



## **TriCo Regional Sewer Utility**

www.TriCo.eco Phone (317) 844-9200 Fax (317) 844-9203

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

**Monday, November 12, 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 Meetings**
  - a. Monday, October 8, 2018**
- 4. Approval of Claims Docket**
- 5. Attorney's Report**
- 6. Utility Director's Report**
- 7. Committee Reports**
  - a. Budget & Finance Committee**
  - b. Personnel & Benefits Committee**
    - i. Health Insurance Renewal
    - ii. Ordinance 11-12-18 (Salaries)
    - iii. Compensation Policy
    - iv. 2019 Holiday Schedule
  - c. Capital & Construction Committee**
    - i. #1901 Artest easement condemnation
- 8. Old Business**
  - a. Goals and Objectives**
    - i. 2018 Status Report
    - ii. Goal Setting for 2019
- 9. New Business**
- 10. Adjourn**

# THE TRICO CONNECTION

**Volume 11 Issue 11 November, 2018**  
**MONTHLY NEWSLETTER**

## FINANCIAL UPDATE -CINDY SHEEKS

September 2018 revenues totaled \$672,525 which is above the projected revenue of \$637,572 by \$34,952 (5.48%). Residential sales were \$402,736 which comprised 59.88% of the total revenue and 2.66% higher than expected. Commercial sales totaled \$246,716 which is 36.69% of total September revenue and 9.22% higher than expected. Commercial revenue was lower in September than the last three months. Total operating expenses were \$437,872 in September which is 3.51% above the monthly projection. Wages and benefits spending was slightly below budget by \$6,470 for a total of \$166,326 during the month. Administration spending was \$41,106 in September and under budget by \$16,619. Treatment costs totaled \$180,278 which is over budget by \$37,778 or 26.51%. Collection costs totaled \$49,872 in September which was \$128 (.26%) under budget. Net income in September was \$184,721 after depreciation and amortization of CIAC and is below projections by \$3,536 for the month. YTD net income is \$1,237,788 after depreciation and amortization of CIAC.

### Spending Breakdown in September:

Wages – 38.01%

Administration – 9.39%

Treatment Costs – 41.20%

Collection Costs – 11.39%

### Spending Breakdown YTD:

Wages - 41.77%

Administration – 12.38%

Treatment Costs - 35.79%

Collection Costs – 10.05%

Cash generated for September shows a net increase in all funds by \$37,050. YTD, cash balances have increased by \$1,424,455. Capital spending was \$353,439 for the month. It included spending for two 2018 Ford Escapes, administration office remodel, oversizing sewers at Jackson's Grant Section 6, LS 14 and LS 4 elimination, WWTP expansion and plant outfall. Cash on hand at 09/30/2018 is \$8,198,728. The balances in the funds are listed below:

Operating \$1,527,473

Plant Expansion \$4,409,715

Reserve for Replacement \$321,258

Interceptor \$-252,118

Operating Reserve \$2,192,400

### In This Issue

Financial Report	1
Engineering & Construction	2
Safety Update	3
Collections Report	3
Customer Service Report	4
Plant Report	4
Birthdays & Anniversaries	4

### Calendar of Events

November 12	Board Meeting	7:00 p.m.
November 14	Staff Meeting	10:00 a.m.
November 23-24	Offices Closed	
November 26	P&B Meeting	7:30 a.m.
November 30	B&F Meeting	7:30 a.m.
December 3	C&C Meeting	4:30 p.m.

**CONSTRUCTION & ENGINEERING REPORT-WES MERKLE**

Engineering staff completed 682 locates, 71 I&I inspections and 60 lateral inspections. 2,462 locate requests were received and reviewed. Kermin completed most lateral and I&I inspections and assisted with locates. He had one failed I&I inspection. Nate continues to monitor multiple construction projects throughout our service area including road, path, utility and private development where work is going on near our sewers. A path construction contractor damaged several manholes along Shelborne Road, dumping debris into the main at the same time, despite instructions from staff regarding treatment of our infrastructure. Eric observed completion of the Jackson's Grant Section 6 sewer extension as well as the connecting Lift Station 4 (Springmill Ridge) elimination sewer. Eric completed many private development warranty inspections and followed up to inspect repairs, while Ryan communicated needs with developers and contractors.

Jeff and Nate have begun GPS locating buried utilities at the plant, which will reduce a lot of conflicts and related expenses in upcoming plant projects. Jeff continues to maintain flow metering equipment. Last month's heavy rain event revealed significant I&I in Basin 8 north of 116<sup>th</sup> Street and Towne Road. Staff is working on a plan to hone in on the sources. Several flow meters are out for maintenance.

Ryan helped resolve another low-pressure sewer issue in Springmill Streams. Service was restored after a bad check valve was replaced. This issue is believed to be related to a main blockage three years ago and the style of check valves that were used in this area. Sewers were installed in 2010. Most of the check valves have been replaced and staff plans to have the remaining three valves replaced to prevent future service problems and related expenses. Ryan, Jeff and Wes are working with Collections staff to develop and implement a low-pressure sewer cleaning and preventative maintenance plan. We have been told such a plan would likely be the first ever implemented.

Wes updated the capital budget and issued a request for proposals to consulting firms for the plant expansion project. Staff will short list up to three firms based on qualifications. Short listed firms will be interviewed in December. Lift Station 4 is now permanently offline. Final grading and restoration is underway at the site. Easement acquisition for the Lift Station 14 (Austin Oaks) parallel force main project is underway. Design work for the outfall sewer project continues. Construction is anticipated for both the Lift Station 14 and outfall sewer projects in 2019.



Lift Station 4 removal –Pictures by Eric Luis DelaCruz

**SAFETY UPDATE - LOREN PRANGE**

TriCo had no reportable injuries and has gone 3,187 days without a lost time accident.

The following safety tailgate sessions were held:

08/31/18 Message to self: Distracted driving is dangerous

09/13/18 Hurricane Preparedness

09/20/18 Avoid Arc Flash

TriCo hosted a Safety Seminar on 'Understanding and Managing Hazardous Energy at a Wastewater Treatment Plant'. Five stations were set up around the facility using our actual equipment along with each manufacturer's technicians to help teach specific hazards associated with that equipment. Operators from all over the State ed and we received positive feedback from several utilities.



3 1 8 7

**No. of days since the last lost time accident.**

**COLLECTIONS REPORT - AARON STRONG**

In the month of October collections staff embarked on yearly Air Release Valve (ARV) inspections. TriCo owns and maintains 130 ARV's located on force mains throughout the Utility. ARV's release air trapped in the force main when lift station pumps are running, conversely, they allow air to enter the system breaking any vacuum in the pipeline while the pumps are off. Inspection involves a permit required confined space entry. Crews open the valve, inspect, clean and perform repairs if needed before returning the valve to service. To date Collections crews have inspected 43 of the 130 valves in the month of October.

The Purifil odor control unit at Lift Station 2 received preventive maintenance including 2 new link belts and a particulate filter change. A sample of the OdorCarb media was sent to a lab for testing to evaluate how the media is performing.

In preparation for plummeting winter temperatures Lift Station equipment has been winterized by brining all heat trace tape and block heaters in generators and engine driven stand-by pumps on line. D-Con rodent control has also been placed in all units to dissuade rodents from seeking refuge in generators.

As part of our commitment to mitigate sources of Inflow & Infiltration, Culy Contracting has started to replace low or leaking manhole castings located in roadways, predominately in the Lift Station 1 Basin. A total of 43 leaking manholes or end of run cleanouts will be replaced with new castings including epoxy chimney seals. Work is expected to be completed by the end of November.

Bids to rehabilitate 12 manholes with hydrogen sulfide damage along Shelborne Road are being procured. The scope of work includes new composite manhole lids and castings on selected manholes and hydrogen sulfide resistant coating on bench, barrel and chimney sections. TriCo is evaluating both spin cast type concrete and epoxy polymer resins.

Staff finished the month with over 16,000 feet of sanitary main televised, including two warranty projects, with no major issues to report.

Congratulations to Rick Hoole and Cole Closser for acquiring their Collections I Certification.

### CUSTOMER SERVICE - SHELLY KEEFE

The new CUSI customer web portal upgrade went live with little issue for customers. The biggest changes are that customers can now pay online by e-check in addition to credit card, as well as register and view multiple accounts with one registration. The portal is much more user friendly and easier for customers to navigate. Customers will now pay through our portal versus PayGov.

101 liens were filed in October totaling \$18,080.75, which is above normal. This brings the total lien balance to \$30,005.61 compared to \$22,145.12 in October 2017. It is anticipated that half of this amount will be paid off with the January tax payments.

In October, 40 new customers were added to billing and 32 permits were issued. The total number of customers receiving their statement by email is now 2,845, which is an increase of 45 customers.



The annual Chili and Dessert Cook-off was held October 31.

Congratulations to Jason Lewin who won both for Best Dessert and Best Costume and Aaron Strong for Best Chili!



### Plant Report-Scot Watkins

There were 23 FOG inspections completed this month; no violations were observed. Staff completed IDEM's required annual inspection of the Utility's only Industrial user (Schafer Powder Coating); no violations were observed. Staff continues to work with Engineering and site managers on the new facilities coming into the Utility. These include Dunkin Donuts, Puccinni's Pizza, Rosati's Pizza, Café Buondi, and Tropical Smoothie Café.

Graves completed the manhole coating repair and removed their bypass pumping set up. In spite of our detailed preventative maintenance program, multiple pieces of plant equipment needed repair this month. The forklift, skid steer and tractor all had some sort of equipment failure that needed servicing. An anchor holding the aeration equipment in Digester 2 failed resulting in additional damage to other apparatus in the digester. These repairs are still ongoing. Clarifier 2 had a weld break on the "A" frame that holds the skimmer arm. The tank was drained and a contractor was able to re-weld the structure and it is now back up and running. There was also a chain on the Biosolids building conveyer that broke, this was repaired in a day and we are back up and running. Staff continues to work on semiannual oil changes in order to complete this task before the weather turns.

