



TriCo Regional Sewer Utility

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

Board of Trustees Meeting Agenda

Monday, April 8, 2019 @ 7:00 p.m.

John W. Hensel Government Center

10701 N. College Avenue, Indianapolis, IN 46280

- 1. Roll Call**
- 2. Public Comment**
- 3. Approval of Meeting Memorandum**
 - a. Board Meeting March 11, 2019
- 4. Approval of Claims Docket**
- 5. Attorney's Report**
 - a. Easement Acquisitions
 - b. Spring Mill Road Interceptor Repair
- 6. Utility Director's Report**
 - a. HRD Workshop Update
- 7. Committee Reports**
 - a. Budget & Finance Committee
 - i. Camera System Purchase
 - ii. Plant Flow Meter Replacement
 - b. Personnel & Benefits Committee
 - i. Labor Attorney Selection
 - c. Capital & Construction Committee
- 8. Old Business**
- 9. New Business**
- 10. Adjourn**



BOARD OF TRUSTEE MEETING

Monday, March 11, 2019 7:00 p.m.

Memorandum

ROLL CALL

Present: Vice President Steve Pitman, Treasurer Jane Merrill, Secretary Michael McDonald, Members, Barb Lamb, Jeff Kimbell, Eric Hand, Carl Mills and Chuck Ryerson. Others in attendance: Utility Director Andrew Williams, Legal Counsel Anne Poindexter, Engineering Manager Wes Merkle, Controller Cindy Sheeks, Plant Superintendent Scot Watkins, and Administrative Assistant Maggie Crediford

President Marilyn Anderson was absent.

Mr. Pittman called the meeting to order at 7:00 p.m.

PUBLIC COMMENT

Shahpor Shahbahrami, property owner at 1125 East 104th Street, said the property was vacant from November 2016 to January 2019. Mr. Shahbahrami stated the well at the property was not functional, and instead of repairing it he connected the home to city water. He asked the Board of Trustees to authorize repayment of sewer bills for the time the home sat vacant.

Ms. Lamb stated the Board was provided a memo outlining the history of communication between Mr. Shahbahrami and TriCo's Customer Service Department. She said the memo indicates Mr. Shahbahrami spoke with Customer Service regarding this issue in 2015 and again in 2017. Customer Service notes indicate he was told the Ordinance does not allow for relief from the availability charge. Customer Service notes from communication in 2017 indicate Mr. Shahbahrami was instructed to write a letter to the Board asking to not be billed. Ms. Lamb asked if the notes were correct. Mr. Shahbahrami verified they were. Ms. Lamb asked if he followed up on the suggestions from Customer Service. Mr. Shahbahrami said he did not follow up on those suggestions because he did not know how long the house would be empty.

Ms. Lamb said she reviewed TriCo's Refund and Uninhabitable Structure Policies. The request does not fall under either of those policies. The Utility billed Mr. Shahbahrami according to the Rate Ordinance. There was not a billing mistake nor was the home damaged by a disaster. She did not feel there was a reason to grant a refund.

Mr. Williams said unmetered accounts (properties with a well) are charged a base charge of \$33.51. Homes on city water are charged the base charge plus a use charge, which is calculated from water reads from their respective water provider. The charge currently on this property is \$33.51 based on last year's rate ordinance.

Ms. Merrill's concern is that the Board was unaware that the property was vacant. Had the Board been approached by Mr. Shahbahrami while the home was vacant, an inspection could have been conducted and the home could have been monitored for residency. Consideration for fee reduction could have been taken at that time. She is not comfortable considering a refund for the time the property owner says it was vacant without being able to verify there was no one living there.

Mr. Pittman, being in the real estate business, added the circumstances are the same for electricity and gas. There is a charge for having the service available for use even if the property is vacant. He did not believe the request warranted a refund.

Mrs. Poindexter stated if only the base rate was charged then the service was available to the homeowner, making the request inapplicable under the Uninhabitable Structure Ordinance. A base rate is charged by a utility for service that is available for use.

