionsville Fire Department conducted a plant inspection and found two ground fault intercept plugs that needed the covers replaced and the path to a panel needed to be cleared of stored material. These items have been corrected. There were no other infractions. There were no accidents reported this month.

### **HEALTH INSURANCE ALTERNATIVES**

Mr. Williams stated that the District's insurance agent requested quotes from various carriers for a term starting May 1, 2018 to be able to make cost comparisons for what might be available January 1, 2019. Anthem has sent notices that the current "Grandmothered" plan can be continued another year through 2019. However, they are incentivizing people to get off that plan by increasing its rates more than they are with other plans available. Before, when comparing the current Anthem Plan to an Affordable Care Act compliant Anthem Plan the costs were substantially different. With the 32% increase to the premiums last year it brought costs closer to what the premiums are with Affordable Care Act.

When comparing the available Anthem Plans, Anthem Plan 1 (District's current plan) and Plan 2 (ACA Plan), the initial deductible is higher with Plan 2 (\$2000/\$4000 vs. \$1500/\$3000) but the maximum out of pocket would remain the same as it is in Plan 1 (\$3000/\$6000). Mrs. Lamb asked how the rest of the deductible it is paid. Mr. Williams stated that it is in prescription costs. IU Health's Tier One network requires you to go to Community or IU Health for service and if you go outside of that then there is no coverage unless it is an emergency, or you are traveling. IU Tier 2 Encore Plan includes other hospitals in the general area but excludes specialty hospitals like Riley and Mayo Clinic. The insurance agent said that the experience they have had with the IU Health network is that there will be lower premiums but since they control

the doctor's office's they typically charge \$100-\$120 per office visit versus the \$80 with the current Anthem Plan. The deductible will be reached quicker because they charge more.

Mrs. Lamb stated that IU Medical Services charge more than any other provider in the area. Mr. Williams stated that since IU provides its own insurance, they can charge less for the premiums but charge more at the doctor's office since it is all in the same company. Ms. Lamb stated that other insurance companies work with providers to get lower rates. IU doesn't have to do that with their own plan because they are providing both the insurance and health care; they don't have to negotiate costs.

Mr. Williams stated that he and the insurance agent discussed the option of having a clinic which would cost \$40 per month per covered employee per year. The cost to the District would be between \$11,000 to \$12,000 per year. Mr. Shaver stated that he is concerned about the impact on the individuals, he asked to what extent the Committee could gather and review information showing what services the employees are using. Ms. Lamb clarified that what he is interested in seeing is a report from Anthem that would explain what providers are being used? Mr. Shaver said that he is interested in knowing what health services employees are receiving. Mr. Williams indicated that since the District is under 50 employees, we are unable to get that information for confidentiality reasons. Ms. Lamb stated if a plan with a reasonable deductible is chosen it shouldn't have a negative effect on any one individual. The Committee discussed the amount of employee involvement that should be included in the selection process.

Mr. Ford arrived at 7:49 a.m. Mr. Williams recapped the discussion.

Mr. Ford asked what employees currently pay out of pocket for premiums. Mr. Williams stated that it depends on their coverage class. The District covers 80% of the premium, and the employees are paying 20%. Mr. Ford stated that the current insurance plan the District has is not too bad. He doesn't want to move to an insurance plan that has a high deductible. He wants to be sure that the premium cost to the employees remains reasonable. He asked if the current plan includes family eye and dental insurance. Mr. Williams said that vision is through Anthem, dental is a separate plan through Mutual of Omaha. Mr. Ford asked how many customers the District services. Mr. Williams stated that the District has about 14,500 billing accounts. Mr. Ford stated that the cost divided between the 14,500 customers even for the most expensive plan would not be a whole lot of money. The District provides an essential service to the public and Mr. Ford believes that it is the Committee's responsibility to make sure that the employees are taken care of. He emphasized that in future discussions the Committee needs to consider increasing rate payers monthly bills a nominal amount. He also suggested the Budget and Finance Committee could redistribute some additional funding to the Personnel Budget. He feels that if the District has not provided a living wage to employees by way of compensation and insurance coverage then this Committee has not done their job. Mrs. Lamb stated that she feels the Board showed a commitment last year when insurance costs increased 32%. The Committee also