### Birthdays

Drew Williams November 1

Eric Luis DelaCruz November 6

### Anniversaries

Kermin Huntley November 21 7 years of service

Maggie Crediford November 27 1 year of service



Selected Statistics 2018	January	February	March	April	May	June	July	August	September	October	2018 Monthly Average	2018 YTD	2017 Total Through October
<b>Maintenance Information</b>													
Lateral Inspections	21	38	39	35	44	44	61	55	40	60	44	437	376
Certified I&I Inspections	46	41	46	40	65	83	71	53	52	71	57	568	606
Failed I&I Inspections	0	0	1	0	2	1	0	0	0	1	1	5	11
Sewer Locates	317	443	519	735	705	674	588	587	494	682	574	5,744	5,799
Manholes Added	2	28	0	4	4	12	-1	0	1	15	7	65	17
Total # of Manholes	5,774	5,802	5,802	5,806	5,810	5,822	5,821	5,821	5,822	5,837	n/a	5,837	5,719
Manholes Inspected	12	2	836	867	52	18	9	20	0	18	183	1,834	1,971
Feet of Sewer Added	721	4,973	9	699	1,965	8,613	-484	0	1,900	1,180	1,958	19,576	38,704
Total Footage of Sewers	1,631,147	1,636,120	1,636,129	1,636,828	1,638,793	1,647,406	1,646,922	1,646,922	1,648,822	1,650,002	1,641,909	1,650,002	1,614,713
Feet of Sewer Televised	11,877	16,098	31,206	22,459	29,338	33,797	3,292	20,160	10,000	16,535	19,476	194,762	228,145
Feet of Sewer Cleaned	462	362	0	590	0	4,700	1,204	3,731	4,000	0	1,505	15,049	49,836
Overflows	0	0	1	0	0	0	1	0	0	1	0	3	4
<b>Station 1 to Carmel Utilities</b>													
Rainfall/Precipitation (inches)	1.66	4.22	2.82	3.08	1.30	3.82	2.70	5.16	5.17	2.55	3.25	32.48	39.05
Total Flow (gallons)	51,695,973	56,614,383	62,758,901	63,146,988	50,056,093	60,396,201	53,380,049	60,573,680	59,449,846	67,444,629	58,551,674	585,516,743	589,380,375
Maximum Daily Flow (gallons)	2,272,143	3,929,994	3,687,057	3,429,916	1,897,586	1,248,989	2,241,832	2,517,594	3,700,889	2,826,954	2,775,295	3,929,994	4,972,000
Average Daily Flow (gallons)	1,667,612	2,021,942	2,024,481	2,104,900	1,614,712	2,013,206	1,721,937	1,953,990	1,981,662	2,175,633	1,928,008	n/a	n/a
Minimum Daily Flow (gallons)	1,328,783	1,393,460	1,461,980	1,658,375	1,519,663	1,248,989	1,320,669	1,066,780	1,460,435	1,654,609	1,411,374	1,066,780	1,257,704
<b>Michigan Road WWTP</b>													
Total Flow (gallons)	77,717,000	76,466,000	85,363,000	83,867,000	72,867,000	68,073,000	70,160,000	77,716,000	86,931,000	67,732,000	76,689,200	766,892,000	806,793,000
Maximum Daily Flow (gallons)	3,136,000	4,746,000	4,510,000	7,867,000	2,582,000	2,900,000	2,768,000	3,084,000	6,471,000	2,518,000	4,058,200	7,867,000	8,710,000
Average Daily Flow (gallons)	2,507,000	2,730,929	2,753,645	2,795,567	2,340,806	2,269,100	2,263,300	2,506,968	2,897,700	2,184,903	2,524,992	n/a	n/a
Minimum Daily Flow (gallons)	2,214,000	2,291,000	1,637,000	2,347,000	2,105,000	1,922,000	2,079,000	2,281,000	2,140,000	199,800	1,921,580	199,800	2,111,000
Total Flow to Both Plants	129,412,973	133,080,383	148,121,901	147,013,988	122,923,093	128,469,201	123,540,049	138,289,680	146,380,846	135,176,629	135,240,874	1,352,408,743	1,396,173,375
<b>Biosolids Handling (gallons)</b>													
Wasted (Biosolids)	874,610	1,231,640	1,098,780	1,174,090	1,459,340	1,125,790	1,574,000	1,556,910	1,483,940	1,736,310	1,331,541	13,315,410	9,522,473
Dewatered	353,000	257,000	260,000	324,000	384,000	378,000	485,000	586,000	632,000	805,000	446,400	4,464,000	2,607,024
Digested Sludge Withdrawn	834,900	803,000	960,200	867,600	735,800	896,100	900,000	848,000	953,200	1,123,100	892,190	8,921,900	8,264,100
<b>Customer Information</b>												15,342	
New Sewer Service Accounts	17	25	22	24	40	36	34	38	29	40	31	305	335
Permits Issued	33	34	47	56	49	36	40	37	32	32	40	396	361



## BOARD OF TRUSTEE MEETING

---

Monday October 8, 2018 at 6:00 p.m.

### Memorandum

#### **ROLL CALL**

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

Ms. Anderson called the meeting to order at 6:30 p.m.

Mr. Pittman and Mr. McDonald were absent

Ms. Lamb arrived at 6:04 p.m.

Mr. Mills arrived at 6:06 p.m.

#### **APPROVAL OF MEMORANDUM**

Ms. Merrill made a motion to approve the September 10, 2018 Board Meeting memorandum. Mr. Hand seconded the motion and the memorandum was approved.

#### **CLAIMS**

Ms. Sheeks said that there is an expenditure for the purchase of the new Ford Escapes in the month of September, all other payments were normal monthly expenses.

Ms. Merrill made a motion to approve the Claims Docket. Mr. Ford seconded the motion and the Claims were approved.

#### **PUBLIC COMMENTS**

There were no public comments.

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

There was no attorney's report.

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

Mr. Williams said that the Mechanical Seals competed at the WEFTEC competition in New Orleans representing the State of Indiana. They placed 23rd out of 47 teams overall. They placed 13<sup>th</sup> in the Collections Competition out of 47 teams. Trico is the smallest utility that participates in the competition.

Mr. Williams stated that Mr. Mills will be out of town at the end of the month and that the Budget and Finance Committee should consider rescheduling their meeting.

#### **BUDGET & FINANCE COMMITTEE**

Ms. Merrill stated that there was no report. The B&F Meeting will take place after the Board meeting.

#### **PERSONNEL & BENEFITS COMMITTEE**

Ms. Lamb stated that there were no action items from P&B.

#### **CAPITAL & CONSTRUCTION COMMITTEE**

Ms. Anderson stated that there was no report from C&C. The C&C meeting will take place following the board meeting.

#### **OLD BUSINESS**

Mr. Merkle presented the Jackson's Grant Sewer Service Agreement Addendum #5. Ms. Merrill asked if the costs were to reimburse the developer for repairs that occurred? Mr. Merkle stated that the original quote did not include finishing items such as fencing and landscaping, the developer agreed to pay fifty percent of those costs. Staff feels that the costs of \$63,844.11 are reasonable for the scope of work. In Section Six, when the sewers were being installed, the developer encountered ground water which had to be dealt with. The Developer installed sewers that were 20-25 feet deep in that area to the benefit of the Utility. Staff feels that the additional cost of \$57,169.84 is appropriate. Mr. Shaver asked if the funds being used to cover the additional costs are coming from user rates. Mr. Merkel and Mr. Williams stated that the funds to cover these additional costs come out of Interceptor Fee Funds.

Ms. Merrill made a motion to approve Jackson's Grant Sewer Service Agreement Amendment 5. The motion was seconded by Ms. Lamb and was approved.

#### **ADJOURN**

Ms. Lamb made a motion to adjourn the meeting. Mr. Hand seconded the motion, the meeting adjourned at 6:11 p.m.

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

Respectfully submitted,



Andrew Williams  
Utility Director





Approved:

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

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

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

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

TriCo Regional Sewer Utility  
Register of Claims  
For the period 10/1/2018-11/08/2018

Payment date	Payment number	Bank name	Payee name	Amount	Amount Allowed	Description
10/01/2018	12039	Operating	Aaron Strong	\$30.00	\$30.00	Cell phone reimb.
10/01/2018	12040	Operating	Eric Luis Delacruz	\$30.00	\$30.00	Cell phone reimb.
10/01/2018	12041	Operating	Jeffrey Martin	\$30.00	\$30.00	Cell phone Reimb.
10/01/2018	12042	Operating	Kermin Huntley	\$30.00	\$30.00	Cell phone reimb.
10/01/2018	12043	Operating	Nathan Crowder	\$30.00	\$30.00	Cell Phone Reimb.
10/02/2018	12140	Operating	Gene Fouts	\$482.70	\$482.70	Reimbursement for repairs
10/09/2018	12141	Operating	Richard Hoole	\$26.16	\$26.16	Mileage - 10/4
10/09/2018	12142	Operating	Ryan Hartman	\$59.01	\$59.01	Fuel
10/11/2018	12143	Operating	David Wiener	\$2,832.39	\$2,832.39	Refund-10780 Knight Dr
10/17/2018	12144	Operating	AT&T Mobility	\$1,260.59	\$1,260.59	LS Utilities
10/17/2018	12145	Operating	Auto Outfitters	\$396.00	\$396.00	CIP-New Vehicles
10/17/2018	12146	Operating	Bee Green Lawn Care & Plant Hea	\$85.00	\$85.00	Plant Health Care
10/17/2018	12147	Operating	Black Tie Courier	\$240.00	\$240.00	Courier Service
10/17/2018	12148	Operating	Brehob Corporation	\$678.00	\$678.00	Hoist Inspections
10/17/2018	12149	Operating	Bridgestone Hosepower, LLC	\$199.99	\$199.99	Line Maintenance
10/17/2018	12150	Operating	Carmel Utilities	\$39.12	\$39.12	Storm Water Fees
10/17/2018	12150	Operating	Carmel Utilities	\$13.06	\$13.06	LS1
10/17/2018	12150	Operating	Carmel Utilities	\$13.06	\$13.06	LS2
10/17/2018	12150	Operating	Carmel Utilities	\$26.55	\$26.55	LS26
10/17/2018	12151	Operating	Chesley Associates, Inc.	\$159.61	\$159.61	Hach Comm Cable
10/17/2018	12152	Operating	Citizens Energy Group	\$81.91	\$81.91	Plant Water
10/17/2018	12152	Operating	Citizens Energy Group	\$54.39	\$54.39	LS17 Water
10/17/2018	12153	Operating	Covalen	\$1,000.00	\$1,000.00	Line Repair
10/17/2018	12153	Operating	Covalen	\$306.00	\$306.00	Lift Station R&M
10/17/2018	12154	Operating	CSO Architects	\$2,400.00	\$2,400.00	CIP-Office Remodel
10/17/2018	12155	Operating	Culy Contracting, LLC	\$9,454.00	\$9,454.00	Manhole Grouting
10/17/2018	12156	Operating	Eco Infrastructure Solutions, Inc.	\$783.91	\$783.91	Equipment Repair
10/17/2018	12157	Operating	Environmental Resource Associates	\$562.40	\$562.40	Sewer Sampling
10/17/2018	12158	Operating	Fastenal Company	\$135.53	\$135.53	Plant R&M
10/17/2018	12158	Operating	Fastenal Company	\$535.69	\$535.69	Plant R&M
10/17/2018	12158	Operating	Fastenal Company	\$186.00	\$186.00	Plant R&M
10/17/2018	12159	Operating	IPL	\$5,819.45	\$5,819.45	LS2
10/17/2018	12159	Operating	IPL	\$65.75	\$65.75	LS24
10/17/2018	12160	Operating	IUPPS	\$2,414.90	\$2,414.90	Locates
10/17/2018	12160	Operating	IUPPS	\$1,992.15	\$1,992.15	Locates
10/17/2018	12161	Operating	Kinetrex Energy	\$7.43	\$7.43	Plant Natural Gas
10/17/2018	12162	Operating	Merrell Brothers, Inc.	\$10,191.03	\$10,191.03	Biosolids Disposal
10/17/2018	12162	Operating	Merrell Brothers, Inc.	\$416.00	\$416.00	Lift Station Disposal
10/17/2018	12163	Operating	Office Depot	\$70.15	\$70.15	Office Expense
10/17/2018	12163	Operating	Office Depot	\$61.91	\$61.91	Office Expense
10/17/2018	12164	Operating	Republic Services #761	\$338.64	\$338.64	Plant Trash Service
10/17/2018	12165	Operating	Signius Communications	\$169.75	\$169.75	Answering Service
10/17/2018	12166	Operating	Joe Hood	\$54.50	\$54.50	Travel/Mileage
10/18/2018	12167	Operating	Grainger	\$99.40	\$99.40	LS R&M
10/18/2018	12167	Operating	Grainger	\$272.90	\$272.90	LS R&M
10/18/2018	12167	Operating	Grainger	\$16.81	\$16.81	Plant R&M
10/18/2018	12168	Operating	Landmark	\$82.50	\$82.50	Plant gardening service
10/18/2018	12169	Operating	Mission Mechical	\$376.00	\$376.00	Pipe Repair
10/18/2018	12170	Operating	Joe Hood	\$67.39	\$67.39	Clothing reimbursement
10/23/2018	12171	Operating	Ray Clemens	\$400.00	\$400.00	Cleaning
10/25/2018	12172	Operating	Allison Payment Systems LLC	\$3,478.99	\$3,478.99	Billing service
10/25/2018	12173	Operating	Allison Payment Systems LLC	\$4,904.29	\$4,904.29	Postage
10/25/2018	12174	Operating	Boone County Recorder	\$200.00	\$200.00	Liens to be filed - Oct 2018
10/30/2018	12178	Interceptor	GRW	\$750.00	\$750.00	CIP-Proj 1901 LS14, Permitting
10/30/2018	12178	Interceptor	GRW	\$800.00	\$800.00	CIP-Proj 1901-LS14 Land Aquisit
10/30/2018	12179	Interceptor	HWC Engineering	\$641.64	\$641.64	CIP-Proj 1801-LS4 Elim
10/30/2018	12180	Operating	AFLAC	\$535.00	\$535.00	Premiums