Mr. Pittman asked if the Board needed to act on the request. Mrs. Poindexter said the customer asked for a refund and if the Board is not granting a refund then no specific action is needed other than to decline the refund.

Mr. Pittman thanked Mr. Shahbahrami for sharing his situation with the Board. No refund was given.

APPROVAL OF MEETING MEMORANDUM

Board Meeting February 11, 2019

Ms. Merrill made a motion to approve the February 11, 2019 Board Meeting Memorandum. The motion was seconded by Mr. McDonald and approved unanimously.

APPROVAL OF CLAIMS DOCKET

Ms. Sheeks said the Carmel Utility processing bill was \$102,000 in the month of February, which was high. There was a payment to GRW for the Sewer Outfall Project in the amount of \$3,700. A payment to GRW for the Plant Expansion for \$76,750 was also made. All other expenses were normal monthly expenses.

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

ATTORNEY'S REPORT

Easement Acquisitions

Mrs. Poindexter said the Artest Easement Condemnation Acquisition Case will be heard in Boone County on April 10, 2019. She and Mr. Merkle will be representing the Utility at the hearing.

UTILITY DIRECTOR'S REPORT

Mr. Williams stated the Utility received a final report from the State Board of Accounts for the audit covering 2015-2018. Crowe LLC conducted the audit. Mr. Williams will send all Board Members a copy of the report in the mail. The report will be discussed at the Budget

and Finance Meeting on March 22, 2019. Mr. Williams said the main comment on the report concerns the Utility's reporting on an accrual basis. The auditors want to see reporting on a cash basis, but the State requires regional sewer districts to report on an accrual basis. Mrs. Poindexter said other regional sewer districts she works with received the same comments. Mr. Williams said the Utility's responses to the comments from Crowe are included in the back of the report.

Mr. Williams said in compliance with State procedures, the Utility had its first online auction for surplus equipment. Two Ford Escapes, two Toshiba copiers and a Stinger 10-ton hydraulic jack were auctioned. The auctions were successful.

Mr. Williams said over the past weekend there was a rain event as well as a power outage at the plant; however, there were no upsets in the system.

COMMITTEE REPORTS

Budget & Finance Committee

Internal Control Policy Revision

Ms. Merrill said, Board Members are required to watch an Internal Control Policy training video. Mr. Williams stated a link to the video will be emailed to the Board. Ms. Merrill asked members to watch the video before the April Board Meeting.

Ms. Merrill pointed out two changes being recommended by the Budget and Finance Committee to TriCo's Internal Control Policy for Board approval. The first recommendation changes the Oversight Committee from the Executive Committee to the Budget and Finance Committee. The second recommendation raises the amount for purchases requiring a purchase order from \$500 to \$1,000.

Ms. Merrill made a motion to amend the Internal Control Policy, changing the Oversight Committee to Budget and Finance, and changing the amount for purchases requiring a purchase order from \$500 to \$1,000. The motion was seconded by Mr. Hand and approved unanimously.

Programmable Logic Controllers Replacement Contract

Ms. Merrill made a motion to approve the proposed contract with ACE Technologies to upgrade the PLC's at the Water Resource Recovery Facility in the amount of \$48,320. The motion was seconded by Mr. Mills and approved unanimously.

Personnel & Benefits Committee

Ms. Lamb stated no action items were before the Board from the Personnel and Benefits Committee.

Capital & Construction Committee

Lift Station 14 (Austin Oaks) Parallel Force Main (#1901) Easements

Mr. Hand made a motion to move forward with condemnation proceedings for the remaining four easements needed to complete the project if agreements are not reached by March 14, 2019. The motion was seconded by Mr. Mills and approved unanimously.

Little Eagle Creek Interceptor Extension (#2001) Design Contract

Mr. Hand made a motion to move forward with project #2001, with the assumption easements will be condemned if necessary. The motion was seconded by Mr. Mills. Mr. Pittman recused himself from the vote. The motion was approved 7-0, Mr. Pittman abstained.

