



TriCo Regional Sewer Utility

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Board of Trustees Meeting Agenda

Monday, December 10, 2018 @ 6:00 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, November 12, 2018**
- 4. Approval of Claims Docket**
- 5. Attorney's Report**
- 6. Utility Director's Report**
 - a. Goals and Objectives**
 - i. Goal Setting for 2019**
- 7. Committee Reports**
 - a. Budget & Finance Committee**
 - i. 2019 Operating Budget**
 - ii. Surplus Equipment**
 - iii. Rook Securities Contract Approval**
 - b. Personnel & Benefits Committee**
 - i. Dental, STD, LTD, and Life Insurance Renewal**
 - c. Capital & Construction Committee**
 - i. Dedication – Albany Place Section 1**
 - ii. 2019 Capital Budget**
 - iii. Consultant Selection for Plant Design**
- 8. Old Business**
- 9. New Business**
- 10. Adjourn**



BOARD OF TRUSTEE MEETING

Monday November 12, 2018 at 7:00 p.m.

Memorandum

ROLL CALL

Present: President Marilyn Anderson, Vice President Steve Pitman, Treasurer Jane Merrill, Secretary Michael McDonald, 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 7:00 p.m.

PUBLIC COMMENTS

There was no one present from the public.

APPROVAL OF MEMORANDUM

Ms. Anderson noted that two corrections had been made to the October 8, 2018 Board memorandum prior to the meeting. Ms. Merrill made a motion to approve the memorandum. Mr. Ford seconded the motion. The memorandum was unanimously approved.

APPROVAL OF CLAIMS DOCKET

Ms. Sheeks highlighted a large expense for oversized sewers in the amount of \$160,000 as well as a larger than normal payment to the City of Carmel for \$92,000. Mr. Mills made a motion to approve the October 2018 Claims Docket. Mr. McDonald seconded the motion. The claims were approved unanimously.

ATTORNEY'S REPORTS

Mrs. Poindexter had no report.

UTILITY DIRECTOR'S REPORT

Mr. Williams stated that the removal of Lift Station 4 has been completed. The customer payment portal of the website has been updated. The UMS billing software upgrades support ACH withdraws, imports information directly into billing software without staff having to transfer information and lowers credit card processing fees for customers.

Mr. Mills stated that he attempted to pay his bill online but the fee for an e-check was \$2.25. He asked Ms. Sheeks why that fee was so high. Ms. Sheeks stated that she had asked UMS for lower fees for e-checks, but they would not reduce that fee as it is the same processing fee as what they charge for credit card payments.

Mr. McDonald asked if the contractors working on the Shelborne Road project, who inflicted damage to the sewer line, received any consequence. Mr. Williams stated that the Utility does not have a fine system in place. The Utility fixed the issues and will back bill the contractor for the employee hours it took to fix the issue.

Mr. McDonald asked for clarification about the Hurricane Preparedness Training completed by the plant staff. Mr. Williams stated that while the training was called Hurricane Preparedness Training, the class focused on generators and backup power.

Mr. Mills asked if the failed I&I listed for the month was commercial or residential. Mr. Merkle stated that it was residential caused by a failed cleanout cap.

Mr. Pittman asked about the low-pressure system issues in the Springmill Streams neighborhood. Mr. Merkle stated that the Springmill Streams project was one of the Utility's first low-pressure sewer projects and the check valves that were used at that time are not up to today's standards. Staff will replace the remaining questionable check valves in the system. Newer systems use stainless steel check valves which handle higher pressures.

Mr. Pittman asked if it is the responsibility of the homeowner or the Utility to maintain low-pressure systems. Mr. Merkle said it is the Utility's responsibility to maintain the sewer main and it is the homeowner's responsibility to maintain the lateral line.

Ms. Anderson asked when the employee Holiday Party would be held. Mr. Williams said that staff would be holding the Thanksgiving Fiesta pitch-in on Wednesday, November 14 at 11:00 a.m. and the Christmas Party will be held on Friday, December 21, 2018 at 11:00 a.m. Ms. Anderson encouraged the Board members to attend the holiday parties, she has received feedback in the past that the employees appreciate Board member attendance.

BUDGET & FINANCE COMMITTEE

Ms. Merrill stated that there were no action items for the Budget and Finance Committee. The next meeting is scheduled for Thursday, November 15 at 7:30 a.m. However, Mr. Mills can no longer attend. The meeting will be rescheduled.

PERSONNEL & BENEFITS COMMITTEE

Health Insurance Renewal

Ms. Lamb stated that Anthem quoted the current health insurance package with no rate or coverage change for 2019. The Committee is still reviewing options for dental insurance and will come back to the next Board meeting with a recommendation.

Ms. Lamb made a motion for the Board to accept the renewal of the current Anthem health insurance coverage. Ms. Merrill seconded the motion. The motion was approved unanimously.

Ordinance 11-12-2018

Ms. Lamb said that the Committee is recommending moving to a step salary system, including parity for entry level positions in the office and at the plant. The increase would be \$60,000 in employee wages for 2019. Individual increases will range from 2.3%-5.8% bringing the budget up 3.3%.

Ms. Lamb made a motion to adopt Salary Ordinance 11-12-18. The motion was seconded by Mr. Pittman. The motion was approved unanimously.

Compensation Policy

Ms. Lamb stated the proposed ten-step system would allow employees hired in at the bottom of a range to reach the top of that range in 10 years. However, employees do not have to be hired in at the bottom of a range. A COLA could be given at the discretion of the Board each year. All employees receiving a satisfactory performance review will get a step up. Employees receiving an unsatisfactory performance review would not be eligible to receive a step increase.

Ms. Lamb made a motion to approve the Compensation Policy as presented. Mr. Ford seconded the motion. The motion was approved unanimously.

2019 Holiday Schedule

Ms. Lamb made a motion to approve the proposed 2019 Holiday Schedule. The motion was seconded by Mr. Mills. The motion was approved unanimously.

CAPITAL & CONSTRUCTION COMMITTEE

#1901 Easement Condemnation

Mr. Merkle explained that a new force main needs to be installed along the east side of Michigan Road to Lift station 14 in Austin Oaks. Approximately six easements are needed to complete the project. One owner to the south of County Road 500 South has not been responsive. Staff has turned the issue over to Mrs. Poindexter who was also unable to get a response from or serve the property owner. Mrs. Poindexter suggested that the Board move forward with condemnation procedures since her attempts to contact the property owner have failed including her attempt to formally serve her. The amount of her property that is needed for the easement is relatively small and runs along the frontage of the property. Mr. Merkle stated that an appraiser has been contacted to give a valuation on the portion of the property needed for the easement and requested the Board move to file action to condemn the easement. Mrs. Poindexter stated that the Board should authorize Mr. Merkle to move forward with the appraisal to the extent it does not exceed the \$25,000 and make the statutory offer to her. If no response is received, then initiate court action to condemn the easement.

Mr. McDonald made the motion based on Mrs. Poindexter's recommendation. Ms. Merrill seconded the motion. The motion was approved unanimously.

Manhole Repair Project

Mr. Williams presented a handout showing that quotes were received from three contractors to line 12 manholes. The 2018 budget had \$60,000 for manhole repair. Spectra Tech submitted the low quote at \$34,650. He recommended the Board accept the quote and move forward with the project.

Mr. Pittman made a motion to accept Spectra Tech's quote for \$34,650 for manhole repairs. Ms. Merrill seconded the motion. The motion was approved unanimously. Mr. Mills asked if the manhole issues are occurring throughout the territory or in a specific location. Mr. Williams stated repairs are primarily needed in Basin 1.

WWTP Expansion

Mr. Merkle stated that Staff has received six responses to a Requests for Proposals for the design of the Waste Water Treatment Plant Expansion Project. Three engineering firms have been shortlisted to make presentations on their qualifications at the December 3rd Capital and Construction Meeting. He invited all the Board members to attend the presentations which will begin around 5:15 p.m. The presentations will be 30 minutes each. After the last presentation, Board members and staff can meet as a group and discuss the presentations. Mr. Williams stated that the firms have been asked to bring fee proposals in sealed envelopes to review after the presentations.

OLD BUSINESS

2018 Status Report

The Board was provided a list of the 2018 goals which included the objectives and tasks that had been performed to meet the goals.

2019 Goals

Ms. Anderson stated that when setting goals for January, she and Mr. Williams decided some items listed as goals are expectations of the job. Suggestions they are looking for are goals in addition to the standard norms expected. Mr. Williams stated if Board members have specific objectives they hope are achieved in 2019, please make those known so that expenses can be included in the 2019 budget discussions.

Mr. McDonald suggested adding IT security improvements to goals in order to enhance the security posture for TriCo Regional Sewer Utility. Ms. Anderson mentioned an e-mail phishing attempt that was sent to the Board which looked like it came from her and agreed that IT security is an important goal for 2019.

Mr. Ford asked where the Utility stands regarding the goal from 2018 for updated marketing materials for new and existing customers explaining what the Utility does.

Mr. Williams stated that Mr. Roudebush is working on some new marketing material for 2019 which should roll out around Christmas and Valentine's Day.

Ms. Anderson suggested asking the employees for their input on additional goals for 2019.

NEW BUSINESS

Mr. Mills proposed the December meeting start at 6:00 p.m. with an Executive Committee Meeting directly following in order to conduct Mr. Williams' 2018 performance review.

ADJOURN

Mr. Mills made a motion to adjourn the meeting. Mr. Ford seconded the motion. The meeting adjourned at 7:49 p.m.