Payment date	Payment number	Bank name	Payee name	Amount	Amount Allowed	Description
10/30/2018	12181	Operating	Alfa Laval, Inc	\$216.91	\$216.91	Valve Kit-Plant R&M
10/30/2018	12182	Operating	AT & T	\$701.02	\$701.02	Office Internet Service
10/30/2018	12182	Operating	AT & T	\$701.02	\$701.02	Plant Internet Service
10/30/2018	12182	Operating	AT & T	\$91.06	\$91.06	Plant Phone Service
10/30/2018	12183	Operating	Bee Green Lawn Care & Plant Head	\$100.00	\$100.00	Plant Mowing Service-Sept 2018
10/30/2018	12184	Operating	Cummins Crosspoint	\$1,531.79	\$1,531.79	Generator Repair-176437
10/30/2018	12184	Operating	Cummins Crosspoint	\$2,391.71	\$2,391.71	Generator Repair-I900347683
10/30/2018	12185	Operating	Johnson Controls	\$661.05	\$661.05	Plant Security System
10/30/2018	12186	Operating	KnowBe4, Inc.	\$641.25	\$641.25	Computer Expense
10/30/2018	12187	Operating	NCL of Wisconsin, Inc.	\$790.82	\$790.82	Sewer Sampling
10/30/2018	12187	Operating	NCL of Wisconsin, Inc.	\$174.47	\$174.47	Sewer Sampling
10/30/2018	12188	Operating	O. W. Krohn & Associates, LLP	\$1,595.00	\$1,595.00	Consulting
10/30/2018	12189	Operating	Powers Septic and Sewer Inc.	\$270.00	\$270.00	E-1 Pump Out-12700 Devon Lane
10/30/2018	12190	Operating	Praxair Distribution, Inc.	\$28.15	\$28.15	Gases
10/30/2018	12191	Operating	Safety Resources, Inc.	\$1,190.94	\$1,190.94	Safety Training July-Sept 2018
10/30/2018	12192	Operating	Simplifile	\$2,670.00	\$2,670.00	E-Recording Liens
10/30/2018	12193	Operating	Taylor Systems, Inc.	\$112.09	\$112.09	Monthly Billing
10/30/2018	12194	Operating	Utility Supply Company	\$154.44	\$154.44	Line Repair
10/31/2018	12195	Operating	Aaron Strong	\$30.00	\$30.00	Cell phone reimb.
10/31/2018	12196	Operating	Eric Luis Delacruz	\$30.00	\$30.00	Cell phone reimb.
10/31/2018	12197	Operating	Jeffrey Martin	\$30.00	\$30.00	Cell phone Reimb.
10/31/2018	12198	Operating	Kermin Huntley	\$30.00	\$30.00	Cell phone
10/31/2018	12199	Operating	Nathan Crowder	\$30.00	\$30.00	Cell Phone Reimb.
10/31/2018	12200	Operating	Michael Davidoff	\$40.34	\$40.34	Refund-10486 Roxley Bend
10/31/2018	12201	Operating	Le Phan	\$68.08	\$68.08	Refund-660 Suffolk
10/31/2018	12202	Operating	Thomas or Kelly Fleming	\$14.27	\$14.27	Refund-796 Ivy Lane
10/31/2018	12203	Operating	Sandy Hodges	\$30.32	\$30.32	Refund-14466 Twin Oaks Dr
10/31/2018	12204	Operating	Adrian Mel	\$31.45	\$31.45	Refund-12354 Gaskin Way
10/31/2018	12205	Operating	Sarita Hammonds	\$32.04	\$32.04	Refund-10495 Orchard Park W Dr
10/31/2018	12206	Operating	Kenneth A Kocinski	\$17.30	\$17.30	Refund-1142 Washington Blvd
10/31/2018	12207	Operating	Kathy Wagner	\$7.63	\$7.63	Refund-11575 Woodview Dr E
10/31/2018	12208	Operating	Nathan Smith	\$26.46	\$26.46	Refund-11430 McKenzie
10/31/2018	12209	Operating	Sloan Connection LLC dba H E H	\$85.44	\$85.44	Refund-1350 E 106th
10/31/2018	12210	Operating	Steven Wilson Inc	\$27.75	\$27.75	Refund-2715 Silver Oaks
10/31/2018	12211	Operating	Laura Thompson	\$47.60	\$47.60	Refund-10600 Central Ave
10/31/2018	12212	Operating	Imelda U Somers	\$16.31	\$16.31	Refund-504 Deacon St
10/31/2018	12213	Operating	Evaristo Bernardes	\$18.49	\$18.49	Refund-2481 Glebe St
10/31/2018	12214	Operating	Douglas Bleau	\$26.46	\$26.46	Refund-2123 Burning Tree Lane
10/31/2018	12215	Operating	Nicholas Logsdon	\$25.69	\$25.69	Refund-11080 Broadway Ave
10/31/2018	12216	Operating	Susan Klein	\$22.89	\$22.89	Refund-3825 Freeman Ct
10/31/2018	12217	Operating	Don or Robin Schmaltz	\$37.04	\$37.04	Refund-1853 Horseguard Close
10/31/2018	12218	Operating	Applewood Stables	\$64.57	\$64.57	Refund-11580 College Ave N
10/31/2018	12219	Operating	DMS Investment Group Inc	\$16.86	\$16.86	Refund-14173 Autumn Woods Dr
10/31/2018	12220	Operating	Susan Mitchell	\$23.41	\$23.41	Refund-1099 Saratoga Circle
10/31/2018	12221	Operating	FC Tucker	\$27.75	\$27.75	Refund-12635 Brandenburg
10/31/2018	12222	Operating	Hina Patel	\$175.14	\$175.14	Refund-13440 Abercorn St
10/31/2018	12223	Operating	Boris or Svetlana Fridman	\$60.97	\$60.97	Refund-overpayment on account
10/31/2018	12224	Operating	Richard Hoole	\$81.75	\$81.75	Travel/Mileage-On Call
10/31/2018	12225	Operating	Terry or Kay Thompson	\$24.35	\$24.35	Refund-9781 Innisbrook
10/31/2018	12226	Operating	Ronal Shah	\$27.87	\$27.87	Refund-3730 Monty Circle
10/31/2018	12227	Operating	Christian or Ann Lauri	\$23.73	\$23.73	Refund-12883 Horebeck St
10/31/2018	12228	Operating	Edwin or Mary Russell	\$325.59	\$325.59	Refund-9770 Deerfield Mall
10/31/2018	12229	Operating	Barbara Lamb	\$200.00	\$200.00	Board fees
10/31/2018	12230	Operating	Carl S. Mills	\$100.00	\$100.00	Board fees
10/31/2018	12231	Operating	Charles Ford	\$150.00	\$150.00	Board fees
10/31/2018	12232	Operating	Eric Hand	\$100.00	\$100.00	Board fees
10/31/2018	12233	Operating	Jane B. Merrill	\$100.00	\$100.00	Board fees
10/31/2018	12234	Operating	Marilyn Anderson	\$250.00	\$250.00	Board fees
10/31/2018	12235	Operating	Michael Shaver	\$250.00	\$250.00	Board fees
10/31/2018	12236	Operating	Steve Pittman	\$100.00	\$100.00	Board fees
10/31/2018	12237	Operating	IPL	\$39.64	\$39.64	LS 18

Payment date	Payment number	Bank name	Payee name	Amount	Amount Allowed	Description
10/31/2018	12237	Operating	IPL	\$40.96	\$40.96	LS 25
10/31/2018	12237	Operating	IPL	\$146.35	\$146.35	Valve vault
10/31/2018	12237	Operating	IPL	\$302.52	\$302.52	LS 9
10/31/2018	12237	Operating	IPL	\$818.61	\$818.61	LS 10
10/31/2018	12237	Operating	IPL	\$77.94	\$77.94	LS 12
10/31/2018	12237	Operating	IPL	\$489.16	\$489.16	LS 8
10/31/2018	12237	Operating	IPL	\$100.61	\$100.61	LS 3
10/31/2018	12237	Operating	IPL	\$62.90	\$62.90	LS 20
10/31/2018	12237	Operating	IPL	\$40.08	\$40.08	LS 22
10/31/2018	12237	Operating	IPL	\$5,426.03	\$5,426.03	LS 2
10/31/2018	12237	Operating	IPL	\$70.68	\$70.68	LS 24
10/31/2018	12238	Plant Expar	GRW	\$1,500.00	\$1,500.00	CIP-Proj 1906 Plant outfall
10/31/2018	12238	Plant Expar	GRW	\$25,000.00	\$25,000.00	CIP-Proj 1906 Plant outfall
10/31/2018	12239	Interceptor	Jackson's Grant Real Estate Co. L	\$119,619.74	\$119,619.74	CIP-JG Sect 6 Oversize sewer reim-Interceptor
10/31/2018	12240	Operating	A Sign By Design	\$1,998.43	\$1,998.43	Signs for lobby
10/31/2018	12241	Operating	ACE Technologies, LLC	\$3,018.75	\$3,018.75	Plant support
10/31/2018	12241	Operating	ACE Technologies, LLC	\$4,639.70	\$4,639.70	Collection support
10/31/2018	12242	Operating	Action Equipment Sales Co., Inc.	\$132.80	\$132.80	Equipment repairs
10/31/2018	12242	Operating	Action Equipment Sales Co., Inc.	\$119.46	\$119.46	Repairs
10/31/2018	12243	Operating	Allison Payment Systems LLC dba	\$4,903.50	\$4,903.50	Postage
10/31/2018	12244	Operating	Allison Payment Systems LLC dba	\$3,480.74	\$3,480.74	Billing service
10/31/2018	12245	Operating	Altman, Poindexter & Wyatt, LLC	\$1,485.00	\$1,485.00	Legal fees
10/31/2018	12246	Operating	Ameri-Turf	\$46.50	\$46.50	Straw
10/31/2018	12247	Operating	American Public Works Associatio	\$196.00	\$196.00	Membership
10/31/2018	12248	Operating	Bee Green Lawn Care & Plant Hea	\$100.00	\$100.00	Plant Mowing Service-Sept 2018
10/31/2018	12249	Operating	Bio Chem, Inc.	\$3,886.13	\$3,886.13	Biosolid disposals
10/31/2018	12250	Operating	Carmel Utilities	\$680.91	\$680.91	Cleaing fees
10/31/2018	12251	Operating	Carmel Utilities	\$1,041.90	\$1,041.90	Oct reads
10/31/2018	12252	Operating	Carmel Utilities	\$92,579.29	\$92,579.29	Sept Flow to Carmel
10/31/2018	12253	Operating	Carmel Utilities	\$39.12	\$39.12	Storm Water Fees
10/31/2018	12254	Operating	Clay Township Trustee	\$4,335.12	\$4,335.12	Operating costs
10/31/2018	12255	Operating	Community Occupational Health S	\$228.00	\$228.00	Drug screening
10/31/2018	12257	Operating	Faco Waterworks, LLC	\$2,815.00	\$2,815.00	Plant R & M
10/31/2018	12258	Operating	Fastenal Company	\$298.43	\$298.43	Plant R & M
10/31/2018	12258	Operating	Fastenal Company	\$29.97	\$29.97	Plant R & M
10/31/2018	12259	Operating	Fluid Waste Services, Inc.	\$3,560.00	\$3,560.00	Digester cleaning
10/31/2018	12260	Operating	Franklin Equipment	\$1,160.63	\$1,160.63	Lift Station R & M
10/31/2018	12260	Operating	Franklin Equipment	\$2,959.17	\$2,959.17	Equipment repairs
10/31/2018	12261	Operating	Garage Doors of Indianapolis	\$1,425.00	\$1,425.00	Garage door repairs
10/31/2018	12262	Operating	Grainger	\$86.57	\$86.57	Plant R & M
10/31/2018	12262	Operating	Grainger	\$937.20	\$937.20	Line repairs
10/31/2018	12262	Operating	Grainger	\$80.07	\$80.07	Plant R & M
10/31/2018	12262	Operating	Grainger	\$141.00	\$141.00	Repair parts
10/31/2018	12263	Operating	Gravelie Excavating Inc.	\$405.00	\$405.00	Pump repairs
10/31/2018	12264	Operating	IUPPS	\$1,808.80	\$1,808.80	Locates
10/31/2018	12265	Operating	Indiana Water Environment Assoc	\$180.00	\$180.00	Dues
10/31/2018	12265	Operating	Indiana Water Environment Assoc	\$60.00	\$60.00	2018 O & M and Safety Seminar
10/31/2018	12266	Operating	Maco Press	\$154.10	\$154.10	Smoke testing hangers
10/31/2018	12267	Operating	Merrell Brothers, Inc.	\$780.00	\$780.00	Biosolid disposal
10/31/2018	12267	Operating	Merrell Brothers, Inc.	\$12,016.96	\$12,016.96	Biosolid disposal
10/31/2018	12268	Operating	Office Depot	\$296.82	\$296.82	Office supplies
10/31/2018	12268	Operating	Office Depot	\$61.24	\$61.24	Paper - Basic Bond HP 36x1
10/31/2018	12269	Operating	Quench USA, Inc.	\$99.00	\$99.00	Water rental
10/31/2018	12270	Operating	Ray Clemens	\$400.00	\$400.00	cleaning
10/31/2018	12271	Operating	Ricoh	\$5,529.00	\$5,529.00	CIP-Copier Admin office
10/31/2018	12271	Operating	Ricoh	\$5,529.00	\$5,529.00	CIP-Copier Plant
10/31/2018	12272	Operating	SAL Chemical	\$3,843.60	\$3,843.60	Alum
10/31/2018	12273	Operating	Serpentix Conveyor Corp	\$351.30	\$351.30	Plant R & M
10/31/2018	12273	Operating	Serpentix Conveyor Corp	\$931.55	\$931.55	Plant R & M
10/31/2018	12274	Operating	Simplifile	\$2,850.00	\$2,850.00	Filing fees
10/31/2018	12275	Operating	Taylor Oil Company, Inc.	\$1,791.47	\$1,791.47	Fuel