Haver Way Sewer Improvements (#1802) Design Contract

Mr. Hand made a motion to approve the professional service agreement with MS Consultants in an amount not to exceed \$66,600. The motion was seconded by Mr. Mills and approved unanimously.

Neighborhood Sewer Extension Project (#1908) Design Contract

Mr. Hand made a motion to approve the professional services agreement with GRW in an amount not to exceed \$48,510 for engineering services to extend sewer service to the neighborhoods of Larkspur, Oak Tree, Crossfields, and Brandywine. The motion was seconded by Ms. Merrill.

Mr. Ryerson asked for clarification on the total costs of the project. Mr. Merkle stated that \$300,000 a year through 2023 has been budgeted to extend sewer availability to the remaining 13 unsewered neighborhoods in TriCo's service area. The project for the four neighborhoods listed will consume the \$300,000 budgeted for 2019.

Mr. Ryerson asked how many customers the Utility will gain with the project. Mr. Merkle said he would need to research the exact number of customers and give him an answer after the meeting.

Mr. Kimball asked for an explanation of the cost justification analysis used for the project. Mr. Merkle explained construction costs are recouped with availability fees. As customers connect to the system, they are charged an availability fee; reimbursing Utility project construction costs. Mr. Williams explained the \$300,000 budgeted for the project will come out of the Interceptor Fund. Money that is paid by customers when they connect to the system goes back into that fund. Developers also pay into the Interceptor Fund as they develop land. Building the infrastructure gives customers the flexibility to connect when they want or need to. Mr. McDonald clarified once the sewer line is installed, connection for homeowners is optional; however, if a property has a failed septic the Board of Health requires connection to the sewer system. Mr. Pittman said one of the Board's missions is to serve all unsewered areas within TriCo's service area. The project has been planned and included in the budget.

Mr. Ryerson asked how long it has been optional for customers to connect if sewer is available to them. Mr. Merkle said connection has been optional for two years. Mr. Ryerson asked Mr. Merkle to provide the history of sewer availability fees collected by TriCo, connection requirements, and the rate at which people connected once sewers were made available. He said the information could be provided to him after the meeting, giving Mr. Merkle the opportunity to compile the information requested. Mrs. Poindexter pointed out the Utility reserves the right to mandate immediate connection to the sewer system once it is available, if needed.

The motion for the professional services agreement with GRW in an amount not to exceed \$48,510 for Neighborhood Sewer Extension Project #1908 was approved unanimously.

WRRF Expansion (#1902) Design Contract Modification

Mr. Hand made a motion to approve a contract modification with GRW in the amount of \$27,970 over and above the original contract amount of \$532,000. The motion was seconded by Ms. Lamb and approved unanimously.

OPEN DOOR LAW PRESENTATION

Mrs. Poindexter gave a presentation on Indiana's Open-Door Law for the Board (see attached PowerPoint slides).

Ms. Merrill made a motion to adjourn the meeting. Mr. Kimball seconded the motion and approved unanimously. The meeting adjourned at 8:25 p.m.

The next Board of Trustees Meeting is scheduled for Monday, April 8, 2019 at 7:00 p.m.

Respectfully submitted,



Andrew Williams
Utility Director

Approved:

_____ as Presented

_____ as Amended

The left side of the page features a decorative design consisting of several vertical stripes in shades of orange and red, and a cluster of five solid orange circles of varying sizes arranged in a circular pattern.

INDIANA'S OPEN DOOR LAW

Anne Hensley Poindexter

**ALTMAN, POINDEXTER
& WYATT LLC**

90 EXECUTIVE DRIVE, SUITE G

Carmel, IN 46032

Ph (317) 350-1000

OPEN DOOR LAW

- The Open Door Law was originally enacted in 1977 to permit public access to meetings held by public agencies



OPEN DOOR LAW

- The purpose of Indiana's Open Door Law is to ensure that public meetings and official actions of public agencies are conducted and taken openly so that the people of the State may be fully informed
- The public must be given an opportunity to attend and observe the meeting



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WHAT IS A MEETING?