needs to take into consideration the good of the District as a business, there needs to be a balance for the concern for the employees against the needs of the business. Mr. Shaver said that instead of just discussing the premiums and deductibles it would be helpful to know what benefits employees who are topping out are using due to a chronic illness, he wants to be sure those employees are being taken into consideration as well. Mrs. Lamb stated that the cash balances in the different funds are earmarked for future projects; it is not a surplus of money. Mr. Williams stated as an example that the Interceptor funds can only be used for Interceptor expenses and the EDU fees can only be used to expand the plant. There are substantial fees that are in reserve for future projects. Mrs. Poindexter said that a government entity can build up a variety of funds which are restricted and not used for general purposes. Much of the \$8 million the District has in reserve are restricted funds, not available for employee expenditures. Mr. Ford asked what percentage of the \$8 million reserve are not restricted funds? Mr. Williams stated that he would have to look but the funds used for employee expenses come from the Operating fund. Ford reiterated that if the operating revenue isn't where it needs to be to make sure that the employees are compensated appropriately then the operating revenue needs to be adjusted and it would be a minimal amount per customer.

Mr. Shaver stated that his concern is that if the employees have a health insurance plan that is working for them, he does not want to take that away and add benefits that they may not use. He would like to find a balance between what the employees need and use as opposed to making a global decision without their input. Mr. Ford stated that he would like the employees to be surveyed to see what they like about the current plan, what they would like to have that they don't have and how many employees use the plan. Mrs. Lamb stated that many plans are limiting the addition of spouses if the spouse has a plan where he or she works.

Mrs. Lamb stated that based on the information provided, Anthem Option 2 seems to be reasonable. The IU Health option is complicated, and it doesn't give IU any incentive to keep their costs down. There are options out there that do not cost a lot more money and will still give the employees similar coverage.

Mr. Shaver stated that of the four plans presented in the spread sheet he feels that there are reasonable options to consider, his concern is if there are employees that would be disproportionately affected by a change.

Mrs. Poindexter stated that the District could generally survey the staff about the proposed plans and the staff may volunteer information that would let the Committee know if there are concerns. There could be resistance to a plan by some people that would indicate it would not benefit their family.

Mr. Williams stated that he would look at creating an employee survey looking ahead to next year presenting them with these options and get feedback.

Mr. Ford stated that moving forward the Committee needs to make sure that the people least likely to be able to help themselves are covered.

Mr. Williams stated that Anthem Option 2 would be a \$12,000 savings based off what the District is paying now, but the deductible would go up \$500 as Ms. Lamb stated if the District added another \$500 in each person's Health Savings Account, the cost would be neutral to the District.

### **POSITION LADDER UPDATE**

Mr. Williams stated that he spoke with WIS about their experience with position ladders. WIS' experience has been more in union environments where ladders are based off certifications to get higher pay. He also spoke with one of the HR Directors from Citizens. Citizens gives incremental bumps, \$.25 per hour or so, for a certification. Ms. Lamb stated that she has concerns that employees could stay in one position, take classes or get a certification, but still be doing the exact same job, but getting more money. However, if the goal is to help people grow into new positions she would be all for that. If employees are getting certifications or training to move up then that is right, because you don't want people to sit in the same job and stagnate.

Mr. Shaver asked why the career ladder that is currently in place isn't being utilized by the District. Mr. Williams stated that WIS had recommended that the District use the career ladders between positions. Their concern was how would someone advance from a technician to a specialist. Mr. Williams indicated that the discussion has become how does someone move from making the base entry rate to the higher level of the range. Mrs. Lamb stated that if someone comes in at the bottom of a range it shouldn't take more education to move them up, experience and performance should move them up. It isn't a problem with career ladders it is a problem with the pay system if people are staying at the bottom. If people are learning more and becoming more productive they should be moving up. Mr. Williams stated that is where employees were getting a 2.7% increase for instance, but the range was bumped by 2.7% which kept them in the bottom of the range. The question is how much the range adjusts verse how much is allocated for pay increases. Mr. Shaver asked if not increasing the ranges by 2.7% would solve the problem. Mr. Williams stated then you would have people at the top of the range that wouldn't be eligible for pay increases because they are at the top of their range. Ms. Lamb said that the range should be adjusted with the cost of living each year.

Mr. Shaver asked Mr. Williams if the Committee could see the original pay range documents that WIS used to make their recommendations. Mr. Williams stated that he would provide those to the Committee for review.

Ms. Lamb suggested that the Board do the same thing they did last year. Give everyone a cost of living increase, have a separate merit pool, and to look at anyone who is still well below the norm in their position and bring them higher in their range. She believes this method could be needed for a few years to get people where they need to be. Mr. Shaver agreed with Ms. Lamb. Mrs. Poindexter stated that the sooner

the Committee acts on this the better. This Committee gives input to the Budget and Finance Committee. The earlier and the better input that can be given to them the more likely that it gets in the budget the way you want to see it.