Payment date	Payment number	Bank name	Payee name	Amount	Amount Allowed	Description
10/31/2018	12276	Operating	Vasey Commercial Heating & AC,	\$897.00	\$897.00	Repairs
10/31/2018	12277	Operating	Vectren Energy Delivery	\$308.40	\$308.40	Plant
10/31/2018	12278	Operating	Water Environment Federation	\$1,514.00	\$1,514.00	Membership dues
10/31/2018	12279	Operating	Xylem Water Solutions USA Inc	\$3,176.00	\$3,176.00	Lift Station R & M
11/08/2018	12280	Interceptor	Jackson's Grant Real Estate Co. L	\$47,279.33	\$47,279.33	CIP-Jacksons Grant Sect 6 oversizing
11/08/2018	12281	Operating	Bartley's LED Outfitter	\$360.00	\$360.00	CIP-TED lights for Escape
11/08/2018	12281	Operating	Bartley's LED Outfitter	\$720.00	\$720.00	CIP-LED lights for Escapes
11/08/2018	12283	Operating	Eco Infrastructure Solutions, Inc.	\$252.00	\$252.00	Equipment Repair
11/08/2018	12284	Operating	KorTerra, Inc.	\$5,946.21	\$5,946.21	Korweb
11/08/2018	12285	Operating	Elena Lynch	\$404.21	\$404.21	Refund-3909 Verdure Lane
11/08/2018	12286	Operating	Republic Services #761	\$406.37	\$406.37	Trash service
11/08/2018	12287	Operating	Connect Electric Inc	\$280.00	\$280.00	Repairs
11/08/2018	12288	Operating	DLZ Indiana, LLC	\$450.00	\$450.00	Cons Insp-Hyatt Place
11/08/2018	12289	Operating	Office Depot	\$135.88	\$135.88	Green paper
10/11/2018	20180386	Operating	Duke Energy	\$19,684.98	\$19,684.98	Plant
10/10/2018	20180387	Operating	Duke Energy	\$152.81	\$152.81	LS 5
10/06/2018	20180388	Operating	Duke Energy	\$50.25	\$50.25	LS 6
10/04/2018	20180389	Operating	Duke Energy	\$355.32	\$355.32	LS 19
10/11/2018	20180390	Operating	Duke Energy	\$247.22	\$247.22	LS 16
10/03/2018	20180391	Operating	Duke Energy	\$123.79	\$123.79	LS 26
10/10/2018	20180392	Operating	Duke Energy	\$927.67	\$927.67	LS 17
10/03/2018	20180393	Operating	Duke Energy	\$432.43	\$432.43	LS 4
10/09/2018	20180394	Operating	Duke Energy	\$939.96	\$939.96	LS 14
10/12/2018	20180395	Operating	Duke Energy	\$429.04	\$429.04	LS 23
10/11/2018	20180396	Operating	Duke Energy	\$251.61	\$251.61	LS 11
10/16/2018	20180399	Operating	ADP	\$129.04	\$129.04	Payroll Services
10/17/2018	20180400	Operating	Vectren Energy Delivery	\$46.79	\$46.79	LS2
10/17/2018	20180400	Operating	Vectren Energy Delivery	\$20.17	\$20.17	LS4
10/17/2018	20180400	Operating	Vectren Energy Delivery	\$17.79	\$17.79	LS10
10/17/2018	20180400	Operating	Vectren Energy Delivery	\$49.82	\$49.82	Plant
10/17/2018	20180401	Operating	Vectren Energy Delivery	\$9.29	\$9.29	LS4
10/22/2018	20180402	Operating	Empower Retirement (Hoosier STA	\$7,529.87	\$7,529.87	401A, 457B, Roth
10/22/2018	20180403	Operating	ADP	\$54,913.23	\$54,913.23	Payroll PPE 102218
10/08/2018	20180404	Operating	Empower Retirement (Hoosier STA	\$7,992.56	\$7,992.56	401A, 457B, Roth
10/08/2018	20180405	Operating	ADP	\$58,998.85	\$58,998.85	PPE 100518
10/19/2018	20180406	Operating	ADP	\$137.52	\$137.52	Payroll Services
10/19/2018	20180406	Operating	ADP	\$125.70	\$125.70	Time & Attendance
10/30/2018	20180407	Operating	Anthem Blue Cross Blue Shield	\$30,049.86	\$30,049.86	Employee Health Insurance
10/31/2018	20180408	Operating	AT&T Mobility	\$1,273.36	\$1,273.36	Employee Mobile Service
10/30/2018	20180409	Operating	IT Indianapolis	\$4,519.00	\$4,519.00	Computer Expense
10/30/2018	20180410	Operating	IT Indianapolis	\$672.00	\$672.00	Computer Expense
10/30/2018	20180411	Operating	IT Indianapolis	\$1,566.86	\$1,566.86	Computer Expense
10/30/2018	20180412	Operating	Mutual of Omaha	\$3,651.55	\$3,651.55	Life Insurance
10/30/2018	20180413	Operating	Wex Bank	\$100.87	\$100.87	Fuel
11/02/2018	20180414	Operating	ADP	\$133.28	\$133.28	Payroll services
10/31/2018	20180415	Operating	Citizens State Bank	\$20.00	\$20.00	Bank charge - October 2018
10/31/2018	20180416	Operating	Duke Energy	\$18,339.76	\$18,339.76	Plant
10/30/2018	20180417	Operating	Duke Energy	\$1,887.93	\$1,887.93	LS 1
10/31/2018	20180418	Operating	Duke Energy	\$243.26	\$243.26	LS 11
10/31/2018	20180419	Operating	Duke Energy	\$224.22	\$224.22	LS 16
10/30/2018	20180420	Operating	Duke Energy	\$55.03	\$55.03	LS 6
10/30/2018	20180421	Operating	Duke Energy	\$441.51	\$441.51	LS 26
10/30/2018	20180422	Operating	Duke Energy	\$456.72	\$456.72	LS 4
10/30/2018	20180423	Operating	Duke Energy	\$715.61	\$715.61	LS 17
10/30/2018	20180424	Operating	Duke Energy	\$306.47	\$306.47	LS 19
10/31/2018	20180425	Operating	Duke Energy	\$954.64	\$954.64	LS 14
10/31/2018	20180426	Operating	Duke Energy	\$336.34	\$336.34	LS 23
10/31/2018	20180427	Operating	Duke Energy	\$228.74	\$228.74	LS 21
10/31/2018	20180428	Operating	Duke Energy	\$145.62	\$145.62	LS 5
10/31/2018	20180429	Operating	IT Indianapolis	\$1,566.86	\$1,566.86	Software support
10/31/2018	20180429	Operating	IT Indianapolis	\$672.00	\$672.00	IT Support

Payment date	Payment number	Bank name	Payee name	Amount	Amount Allowed	Description
10/31/2018	20180429	Operating	IT Indianapolis	\$3,531.00	\$3,531.00	IT Support
11/05/2018	20180430	Operating	Empower Retirement (Hoosier STA	\$7,564.42	\$7,564.42	401A, 457B, Roth
11/01/2018	20180431	Operating	IT Indianapolis	\$1,566.86	\$1,566.86	Servier support
11/01/2018	20180431	Operating	IT Indianapolis	\$672.00	\$672.00	IT Support
11/01/2018	20180431	Operating	IT Indianapolis	\$4,119.10	\$4,119.10	IT Support
				\$702,174.35	\$702,174.35	

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 5 pages, and except for claims not allowed as shown on the register, such claims are hereby allowed in the total amount of

\$702,174.35





## JOINT CAPITAL & CONSTRUCTION and BUDGET & FINANCE COMMITTEE MEETING

Monday October 8, 2018 at 6:30 p.m.

### Memorandum

Members Present: Capital and Construction Committee members Marilyn Anderson and Eric Hand, Budget & Finance Committee Chairwoman Jane Merrill, Budget & Finance Committee member Carl Mills, Board members Mike Shaver and Barb Lamb. Others in attendance were Legal Counsel Anne Poindexter, Utility Director Andrew Williams, Engineering Manager Wes Merkle, Controller Cindy Sheeks, Administrative Assistant Maggie Crediford, Consultants Buzz Krohn and Kate Weese.

Ms. Merrill called the meeting to order at 6:35 p.m.

### **PUBLIC COMMENT**

There was no public comment.

### **IT SECURITY**

Mr. Williams shared with the Board Members the steps that have been taken to strengthen IT security measures within the Utility.

### **FINANCIAL STATEMENTS AND INVESTMENTS**

Mr. Williams stated that the State Board of Accounts is performing an audit for the years 2012-2017. Staff has been working with Crowe who was hired by the State Board of Accounts to do the audit by providing them any documentation they have requested. Mr. Hansen has been coming to the office to help Staff by locating documentation from the years when he was the Controller. Mr. Williams informed the Board members that they might receive a phone call or an email from Crowe requesting information related to the audit and should provide them with the information requested. Ms. Merrill asked when the last time was the Utility was audited. Mr. Williams said it was in 2012.

### **CAPITAL BUDGET UPDATE**

Mr. Williams said that he will have 2019 Goals and Objectives for the committee to discuss at next month's meeting. The first draft of the 2019 Budget should be presented at the November meeting as well. Ms. Merrill asked Mr. Williams to send the 2018 Goals and Objectives to the Board Members before the next meeting to refresh their memories. The Budget and Finance Committee discussed moving their October meeting to November 2, 2018 and asked Mr. Williams to let Mr. McDonald know that the meeting was rescheduled.

## **#1902 WWTP EXPANSION**

Mr. Merkle presented updated information regarding the proposed plant expansion project. The presentation included flow split numbers, growth projections, revised options, financing and recommendations. He presented a map of the service area and discussed how the flows are divided between TriCo's plant and the City of Carmel's plant. Staff revised the growth projections from the last meeting. Mr. Pittman and Mr. Merkle met with the City of Carmel and Town of Zionsville planning staff to discuss potential growth in our service area. His chart showed that allocated capacity is capacity that has been promised to developers/property owners and certified to IDEM. Allocated capacity may be vacant lots in subdivisions or buildings under construction where we are not receiving any flow yet. The Planned Project Summary tables list projects that are in some level of planning or design that have been in communication with staff. Raw land is acreage that is undeveloped or underdeveloped. Unsewered parcels includes homes and businesses on septic systems that are not a part of a previous neighborhood sewer project.

Mr. Pittman arrived at 6:35 p.m.