- Includes a gathering of a majority of the **governing body** for the purpose of taking official action

Social or chance gatherings, on site inspections, travel to or attendance at meetings devoted to betterment of government are excluded

OFFICIAL ACTION INCLUDES

- Receiving information;
- Deliberating;
- Make recommendations;
- Establishing policy;
- Making decisions; Or
- Taking final action



THE PUBLIC WHO HAS ACCESS?

- The public has access to certain meetings. There are no requirements of citizenship or constituency.
- They need not be utility customers



WHAT IS NOT A GOVERNING BODY?

- Staff members/employees are not
- Committees appointed by staff are not



NOW...MORE ABOUT MEETINGS



WHAT IS NOT A MEETING?

- Any social or chance meeting not intended to avoid ODL
- On site inspection of a project or program
- Attending meetings such as this
- An orientation for new members
- A political caucus



CAN YOU TURN AN EXCEPTION INTO A MEETING?

- Yes

- Members attend the conference and during lunch, decide to adopt a new collection policy
- A majority of members eat breakfast at the same café and discuss what “should be done” on District issues
- During an orientation session members discuss the agenda for the next meeting



ELECTRONIC PARTICIPATION IN MEETING

- Can a Board Member attend or participate in a meeting electronically?
 - Yes, but they may not be counted present nor participate in a Final Action (vote)



MEETING MINUTES AND MEMORANDA

- Minutes are not required
- Memoranda including
 - Date, time and place of meeting
 - Members present and absent
 - General substance of matters proposed, discussed or decided
 - Record of votes taken



USE OF AGENDAS

- No requirement to use
- If utilized, must post at entrance prior to meeting (may be less than 48 hours)
- May not refer and take action at meeting only by agenda item number



EMERGENCY MEETINGS

- To deal with actual or threatened injury to person or property or actual or threatened disruption to the governmental activity:
 - Notice must be posted; and
 - The news media gets as much notice as the Board



RECONVENING A MEETING: NEW NOTICE OR NOT?

- If you Announce the Time, Date and Place in the Meeting of When You Will Reconvene, You Need Not Publish New Notice
- Otherwise, Publish



I.C. 5-14-1.5-3.1

THE BOBBY KNIGHT RULE:

- Prohibits a Series of Meetings if
 - One Gathering is Attended by at Least 3 Members
 - And Another Included at Least 2 Members
 - The Sum of Members Equals a Quorum
 - All Meetings Within 7 Days

Presence Includes Telephone and E-Mail
Participation/Attendance



EXECUTIVE SESSIONS

INDIANA CODE 5-14-1.5-6.1

- Limited Availability
For Example:

2(B) Strategy Discussions Relative To:

- a) Litigation
- b) Purchase or lease of Real Property

5) Employee Issues:

- a) Interviews
- b) Job Performance – Not Salary
- c) Alleged Misconduct

13) To Discuss Information and Intelligence Intended to Prevent, Mitigate or Respond to Threat of Terrorism

EXECUTIVE SESSIONS

- For Discussion Purposes Only
- All Actions Must Be Taken in a Public Meeting
- Notice of Executive Session Required
- Cannot Have Executive Session in the Midst of a Regular Meeting or Go Back and Forth



PUBLIC NOTICE OF MEETINGS

- Notice of the date, time and place or meetings, executive sessions or of reconvened or rescheduled meetings must be given 48 hours (excluding weekends and holidays) before the meeting



PUBLIC NOTICE

- Posting copy of notice at the principal office
- Mailing, e-mailing or faxing to news media as requested

Annual notice of regular meetings is permitted



ACCESS ≠ PARTICIPATION

- Access = The opportunity to be present, to observe and record
- There is no general right of the public to speak or participate (one exception would be a public hearing on a rate ordinance)
- Exception- Regional Sewer and Water Districts must allow public to speak



TriCo Regional Sewer Utility
Register of Claims
For the period 03/07/2019-04/03/2019