The next Board of Trustees Meeting is scheduled for Monday, December 10, 2018 at 6:00 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 11/9/2018-12/04/2018

| Payment date | Payment number | Bank name | Payee name | Amount | Amount Allowed | Description |
|--------------|----------------|-----------|----------------------------------|------------|----------------|--|
| 11/09/2018 | 12290 | Operating | Black Tie Courier | \$276.00 | \$276.00 | Courier service |
| 11/14/2018 | 12292 | Operating | Matt Starr | \$130.80 | \$130.80 | Mileage |
| 11/14/2018 | 12293 | Operating | Cindy Sheeks | \$39.79 | \$39.79 | Mileage 11/14 |
| 11/14/2018 | 12294 | Operating | Wes Merkle | \$1,236.89 | \$1,236.89 | Reim-Napa, Meals, Mileage, Airfare |
| 11/20/2018 | 12298 | Operating | AFLAC | \$535.00 | \$535.00 | Insurance |
| 11/20/2018 | 12299 | Operating | AT&T Mobility | \$1,277.49 | \$1,277.49 | LS Cell phones |
| 11/20/2018 | 12300 | Operating | Carmel Utilities | \$13.06 | \$13.06 | LS 1 |
| 11/20/2018 | 12300 | Operating | Carmel Utilities | \$26.55 | \$26.55 | LS 26 |
| 11/20/2018 | 12300 | Operating | Carmel Utilities | \$13.06 | \$13.06 | LS 2 |
| 11/20/2018 | 12301 | Operating | Citizens Energy Group | \$73.77 | \$73.77 | Plant |
| 11/20/2018 | 12301 | Operating | Citizens Energy Group | \$50.74 | \$50.74 | LS 17 |
| 11/20/2018 | 12302 | Operating | Joe Hood | \$81.75 | \$81.75 | Mileage |
| 11/20/2018 | 12303 | Operating | Kinetrex Energy | \$520.33 | \$520.33 | Gas-Plant |
| 11/20/2018 | 12304 | Operating | Dermatology Inc | \$10.00 | \$10.00 | Refund-Permit overpayment |
| 11/20/2018 | 12305 | Operating | Nathan Crowder | \$167.87 | \$167.87 | Reimbursement-French Lick |
| 11/20/2018 | 12306 | Operating | Tony Collins | \$630.00 | \$630.00 | CPR Training |
| 11/21/2018 | 12307 | Operating | Daniel Roszman | \$207.17 | \$207.17 | Net Payroll |
| 11/21/2018 | 12308 | Operating | Sandeep Barre | \$2,381.40 | \$2,381.40 | Overpayment refund-14287 Langham Dr |
| 11/26/2018 | 12309 | Operating | Commercial Driver Training Consu | \$1,450.00 | \$1,450.00 | Training-Closser |
| 11/28/2018 | 12310 | Operating | Dream Street Graphics | \$475.00 | \$475.00 | Design consultation |
| 11/28/2018 | 12311 | Operating | Aaron Strong | \$30.00 | \$30.00 | Cell phone Nov 2018 |
| 11/28/2018 | 12312 | Operating | Cindy Sheeks | \$19.81 | \$19.81 | Budget & Finance |
| 11/28/2018 | 12313 | Operating | Eric Luis Delacruz | \$30.00 | \$30.00 | Cell phone - November 2018 |
| 11/28/2018 | 12315 | Operating | Kermin Huntley | \$30.00 | \$30.00 | Cell phone |
| 11/28/2018 | 12317 | Operating | Nathan Crowder | \$30.00 | \$30.00 | Cell phone Nov 2018 |
| 11/28/2018 | 12318 | Operating | Austyn McCance | \$443.57 | \$443.57 | Refund-13333 Golden Gate |
| 11/29/2018 | 12319 | Operating | Frances Dunwell | \$20.31 | \$20.31 | Refund-11931 Manning Pass |
| 11/29/2018 | 12320 | Operating | Ann Patten | \$19.09 | \$19.09 | Refund-9761 Innsbrook Blvd |
| 11/29/2018 | 12321 | Operating | Danial L Hill | \$23.83 | \$23.83 | Refund-10331 Foxwood Dr |
| 11/29/2018 | 12322 | Operating | Jody Jacobs | \$129.04 | \$129.04 | Refund-1304 Helford Lane |
| 11/29/2018 | 12323 | Operating | Richard D Latas | \$25.55 | \$25.55 | Refund-1145 Helford Lane |
| 11/29/2018 | 12324 | Operating | John P Molitor | \$24.60 | \$24.60 | Refund-13381 Kingsbury Dr |
| 11/29/2018 | 12325 | Operating | James Rennard | \$24.61 | \$24.61 | Refund-1907 E 110th St |
| 11/29/2018 | 12326 | Operating | John W Hoselton | \$40.21 | \$40.21 | Refund-11060 Winding Brook |
| 11/29/2018 | 12327 | Operating | Jonathan H Rosser | \$16.76 | \$16.76 | Refund-507 E 116th St |
| 11/29/2018 | 12328 | Operating | Howard S Scelsi | \$18.22 | \$18.22 | Refund-14441 Whisper Wind Dr |
| 11/29/2018 | 12329 | Operating | James Streeter | \$19.74 | \$19.74 | Refund-601 Allenhurst Circle |
| 11/29/2018 | 12330 | Operating | Donte Investments LLC | \$52.73 | \$52.73 | Refund-1787 Halifax St |
| 11/29/2018 | 12331 | Operating | Scott Gobrogge | \$10.45 | \$10.45 | Refund-2165 Renegade Ct |
| 11/29/2018 | 12332 | Operating | Michael Shoup | \$5.55 | \$5.55 | Refund-1001 E 106th St |
| 11/29/2018 | 12333 | Operating | Gary Pope | \$27.18 | \$27.18 | Refund-2281 Greencroft St |
| 11/29/2018 | 12334 | Operating | Heather Wilson | \$19.74 | \$19.74 | Refund-660 Waterwood Way |
| 11/29/2018 | 12335 | Operating | Amy Turner | \$37.91 | \$37.91 | Refund-795 Ivy Lane |
| 11/29/2018 | 12336 | Operating | Zulfigar Mirza | \$38.33 | \$38.33 | Refund-10601 Winterwood Dr |
| 11/29/2018 | 12337 | Operating | Jeff or Huda Gilbert | \$7.69 | \$7.69 | Refund-10771 Morristown Ct |
| 11/29/2018 | 12338 | Operating | Gradison Bldg | \$12.03 | \$12.03 | Refund-2329 Steffee Dr |
| 11/30/2018 | 12339 | Operating | Cole Closser | \$17.00 | \$17.00 | CLD license reimbursement |
| 11/30/2018 | 12340 | Operating | Jason C Long | \$103.95 | \$103.95 | Reinspection fee reimbursement-Springmill PI 2 |
| 11/30/2018 | 12341 | Operating | Jason Lewin | \$41.42 | \$41.42 | Mileage - 11/19, 11/25 |
| 11/30/2018 | 12342 | Operating | Jeffrey Martin | \$30.00 | \$30.00 | Cell phone-November |
| 11/30/2018 | 12343 | Operating | Barbara Lamb | \$200.00 | \$200.00 | Nov board fees |
| 11/30/2018 | 12344 | Operating | Carl S. Mills | \$300.00 | \$300.00 | Board fees |
| 11/30/2018 | 12345 | Operating | Charles Ford | \$150.00 | \$150.00 | Nov board fees |
| 11/30/2018 | 12346 | Operating | Eric Hand | \$200.00 | \$200.00 | November board fees |
| 11/30/2018 | 12347 | Operating | Jane B. Merrill | \$200.00 | \$200.00 | Nov board fees |
| 11/30/2018 | 12348 | Operating | Marilyn Anderson | \$500.00 | \$500.00 | Nov board fees |
| 11/30/2018 | 12349 | Operating | Michael A. McDonald | \$300.00 | \$300.00 | Nov board fees |