Mr. Shaver had questions regarding the difference between allocated capacity and planned projects. Mr. Williams suggested that questions be held to the end of the presentation as they might be answered by the material presented.

Mr. Merkle stated that the numbers listed for allocated capacity for the City of Carmel came directly from the City with some revisions by staff to account for changes to older development projects. The numbers for Zionsville had to be calculated by the Staff. Mr. Merkle reiterated that allocated capacity is capacity that is promised and committed. The question becomes which proposed projects will move forward and how much raw land will be developed. He presented a map of TriCo's service area highlighting planned project locations, undeveloped and vacant raw land, and unsewered neighborhoods.

Mr. Merkle stated Staff feels that Scenario One of the Growth/EDU Projection Summary sheet is the most conservative approach, assuming only 50 percent of planned projects and 50 percent of raw land would actually develop. The most conservative scenario would add over 6,900 EDU's. Mr. Merkle provided a revised capacity calculation chart showing growth projections in terms of EDUs as well as MGD (million gallons per day) using the conservative growth projection. If you take the total future growth and subtract the remaining usable capacity at Carmel and the remaining usable capacity at TriCo's plant it gives you the additional capacity needed. Then add in 10 percent for reserve or safety factor and the additional capacity needed becomes 4,400 EDUs or 1.36 MGD.

If more than 7,400 EDUs are added, then more work needs to be done than previously thought. TriCo will need 4 new VLR's instead of 3. Additional capacity (minimum of 2 new VLRs) must be online in 4 to 5 years to continue capacity allocation for new development. Wet weather improvements need to be complete and online in 2021. Optional items in the 2020-2021 project are to build 0-4 VLRs. Construction of 2 VLR's can be postponed by up to one year. Grit removal can be built now or postponed to the 2026 project. Proposed wet weather improvements that are not optional include construction of the

mechanical screen, secondary clarifier, UV disinfection, and backup power upgrades. Those items need to be online in 2021.

One option includes a project in 2020-2021 with a total cost of \$15.2 million, consisting of wet weather improvements, construction of 4 VLRs, and grit removal. This option will require an \$8 million 10-year bond with a 5-year call option. This option would have the lowest long-term cost.

A second option postpones grit removal and construction of two VLRs until 2026. The 2020-2021 project would consist of wet weather improvements and two VLRs with a total cost of \$9.0 million. TriCo would need a \$1.5 million draw-BAN or bond anticipation note to cover expenses in 2020-2022 along with a second \$4.3 million draw-BAN for the 2026 project. This option requires the least amount of borrowing, but long term would cost \$1.3 million more than the previous option. Mr. Merkle recommended that the Committees direct staff to proceed with procurement of design services for the 2020-2021 plant expansion project, including a third mechanical screen, grit removal, up to four VLRs, a secondary clarifier, a third UV disinfection channel and backup power upgrades with bid alternatives as noted.

Ms. Merrill asked if the data includes TriCo taking in any additional service area in Zionsville west of Michigan Road or north in Union Township. Mr. Merkle stated that the data presented only includes TriCo's existing territory. Mr. Pittman stated that he and Mr. Merkle met with representatives from the Town of Zionsville strictly to talk about serving TriCo's current area.

Mr. Hand asked for clarification on grit removal. Mr. Merkle stated that grit removal does not technically increase plant capacity, but it does help processes continue to run efficiently. At our current capacity we are on the cusp. Most plants above our current size have grit removal. From a constructability standpoint grit removal could be a standalone project.

Ms. Anderson stated that with regards to the last plant expansion the Utility was able to construct at a time when the economy was down, and pricing was optimal. She stated that she has concerns that the Utility will hit the Allocated Capacity numbers sooner than projected with the conservative growth projections used. She said she would like to have approved plans so that there won't be a year to wait if a recession doesn't happen.

Mr. Williams stated that looking forward there are several steps involved with the plant expansion. The first being get proposals for design which would go before the C&C Committee involving presentations for design services from interested firms, which would occur at the December meeting. A short list of consultants would make those presentations. The Committee would then make a recommendation to the Board to move forward with design. The design would take up to a year. That would give the Utility time to see what is happening in the economy while developing shovel ready plans. The City of Carmel was able to secure grant money a few years back because they had shovel ready plans on the shelf when the funds became available. One thing that came to light

through all the research done for this project is that the allocated capacity currently spoken for at the TriCo plant for platted but undeveloped lots totals 2,246 EDUs. If growth continues at the current rate TriCo will not have any available capacity to allocate to new projects in four to five years.

Mr. Pittman stated that when he and Mr. Merkle investigated the numbers they used the most conservative growth projection numbers they could come up with. When the discussion regarding this project began he didn't understand the role that allocated capacity plays in the development process. By using 50% of the growth numbers we have been extremely conservative with projections. Mr. Pittman stated that he would like to move forward with the design and planning for the wastewater treatment plant expansion.

Ms. Merrill asked if there is a downside to move forward with the design and planning for the project. Mr. Shaver stated that if the growth doesn't happen, the Utility has spent the money on a design for a project that doesn't get built.

Mr. Williams stated that detailed information on growth and development recently collected and collected in the future will give the Board more information on the best time to start construction, and if the projects need to be broken apart or constructed all together.

Mr. Shaver stated that when projects are approved at the Plan Commission the Utility needs to be prepared to accept the sewage from it. Prior to this presentation he didn't know what the allocated capacity was. He does have concerns with how much available land in TriCo's CTA is consumed but agrees that the allocated capacity needs to be planned for. He thinks the Carmel capacity issue still has not been worked out. He believes additional capacity is needed and the Utility needs a good working relationship with the Plan Commission.

Mr. Mills asked Mr. Krohn how increases in interest rates will change the projections. Mr. Krohn stated that the projections assume a 4% interest rate and were uniform in all the financing options. Mr. Mills asked to see the impact of a worst case 5% interest rate at the next Budget and Finance meeting. He asked for a second scenario showing that if something needs to be done in 2026 how does that effect the initial lending He added that it may make more sense at some point to borrow additional money up front and stagger projects across several years.

Mr. Williams reiterated that the next step would be for Staff to issue a request for proposals to consultants for design services, and those short listed would make presentations to the Capital and Construction Committee meeting.

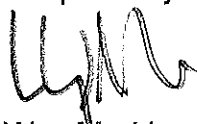
Mr. Pittman stated that he would like to close the loop on the Plan Commission discussion. The Utility has a representative on the Technical Advisory Committee for Carmel and Zionsville, so once a month Staff is going to those meetings and seeing the projects that are being proposed. He asked what is done with that information. Mr. Merkle said that this information is what generated the list under planned projects. Mr. Pittman stated that

he would like Staff to keep the allocated capacity list up to date and to periodically share that information with the Committee. Mr. Merkle stated that this information had to be reassembled after historical data was lost in the ransomware incident last year. Staff will update this information going forward.

Ms. Anderson made a motion to move forward with getting proposals for design services for the plant expansion project presented by Staff. Mr. Pittman seconded the motion and it was approved.

Mr. Mills made a motion to adjourn the meeting. Ms. Anderson seconded the motion and the meeting adjourned at 7:55 p.m.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Wes Merkle', with a stylized, cursive script.

Wes Merkle  
Engineering Manager



## BUDGET & FINANCE COMMITTEE

---

Friday November 2, 2018 at 7:30 a.m.  
Memorandum

Members Present: Committee Chair Jane Merrill, Committee members Michael McDonald and Carl Mills. Others in attendance were Board members Barb Lamb, Michael Shaver and Chuck Ford, Attorney Anne Poindexter, Utility Director Andrew Williams, Superintendent Scot Watkins, Engineering Manager Wes Merkle, and IT Indianapolis consultant Dalton Bishop.

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

### **PUBLIC COMMENT**

There were no public comments.

### **IT UPDATE**

Mr. Williams stated that since the last meeting Staff has reached out to two other firms for quotes on similar proposals to compare rates. Quotes were received from Rook, Alien Vault and SocSoter. A memo was provided to the Committee members outlining the services and quotes from each firm. Mr. Bishop from IT Indianapolis addressed the Committee. He assisted Mr. Watkins with the evaluation of the services and quotes provided. Mr. Bishop provided members with an overview of why updated IT security is needed. He explained that after reviewing the three providers the recommendation would be to choose the proposal from Alien Vault. Mr. Williams stated the proposals that are being presented are from network security firms. IT Indianapolis is the IT provider for TriCo, they are the ones who set up the system and run desktop support. The next step would be layering the two services together to meet the needs of the Utility.

Mr. McDonald asked if Alien Vault would be onsite in the event of an incident or if they are providing IT Indianapolis with the tools to do incident response. Mr. Bishop stated that Alien Vault provides the tools to make sure that the software is catching the latest threats. The hands on is outsourced to IT Indianapolis. Mr. McDonald asked if the Committee decides to go with Rook would ITI still be involved. Mr. Bishop said they would. Mr. Williams stated that Rook would respond to a threat with the package they presented. Mr. Bishop stated that with Alien Vault and SocSoter, IT Indianapolis would be notified in the event a threat is detected and IT Indianapolis staff would respond to the threat. Mr. McDonald stated that threats are evolving and tools that were effective last year will be outdated. He stated that he would not want to enter a long-term contract with any of the vendors at this point. He feels a short-term contract would be the best way to evaluate the services provided. Mr. Watkins stated that all the proposals in front of the Committee are for one-year contracts. Mr. McDonald stated that he believes there would be value if



there is an incident, Rook would come in and deal with that incident rather than handling it internally.

Ms. Merrill asked for a list of Alien Vaults other clients in the area. Mr. Watkins stated that Rook was the preferred provider originally by Staff. The Board had asked for additional quotes to see if there were costs that could be saved, which is the reason Staff went out and looked for additional quotes. Mr. McDonald stated that as a Board member when it comes to accountability and responsibility, if there is a breach again, he would like to be able to say that the Utility has an expert dealing with the incident response as opposed to adding the tools and handling the threat internally. Mr. Bishop stated that he believes that any of the three options would be good for the Utility.

Mr. Ford stated that he would like to see all the accountability lie with one company over a cost saving measure. Mr. Mills agreed.

Mr. Mills recommended that the Staff ask Rook if the costs can be trimmed any further and recommend that Rook's proposal for IT security be accepted and if that doesn't work out to go with the second choice, Alien Vault. Mr. Mills agreed that the Staff should go with the proposal from Rook Securities.

## **FINANCIAL STATEMENTS AND INVESTMENTS**

Mr. Williams stated that larger projects from 2018 are wrapping up. Expenditures will be slowing down. Improvements in Jackson's Grant and Lift Station 26 are wrapping up. Lift Station 4 is offline. He asked if the committee had any questions on the income statement. Ms. Merrill stated that according to the income statement, revenues are under projections for the year. Mr. Williams stated that commercial sales are down. Staff did reach out to Carmel Utilities who said their commercial sales are also down. Ms. Sheeks is going to reach out to some of the other surrounding communities to see where their commercial sales stand for the year. Ms. Merrill also noted that total expenses are down for the year. Mr. Williams stated that it is projected that expenses will come in just below budget for 2018. The net surplus will be \$1.9 million at the end of the year vs. the \$2.2 million after depreciation and amortization. Mr. Mills stated that the commercial estimate for 2018 was too high for the whole year.

## **2019 PROPOSED BUDGET**

Mr. Williams stated that the proposed budget shows a 5% rate increase mid-year. Revenue has leveled off on the commercial side. There is a chance that the Utility can forgo the proposed 5% rate increase for 2019. Mr. Williams stated that the proposed Capital Budget will be going before the Capital and Construction Committee on November 5<sup>th</sup>. In that budget, there is a recommendation to raise the EDU fees 5% which is not a user rate increase. Mr. Williams stated that the total operating expenses for 2019 are projected to be \$5.13 million including employee wages. The approved budget for 2018 was \$5.12 million and we are trending a little less than that for the year.

Mr. Mills stated that he is more in favor of raising the EDU fees rather than user rates. He recommended not doing a 5% user rate increase in 2019. He stated that he would like input from the Capital and Construction Committee regarding raising the EDU fees in

2019. He would like to see a reduction in the projected commercial sales for 2019. He asked to hear from Ms. Lamb regarding the proposed increases in employee wages.