Payment date	Payment number	Bank name	Payee name	Amount	Amount Allowed	Description
3/6/19	12759	Operating	Steven & Kelly Bodner	\$6,923.40	\$6,923.40	Sewer connection reim-Jumper Ln
3/6/19	12760	Operating	Allison Payment Systems LLC	\$3,638.97	\$3,638.97	Billing Service
3/6/19	12760	Operating	Allison Payment Systems LLC	\$4,956.97	\$4,956.97	Postage due
3/6/19	12761	Operating	Black Tie Courier	\$260.00	\$260.00	Courier fees
3/8/19	12762	Operating	Boone County Recorder	\$600.00	\$600.00	File 24 liens
3/8/19	12763	Operating	IPL	\$6,682.93	\$6,682.93	LS 2
3/8/19	12764	Operating	Joe Hood	\$29.00	\$29.00	Mileage
3/8/19	12766	Operating	Sibusisiwe Ndebele	\$400.00	\$400.00	Refund-Overpayment on account
3/12/19	12767	Operating	Boone County Recorder	\$25.00	\$25.00	Lien release
3/12/19	12768	Operating	Huntington Insurance, Inc	\$1,169.00	\$1,169.00	Crime policy
3/12/19	12769	Operating	Linda Martin	\$305.20	\$305.20	Refund-1105 Aqueduct
3/12/19	12770	Operating	Patricia Peyton	\$15.19	\$15.19	Refund-1576 Prestwick
3/15/19	12772	Operating	Jason Lewin	\$66.12	\$66.12	Mileage
3/15/19	12773	Operating	Tung Ho	\$135.02	\$135.02	Refund-9938 Estep
3/15/19	12774	Operating	Lawrence Prange	\$88.74	\$88.74	Mileage - 1/19 & 3/2
3/19/19	12775	Operating	Kelly M Sullivan	\$103.95	\$103.95	Insp. fee refund-Indiana Montessori
3/21/19	12776	Operating	Boone County Recorder	\$50.00	\$50.00	File 2 liens
3/21/19	12778	Interceptor	Qiuling Shan	\$5,340.00	\$5,340.00	CIP-Proj 1901 Easement
3/22/19	12779	Operating	AFLAC	\$504.04	\$504.04	Insurance
3/21/19	12779	Interceptor	Troy A Roberson	\$7,130.00	\$7,130.00	CIP-Proj 1901 Easement
3/22/19	12780	Operating	AT&T Mobility	\$1,305.10	\$1,305.10	LS cell phones
3/22/19	12781	Operating	Carmel Utilities	\$13.45	\$13.45	LS 1
3/22/19	12781	Operating	Carmel Utilities	\$16.03	\$16.03	LS 2
3/22/19	12781	Operating	Carmel Utilities	\$27.35	\$27.35	LS 26
3/22/19	12782	Operating	Kinetrex Energy	\$1,615.13	\$1,615.13	Plant gas
3/22/19	12783	Operating	Cindy Sheeks	\$5.99	\$5.99	B & F meeting
3/25/19	12784	Operating	Cindy Sheeks	\$333.34	\$333.34	Ins waiver - 2016
3/25/19	12785	Operating	Cole Closser	\$1,000.00	\$1,000.00	Insurance waiver - 2018
3/26/19	12786	Operating	Richard Hoole	\$27.84	\$27.84	Mileage
3/26/19	12788	Operating	Zionsville Park & Recreation Depart.	\$250.00	\$250.00	Creekefest-TriCo Regional
3/27/19	12789	Operating	Julie Quigley	\$948.34	\$948.34	Refund-12905 Currier St
3/27/19	12790	Operating	Indiana Water Environment Assoc.	\$300.00	\$300.00	Challenge -TriCo
3/27/19	12791	Operating	AT&T	\$698.93	\$698.93	Internet service
3/28/19	12793	Operating	Jennifer Steohanidis	\$38.20	\$38.20	Refund-14039 Triple Crown
3/28/19	12794	Operating	David C Ford	\$17.10	\$17.10	Refund-3254 Cimmaron Ash
3/28/19	12795	Operating	John Bedoya	\$22.03	\$22.03	Refund-3807 Constitution Dr
3/28/19	12796	Operating	Margaret Carter	\$24.03	\$24.03	Refund-11651 Lenox
3/28/19	12797	Operating	Amy Monachino	\$22.20	\$22.20	Refund-11639 Willow Springs Dr
3/28/19	12798	Operating	Paul Hanson	\$21.31	\$21.31	Refund-12075 Sanctuary Blvd
3/28/19	12799	Operating	Z Mark LLP	\$27.75	\$27.75	Refund-12519 Timber Creek Dr
3/28/19	12800	Operating	Gerald L Mansbach	\$16.60	\$16.60	Refund-417 McLaren Lane
3/28/19	12801	Operating	Robert T Rooksby	\$24.83	\$24.83	Refund-12716 Norfolk
3/28/19	12802	Operating	Lanelle Sue Meyer	\$33.51	\$33.51	Refund-11150 Echo Crest Dr W
3/28/19	12803	Operating	Aaron Strong	\$30.00	\$30.00	Cell Phone Reimbursement
3/28/19	12804	Operating	Eric Luis Delacruz	\$30.00	\$30.00	Cell Phone Reimbursement