| Payment date | Payment number | Bank name | Payee name | Amount | Amount Allowed | Description |
|--------------|----------------|-----------|-------------------------------------|--------------|----------------|---|
| 11/30/2018 | 12350 | Operating | Michael Shaver | \$250.00 | \$250.00 | Nov board fees |
| 11/30/2018 | 12351 | Operating | Steve Pittman | \$300.00 | \$300.00 | Nov Board fees |
| 11/30/2018 | 12352 | Operating | Adobe Systems Incorporated | \$134.91 | \$134.91 | Acrobat Pro |
| 11/30/2018 | 12353 | Operating | Altman, Poindexter & Wyatt, LLC | \$1,792.20 | \$1,792.20 | Legal fees |
| 11/30/2018 | 12354 | Operating | AT& T | \$701.02 | \$701.02 | Internet |
| 11/30/2018 | 12355 | Operating | AT&T | \$79.80 | \$79.80 | Phone service |
| 11/30/2018 | 12356 | Operating | AT&T | \$701.02 | \$701.02 | Internet service |
| 11/30/2018 | 12357 | Operating | BBC Pump and Equipment Co Inc | \$2,940.00 | \$2,940.00 | Fog rods |
| 11/30/2018 | 12358 | Operating | Bee Green Lawn Care & Plant Hea | \$50.00 | \$50.00 | Mowing - final |
| 11/30/2018 | 12359 | Operating | BL Anderson Company, Inc. | \$781.03 | \$781.03 | Pumphead - spare |
| 11/30/2018 | 12360 | Operating | Blackbaud | \$5,054.00 | \$5,054.00 | Financial Edge, NXT support |
| 11/30/2018 | 12361 | Operating | Carmel Utilities | \$1,025.40 | \$1,025.40 | Nov reads |
| 11/30/2018 | 12362 | Operating | Carmel Utilities | \$100,800.78 | \$100,800.78 | Nov flow |
| 11/30/2018 | 12363 | Operating | Carmel Utilities | \$39.12 | \$39.12 | Stormwater fees |
| 11/30/2018 | 12364 | Operating | Carney Lime Hauling, Inc | \$307.50 | \$307.50 | AG Lime |
| 11/30/2018 | 12365 | Operating | Clay Township Trustee | \$2,620.80 | \$2,620.80 | Govt center expenses |
| 11/30/2018 | 12366 | Operating | Commercial Sewer Cleaning Co. In | \$460.00 | \$460.00 | Labor to pump oil water seperator and drums |
| 11/30/2018 | 12367 | Operating | Community Occupational Health S | \$139.00 | \$139.00 | Screening fees |
| 11/30/2018 | 12368 | Operating | Connect Electric Inc | \$340.00 | \$340.00 | MCC Mixer Bucket Labor |
| 11/30/2018 | 12368 | Operating | Connect Electric Inc | \$250.00 | \$250.00 | Install contractor module on MCC Bucket |
| 11/30/2018 | 12369 | Operating | Continental Utility Solutions, Inc. | \$15,950.00 | \$15,950.00 | Annual support contact |
| 11/30/2018 | 12370 | Operating | Eco Infrastructure Solutions, Inc. | \$677.11 | \$677.11 | Mega Trak Wheel |
| 11/30/2018 | 12371 | Operating | Element Materials Technology Dal | \$350.00 | \$350.00 | Sewer sampling |
| 11/30/2018 | 12372 | Operating | Fastenal Company | \$432.31 | \$432.31 | Plant R & M |
| 11/30/2018 | 12373 | Operating | Hach Company | \$1,938.97 | \$1,938.97 | Sewer sampling |
| 11/30/2018 | 12374 | Operating | Indiana Department of Environmen | \$30.00 | \$30.00 | Class II - Odom |
| 11/30/2018 | 12375 | Operating | IPL | \$39.97 | \$39.97 | LS 22 |
| 11/30/2018 | 12375 | Operating | IPL | \$160.95 | \$160.95 | LS VV |
| 11/30/2018 | 12375 | Operating | IPL | \$51.94 | \$51.94 | LS 20 |
| 11/30/2018 | 12375 | Operating | IPL | \$68.54 | \$68.54 | LS 24 |
| 11/30/2018 | 12375 | Operating | IPL | \$517.23 | \$517.23 | LS 8 |
| 11/30/2018 | 12375 | Operating | IPL | \$309.74 | \$309.74 | LS 9 |
| 11/30/2018 | 12375 | Operating | IPL | \$111.15 | \$111.15 | LS 8 |
| 11/30/2018 | 12375 | Operating | IPL | \$818.61 | \$818.61 | LS 10 |
| 11/30/2018 | 12375 | Operating | IPL | \$77.60 | \$77.60 | LS 12 |
| 11/30/2018 | 12375 | Operating | IPL | \$51.94 | \$51.94 | LS 25 |
| 11/30/2018 | 12375 | Operating | IPL | \$41.07 | \$41.07 | LS 18 |
| 11/30/2018 | 12376 | Operating | Kirby Risk Corporation | \$89.91 | \$89.91 | Lift Station R & M |
| 11/30/2018 | 12376 | Operating | Kirby Risk Corporation | \$604.10 | \$604.10 | Plant R & M |
| 11/30/2018 | 12377 | Operating | Kokosing Industrial Inc | \$1,850.00 | \$1,850.00 | Actuator stem replacement |
| 11/30/2018 | 12377 | Operating | Kokosing Industrial Inc | \$2,693.46 | \$2,693.46 | Clarifier and belt press repairs |
| 11/30/2018 | 12378 | Operating | M S Consultants, Inc | \$3,490.00 | \$3,490.00 | CIP-Proj 1702 - 96th & Keystone |
| 11/30/2018 | 12379 | Operating | MasAllister Machinery Co. Inc | \$3,642.50 | \$3,642.50 | Equipment rental |
| 11/30/2018 | 12380 | Operating | Maco Press | \$164.55 | \$164.55 | PO's |
| 11/30/2018 | 12380 | Operating | Maco Press | \$178.37 | \$178.37 | Invoices |
| 11/30/2018 | 12381 | Operating | Maddox Industrial Group, Inc. | \$33,650.00 | \$33,650.00 | Orbal reducer |
| 11/30/2018 | 12382 | Operating | Merrell Brothers, Inc. | \$8,372.00 | \$8,372.00 | Solid disposal |
| 11/30/2018 | 12382 | Operating | Merrell Brothers, Inc. | \$520.00 | \$520.00 | Biosolid disposal |
| 11/30/2018 | 12383 | Operating | Nalco Water Pretreatment Solutio | \$138.59 | \$138.59 | Sewer sampling |
| 11/30/2018 | 12384 | Operating | Napa Auto Parts | \$5.69 | \$5.69 | Plant R & M |
| 11/30/2018 | 12384 | Operating | Napa Auto Parts | \$8.99 | \$8.99 | Plant R & M |
| 11/30/2018 | 12384 | Operating | Napa Auto Parts | \$114.98 | \$114.98 | Equipment repairs |
| 11/30/2018 | 12384 | Operating | Napa Auto Parts | \$26.98 | \$26.98 | Lift station repairs |
| 11/30/2018 | 12384 | Operating | Napa Auto Parts | \$319.96 | \$319.96 | Plant R & M |
| 11/30/2018 | 12384 | Operating | Napa Auto Parts | \$5.69 | \$5.69 | Lift station R & M |
| 11/30/2018 | 12385 | Operating | Office Depot | \$69.56 | \$69.56 | Hanging pocket legal |
| 11/30/2018 | 12385 | Operating | Office Depot | \$178.20 | \$178.20 | Paper and batteries |
| 11/30/2018 | 12385 | Operating | Office Depot | \$121.00 | \$121.00 | Pocket hanging folders |
| 11/30/2018 | 12385 | Operating | Office Depot | \$54.92 | \$54.92 | Tabs |
| 11/30/2018 | 12386 | Operating | Praxair Distribution, Inc. | \$29.05 | \$29.05 | Gases |
| 11/30/2018 | 12387 | Operating | Promotions Plus | \$871.00 | \$871.00 | TriCo Apparel |

| Payment date | Payment number | Bank name | Payee name | Amount | Amount Allowed | Description |
|-----------------|-------------------|--------------|------------|--------|-------------------|-------------|
|-----------------|-------------------|--------------|------------|--------|-------------------|-------------|

ALLOWANCE OF CLAIMS

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

\$539,875.40

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The TriCo Connection

Volume 11, Issue 12 December 2018
MONTHLY NEWSLETTER

FINANCIALS — CINDY SHEEKS

October 2018 revenues totaled \$678,840 which is above the projected revenue of \$637,572 by \$34,952 (6.47%). Residential sales were \$403,844 which comprised 59.49% of the total revenue and 2.94% higher than expected. Commercial sales totaled \$248,076 which is 36.54% of total October revenue and 9.82% higher than expected. Commercial revenue was steady in October. Total operating expenses were \$387,509 in October which is 6.26% under the monthly projection. Wages and benefits spending was below budget by \$25,179 for a total of \$147,617 during the month. Administration spending was \$62,956 in October and over budget by \$5,231. Treatment costs totaled \$134,695 which is under budget by \$7,804 or 6.48%. Collection costs totaled \$42,017 in October which was \$6,017 (16.72%) under budget. Net income in October was \$241,311 after depreciation and amortization of CIAC and is above projections by \$39,054 for the month. YTD net income is \$1,560,432 after depreciation and amortization of CIAC.

Spending Breakdown in October:

Wages – 38.09%

Administration – 16.25%

Treatment Costs – 34.76%

Collection Costs – 10.84%

Spending Breakdown YTD:

Wages - 39.72%

Administration – 13.25%

Treatment Costs - 36.84%

Collection Costs – 10.17%

Cash generated for October shows a net increase in all funds by \$279,258. YTD, cash balances have increased by \$1,703,713. Capital spending was \$162,165 for the month. It included spending on the administration office remodel design, oversizing sewers at Jackson's Grant Section 6, and the plant outfall design. Cash on hand at 10/30/2018 is \$8,477,986. The balances in the funds are listed below:

Operating \$1,866,862

Plant Expansion \$4,451,066

Reserve for Replacement \$321,258

Interceptor \$-353,600

Operating Reserve \$2,192,400

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CALENDAR OF EVENTS

| | | |
|----------------|----------------|---------------|
| December 10 | Board Meeting | 6:00 p.m. |
| December 12 | Staff Meeting | 10:00 a.m. |
| December 21 | Staff Luncheon | 11:00 a.m. |
| December 24/25 | Christmas | Office Closed |
| December 28 | B&F Meeting | 7:30 a.m. |
| December 31 | New Years Eve | Office Closed |
| January 1 | New Years Day | Office Closed |
| January 7 | C & C Meeting | 4:30 p.m. |



SAFETY UPDATE - LOREN PRANGE

TriCo had no reportable injuries and has gone 3215 days without a lost time accident.

The following safety tailgate sessions were held:

10/16/18 Avoid Slips and Trips

10/23/18 Holding on to Hand Safety

10/30/18 Job Hazard Analysis: Identify and Reduce Hazards



The following safety training classes were held:

11/05 Lockout / Tagout procedures / Machine and Equipment Guarding

11/19 Emergency Action Plan / Hazard Communication / Fire Protection

CPR and AED recertification were offered and completed by 14 employees on November 13th.

TriCo is researching online safety training courses. Our goal is to find training courses that fit our industry by using the best learning tools available. This will reduce class time and still give employees the knowledge needed to keep them safe.