Ms. Lamb stated that the Utility has had open salary ranges. There was a top and a bottom of a range and how someone moves from the bottom to the top of the range could vary from person to person. Certain people were lagging at the bottom of that system and never advancing in their range. The system was an individual merit-based system. The Personnel and Benefits Committee is proposing for 2019 and forward to move to a Ten Step program where if someone is hired in at the bottom of a range, they will move up steadily over a period of ten years until they get to the top. The entire range is 28%, which is 5% broader than 2018. The Committee was a little unhappy with some of the assumptions the wage consultants made and felt it cut the top end off a little too much for some positions. To address this concern, the top end was increased by 5%. With the proposed system, employees with a competent performance rating would move up a step every year. The proposal also includes a COLA. Employees at the top of their ranges would only receive a COLA. Also, a change was made to create parity between the office and field level entry positions. The pay ranges for four entry level office positions have been made the same as the entry level field workers. With the COLA, Step increases and parity the total increase for 2019 is 4.41%. The "Gross Wages" line in the budget is shown as a 3.3% increase since other wage expenses, such as overtime and on call, pay is included in the total. Step increases will get smaller over a period of years because as employees reach the top of their range, they would only be eligible for COLA. In four to five years most current employees would be at the top of their ranges. Mr. Williams stated that a COLA increase would be at the Board's discretion each year. It is not a guaranteed increase. Ms. Lamb stated that the COLA used for 2019 was from the Midwest Consumer Price Index, July to July. The Committee's recommendation is that each year the COLA would be at the Board's discretion. Mr. Williams stated that from an HR perspective, the Step System would give employees a clear vision of what their next step would be. Mid-year and year-end written reviews would continue, as well as monthly manager-employee discussions.

Mr. McDonald asked how the parity adjustments line up to the salary surveys that were conducted. Mr. Williams stated that the difference is the WIS Study proposed (Billing Assistant position) a starting pay of \$17.22 with a max of \$22.00 per hour. This proposed adjustment has the starting pay for that position at \$20.00 which is essentially a \$3.00 difference per hour. Ms. Lamb stated that the WIS Study rated the pay rates for the office positions lower than the field positions. Part of the Committee believes that is a reflection of a gender bias in the market, and there is nothing inherently more valuable to what a field worker who is new at the job to what an office worker brings. Mr. McDonald asked if the proposal is in line with what the City of Carmel does. Ms. Lamb stated that when Mr. Ford brought up the equity issue she was not fully convinced. After looking at what is done at the City of Carmel, she realized that the entry level office and field positions have the same pay ranges, then the next level field worker and next level office position are also equal. Mr. Williams stated that the question became: do we lower the entry level field position's starting level pay or raise the office staff entry level pay. Ms. Lamb stated that the total cost for the first year of the salary parity would be \$4000. Mr. Shaver stated that

he is not opposed to the proposed salary increases and parity if they do not lead to user rate increases.

Mr. McDonald has concerns about people at the top of their Step developing the mindset that they do not need to perform because they will not get a pay increase. Mr. Mills stated that the big issue for him is: Is the Utility competitive, because they want to keep their employees. If this proposal is a way to achieve that, he would be comfortable with the proposals. He stated he was against tying the COLA to the CPI, but that aspect has been addressed. The Board needs the flexibility to decide the COLA. Mr. Shaver mentioned that Mr. Williams recommended to the P&B Committee to remove the Utility Director position from the step system. The Board has historically performed the Utility Director's review and determined the pay increase. There was discussion about removing the management staff from the Step system and who that would include, and how they would be evaluated. No decision was made.

Mr. Shaver asked the Committee to go into the budget process looking at items that are cost reducing and efficiency related. The only part of the organization, in his opinion, that is specifically committed to cost reduction is the Collections Department.

Mr. Mills had questions regarding the Consulting and Accounting Fees. Mr. Williams stated that Consulting would be used for security services. The \$50,000 was left there to cover those fees. It could be reassigned to Computer Expense. Mr. Mills asked as 2019 goes forward and the Study moves ahead on the Waste Water Treatment Plant Expansion, does the Utility have enough money budgeted to cover expenses for outside consultants? Mr. Merkle stated that those fees are covered in the Plant Expansion Budget. Mr. Mills stated that once the Capital Budget is approved, he would like to see a cash flow for 2019.

The meeting adjourned at 8:46 a.m.

Respectfully Submitted,



Andrew Williams  
Utility Director



## PERSONNEL AND BENEFITS

---

Monday October 22, 2018 at 7:30 a.m.  
Memorandum

Members Present: Chairwoman Barb Lamb, members Chuck Ford and Mike Shaver.  
Staff Present: Andrew Williams.

Ms. Lamb called the meeting to order at 7:36 a.m.

### **PUBLIC COMMENT**

There was no one present from the public.

### **APPROVAL OF MEMORANDA, AUGUST 27, 2018 AND OCTOBER 1, 2018**

Mr. Ford made a motion to approve the meeting memorandum from August 27, 2018. Ms. Lamb seconded the motion and the memorandum was approved.

Ms. Lamb made a motion to approve the meeting memorandum from October 1, 2018. Mr. Ford seconded the motion and the memorandum was approved.

### **SAFETY UPDATE**

Mr. Williams stated that there have been no loss time accidents to report. Staff has been conducting a lot of confined space entries in order to maintain the air release valves on the force mains. Fortunately, the staff is well trained. One of the manholes gave a 6 percent oxygen reading and 17 percent is needed to stay conscious while working. Testing the oxygen level gives them the opportunity to pump fresh air into the manhole before entering it.

### **HEALTH INSURANCE RENEWAL**

Mr. Williams stated that the quote for health insurance renewal was received from Anthem. The current plan has been Grandmothered in for another year with no change in benefits or costs for 2019. Affordable Care Act plans were also quoted. While this option offers a decrease in the premium there would be a change in the coverage and deductibles. Mr. Williams recommended renewing the current health insurance plan with Anthem. Ms. Lamb stated that she agreed keeping the current plan is the best option for the Utility.

Mr. Williams received quotes to consider switching the Dental Insurance provider from Mutual of Omaha to Principal Financial the change would save \$4660 in dental costs for

the year. Ms. Lamb asked if it has a network? Mr. Williams stated that it does have network and that he would need to verify what that network is.

Mr. Ford asked if the Utility has a plan in place to promote wellness. Mr. Williams stated that the employees participate in a wellness program which includes a Maintain no Gain Challenge through the holidays to January. Employees receive a prize if they do not gain more than two pounds over the holiday season. In January employees receive a health screening and based on the results of that, Management will have presentations at staff meetings geared towards areas in which the staff needs improvement. There is an Employee Assistance Program for employees who may need counseling for emotional issues or other health concerns.

Ms. Lamb stated that the Committee can decide on the dental insurance options at the November meeting when all details for the options will be available. She recommended that the committee send a positive recommendation to the Board regarding the renewal of the current health insurance plan. Mr. Ford and Mr. Shaver agreed.

## **PERFORMANCE MANAGEMENT AND COMPENSATION**

### **Step System**

Mr. Williams recommended a ten step pay system. It provides for upward mobility for employees but while making the switch to a step system practical. Increases between steps varies 2.48% to 3.09% depending on the step. It is anticipated that if COLA is added each year, ranges would be adjusted to accommodate that. Mr. Williams stated that he has spoken with Mr. Mills, who indicated that he did not want to tie the COLA to any specific number. Mr. Mills would like the cost of living to be established by the Board each year. Mr. Shaver agreed that the Board should decide what the COLA would be each year rather than having it tied to a number such as the CPI. Ms. Lamb agreed that a ten-step system slows increases down a little reducing the yearly impact on the Utilities budget and makes salary increases more palatable to the Board.

### **Position Parity**

Mr. Williams presented a chart showing entry level parity for employees at the plant and in the administrative office. The proposal is to move the office staff's entry level pay up to the same rate as entry level pay for the field staff. Most of the proposed increase would be for one administrative office position that sits well below the entry level of the plant staff. Ms. Lamb stated that the cost of the parity would be \$4438 for the first year. The Step and proposed COLA increases for 2019 would be an increase of 4.11%. Mr. Williams stated that expectations for an entry level position at the office includes knowledge of computer software including the Microsoft Office suite, phone etiquette and other customer service skills. Ms. Lamb stated that last month the Committee voted on the six-step system and the parity, the only thing that needs to be decided at this meeting is to vote on if the committee would rather propose a ten-step system to the Board for consideration. Mr. Ford stated that he likes the proposed ten-step system, it builds longevity. Ms. Lamb agreed that the ten-step system is better for the organization. Mr. Williams stated that management would continue with bi-annual reviews and only

employees performing at a competent level would be eligible for a step advancement. Ms. Lamb asked Mr. Williams to bring the employee appraisal form to the November meeting for the committee to review.

Ms. Lamb made a motion for the Committee to approve the ten-step system as presented including the entry level position parity.

Mr. Shaver stated that he would be more comfortable with the proposal if it had been reviewed prior to doing the WIS Salary Study. He has an issue paying for a study and then not using it. Mr. Shaver feels there is nothing that grounds this proposal in the market.

Mr. Ford stated that the WIS study gave the Committee an opportunity to take an in-depth look at the Utilities pay structure. The Committee made changes that he believes are significant and needed. He does not believe that the Committee would have looked at the pay scale as carefully as they did without the WIS study. It gave the Committee the opportunity to point out flaws with the study and make improvements on their recommendations. Mr. Shaver stated that the Committee has changed the entire basis of the system based on nothing market related. He is concerned that the Committee is recommending a system that no one has looked at. Mr. Ford stated that the Committee has walked alongside the City of Carmel with the insight of Ms. Lamb, it is not just a shot in the dark. The Committee has looked at the way Carmel has set up their city government pay system and have brought the Utility more inline with the norm. Mr. Ford believes that the WSI study showed the Board where the flaws in the current pay system are. Mr. Shaver asked if the entry level receptionist at Carmel gets the same pay as an entry level field worker. Ms. Lamb said yes, they do. Mr. Shaver agreed if that is true that would give the Committee some market basis for this proposal. Mr. Shaver stated that his only concern with the WIS study was the earnings cap that was lowered for seven employees. Mr. Ford stated that he believes that employees should feel comfortable with the step system. The Utility provides training for advancement and if they reach the top of their pay range and they are unsatisfied with their salary but trained they can move some place else. Mr. Williams stated that the Utility promotes training and does try to hire from within when positions become available. Mr. Ford stated that he would like to see more professionalization of the office staff. He asked if they are obtaining professional certifications for the training they are receiving. Mr. Williams stated that management is looking the possibility of certification from the billing software company the Utility uses.

Mr. Shaver directed the conversation back to the topic of compensation. He stated that if the Committee feels the step system works that is fine, however he reiterated that he has a problem negating the WIS study as well as the fact that overall household incomes have risen 1.7 percent and the Utility is putting its proposed increases onto those rate payers.

Ms. Lamb stated that regarding the WIS study, the Committee addressed Mr. Shaver's concerns regarding the seven employees who had their earning potential reduced. As far as the steps go WIS did not recommend that but the Utility was already in a merit system



and WIS was not given direction to look at any other system other than that. The Committee is still using the bases of WIS's study but the approach regarding salary increases is going a different direction. The top end of salaries was adjusted, and salary steps were implemented replacing the current merit system. The cost is less than \$60,000 and in terms of the overall budget for the Utility it shouldn't be a deal breaker. Ms. Lamb believes moving to a step system is good for the employees and not harmful to the Utility because it is not costly enough to change anything in terms of the budget.

Ms. Lamb made a motion that the Committee give the Board of Trustees a positive recommendation for the proposed ten-step program. Mr. Ford seconded the motion. Mr. Ford and Ms. Lamb both voted in favor of the motion. Mr. Shaver voted positively with the condition that proposed user rate increases end in 2020. Mr. Williams stated that Mr. Mills is optimistic that there will not need to be a user rate increase in 2019 based on the current projections. Mr. Ford commented that he would like it noted that raising salaries is not the costliest aspect of the budget for this company. He doesn't want to see rate increases tied to salary increases because there are so many other ways to cut the budget. The Capital Budget is enormous. The motion passed 3-0 Mr. Shaver's vote is conditional as described above.