Mr. Ford asked Mr. Williams if he had reviewed the Living Wage Index that he provided to Ms. Sheeks. Mr. Williams stated that he had reviewed the document. Mr. Ford stated that the University of Massachusetts provided a system broken down by county. The living wage in Hamilton County Indiana in different categories. Mr. Ford stated that the Committee should look at that document for guidance when looking into salaries and wages. To have a person that works eight hours a day, 40 hours per week, say a single mother who gets off work at 4:00 goes home to relieve a babysitter then goes to her second job doesn't seem very healthy for society. That is why the Living Wage Format was developed. There is a whole category of people who are in that situation. Ms. Lamb stated that 80% of employees at the City of Carmel are at the top of their range. There just aren't many opportunities that open. When they do people take them, they are just not always available.

Ms. Lamb suggested that the Committee set a target for the month of August to discuss a decision on a recommendation that this Committee will make to the Budget and Finance Committee. Mrs. Poindexter suggested that they Committee make a goal of having the discussion by July and the recommendation to the Budget and Finance Committee in August.

## **OTHER BUSINESS**

### **CLAY TOWNSHIP AND CITY OF CARMEL CONSOLIDATION**

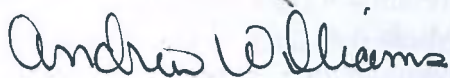
Ms. Lamb stated that she has heard that there is a plan to reach an agreement regarding the consolidation of Clay Township and the City of Carmel by the end of the year to take effect later. Mr. Ford asked from a legal stand point how will the District's name change will impact the selection of Board Members. Mrs. Poindexter stated that the name change will not impact the selection of Board Members. Mr. Ford asked if the name change from Clay Township to Trico will have an impact on the selection of the Board Members going forward. Mrs. Poindexter stated that the appointments to the board are allocated. She doesn't believe that the County Counselors or County Commissioners will be concerned about their appointee based upon the name. Mr. Shaver stated in the current setup the Trustee's appointments will go to the Mayor of Carmel after a reorganization. Mrs. Poindexter stated that in the consolidation the Trustee's Appointments would probably go to the Mayor of Carmel or Carmel's City Counsel. The Township will be dissolved, so all the powers, responsibilities and duties of the Township will go to the City of Carmel. Mr. Ford stated that the District should be considering expanding the size of the Board to allow for better representation to the tri-county territory. Mr. Shaver said there will be two Reorganization Resolutions that will be passed. One will be passed by the Township Board and the other will be passed by the City of Carmel. If those two things match, that dictates the terms. Mrs. Poindexter stated that Mr. Ford's point is to a different point, what will happen will happen in the consolidation. What Mr. Ford is suggesting is adding more



appointments to the other locations in the service territory. Boone County currently only has one appointment. In theory Zionsville doesn't have an appointment, Boone County Council and Commissioners do not each have an appointment. That is something that the District could petition IDEM to change.

Mr. Shaver's concern is there is no precedent for consolidation. Mr. Ford stated that the District needs to be looking into the potential problems that could arise with the consolidation and acting on them now while the agreement is being drawn up so that the District can be an active participant in the process.

Respectfully submitted,

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

Andrew Williams  
Utility Director



## CAPITAL & CONSTRUCTION COMMITTEE

Monday May 7, 2018 at 4:30 P.M.

### Memorandum

Present: Chair Steve Pittman, Committee Members Eric Hand and Marilyn Anderson, Board Member Mike Shaver. Others in attendance were, Utility Director Drew Williams, District Engineer Ryan Hartman, Legal Counsel Anne Poindexter, Superintendent Aaron Strong, Administrative Assistant Maggie Crediford. Public present included Clark Byrum.

Mr. Pittman called the meeting to order at 4:37 p.m.

### **PUBLIC COMMENT**

There were no public comments.

### **BYRUM PARCEL SERVICE REQUEST**

Mr. Williams explained that Clark Byrum's attorney had reached out to Mrs. Poindexter to see if CTRWD would reconsider a wholesale agreement with Citizens to service Mr. Byrum's property.

Mr. Pittman recused himself from the discussion.

Mr. Byrum addressed the committee and explained that for two years he has been trying to get sewer and water service to his property. The capital costs associated with being serviced by Citizens are around \$2.5 million. If he could obtain water service from the City of Carmel and sewer service from CTRWD the costs would be much less, around \$250,000. Mr. Byrum filed a consumer complaint in the fall of 2016 with the IURC. Effectively the IURC refused to make a ruling on the complaint stating that he has three options for service, which include; a septic system, service from Citizens, or for Citizens to enter into a wholesale agreement with CTRWD and Carmel Utilities. Mr. Byrum asked if anyone from Citizens has contacted anyone at CTRWD to discuss a wholesale agreement.