COLLECTIONS REPORT - AARON STRONG

In November, Collections crews planned to service 130 Air Release Valves (ARV) throughout the Utility. However, our vendor's supply chain of repair parts was backlogged, to date Collections crews have 44 of the ARV's serviced. Repair parts have been received and inspections will resume in the month of December. Collections is committed to have this task completed by year's end.

Spectra Tech was awarded a contract to install manhole liners in 12 manholes, totaling 155 vertical feet, damaged by hydrogen sulfide gas along Shelborne Road. Seven of the cast iron manhole frames and lids were adversely affected by the gas and needed replaced before the lining process. Collections staff replaced the seven with composite frames and lids. Culy Contracting moved in and chemical grouted boot and barrel sections to stop sources of Inflow and Infiltration (I&I). Spectra Tech has been cleared to proceed with the lining work that is scheduled to be completed by the end of the year.

Weekly lift station inspections identified a large source of I&I between barrel sections in the Lift Station #3 wet well. Culy Contracting entered the structure and pumped chemical grout behind the precast concrete wall to stop the leak. Other lift station work included installing a FogRod at Lift Station #18 and troubleshooting Variable Frequency Drives (VFD's) at Lift Station #10, believed to be dirty three phase power provided by IPL. IPL installed a power logger on the line side of the control cabinet that did not report any anomalies. Staff has installed our own power logger within the control cabinet and will continue to monitor until the problem is identified.

Maintenance and repair were completed on the pump truck and Staff installed a new hoist rope. A new block heater and battery tender were installed on the 6" portable Godwin pump to ensure it is operational in winter weather. Other work included fabricating custom valve keys for use at Lift Station #23 and extending the antennas on the 10 garage door openers located at the plant.

CONSTRUCTION & ENGINEERING —WES MERKLE

In November, Engineering staff completed 463 locates, 64 I&I inspections and 31 lateral inspections. 1,812 locate requests were received and reviewed. We continue to monitor road, path, utility and private development construction activity in our service area. Many projects are wrapping up as the construction season comes to an end. Kermin had one failed lateral inspection where a contractor attempted to use unapproved materials. Nate attended the Midwest Damage Prevention Conference in French Lick. This event provides terrific continuing education and networking opportunities for the utility locating industry.

TriCo requires a 3-year warranty on sewer infrastructure for both private development projects and TriCo projects. Staff inspects all accessible infrastructure before the warranty period expires. Eric continues to inspect private development projects coming out of warranty while Collections staff televises sewer mains. Ryan communicates any repair needs with developers and contractors, and Eric then follows up with inspection of any needed repairs. Jeff and Eric completed a recent round of flow meter maintenance. Several meters were removed and relocated in Basins 1 and 8. Ryan, Jeff and Wes continued working with Collections on a preventative maintenance plan to clean low-pressure sewers. Ryan has coordinated remaining grinder pump tests in Holaday Hills and Dales. No additional issues have been found.

Ryan and Wes worked with Carmel's contractor to address changes in the force main relocation plans at Keystone and 96th Street. Changes were needed to accommodate Carmel's road construction phasing. Part of the remaining relocation work will be completed in the coming weeks while the rest will be completed when the new Keystone Parkway overpass is under construction, which is anticipated in spring. Staff reviewed qualifications of six firms wanting to provide engineering services for the upcoming plant expansion project. Three firms were shortlisted to give presentations at the C&C Committee. Design work will begin once a firm is selected and a contractor signed.

Easement acquisition for the Lift Station 14 (Austin Oaks) parallel force main project is ongoing. Design work for the outfall sewer project continues. A coordination meeting was held with Zionsville and affected utilities to address concerns regarding proposed sewer construction, existing utility infrastructure in the area, and future Zionsville Road improvements. Construction is anticipated for both the Lift Station 14 and the outfall sewer projects in 2019.



Reminder!

Gain no more than
2lbs. Over the
Holiday Season and
earn a \$25.00 Gift
Card!

Weigh in January 9,
2019 during the
Health Screening.

CUSTOMER SERVICE UPDATE-SHELLY KEEFE

Two liens were filed for \$77.37. The total lien balance is \$30,082.98.

November 14 was the Thanksgiving Fiesta pitch in, as well as the Maintain No Gain weigh-in for the Health Screening in January.

In November, 43 new customers were added to billing and 32 permits were issued. The total number of customers receiving their statement by email is now 2,415, which is an increase of 22 customers.

Maybe Christmas he thought, doesn't come from a store. Maybe Christmas, perhaps, means a little bit more- The Grinch-Dr. Seuss

PLANT REPORT – SCOT WATKINS

Pretreatment has been working on collecting and updating contact information for all FOG facilities and entering them into HiperWeb. All quarterly reports have been entered. Under slab inspections on Dunkin Donuts and Café Buondi have been completed. Stone Creek Dinning Company was found to have an improper connection; their management company arranged the repairs resolved the issue. Staff is currently working with the architects for Chuy's Mexican Food Restaurant on Michigan Road and the Fried Chicken Restaurant inside the Circle K to ensure Utility specifications are met.

At the plant, Maddox Industrial Group replaced two gear reducers and motors on the Orbal Oxidation Ditch. Kokosing replaced a telescopic valve stem on Digester 4. The Vertical Loop Reactor tank 1 was taken down for cleaning. To do this a temporary gravel road had to be installed by staff so that Fluid Waste Services could access the tank. After draining the tank there was 24-30 inches of grit and sludge that had to be hauled off site and disposed of at the landfill. The future grit removal project will decrease the amount of buildup and keep plant capacity at the proper levels. Graves replaced, under warranty, a failed flow meter on the Odor Control unit. They have one item left to resolve from the punch list.

Loren and Bob gave a Preschool class a tour of the plant and a presentation on what not to flush. The kids seemed to enjoy the process.

**TriCo CHRISTMAS PITCH-IN**

Friday December 21, 2018

11:00 - 12:00

Ham (provided by the Utility)

Pitch-in for the sides and desserts

Gift Exchange \$15 Limit (Optional)

R.S.V.P. Maggie Crediford

A Sign-up Genius will go out for the pitch-in

| Selected Statistics 2018 | January | February | March | April | May | June | July | August | September | October | November | 2018 Monthly Average | 2018 YTD | 2017 Total Through November |
|---------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|----------------------------|---------------|-----------------------------------|
| Maintenance Information | | | | | | | | | | | | | | |
| Lateral Inspections | 21 | 38 | 39 | 35 | 44 | 44 | 61 | 55 | 40 | 60 | 31 | 43 | 468 | 420 |
| Certified I&I Inspections | 46 | 41 | 46 | 40 | 65 | 83 | 71 | 53 | 52 | 71 | 64 | 57 | 632 | 668 |
| Failed I&I Inspections | 0 | 0 | 1 | 0 | 2 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 5 | 13 |
| Sewer Locates | 317 | 443 | 519 | 735 | 705 | 674 | 588 | 587 | 494 | 682 | 463 | 564 | 6,207 | 6,231 |
| Manholes Added | 2 | 28 | 0 | 4 | 4 | 12 | -1 | 0 | 1 | 15 | 0 | 6 | 65 | 56 |
| Total # of Manholes | 5,774 | 5,802 | 5,802 | 5,806 | 5,810 | 5,822 | 5,821 | 5,821 | 5,822 | 5,837 | 5,837 | n/a | 5,837 | 5,758 |
| Manholes Inspected | 12 | 2 | 836 | 867 | 52 | 18 | 9 | 20 | 0 | 18 | 22 | 169 | 1,856 | 2,073 |
| Feet of Sewer Added | 721 | 4,973 | 9 | 699 | 1,965 | 8,613 | -484 | 0 | 1,900 | 1,180 | 784 | 1,851 | 20,360 | 49,495 |
| 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 | 1,650,786 | 1,642,716 | 1,650,786 | 1,625,504 |
| Feet of Sewer Televised | 11,877 | 16,098 | 31,206 | 22,459 | 29,338 | 33,797 | 3,292 | 20,160 | 10,000 | 16,535 | 4,718 | 18,135 | 199,480 | 283,059 |
| Feet of Sewer Cleaned | 462 | 362 | 0 | 590 | 0 | 4,700 | 1,204 | 3,731 | 4,000 | 0 | 400 | 1,404 | 15,449 | 54,938 |
| Overflows | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 3 | 4 |
| Station 1 to Carmel Utilities | | | | | | | | | | | | | | |
| Rainfall/Precipitation (inches) | 1.66 | 4.22 | 2.82 | 3.08 | 1.30 | 3.82 | 2.70 | 5.16 | 5.17 | 2.55 | 2.23 | 3.16 | 34.71 | 43.56 |
| 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 | 68,039,166 | 59,414,174 | 653,555,909 | 638,202,393 |
| 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 | 3,473,117 | 2,838,734 | 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 | 2,267,972 | 1,958,913 | 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 | 1,782,901 | 1,445,149 | 1,066,780 | 1,257,704 |
| Michigan Road WWTP | | | | | | | | | | | | | | |
| 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 | 70,071,000 | 76,087,545 | 836,963,000 | 885,142,000 |
| 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 | 3,210,000 | 3,981,091 | 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 | 2,335,700 | 2,507,783 | 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 | 1,938,000 | 1,923,073 | 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 | 138,110,166 | 135,501,719 | 1,490,518,909 | 1,523,344,393 |
| Biosolids Handling (gallons) | | | | | | | | | | | | | | |
| 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 | 1,796,440 | 1,373,805 | 15,111,850 | 10,757,003 |
| Dewatered | 353,000 | 257,000 | 260,000 | 324,000 | 384,000 | 378,000 | 485,000 | 586,000 | 632,000 | 805,000 | 724,000 | 471,636 | 5,188,000 | 2,927,024 |
| Digested Sludge Withdrawn | 834,900 | 803,000 | 960,200 | 867,600 | 735,800 | 896,100 | 900,000 | 848,000 | 953,200 | 1,123,100 | 800,300 | 883,836 | 9,722,200 | 9,035,200 |
| Customer Information | | | | | | | | | | | | | 15,385 | |
| New Sewer Service Accounts | 17 | 25 | 22 | 24 | 40 | 36 | 34 | 38 | 29 | 40 | 43 | 32 | 348 | 361 |
| Permits Issued | 33 | 34 | 47 | 56 | 49 | 36 | 40 | 37 | 32 | 32 | 32 | 39 | 428 | 390 |



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
Objective Continuous IT Security Improvements to enhance the security posture for TriCo



BUDGET & FINANCE COMMITTEE

Wednesday, November 28, 2018 at 7:30 a.m.