#### **OTHER BUSINESS**

Ms. Lamb made a motion to approve the 2019 Holiday Schedule as presented. Mr. Ford and Mr. Shaver had no questions or comments the motion was passed 3-0.

The meeting adjourned at 8:43 a.m.

Respectfully submitted,



---

Andrew Williams  
Utility Director



## MEMORANDUM

---

**To:** Board of Trustees  
**From:** Andrew Williams  
**Date:** November 7, 2018  
**Subject:** Health Insurance Renewal

---

Anthem issued the health insurance renewal for 2019 showing a zero percent increase in the premium. This is a grandmother plan that has been extended for one more year. The monthly premium is \$31,938. See the attached sheet for coverage details.

The closest ACA plan to our current plan is the Anthem Gold Blue Access PPO with a monthly premium of \$30,443, a 4.9% decrease. However, the deductible increases from \$1500 to \$2200 for single coverage and \$3000 to \$4400 for family coverage. The Max. out of pocket also increases from \$3000/\$6000 to \$3200/\$6400.

Any cost savings is offset by the higher deductible.

**Recommended Action:** The P&B Committee is recommending the renewal of the current Anthem policy.

# Your Renewal Snapshot

Here's an overview of the benefits proposed for your renewal. **No action is needed** to accept this coverage. You will renew automatically unless you notify your agent that you want to make a change.

Medical Plan	Monthly Premium			Plan Options							
	Current	New	Change	Calendar Year Annual Deductible (single/family)	Annual Out-of-Pocket Maximum (single/family)	Office Visits	Inpatient Hospital	ER/Urgent Care Center	Pharmacy Drugs	Preventive Care Immunizations & Screenings	FMHP Benefits*
Lumenos Health Savings Accounts Option 1, Blue 6	\$31,784.00	\$31,785.32	0.0%	\$1,500/\$3,000	\$3,000/\$6,000	20% Coinsurance	20%	20% 20%	20%	No Cost Share	No

Vision	Current	New	Change	Plan Type	Exam Copay	Prescription Lens Copay	Exam frequency	Lens frequency	Transitions and polycarbonate lenses for kids	Additional Savings Program
Blue View Vision Option55	\$152.83	\$152.83	0.0%	Full Service	\$20.00	\$20.00	Once every 12 months	Once every 24 months	Included	Save up to 40% on additional material

**Total Current Premium: \$31,936.83**

**Total New Premium: \$31,938.15**

**Increase: 0.0%**

Please note: As we receive additional guidance and clarification from the U.S Department of Health and Human Services, we may be required to make additional changes to your benefits.

\*FMHP is Federal Mental Health Parity.

Per the Affordable Care Act (or health care reform law), Summary of Benefits and Coverage (SBCs) can be accessed through our Internet Posting Site at [www.sbc.anthem.com](http://www.sbc.anthem.com).



## MEMORANDUM

---

**To: Board of Trustees**

**From: Andrew Williams**

**Date: November 7, 2018**

**Subject: Compensation Policy**

---

Over the last several months the P&B Committee has been working on TriCo's approach to employee compensation. The Committee is recommending the change to a Step System for employee compensation and advancement. The Committee evaluated 6, 8 and 10 Step Systems and is recommending the 10 Step System. Attached is the revised Performance Management and Compensation Policy that reflects the proposed change in the approach to compensation. The Salary Ordinance 11-12-18 and a chart of the proposed 2019 Pay Steps are also attached.

Requested Action: Approve Salary Ordinance 11-12-18 and the Performance Management and Compensation Policy.

**TriCo Regional Sewer Utility**  
**Performance Management and Compensation Policy**  
**November 2018**  
**DRAFT**

The TriCo Regional Sewer Utility Performance Management and Compensation Policy is a tool to aid the employee and manager in managing and documenting job performance and advancing employees within the pay range. Effective performance evaluation and feedback works toward achieving a positive contribution to the organization's business objectives. The process involves employee and manager participation. The performance review process is designed to be constructive for individual employees as well as the entire work group. This has several objectives:

- Ensures that employees clearly understand the scope and responsibilities of their job;
- Provides employees with periodic and specific job performance assessment;
- Provides feedback on employees' progress toward meeting the requirements of their job;
- Creates a development plan for employees' career growth;
- Links individual performance to departmental objectives and organizational goals.

Effective performance feedback is dependent upon the manager's ability to differentiate performance among employees. Managers should meet individually with their employees at least two times per year (mid-year and year-end) to discuss performance and provide a written review of the employee's performance. The primary purpose of the meeting should be to identify and reinforce an employee's strengths and to address areas for improvement through the use of the performance evaluation and development form. True performance management is ongoing and managers are encouraged to meet with their employees monthly to verbally discuss performance.

### **STEP SYSTEM**

Beginning in 2019, salaries will be based upon the step system adopted by the Board of Trustees. The goal of the Utility is to ensure that employees are fairly compensated relative to their performance and relative to the market's valuation of the job. Local and regional market factors may determine the range of compensation for a job based upon pay of benchmarked positions from municipalities and utilities. TriCo's objective is to have pay ranges that are competitive with other municipalities and utilities. The minimum and maximum hourly salary for each position is listed in the annual salary ordinance. The Board of Trustees, at its discretion, may make an annual Cost of Living Adjustment to the Step System. The pay of individual employees in a position will always be equal to or less than the maximum as established by the salary ordinance.

### **PROCESS**

The manager will complete a performance evaluation form for each employee providing factual data and examples of how the employee performed during the evaluation period compared to the expectations of their job descriptions. At the same time, the employees are asked to complete a self-evaluation to bring to the performance discussion with their manager. Once the managers have completed their evaluations, they will be reviewed by the Utility Director to ensure compliance and accuracy. Employees who are currently on a progressive disciplinary action plan may not be eligible for a step increase.

## Ordinance 11-12-18

**An Ordinance establishing updated positions and salaries for various TriCo Regional Sewer Utility (hereinafter "Utility") staff and other salary related matters.**

**WHEREAS**, the Utility requires a staff of full and/or part time employees in order to carry out its mission and duties as a political subdivision of the State of Indiana and municipal corporation, and;

**WHEREAS**, the Utility Board of Trustees (hereinafter "Board") has adopted a number of ordinances, which have each pertained to salary matters for Utility staff; and;

**WHEREAS**, positions and salary ranges have been updated and need to be amended.

**NOW THEREFORE**, Be It Ordained by the Board that:

Effective December 29, 2018, the following amounts will be in force for exempt and non-exempt staff positions.

<b>POSITION TITLE</b>		
<b>Non-exempt Employees</b>	<b>Min. Hourly Rate</b>	<b>Max. Hourly Rate</b>
Chief Operator	\$ 28.20	\$ 36.03
Technical Specialist	\$ 28.20	\$ 36.03
Utility Billing Specialist	\$ 23.79	\$ 30.39
Pretreatment Coordinator	\$ 23.79	\$ 30.39
Laboratory Coordinator	\$ 23.79	\$ 30.39
Project Coordinator/Locator	\$ 22.27	\$ 28.46
Field Operation Specialist	\$ 22.27	\$ 28.46
District Inspector/Locator	\$ 22.27	\$ 28.46
Field Operations Technician	\$ 20.02	\$ 25.58
Administrative Assistant	\$ 20.02	\$ 25.58
Administrative Support Specialist	\$ 20.02	\$ 25.58
Customer Service Assistant	\$ 20.02	\$ 25.58
Billing Assistant	\$ 20.02	\$ 25.58
Laborer	\$ 14.00	\$ 19.50
Summer Intern	\$ 10.00	\$ 15.00
<b>Exempt Employees</b>	<b>Min. Hourly Rate</b>	<b>Max Hourly Rate</b>
Utility Director	\$ 48.28	\$ 61.70
Engineering Manager	\$ 43.79	\$ 55.96
Controller	\$ 37.17	\$ 47.50
District Engineer	\$ 35.68	\$ 45.53
Plant Superintendent	\$ 33.90	\$ 43.32
Collections Superintendent	\$ 32.25	\$ 41.21

All personnel working on the following holidays will be paid double time for the hours worked in addition to receiving the 7.5 hours of Holiday pay:

Tuesday, January 1, 2019 – New Year's Day

Monday, January 21, 2019 – Martin Luther King Jr. Day

Monday, May 27, 2019 – Memorial Day

Thursday, July 4, 2019 – Independence Day

Monday, September 2, 2019 – Labor Day

Thursday, November 28, 2019 – Thanksgiving Day

Wednesday, December 25, 2019 – Christmas

For all other holidays declared in the TriCo 2019 Holiday Schedule, personnel working will be paid time and one half for the hours worked in addition to receiving the 7.5 hours of Holiday pay.



All Utility personnel who are on-call during a pay period shall receive an additional \$2.67 per hour above their hourly pay rate.

Overtime compensation for full-time, part-time and temporary employees shall be paid in compliance with the federal Fair Labor Standards Act and the Utility's most current compensation ordinance as adopted by the Board of Trustees.

In the event of a conflict between this ordinance and previous ordinances, the most recent ordinance terms will prevail. Executed this 12th day of November 2018.

CLAY TOWNSHIP REGIONAL WASTE DISTRICT by its Trustees:

By: \_\_\_\_\_  
Marilyn Anderson

By: \_\_\_\_\_  
Eric Hand

By: \_\_\_\_\_  
Barb Lamb

By: \_\_\_\_\_  
Carl Mills

By: \_\_\_\_\_  
Jane Merrill

By: \_\_\_\_\_  
Michael Shaver

By: \_\_\_\_\_  
Michael McDonald

By: \_\_\_\_\_  
Steve Pittman

By: \_\_\_\_\_  
Chuck Ford

# TriCo Regional Sewer Utility

## 2019 Pay Steps

[illegible]



## MEMORANDUM

---

**To: Board of Trustees**  
**From: Andrew Williams**  
**Date: November 7, 2018**  
**Subject: 2019 Holiday Schedule**

---

The P&B Committee reviewed the proposed 2019 Holiday schedule.

Requested Action: Approve the 2019 Holiday Schedule.

New Year's Day	Tuesday, January 1
Martin Luther King Jr. Day	Monday, January 21
Primary Election Day (Floating)	Tuesday May 7
Memorial Day	Monday, May 27
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
General Election Day (Floating)	Tuesday, November 5
Thanksgiving Day	Thursday, November 28
Day after Thanksgiving	Friday, November 29
Christmas Eve	Tuesday, December 24
Christmas Day	Wednesday, December 25
New Year's Eve	Tuesday, December 31
Floating Holiday	



## CAPITAL & CONSTRUCTION MEETING

---

Monday, November 5, 2018 at 4:30 p.m.

### Memorandum

Members Present: Committee Chair Steve Pittman, members Marilyn Anderson and Eric Hand. Others in attendance were Utility Director Andrew Williams, Legal Counsel Anne Poindexter, Engineering Manager Wes Merkle, Utility Engineer Ryan Hartman, and Collections Superintendent Aaron Strong.

Mr. Pittman called the meeting to order at 4:30 pm.

### **PUBLIC COMMENT**

There was no one from the public present at the meeting.

### **2019 CAPITAL BUDGET REVIEW**

Mr. Merkle reviewed the draft 2019 Capital Budget along with fact sheets for the projects. Mr. Williams stated that at the Budget and Finance Committee Meeting held on November 2, 2018, the Committee indicated that they were comfortable with their first look at the Operating Budget. Mr. Mills asked that once the C&C Committee looks over the Capital Budget, that it be brought back to the B&F Committee along with fund balance projections. Mr. Williams stated that Ms. Sheeks will create fund projections based off the previously presented plant expansion scenarios so the Board can see both extremes.

Mr. Merkle reviewed projects for 2019. The draft budget provided shows plant improvements being done in 2020 with expenses for design, permitting and bidding included in 2019. Carmel's plant has not been doing phosphorus removal, they are adding this function to their plant and it is unknown at this time what costs TriCo will incur to treat its portion of waste at Carmel's plant. Mr. Williams stated that it is unknown if TriCo's share will be an operating expense or if it will be requested as a lump sum payment up front or a combination of the two.