Mr. Williams stated that he had reached out to Citizens via email and was told that they would investigate and get back to him, no one from Citizens has reached out to him or Mrs. Poindexter to discuss an agreement since the IURC ruling.

Mr. Hand and Ms. Anderson expressed that the Board has had concerns about the size and scope of the service area mentioned by Citizens in the past. It was more than just the Byrum parcel. To decide on a proposal for a wholesale agreement the Board would need to know exactly what CTRWD would be servicing. There would be a difference in the level of service for one home on a 30-acre parcel versus that parcel

being subdivided into many homes needing service. Mrs. Anderson expressed hesitation about negotiating wholesale service agreements with other utilities and expressed that these types of agreements are not always easy to work out and need to be renegotiated after the term ends.

Mrs. Poindexter stated that the Board has three options. The first is the Board they can say that they have already considered the agreement and their position remains unchanged and the Board is not interested in a wholesale agreement. Second, the Board could direct Mrs. Poindexter to reach out to Citizens Legal Counsel and let them know the Board would consider a new proposal from Citizens and wait for them to contact the Board with specific terms. Third, the Board could do nothing and wait to be contacted by Citizens.

Mr. Hand stated that if the Board waits to hear from Citizens they will need to present a wholesale agreement with specific terms up front. It is a large territory which could create capacity issues. A wholesale agreement for a small parcel would be one thing, but for several square miles, the Board would need to know the scope of the project to be able to consider an agreement.

Mr. Byrum stated that he has filed a de-annexation petition with the City of Westfield. He has not heard back from them regarding his petition. The property was annexed in 2007, services were never provided to him, and Westfield sold its utility to Citizens. He is asking to be released from the annexation since services have not been provided to him. He believes that it will end up in court. He asked Mr. Williams and Mr. Hartman if he could be provided with a survey of the area where the CTRWD sewers could connect his property. Mr. Williams said they would provide him with that.

Mr. Hand asked Mr. Byrum what the City of Carmel's position is on providing a wholesale agreement with Citizens for providing water service to the parcel. Mr. Byrum said that John Duffy at Carmel Utilities was agreeable to a wholesale agreement for water service.

Mr. Shaver stated that he is concerned about the difference in price between what CTRWD charges for sewer service and what Citizens charges. The way the fee schedules are set up now Citizens would be making money off the difference in fees. He is uncomfortable with that.

Mr. Byrum said that he is trying to decide what to do with the property and having access to sewer and water would make a big difference in what is done. Mr. Hand said that that Board would need to know the scope of the project and the amount of flow that would be generated to be able to consider a wholesale agreement. Mr. Byrum said that he will let his attorney know that Citizens has not reached out to anyone at CTRWD to discuss a new agreement.

Ms. Anderson stated that she was comfortable with Ms. Poindexter contacting the Citizens' attorney regarding what they are requesting. Mr. Hand agreed.

**RATE ORDINANCE**

Mr. Williams stated that staff is recommending an EDU rate increase from \$1818 to \$1909. The Interceptor Fee would remain unchanged. Staff is also recommending combining all the fee ordinances into one ordinance so that customers can see all the fees in one place.

Mr. Pittman asked if staff is proposing a 5% per year increase in EDU fees and why.

Mr. Williams explained that previously when fee increases were discussed the Board wasn't comfortable making one large jump in fees to cover the projects needed to bring the plant to capacity for future build out. If the fees are increased 5% a year the projects could be funded, and it would be less painful to developers and new customers. The ultimate need is for the EDU fees to be \$2366. Previously the Board felt that was too big of a jump to implement at one time.

Mr. Pittman asked what the position of the Budget and Finance Committee is on the 5% per year increase.

Mr. Williams said that they are in favor of the incremental increases versus one large increase. When Mr. Mills was appointed to the Board he thought the District should increase its fees by 25% to cover the upcoming expenses that will be incurred with the plant build out and capital projects.

Mr. Hand asked if current customers will benefit from the future build out at the plant.

Mr. Williams stated that user fees are not used for capacity improvements but are used for operational equipment like the new Odor Control Unit.

Mr. Hand stated that he would feel more comfortable raising user rates to the exact percent needed each year to cover costs. For example, if costs in 2018 can be funded by a 4.75% increase then increase funds by that exact amount rather than rounding up to 5%. If projects need to be funded by a 5.2% increase in later years, then increase fees then by 5.2%.