Memorandum

Members Present: Committee Chair Jane Merrill, members Michael McDonald and Carl Mills. Board members Marilyn Anderson, Steve Pittman and Michael Shaver. Others in attendance were Utility Director Andrew Williams and Controller Cindy Sheeks.

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

Public Comment

There was no one present from the public.

Fund Balances

Ms. Sheeks presented spreadsheets showing fund balance projections with 2% revenue growth as well as 3% revenue growth. With no rate increase planned for 2019, the 2% revenue projections may be more accurate numbers to use for estimations. The spreadsheets project revenue through 2028.

Mr. Williams pointed out that the spreadsheets are broken into two sheets for each percentage based on when the Waste Water Treatment Plant Expansion moves forward and what funding options are chosen. Ms. Merrill noted the Extended Capital Budget will not have a negative balance until 2027 with either option. Ms. Sheeks indicated that funds will get lean in 2022.

Mr. Pittman asked how a lender would look at the Utility since there is a significant recurring revenue stream. Would a lender look unfavorably on it or is taking on debt something the Utility doesn't like to do? Mr. Mills stated a lender would look at the cash flow, how much money is coming in and where is it coming from. How consistent is the revenue stream? Mr. Mills offered to take the Utility's income statement and have one of the credit agents at the bank run it to see where it stands. The bank uses a PD (probability of default) system, which calculates the amount of risk. The lower the number scored, the less risk there is for the lending institution. Most cities and towns are at a PD 1, 2 or 3. Most business score a 6-12. Mr. Mills stated the cash balance sheet is nice today. Looking out 2-4 years, the cash balance sheet goes down; therefore, lenders will want to look what is the source for repayment of the cash balances. Mr. Mills stated that he would not be uncomfortable to borrow on a short-term basis due to the cash flow the Utility has. He believes the Utility would have a lower PD rating which could get a lower lending rate. Mr. Mills stated that he is sensing a slowdown in the economy and feels a 2% revenue projection is more accurate than the 3% projection.

Rook Agreement

Mr. Williams presented the revised scope of work from Rook Securities. The total cost will be \$38,000 and is included in the proposed budget for 2019 in the event it was approved by the Board.

Mr. Mills made a motion to recommend that the Board of Trustees accept the proposal from Rook Securities in the amount of \$38,000. Mr. McDonald seconded the motion. The motion was approved unanimously.

2019 Proposed Budget

Mr. Williams stated that modifications were made to the Operating and Capital Budgets as a result of questions from the previous committee meeting. Mr. Shaver pointed out that the budget reflects a reduction in commercial revenue after October of 2019.

Ms. Merrill asked why there was a significant increase in collections. Ms. Sheeks indicated, in this instance, collections refers to collecting bills and placing liens on properties. There are fees associated with that.

Ms. Merrill noted that uniforms and shop towels had a significant increase as well. Mr. Williams clarified it is because spending was way down in 2017 in this category. As people come and go and equipment is updated that number fluctuates. The amount budgeted for 2019 is more like what it was in 2016. Mr. Williams stated that more clothing was purchased this year due to the name change.

Mr. Pittman questioned why utility bills at the plant are projecting an increase and utility bills at lift stations are projecting decreases. Ms. Sheeks stated that one of the lift stations has been eliminated. The cost of utilities is going up every year.

Financial Statements

Ms. Sheeks stated that revenue is slowing on the commercial side. Mr. Williams noted the last time there was a decrease in commercial revenue the economy took a downturn as well, so that is something to keep an eye on.

Ms. Anderson stated that she has concerns regarding the Waste Water Treatment Expansion. The Utility is currently using density projections at 1.5 units per acre. If those numbers trend up, the Utility may be forced into securing a bond at a higher interest rate. Mr. Shaver stated that from beginning stages to construction a new development normally takes 1-2 years allowing for time to plan.

Mr. Williams said the expansion can be broken into phases. The design will take about a year to complete, giving the Board an opportunity to look at the market in the latter part of 2019 and decide at that time if funding needs to be considered.

Other Business

Mr. Williams stated that two Ford Escapes need to be declared surplus as well as the two copiers that were replaced. He asked the Committee to make a motion at the Board meeting to declare those items as surplus, so they can be disposed of.

The next meeting will be December 28, 2018.

Mr. Merkle invited the members present to attend the consultant interviews for the plant expansion on Monday, December 3, 2018 following the C&C Committee meeting and should begin around 5:15 p.m.

The meeting adjourned at 8:18 a.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'C. Sheeks', with a long horizontal flourish extending to the right.

Cindy Sheeks
Controller



MEMORANDUM

To: Board of Trustees
From: Cindy Sheeks
Date: December 5, 2018
Subject: 2019 Operating Budget

The 2019 Budget has been reviewed by the Budget and Finance Committee and is being recommended for approval. The Budget and Finance Committee determined that a user rate increase is not needed in 2019.

Recommended Action: Approve the 2019 Operating Budget.



MEMORANDUM

To: Board of Trustees
From: Andrew Williams
Date: December 5, 2018
Subject: Surplus Equipment

The Utility has purchased two 2018 Ford Escapes to replace the two 2008 Escapes. The Utility has also purchased two new copiers to replace two Toshiba 2830c copiers.

Requested Action: Declare the two 2008 Ford Escapes and the two Toshiba copiers surplus equipment.



MEMORANDUM

To: Board of Trustees

From: Andrew Williams

Date: December 5, 2018

Subject: Rook Security Contract

The B&F Committee reviewed the proposals for the Managed Security Services and is recommending contracting with Rook for a one-year period for the cost of \$38,061.

Requested Action: Approve the one-year agreement with Rook for Managed Security Services at a cost of \$38,061.



PERSONNEL AND BENEFITS

Monday, November 26, 2018, at 7:30 a.m.
Memorandum

Members Present: Chair Barb Lamb, members Chuck Ford and Mike Shaver. Others in attendance were Utility Director Andrew Williams and Administrative Assistant Maggie Crediford.

Ms. Lamb called the meeting to order at 7:35 a.m.

Public Comment

There was no one present from the public.

October 22, 2018, Meeting Memorandum Approval

Mr. Ford made a motion to approve the October 22, 2018 meeting memorandum. Ms. Lamb seconded the motion. The memorandum was approved unanimously.

Safety Update

Mr. Williams reported there were no lost time incidents and Mr. Prange is looking into online safety courses for the plant.

Dental, STD/LTD and Life Insurance Renewal

Ms. Lamb made a motion to recommend that the Board of Trustees vote to approve switching dental and life insurance to Principal Financial for a savings of \$4,663.92 in 2019. Mr. Shaver seconded the motion. The motion was approved unanimously.

Performance Review Form

Mr. Williams presented employee review forms. Employees are given the forms before their review and asked to evaluate their performance over the past year. This gives managers and employees the chance to see how the employee's view of their performance correlates with the manager's review. Managers must complete not only the rating but add comments for each rating. Mr. Williams presented a goals and objectives sheet that managers will review with employees to set goals for their next performance review. Employees that do not meet performance expectations may be given a improvement period to make the needed changes. Additional reviews will be performed at 30/60/90-days. This gives both employee and manager the opportunity to set goals and make sure those goals are being met, helping an employee get back on track with their performance, and making them eligible for a Step increase. Mr. Ford asked for

ratings to be given a numerical value so that employees can receive a grade for their performance.

Draft of the Updates to the New Board Member Orientation Guide

Ms. Lamb suggested adding a sheet that explains the territory map and listing the names of the lift stations. She asked for a map showing where the opportunities for new growth lie within the territory. Mr. Ford requested the addition of a document listing the length of pipe in miles, as well as a sheet of definitions for industry related abbreviations and terms used by the Utility staff and Board members at meetings. They would also like to have the tabs included labels and not just numbers.

Other Business

Goals for 2019 include increasing the availability of certifications and training to all staff members, with an emphasis on finding professional certifications for the office staff. The committee will also evaluate the effectiveness of the Step system over the next year.

Ms. Lamb proposed that unless any new business arises, the December P&B Committee meeting will be cancelled. The other members agreed. The next P&B meeting will be January 28, 2019.

The meeting adjourned at 8:30 a.m.

Respectfully Submitted,



Andrew Williams
Utility Director



MEMORANDUM

To: Board of Trustees

From: Andrew Williams

Date: December 5, 2018

Subject: Dental, Life and Short/Long Term Disability Insurance Renewal

TriCo currently has Mutual of Omaha coverage for Dental, Life, STD/LTD and Voluntary Life. Mutual of Omaha provided a renewal quote that included a 5% increase for the Dental coverage, but the other coverages remained unchanged.

Quotes were also requested from Principal Financial and Guardian. Guardian's rates were not competitive. Principal Financial was competitive and could provide a cost savings of \$5,272.92. This is a 14% cost savings. The P&B Committee is recommending switching to Principal Financial for the entire line of coverage.