Other budget items include: \$60,000 budgeted for I&I removal in Basin 1, some of that may be spent before the end of 2018 but there should be some rollover into 2019. #1702 96<sup>th</sup> and Keystone Relocation, much of that work will be completed in 2018. Some money was pushed to 2019 because there will be a section of force main that will need to be relocated while the bridge is under construction. The City of Carmel has asked for some changes and it is unclear at this time if Carmel will pay for those changes. Haver Way - Whitley Drive Lift Station & Sewer Reconstruction is a commitment made to property owners to take over and repair or rebuild their private sewer system. Lift Station 6 Elimination will go forward when the 99<sup>th</sup> Street development moves forward. Staff is honing in on I&I sources after flow meter results revealed issues north of 116<sup>th</sup> Street and

Towne Road. \$60,000 was budgeted in 2018 which has been pushed to 2019. Lift Station 14 Parallel Force Main runs from Willow Road along Michigan Road to Ansley Park just north of Greenfield Road, \$1,425,000 is budgeted for this project. The Little Eagle Creek Interceptor extension project, located in the northwest corner of the service area, was moved up on the schedule to 2019. A developer is in the process of tying together the properties and obtaining easements to move forward with development of that area, \$100,000 is proposed for this project in 2019. Lift Station 16 work has been scheduled for 2020; this project will go forward when The Farm development moves forward. There is an annual allotment of \$150,000 for repairs, replacements, line relocations, and unforeseen expenses at both the plant and the collection system. \$300,000 is budgeted for future neighborhood sewer projects.

Mr. Williams stated that there are several items in the budget for equipment replacement which includes \$5,000 for laboratory equipment, \$25,000 for LS to Genset Quick Connect, \$6,000 for Pump Rebuild Lifting Table, \$7,000 for Omnisite Radios, \$10,000 for PLC upgrade for Lift Stations 1 & 2, a Pole Camera for \$17,000, CCTV camera & tractor \$35,000 Plant PLC upgrades \$60,000, Plant Flow Meter/Transmitter Replacement \$70,000 Digester Modifications \$60,000, Server Replacement \$15,000, and IT Security Improvements \$10,000. He explained needs for each item and that some of the plant improvements may be rolled into the plant expansion project instead. He noted that upcoming projects for Administrative Office Improvements for \$300,000 and Plant office/shop improvements for \$200,000. The requested 2019 Capital Budget is \$7,300,000.

## **OTHER BUSINESS**

Mr. Williams stated that he has a meeting scheduled with Clark Byrum and Citizens next Thursday regarding service to Mr. Byrum's property. He will update the Committee at the next meeting.

## **CAPITAL PROJECT UPDATES**

#1702 96<sup>TH</sup> Street and Keystone Sewer & Force Main Relocation - there is a length of force main relocation that will extend under the future bridge going across Keystone, remaining work should be complete in 2019.

#1705 99<sup>th</sup> Street Sewer Extension & Lift Station 6 Elimination - Staff is waiting to see movement from the developer before moving ahead with sewer design.

#1801 Lift Station 4 Elimination – the lift station has been permanently taken offline. Restoration work will be completed in the coming weeks.

#1901 Lift Station 14 Parallel Force Main - staff is acquiring easements along Michigan Road for this project. Staff engaged a third-party appraiser to provide market values for the five remaining easements. Ms. Poindexter has been working to contact one property owner, Mrs. Artest, who has been unresponsive. Ms. Poindexter recommended proceeding with condemnation to acquire the easement. The Committee agreed to recommend the Board move forward with condemnation.

#1902 WWTP Expansion – staff issued a request for proposals to nine engineering firms several weeks ago. Six firms responded. Staff will review the responses and select three firms for presentations following the December C&C Meeting, with a goal of selecting one firm to move forward with plant expansion design.

#1906 Eagle Creek Outfall Sewer Expansion – this project is in design and working through utility conflicts.

Jackson's Grant Section 6 Oversized Sewers – this project has been completed

Haver Way Lift Station & Private Sewers - Staff plans to have an engineer begin designing the project shortly.

Mr. Merkle stated that at the last Board meeting an amendment for the Jackson's Grant project was approved. One of the components had the wrong amount listed and a revised amendment will be presented to the Board.

The meeting Adjourned at 5:36 p.m.

Respectfully Submitted



Wes Merkle  
Engineering Manager



## Status of 2018 Goals and Objectives

November 5, 2018

### **Goal Operate in an environmentally sensitive manner**

**Objective** Conduct operations in a manner as to have no violations for a 12-month period. (No overflows or effluent limit violations.)

#### **The Utility did experience 3 overflows to date in 2018.**

On March 14, Citizens Gas' contractor Miller Pipeline hit an 8" sewer main and caused a blockage resulting in an overflow.

On July 8, grease and rags in a manhole in Austin Oaks causes a blockage that resulted in an overflow. The broken section of pipe has been removed to prevent debris from collecting in this manhole.

On October 16, a check valve failed on a lateral and resulted in sewage backing up into a grinder station and then into the backyard of the house. The check valve has been replaced.

#### **TriCo had two months (April and July) with Total Suspended Solids (TSS) NPDES violations.**

On April 17, 2018 the Utility recorded 1.84 inches of rain during a three-hour period. The maximum weekly average loading was exceeded, but a 97% TSS removed was still achieved. The violation was caused by sending too much flow from LS #2 to early. The addition of more secondary clarification proposed in the next expansion will prevent this in the future.

In July one of the original (1991) 35' secondary clarifier pumps failed during the first and third weeks of the month. This caused two weekly average concentration violations, but a 96% TSS removal was still achieved. The pump was taken off line and after inspection it was found to have an upper seal fail that was causing the random faults. The pump was repaired and put back into service.

Other tasks that were undertaken to operate in an environmentally sensitive manner included:

#### **Task Metals Testing – Meet requirements**

Quarterly monitoring – Passed

Toxicity – passed first 4 quarters. One year to go.

#### **Task FOG Education / Inspection –**

Inspection and Enforcement ongoing. Updates to the Specifications and ordinance are being considered.

#### **Task Year 2 of cleaning Schedule -**

Completed.

#### **Task Weekly LS inspections –**

Performed as scheduled.

**Task Enforce Rule 5 Permits –**

Completed recertification/training for Rule 5 compliance.  
Ensured contractors on capital projects followed stormwater pollution prevention requirements.

**Objective** Desktop training of the Emergency Response Plan by the end of the 1st Quarter.

**Task FEMA Incident Command Refresher**

Collections Staff has all updated their certifications.

**Task Binder of All Contact Details**

Completed

**Task Training w/ Staff both Field / Office**

This still needs to be scheduled.

**Task Service Contingency plans for blocked LPS.**

Materials have been purchased and storage tank rental arranged to allow for temporary service provisions should a low pressure sewer be struck, or a blockage occur.

**Goal Maintain a professional staff and work environment**

**Objective** Revise the Performance Management Policy and Develop Position Development Ladders.

**This has evolved into the evaluation of a STEP System which will be presented to the Board for consideration.**

Other tasks that were undertaken to operate in an environmentally sensitive manner included:

**Task Team building and social opportunities**

Pitch in lunches were organized by staff for holidays.  
An Employee Application Lunch was had for the staff.  
A team building exercise was held at the Breakout rooms.

**Task Find and Schedule Training for all employees**

All employees have attended classes this year.

**Goal Maintain Overall Integrity of the Budget**

**Objective** Schedule and complete the repairs in Basin 8 and Basin 1 to reduce the I&I wet weather inflow. (Verify results with flow meters.)

**Task Wet weather flow metering in Basin 8**

Ongoing. Results from rain events showed the northern part of the basin, north of 116th Street and Towne Road, has significant I&I. Staff is working to identify needed improvements.

**Task I&I Repairs / inline grouting**

Culy preformed 20 grout injections in Basin 1.

**Task Televis Basins of concern**

Completed



**Task Manhole rehab project**

Culy contracted to repair 40 manholes. Staff grouted approx. 100 manholes.

**Objective** Evaluate health insurance alternatives for 2019.

**Task Quotes from more carriers**

Agent conducted a midyear quotes which indicated we should not see a large increase this year. The Anthem renewal came in with no increase.

**Objective** Watch expenditures closely so that adjustments can be made quickly to offset unexpected expenses

**Task B&F Reports to contain any adjustments**

B&F has been informed monthly of any adjustments.

**Task Obtain multiple quotes and question past practices**

Continue to look for the best deals.

**Objective** Keep the Budget & Finance Committee informed in a timely manner and gain Board approval of significant changes

**Task Updated reports to the Committee**

An extension review of the Plant Expansion options was conducted. This included multiple joint committee meetings and reporting from engineer and accounting consultants and staff.

**Objective** Identify and communicate areas of cost reduction

**Task Document savings throughout the year**

Managers are keeping track of perceived savings.

**Goal Effective Long-Term Planning and Implementation**

**Objective** Continue to work with Zionsville in partnership on service needs they may have.

**Task Meet with Zionsville to discuss service area needs**

Several meetings have been held with Zionsville and we have a good understanding of what the expectations are from Zionsville.

**Task Master Planning to consider contingencies**

Wes has studied this matter extensively and continues to make revisions as new information becomes available.

**Objective** Prepare plans for the improvements for the Administration and Plant offices. (Complete upgrades in the 2nd Quarter.)

**Task Retain designer, plan approval, bid admin office**

Plans and specifications are 95% complete. Advertise to bid in November.

**Task Retain designer, plan approval, bid plant office**

Pending bidding of the admin office plans.

**Objective** Complete the Post Treatment improvements at the WWTP. (Requires addressing the concerns of downstream residents and obtaining the IDEM construction permit.)

**Task IDEM review process**

The original project included a second outfall to Cemetery Creek behind the plant. Due to permitting issues this project had to be replaced with one that includes installation of a second outfall sewer to Eagle Creek.

**Task Bid and construct**

The outfall sewer project is in design. Bidding and construction are scheduled for 2019.

**Objective** Extend the interceptor from Jackson's Grant and eliminate LS 4.

**Task Design Contract – Complete**

**Task Negotiate with Developer – Complete**

**Task Book Easement Description – Complete**

**Task Book Easement Acquisition – Complete**

**Task Bid and Construct – Complete**

Multiple interceptor sewer extension projects were completed following construction of the Jackson's Grant lift station. Lift Station 4 was previously scheduled for reconstruction and upsizing but it has instead been eliminated.

**Goal Provide a balance of Service & Accountability to all Stakeholders.**

**Objective** Upgrade the CUSI Billing software to the most current version. The upgrade will enable the transition to a more robust online customer billing interface

**Task Testing of current version – Complete**

**Task Switch to new version – Complete**

**Task Transition to customer interface – Complete**

**Objective** Compile the policy/procedure manual and distribute to the Board and Staff by the end of the 1st Quarter.

**Task Compile all Ordinances and policies together**

Draft binder has been assembled. Need to review and organize.

**Objective** Implement changes to the customer/stakeholder outreach & education regarding the services provided by the District by:

**Task Change the District's name**

Name change occurred July 1<sup>st</sup>.

**Task Updating the website**

Completed

**Objective** Develop Orientation packet for new Board Members

**Task Update the existing Orientation Packet**

Updates completed.

**Task Provide version to P&B to review**

Present at November meeting



## TriCo Regional Sewer Utility

---

### 2019 Goals & Objectives – DRAFT

- Goal** Maintain a professional staff and work environment  
**Objective** Assess & update employee training programs & opportunities
- Goal** Maintain Overall Integrity of the Budget  
**Objective** Closely watch plant upgrade and expansion projects for cost adjustments  
**Objective** Keep the Budget & Finance Committee informed in a timely manner and gain Board approval of significant changes.  
**Objective** Identify and communicate cost reduction strategies to the Board and employees
- Goal** Conduct Effective Long-Term Planning & Implementation  
**Objective** Continue to work with Zionsville in partnership on service needs they may have.  
**Objective** Increase communication with appointing authorities focusing on increasing their awareness of TriCo's service-oriented & fiscally responsible operations
- Goal** Provide a Balance of Service & Accountability to All Stakeholders  
**Objective** Continue implementing new methods of customer/stakeholder outreach & education regarding the services provided by the District