3/28/19	12805	Operating	Jeffrey Martin	\$30.00	\$30.00	Cell Phone Reimbursement
3/28/19	12806	Operating	Kermin Huntley	\$30.00	\$30.00	Cell Phone Reimbursement
3/28/19	12807	Operating	Nathan Crowder	\$30.00	\$30.00	Cell Phone Reimbursement
3/28/19	12808	Plant Expansion	GRW	\$76,750.00	\$76,750.00	Proj 1902-Prelim Design
3/28/19	12809	Res. for Repl.	ACE Technologies, LLC	\$8,602.00	\$8,602.00	CIP-PLC Upgrades
3/28/19	12810	Res. for Repl.	Merrillville Conservancy District	\$32,000.00	\$32,000.00	CIP-CCTV Camera
3/28/19	12811	Operating	Barbara Lamb	\$200.00	\$200.00	Board Member Fees
3/28/19	12812	Operating	Carl S. Mills	\$250.00	\$250.00	Board Member Fees
3/28/19	12813	Operating	Charles Ryerson	\$150.00	\$150.00	Board Member Fees
3/28/19	12814	Operating	Eric Hand	\$150.00	\$150.00	Board Member Fees
3/28/19	12815	Operating	Jane B. Merrill	\$250.00	\$250.00	Board Member Fees
3/28/19	12816	Operating	Jeffrey Kimbell	\$100.00	\$100.00	Board Member Fees
3/28/19	12817	Operating	Marilyn Anderson	\$200.00	\$200.00	Board Member Fees
3/28/19	12818	Operating	Michael A. McDonald	\$200.00	\$200.00	Board Member Fees
3/28/19	12819	Operating	Steve Pittman	\$100.00	\$100.00	Board Member Fees
3/28/19	12820	Operating	ACE Technologies, LLC	\$2,861.25	\$2,861.25	Plant support
3/28/19	12820	Operating	ACE Technologies, LLC	\$1,128.75	\$1,128.75	Collections service & support
3/28/19	12820	Operating	ACE Technologies, LLC	\$1,102.00	\$1,102.00	Collections service & support
3/28/19	12820	Operating	ACE Technologies, LLC	\$1,758.75	\$1,758.75	Collections service & support
3/28/19	12820	Operating	ACE Technologies, LLC	\$1,338.75	\$1,338.75	Plant service & support
3/28/19	12821	Operating	Allison Payment Systems LLC	\$4,959.34	\$4,959.34	Postage due
3/28/19	12821	Operating	Allison Payment Systems LLC	\$3,640.92	\$3,640.92	Billing Service
3/28/19	12822	Operating	Bio Chem, Inc.	\$4,046.43	\$4,046.43	Biosolids Disposal
3/28/19	12823	Operating	Carmel Utilities	\$766.37	\$766.37	Line Maintenance-Hydrant Usage
3/28/19	12824	Operating	Community Occupational Health Servs.	\$132.00	\$132.00	Drug screening
3/28/19	12824	Operating	Community Occupational Health Servs.	\$89.00	\$89.00	Drug screening
3/28/19	12825	Operating	CuraLinc, LLC	\$295.00	\$295.00	Employee EAP Support Link
3/28/19	12826	Operating	Eco Infrastructure Solutions, Inc.	\$480.00	\$480.00	Locate Paint
3/28/19	12827	Operating	Faco Waterworks, LLC	\$627.43	\$627.43	DS-Auma Actuators
3/28/19	12855	Operating	Fluid Waste Services, Inc.	\$5,843.75	\$5,843.75	Line Maintenance
3/28/19	12856	Operating	Frew Process Group	\$3,348.90	\$3,348.90	Line Maintenance
3/28/19	12857	Operating	HRD Advisors Group	\$4,950.00	\$4,950.00	Disc Workshop
3/28/19	12858	Operating	Hutch & Son, Inc	\$4,110.09	\$4,110.09	Multi Meter/Power Meter
3/28/19	12859	Operating	IDEXX Laboratories	\$3,463.72	\$3,463.72	Sewer Sampling
3/28/19	12860	Operating	Maco Press	\$136.02	\$136.02	Envelopes
3/28/19	12861	Operating	Maintainer Corporation of Iowa	\$3,531.95	\$3,531.95	Equipment Repair
3/28/19	12862	Operating	Merrell Brothers, Inc.	\$1,200.00	\$1,200.00	Biosolids Disposal
3/28/19	12862	Operating	Merrell Brothers, Inc.	\$520.00	\$520.00	Biosolids Disposal
3/28/19	12863	Operating	Nalco Water Pretreatment Solutions	\$170.52	\$170.52	Sewer Sampling
3/28/19	12863	Operating	Nalco Water Pretreatment Solutions	\$138.59	\$138.59	Sewer Sampling
3/28/19	12864	Operating	Office Depot	\$75.93	\$75.93	Office Supplies
3/28/19	12864	Operating	Office Depot	\$37.62	\$37.62	Office Supplies
3/28/19	12864	Operating	Office Depot	\$12.99	\$12.99	Office Supplies