Requested Action: Approve Principal Financial as the carrier for Dental, Life, STD/LTD and Voluntary Life.



CAPITAL & CONSTRUCTION MEETING

Monday December 3, 2018 at 4:30 p.m.

Memorandum

Members Present: Committee Chair Steve Pittman, members Marilyn Anderson and Eric Hand, Board members Barb Lamb, Michael McDonald, and Michael Shaver. Others in attendance were Legal Counsel Anne Poindexter, Utility Director Andrew Williams, Engineering Manager Wes Merkle, Utility Engineer Ryan Hartman, Plant Superintendent Scot Watkins, Chief Operator Loren Prange, Collections Superintendent Aaron Strong, and Administrative Assistant Maggie Crediford.

Mr. Pittman called the meeting to order at 4:34 p.m.

Public Comment

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

Memorandum Approval, Monday, November 5, 2018

There were no questions or comments regarding the memorandum. The Committee approved the memorandum unanimously.

Dedication – Albany Place Section 2

Mr. Pittman stated that the staff is recommending acceptance of the sewer dedication for Albany Place Section 2. The Committee did not have any questions or comments. They will recommend the Board of Trustees accept the dedication.

2019 Capital Budget Review

Mr. Merkle stated the 2019 Capital Budget Review is on the agenda for the Committee to discuss any concerns that the Budget and Finance Committee had regarding the proposed budget. The B&F Committee did not have any comments or requests regarding the proposed Capital Budget. One addition made to the budget is money for the replacement of the Odor Control Unit at Lift Station 2, located at 106th and Springmill Road. The unit has a history of maintenance needs and is not performing the way it should. Media required to effectively remove odor from the air will cost \$32,000 a year. Odor is now more noticeable to residents walking by the lift station on the recently installed paths. The request for \$200,000 is a rough estimate at this point because staff has not had the opportunity to evaluate equipment options. Staff is looking at a biological system like the one at the plant and Lift Station 17. From an operation and maintenance standpoint, there are much lower long-term costs associated with this type of system.

Mr. Pittman asked Mr. Merkle if that the change would raise the proposed Capital Budget to \$7,350,000, and if the change would be presented to the B&F Committee. Mr. Merkle

will review the capital budget previously presented to the B&F Committee. Ms. Anderson asked that it be mentioned to them.

Mr. Shaver asked a question regarding the November 5, 2018 meeting memorandum regarding the section discussing the Haver Way Lift Station and the 96th and Keystone force main relocation projects. For clarification purposes the memorandum will be revised to separate discussion of the projects into separate paragraphs.

Other Business

Ms. Anderson asked if there is an update on the Byrum/Citizens request for service. Mr. Williams said there is no update at this time. The last time they spoke, Mr. Williams asked the two parties to come to the Board when they have an approved firm proposal to present for consideration.

Capital Project Updates

#1702 – Keystone/96th Sewer & Force Main Relocation – there is a change in the scope of work to accommodate changes made in construction phasing by the City of Carmel. The remaining force main work will be split into two phases. The first phase will be complete in the next couple of weeks. The second phase will be done when the bridge is built over 96th Street, which is estimated for the Spring of 2019. Additional force main relocation costs are approximately \$35,000 which was included in the capital budget. Staff attempted to work with Carmel on absorbing the additional costs.

#1705 – 99th Street Sewer Extension & Lift Station 6 Elimination – there is no update at this time.

#1901 – Lift Station 14 Parallel Force Main: Staff is acquiring easements.

#1902 – WWTP Expansion: Consultant interviews will be held at the end of the meeting.

#1906 – Eagle Creek Outfall Sewer Expansion: There was a utility coordination meeting with the Town of Zionsville to work out the location of the new outfall sewer to avoid conflicts with existing utilities and accommodate upcoming Zionsville Road improvements. The project should be complete by the end of 2019.

Haver Way Lift Station & Private Sewers: There is no update at this time.

#1902 WRRF Expansion Consultant Interviews

Mr. Merkle said that staff issued a Request for Proposals (RFP) to nine firms in October. Responses were received from six of the nine firms. Staff reviewed the responses and selected Clark Dietz, GRW Engineers, and Strand Associates who were believed to have the best qualifications; those three firms will be interviewed. Mr. Merkle explained the process and estimated timeline.

Mr. Hand asked why three firms decided not to respond to the RFP. Mr. Merkle stated that the three firms indicated that they did not believe they could get the work done in a

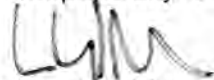
timely manner per the project schedule. One of the firms also indicated that they did not have enough experience with the Utility to successfully pursue a project of this size.

Board members Jane Merrill and Carl Mills joined the meeting at 5:00. Ms. Crediford and Mr. Strong left the meeting shortly thereafter.

Clark Dietz interviewed first at 5:10, followed by GRW Engineers at 6:00 and Strand Associates 6:50. Mr. Pittman left the meeting at 6:35. Interviews included a presentation as well as a question and answer session. After the interviews each firms' presentations and qualifications were discussed in depth. Fee proposals were opened and reviewed. The Committee will recommend the Board of Trustees award the plant expansion engineering services agreement to GRW Engineers.

The meeting adjourned at 8:20 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Wes Merkle', written over the printed name.

Wes Merkle
Engineering Manager



MEMORANDUM

To: Board of Trustees
From: Wes Merkle
Date: December 5, 2018
Subject: Dedication

Albany Place Section 2 sanitary sewers are complete and ready for dedication.

The C&C Committee is recommending acceptance of the dedication.

Recommended Action: Accept the dedication of Albany Place Section 2 sanitary sewers.



MEMORANDUM

To: Board of Trustees

From: Wes Merkle

Date: December 5, 2018

Subject: 2019 Capital Budget

The proposed capital budget was discussed in depth at the November 5 C&C Committee meeting, where staff presented a summary of each project with spending planned for 2019. Staff then prepared fund balance projections based on proposed budgets. Budgets and fund balance projections were presented to the B&F Committee.

Lift Station 2 (Spring Mill Road & 106th Street) odor control unit replacement was added by staff after the capital budget was first shared with the C&C Committee. Staff has added \$200,000 to the proposed capital budget for this project.

Plant expansion engineering services including design, permitting and bidding phases will be completed in 2019. Staff previously budgeted \$960,000 for this work. Staff has revised this amount to \$560,000 based on actual fees plus a 5 percent contingency. The capital budget was revised accordingly.

Total capital spending for 2019 is budgeted at \$6,750,000.

The C&C Committee is recommending approval of the 2019 Capital Budget.

Recommended Action: Approve the 2019 Capital Budget.

2019 Capital Budget

DRAFT CAPITAL BUDGET LAST UPDATED 12/5/18
See project fact sheets for more information on individual projects