Mr. Shaver agreed with Mr. Hand that he would like to see fees increased by the exact percent needed each year.

Mr. Pittman said that as a developer, rather than having one large increase, he agrees raising EDU fees 5% each year is reasonable and not out of line with others in the markets.

Mrs. Poindexter pointed out that if the District raises fees by more than 5% in a given year they would need to give individual customers written notice. With the EDU fee

there would be questions on who would get noticed. All developers in the area? None of the developers? The EDU fee does not apply to current customers.

Ms. Anderson said if you tie EDU fees to projects (capital projects & the plant build out), one year you might have a 1.7% increase and one year you might have a 5.3% increase, it is cleaner to take the total projects and average them over the number of years needed to complete them. She feels that it is better to keep the increases to 5% or below.

Mrs. Poindexter pointed out that from a customer standpoint it would be nice to be able to find all the District's fees in one ordinance rather than having to look in multiple places.

Mr. Hand stated that he is in favor of all the fees being together, his concern is with a 5% yearly fee increase looking arbitrary to customers.

Ms. Anderson pointed out that in the past when there have not been projects that needed funding the District has given rate decreases to its customers. If there are years where the District doesn't need the 5% increase they have the option of discussing that at that time.

Mr. Shaver stated that he must justify rate increases to the people who appointed him, he said he would like to know what the 5% increase is paying for.

Mr. Williams stated that Mr. Shaver suggested at the Budget and Finance Meeting that the Rate Ordinance increases be included in the Budget discussions moving forward. It can be voted on with the budget in the fall but implemented in the summer to keep customers on their balanced billing cycles without incurring two changes a year. He said the Budget and Finance Committee was comfortable with this suggestion and thought it made sense to address both issues together. He stated that it has been the District's goal to service current customers and expand service without incurring any debt. The 5% a year increase allows for the necessary expansions to take place while allowing the District to continue operating debt free.

Mr. Hand made a motion to recommend that the Board increase EDU fees by 5% to \$1909. The motion was seconded by Ms. Anderson and approved unanimously.

#### **#1702 96<sup>TH</sup>/KEYSTONE SEWER RELOCATION CONTRACT AWARD**

Mr. Williams stated that bids are due in for this project Thursday, May 10, 2018. Staff will present those to the Board on Monday, May 14, 2018.

Mr. Hartman stated that the City of Carmel is still working on easement acquisitions on the south side of 96<sup>th</sup> street. CTRWD's easement is on the west side of the project and work can move forward in that area. Mr. Hartman stated that the bids are due to be opened at 1:00 p.m. on Thursday, they would then need to be sent to Carmel for

review. The Board can do a conditional approval of the bid on Monday pending approval from the City of Carmel.

Mr. Hand asked if the District would be made whole if there are any change orders that occur after the easements are acquired on the south side of 96<sup>th</sup> Street.

Mr. Williams stated that if the District is relocating the sewers to a new easement and if required to move again the City of Carmel would be responsible.

#### **#1902 WWTP EXPANSION UPDATE**

Mr. Williams said that Mr. Merkle is working with Strand on the scope of the project. With the current growth rate, it is anticipated that the plant will be at full capacity in 2022. Mr. Merkle will be meeting with Strand to discuss recommendations for more details on the expansion. He would like to have a contract by September of this year. Staff is pulling information to present to the Board with ideas to decrease flows sent to Carmel and to become less dependent on them. It is not feasible to decrease any of the flow sent to Carmel from Lift Station 1. However, flow could be redirected from Lift Station 2 to our plant instead of Carmel's. Staff is looking at what the payback period would be and will present the Board with all options when that research is complete.

Mr. Shaver asked if Mr. Williams would provide the Board with a complete analysis about what happens under different circumstances and the cost analysis of building out more capacity at the District's plant versus continuing to send the flow to Carmel.

Mr. Williams said that the Staff will have a cost analysis study completed for the committee before the September Board Meeting.

#### **CAPITAL PROJECT UPDATES**

#1707 Neighborhood Sewer Projects - Pipe installation for Autumn Woods and Spring Mill Place/Heights is complete. Pipe installation along 116<sup>th</sup> Street is 90% complete.

The quotes for the Jackson's Grant Sections 2 & 6 Oversized Sewers came in higher than what Staff is comfortable with. Mr. Merkle will be meeting with the developer about getting more quotes or negotiating the quote that was obtained from Harvey. Staff will explore more options before entering into an agreement.

The meeting adjourned at 6:06 p.m.

Respectfully submitted,



Ryan Hartman  
District Engineer