| | | Year needed | | | | | | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | | | | |
|----------|--|--|--------------------|----------|--------|---------------|--------------|-------------------------|-------------|-------------------|----------------------------|--------------|--------------|--------------|--------------|------------|--------------|--------------|--------------|------------|------|--|
| Location | Project No. | Project | Near-term Priority | Earliest | Latest | Year Budgeted | Staff Driver | Funding Source | 2018 Budget | 2018 YTD Spending | 2018 Projected to Complete | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | Note/Justification |
| WWTP | Michigan Road Wastewater Treatment Plant | | | | | | | | | | | | | | | | | | | | | |
| | 1505 | Headworks Odor Control | High | 2015 | 2017 | 2016-17 | WM | Operating | \$ - | \$ 86,132 | \$ 20,000 | | | | | | | | | | | |
| | 1902 | WWTP Expansion (screen, clarifier, 4 VLRs, genset, UV) | High | 2020 | 2021 | 2019-21 | WM | Plant Expansion | \$ 50,000 | \$ 24,600 | \$ - | \$ 460,000 | \$ 5,900,000 | \$ 5,900,000 | | | | | | | | |
| | 1902 | WWTP Expansion (grit) | High | 2020 | 2027 | 2019-21 | WM | Operating | | \$ - | \$ - | \$ 100,000 | \$ 1,220,000 | \$ 1,220,000 | | | | | | | | |
| | 1906 | WWTP Outfall Sewer Expansion | High | 2018 | 2019 | 2018-19 | WM | Plant Expansion | \$ 250,000 | \$ 15,000 | \$ 120,000 | \$ 2,300,000 | | | | | | | | | | New project started in '18 after #1701 was cancelled |
| | 2502 | WWTP Expansion (clarifier) | Low | 2025 | 2027 | 2025-27 | WM | Plant Expansion | \$ - | \$ - | \$ - | | | | | | \$ 200,000 | \$ 1,550,000 | \$ 1,550,000 | | | |
| | 2502 | WWTP Expansion (clarifier + belt filter press replacement) | Low | 2025 | 2027 | 2025-27 | WM | Reserve for Replacement | \$ - | \$ - | \$ - | | | | | | \$ 300,000 | \$ 2,650,000 | \$ 2,650,000 | | | |
| | | Carmel WWTP BPR | High | 2019 | 2020 | | WM | Operating | \$ - | \$ - | \$ - | | | | | | | | | | | Scope & TriCo participation in up front cost TBD |
| | | WWTP Alternative Power | | | | | WM | Operating | \$ - | \$ - | \$ - | | | | | | | | | | | Solar panels to reduce power consumption. Staff to reevaluate payback in future years. |
| | | Annual Plant Improvement & Repair Projects | | | | annual | SW | Operating | \$ 150,000 | \$ 10,615 | \$ - | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 300,000 | | Typical annual expenditures |
| LS 1 | Carmel Creek | | | | | | | | | | | | | | | | | | | | | |
| | | Basin 1 I&I Removal | High | 2018 | 2019 | 2016-19 | WM/AS | Operating | \$ 60,000 | \$ - | \$ - | \$ 60,000 | | | | | | | | | | Line repairs remain. Combine with Basin 8 efforts. |
| | 1702 | 96th/Keystone Force Main & Gravity Sewer Relocation | High | 2018 | 2019 | 2018-19 | WM | Operating | \$ 250,000 | \$ 149,000 | \$ 100,000 | \$ 75,000 | | | | | | | | | | Amounts budgeted & spent in 2018 include \$110,000 reimbursement from Carmel |
| | 1802 | Haver Way/Whitley Drive Lift Station & Sewer Reconstruction | High | 2018 | 2020 | 2019-20 | WM | Interceptor | \$ - | \$ - | \$ - | \$ 200,000 | \$ 200,000 | | | | | | | | | Amounts budgeted do not include contribution or future reimbursement from property owners |
| | 2201 | LS 1 Replace wet weather pumps, generator, wet well piping | Medium | 2020 | 2022 | 2022 | WM | Reserve for Replacement | \$ - | \$ - | \$ - | | | | \$ 500,000 | | | | | | | Replace equipment at the end of its service life. |
| | | Fence Replacement | Medium | 2018 | 2020 | 2018 | AS | Operating Fund | \$ 15,000 | \$ 11,448 | \$ - | | | | | | | | | | | |
| LS 2 | Meridian Corridor | | | | | | | | | | | | | | | | | | | | | |
| | 1601 | 106th Street Parallel Force main (Ditch Road to WWTP) | High | 2016 | 2018 | 2017-18 | WM | Interceptor | \$ - | \$ 314,576 | \$ - | | | | | | | | | | | |
| | 1602 | Springhill Parallel Interceptor | High | 2016 | 2018 | 2017-18 | WM | Interceptor | \$ - | \$ 1,960 | \$ - | | | | | | | | | | | |
| | 1907 | LS 2 Odor Control System Replacement | High | 2019 | 2019 | 2019 | WM | Reserve for Replacement | \$ - | \$ - | \$ - | \$ 200,000 | | | | | | | | | | Replace aging system that requires frequent repairs and \$30,000+ annual media replacement costs |
| | 2401 | 106th Street Parallel Force main (LS 2 to Ditch Road) | Low | 2020 | 2025 | 2024 | WM | Interceptor | \$ - | \$ - | \$ - | | | | | | \$ 1,700,000 | | | | | Timing is based on when capacity is needed. |
| LS 3 | Northern Heights | | | | | | | | | | | | | | | | | | | | | |
| | | (no projects) | | | | | | | | | | | | | | | | | | | | |
| LS 4 | Springmill Ridge | | | | | | | | | | | | | | | | | | | | | |
| | 1801 | Interceptor extension and lift station elimination | High | 2016 | 2018 | 2018 | WM | Interceptor | \$ 300,000 | \$ 31,783 | \$ 145,000 | | | | | | | | | | | |
| LS 5 | Springmill Streams | | | | | | | | | | | | | | | | | | | | | |
| | 2601 | Interceptor extension & lift station elimination | Low | 2020 | 2026 | 2026 | WM | Interceptor | | | | | | | | | | | \$ 500,000 | | | Combine this project with the LS19 elimination project. |
| LS 6 | Waldon Pond | | | | | | | | | | | | | | | | | | | | | |
| | 1705 | Interceptor extension & lift station elimination | Medium | 2017 | 2028 | 2019-20 | WM | Interceptor | \$ 900,000 | \$ - | \$ - | \$ 400,000 | \$ 500,000 | | | | | | | | | Timing is development driven. |
| LS 7 | Laurelwood Sub | | | | | | | | | | | | | | | | | | | | | |
| | | (no projects) | | | | | | | | | | | | | | | | | | | | |
| LS 8 | Laurelwood | | | | | | | | | | | | | | | | | | | | | |
| | | Basin 8 I&I removal | High | 2018 | 2019 | 2018-19 | WM/AS | Operating | \$ 60,000 | \$ - | \$ 40,000 | \$ 60,000 | | | | | | | | | | Combine with Basin 1 efforts. |
| | 2101 | LS 8 Reconstruction + new force main to 106th St | High | 2019 | 2022 | 2022 | WM | Operating | \$ 50,000 | \$ 638 | \$ - | | | \$ 50,000 | \$ 1,550,000 | | | | | | | Wet weather capacity needed. Scope is pending force main troubleshooting and I&I removal |
| LS 9 | Towne Road | | | | | | | | | | | | | | | | | | | | | |
| | | (no projects) | | | | | | | | | | | | | | | | | | | | |
| LS 10 | Michigan Road | | | | | | | | | | | | | | | | | | | | | |
| | 2102 | LS 10 Replace pumps, wet well piping, controls, backup generator | High | 2019 | 2022 | 2022 | WM | Reserve for Replacement | \$ 50,000 | \$ - | \$ - | | | \$ 50,000 | \$ 850,000 | | | | | | | Wet weather capacity needed. Scope is pending force main troubleshooting |
| LS 11 | Boone County | | | | | | | | | | | | | | | | | | | | | |
| | | (no projects) | | | | | | | | | | | | | | | | | | | | |
| LS 12 | Kingsmill | | | | | | | | | | | | | | | | | | | | | |
| | | (no projects) | | | | | | | | | | | | | | | | | | | | |
| LS 14 | Austin Oaks | | | | | | | | | | | | | | | | | | | | | |
| | 1901 | Parallel force main extension | High | 2018 | 2019 | 2018-19 | WM | Interceptor | \$ 50,000 | \$ 53,700 | \$ 40,000 | \$ 1,425,000 | | | | | | | | | | Capacity needed for wet weather |
| | 2202 | LS 14 Generator replacement & control | Medium | 2019 | 2022 | 2022 | WM | Reserve for Replacement | | | | | | | \$ 225,000 | | | | | | | Replace equipment at the end of its service life. |
| | 2001 | LEC Interceptor extension | Medium | 2019 | 2028 | 2020 | WM | Interceptor | | | | \$ 100,000 | \$ 1,700,000 | | | | | | | | | Timing is development driven. |
| LS 16 | Zionsville Presbyterian | | | | | | | | | | | | | | | | | | | | | |
| | 1905 | LS 16 Replacement/relocation | Medium | 2019 | 2028 | 2019-20 | WM | Interceptor | | | | \$ 50,000 | \$ 750,000 | | | | | | | | | Timing is development driven. |
| LS 17 | Zion Hills | | | | | | | | | | | | | | | | | | | | | |
| | 2501 | LS 17 Pump & electrical upgrades | Low | 2022 | 2025 | 2025 | WM | Reserve for Replacement | | | | | | | | | \$ 1,500,000 | | | | | Timing is based on when capacity is needed. |
| LS 18 | Train Express | | | | | | | | | | | | | | | | | | | | | |
| | | LS 18 Pump replacements | Low | 2019 | 2022 | 2022 | AS | Reserve for Replacement | | | | | | | \$ 30,000 | | | | | | | Replace pumps at the end of their service life. |
| LS 19 | Village of West Clay | | | | | | | | | | | | | | | | | | | | | |
| | 2601 | Interceptor extension & lift station elimination | Low | 2019 | 2028 | 2026 | WM | Interceptor | | | | | | | | | | | \$ 1,500,000 | | | Combine this project with the LS5 elimination project. |
| LS 20 | Mayflower Park | | | | | | | | | | | | | | | | | | | | | |
| | | Pump replacement | Low | 2019 | 2022 | 2022 | AS | Reserve for Replacement | | | | | | | \$ 30,000 | | | | | | | Replace pumps at the end of their service life. |

2019 Capital Budget

DRAFT CAPITAL BUDGET LAST UPDATED 12/5/18
See project fact sheets for more information on individual projects

| Year needed | | | | | | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | | | | | | | |
|------------------------------------|-------------------|--|--------------------|----------|--------|---------------|--------------|-------------------------|-------------------------|-------------------|----------------------------|------------|--------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---|--|
| Location | Project No. | Project | Near-term Priority | Earliest | Latest | Year Budgeted | Staff Driver | Funding Source | 2018 Budget | 2018 YTD Spending | 2018 Projected to Complete | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | Note/Justification | |
| LS 21 | High Grove | | | | | | | | | | | | | | | | | | | | | | |
| | 2301 | Interceptor extension & lift station elimination | Low | 2019 | 2028 | 2023 | WM | Interceptor | | | | | | | | \$ 900,000 | | | | | | Timing is development driven. | |
| LS 22 | North Augusta | | | | | | | | | | | | | | | | | | | | | | |
| | | (no projects) | | | | | | | | | | | | | | | | | | | | | |
| LS 23 | 126th Street | | | | | | | | | | | | | | | | | | | | | | |
| | 2203 | LS 23 Pump & electrical upgrades | Low | 2021 | 2023 | 2022 | WM | Reserve for Replacement | | | | | | \$ 400,000 | | | | | | | | Timing is based on when capacity is needed. | |
| LS 24 | Parkwood West | | | | | | | | | | | | | | | | | | | | | | |
| | | (no projects) | | | | | | | | | | | | | | | | | | | | | |
| LS 25 | Towne Oak Estates | | | | | | | | | | | | | | | | | | | | | | |
| | | (no projects) | | | | | | | | | | | | | | | | | | | | | |
| LS 26 | Jacksons Grant | | | | | | | | | | | | | | | | | | | | | | |
| | N/A | Jackson's Grant Section 2 sewer oversizing | Medium | 2017 | 2018 | 2018 | WM | Interceptor | \$ 100,000 | \$ 136,728 | \$ 34,182 | | | | | | | | | | | | |
| | N/A | Jackson's Grant Section 6 sewer oversizing/extension | High | 2018 | 2018 | 2018 | WM | Interceptor | \$ 350,000 | \$ 288,968 | \$ 57,169 | | | | | | | | | | | | |
| | 2103 | LS 26 additional pumps, backup generator & parallel force main extension | Medium | 2020 | 2022 | 2022 | WM | Interceptor | \$ - | \$ - | \$ - | | | \$ 100,000 | \$ 1,900,000 | | | | | | | Timing is based on when capacity is needed in the Spring Mill Interceptor and at LS 26. | |
| General collection system projects | | | | | | | | | | | | | | | | | | | | | | | |
| | | Annual Misc. Repairs, Replacements & Line Relocations | Medium | | | annual | AS | Reserve for Replacement | \$ 150,000 | \$ - | \$ - | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 300,000 | Repairs are made as problems are found during televising. | |
| | | Future Neighborhood Sewer Projects | Medium | | | annual | WM | Interceptor | \$ - | \$ - | \$ - | \$ 300,000 | \$ 300,000 | \$ 300,000 | \$ 300,000 | \$ 300,000 | | | | | | Extend service into unsewered neighborhoods | |
| | 1707 | Autumn Woods, W116thSt, Williams Manor, spring mill Place/Heights Neighborhood Sewer Extension Project | Medium | 2017 | 2018 | 2018 | RH/WM | Operating | \$ 325,000 | \$ 217,884 | \$ - | | | | | | | | | | | | |
| Equipment | | | | | | | | | | | | | | | | | | | | | | | |
| | | Vehicles | Medium | | | varies | DW | Operating | \$ 50,000 | \$ 48,000 | \$ 1,500 | | | \$ 30,000 | | \$ 30,000 | | \$ 30,000 | | \$ 30,000 | | Scheduled Replacement of Vehicles | |
| | | Laboratory Equipment | Medium | | | varies | SW | Reserve for Replacement | \$ 7,500 | \$ 7,500 | \$ - | \$ 5,000 | \$ 5,000 | | \$ 5,000 | | \$ 5,000 | | \$ 5,000 | | | Replacement and Upgrades to Lab equipment | |
| | | Gear Reducer | Medium | | | | SW | Reserve for Replacement | \$ 60,000 | | \$ 60,000 | | | | | | | | | | | | |
| | | Chem Tank Drain Replacement | Medium | | | | SW | Reserve for Replacement | \$ 8,000 | \$ 8,000 | | | | | | | | | | | | | |
| | | Refrigerated B.O.D. Incubators | Medium | | | | SW | Reserve for Replacement | \$ 7,500 | \$ 7,500 | | | | | | | | | | | | | |
| | | Clayapp Server Replacement | High | | | | SW | Operating | \$ 8,000 | \$ 8,000 | | | | | | | | | | | | | |
| | | Datto Replacement (Computer Backup) | High | | | | SW | Operating | \$ 15,000 | \$ 15,000 | | | | | | | | | | | | | |
| | | 240, 480 Selectable portable Genset | Low | 2019 | 2023 | 2021 | AS | Reserve for Replacement | | | | | | \$ 50,000 | | | | | | | | Existing Generators are from 1985 & 1992 | |
| | | LS to Genset Quick Connect | High | 2019 | 2020 | 2019 | AS | Reserve for Replacement | | | | \$ 25,000 | | | | | | | | | | New Connectors are much safer than current. | |
| | | Pump Rebuild lifting Table | Medium | 2019 | 2021 | 2019 | AS | Operating | | | | \$ 6,000 | | | | | | | | | | Staff performing more repairs in-house | |
| | | Omnisite Radios | High | 2019 | 2019 | 2019 | AS | Reserve for Replacement | | | | \$ 7,000 | | | | | | | | | | Received End of Life Notification on radios. | |
| | | PLC upgrade LS1,2 | Medium | 2019 | 2021 | 2019 | AS | Reserve for Replacement | | | | \$ 10,000 | | | | | | | | | | Processors are not compatible with new Logix firmware. | |
| | | Pole Camera | Medium | 2019 | 2021 | 2019 | AS | Operating | | | | \$ 17,000 | | | | | | | | | | To be used for manhole/I&I inspections and verifying the condition of the main. | |
| | | CCTV Camera & Tractor | Medium | 2019 | 2020 | 2019 | AS | Reserve for Replacement | | | | \$ 35,000 | | | | | | | | | | Multiple repairs this year on the camera. A second camera will allow televising to continue. | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| | | Plant PLC Upgrades | | | | | SW | Reserve for Replacement | | | | \$ 60,000 | | | | | | | | | | Replacement of 10+ year old electronics | |
| | | Plant Flow Meter/Transmitter Replacement | High | 2019 | 2021 | 2019 | SW | Reserve for Replacement | | | | \$ 70,000 | | | | | | | | | | Replacing five outdated meters | |
| | | Digester Modifications | Low | 2019 | 2022 | 2019 | SW | Operating | | | | \$ 60,000 | | | | | | | | | | Additional Piping to improve operations | |
| | | Server Replacement | High | 2019 | 2019 | 2019 | SW | Reserve for Replacement | | | | \$ 15,000 | | | | | | | | | | Upgrade to replace 2008 Server | |
| | | IT Security Improvements | High | 2019 | 2019 | 2019 | SW | Operating | | | | \$ 10,000 | | | | | | | | | | Firewall Unit Replacement | |
| | | Skid steer | Medium | 2019 | 2025 | 2020 | SW | Reserve for Replacement | | | | | \$ 60,000 | | | | | | | | | Existing unit is a 1995 model and repairs are beginning to increase. | |
| Administration Projects | | | | | | | | | | | | | | | | | | | | | | | |
| | | Copier | Low | 2017 | 2018 | 2018 | DW | Operating | \$ 15,000 | | \$ 15,000 | | | | | | | | | | | Replacement of copier | |
| | | Admin office improvements | Medium | 2018 | 2019 | 2019 | DW | Operating | \$ 300,000 | \$ 9,760 | \$ 100,000 | \$ 200,000 | | | | | | | | | | Update customer area, relocate conference room, security improvements and equipment/mud room for field staff. | |
| | | Plant office/shop improvements | Medium | 2018 | 2019 | 2019 | DW | Operating | \$ 200,000 | \$ 3,000 | \$ - | \$ 200,000 | | | | | | | | | | Expand office and conference/training room space. | |
| | | | | | | | | | Totals | \$ 3,281,000 | \$ 1,449,792 | \$ 732,851 | \$ 6,750,000 | \$ 10,935,000 | \$ 8,000,000 | \$ 6,090,000 | \$ 1,530,000 | \$ 2,005,000 | \$ 2,330,000 | \$ 6,505,000 | \$ 4,530,000 | \$ 600,000 | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | Operating | \$ 983,000 | \$ 535,269 | \$ 176,500 | \$ 938,000 | \$ 1,370,000 | \$ 1,450,000 | \$ 1,700,000 | \$ 180,000 | \$ 150,000 | \$ 180,000 | \$ 150,000 | \$ 180,000 | \$ 300,000 | |
| | | | | | | | | | Reserve for Replacement | \$ 283,000 | \$ 23,000 | \$ 60,000 | \$ 577,000 | \$ 215,000 | \$ 250,000 | \$ 2,190,000 | \$ 150,000 | \$ 155,000 | \$ 1,950,000 | \$ 2,805,000 | \$ 2,800,000 | \$ 300,000 | |
| | | | | | | | | | Plant Expansion | \$ 300,000 | \$ 39,600 | \$ 120,000 | \$ 2,760,000 | \$ 5,900,000 | \$ 5,900,000 | \$ - | \$ - | \$ - | \$ 200,000 | \$ 1,550,000 | \$ 1,550,000 | \$ - | |
| | | | | | | | | | Interceptor | \$ 1,700,000 | \$ 827,715 | \$ 276,351 | \$ 2,475,000 | \$ 3,450,000 | \$ 400,000 | \$ 2,200,000 | \$ 1,200,000 | \$ 1,700,000 | \$ - | \$ 2,000,000 | \$ - | \$ - | |
| | | | | | | | | | Total | \$ 3,266,000 | \$ 1,425,584 | \$ 632,851 | \$ 6,750,000 | \$ 10,935,000 | \$ 8,000,000 | \$ 6,090,000 | \$ 1,530,000 | \$ 2,005,000 | \$ 2,330,000 | \$ 6,505,000 | \$ 4,530,000 | \$ 600,000 | |



MEMORANDUM

To: Board of Trustees

From: Wes Merkle

Date: December 5, 2018

**Subject: #1902 WRRF Expansion
Engineering Consultant Selection**

In October staff sent a Request for Proposals (RFP) to nine firms that have previously provided or shown interest in providing engineering services to TriCo. Six firms responded to the RFP and three firms were selected by staff for short list interviews. Those three firms included Clark Dietz, GRW Engineers, and Strand Associates.

Interviews were conducted at the December 3, 2018 Capital and Construction Committee meeting. Each interview included a presentation as well as a question and answer session. After the interviews each firm's presentations and qualifications were discussed. Fee proposals were opened and reviewed. Board members and staff present came to the consensus that GRW was the best choice for this project.

The C&C Committee recommended the Board select GRW to provide engineering services for this project.

The professional services agreement with GRW is in an amount not to exceed \$735,000, which includes design, permitting, bidding, and construction phase services. Construction phase services are as-needed and billed on an hourly basis, which is typical for TriCo capital projects. TriCo only pays for services provided. Even if the Board selects an alternate path for construction after bids are received, construction phase services are still as-needed.

Recommended Action: Approve the professional services agreement with GRW Engineers, Inc. in an amount not to exceed \$735,000.