Payment date	Payment number	Bank name	Payee name	Amount	Amount Allowed	Description
3/28/19	12864	Operating	Office Depot	\$53.99	\$53.99	Office Supplies
3/28/19	12864	Operating	Office Depot	\$599.99	\$599.99	Office Supplies
3/28/19	12864	Operating	Office Depot	\$51.40	\$51.40	Office Supplies
3/28/19	12865	Operating	Pearson Ford, Inc.	\$194.35	\$194.35	Vehicle R&M
3/28/19	12865	Operating	Pearson Ford, Inc.	\$111.13	\$111.13	Vehicle R&M
3/28/19	12866	Operating	Praxair Distribution, Inc.	\$30.05	\$30.05	Cylinder Rental
3/28/19	12866	Operating	Praxair Distribution, Inc.	\$28.25	\$28.25	Cylinder Rental
3/28/19	12867	Operating	PSD Software, LLC	\$8,996.40	\$8,996.40	CIP-1051-1 Hiperweb Implementation
3/28/19	12867	Operating	PSD Software, LLC	\$15,000.00	\$15,000.00	Hiperweb Annual Maint. & Subscript.
3/28/19	12868	Operating	Quick Lane	\$94.43	\$94.43	Vehicle R&M
3/28/19	12869	Operating	ResulTech USA, LLC	\$166.25	\$166.25	Office Services-Printer Repair
3/28/19	12871	Operating	State of Indiana	\$18,766.00	\$18,766.00	Audit Fees
3/28/19	12872	Operating	Taylor Oil Company, Inc.	\$170.73	\$170.73	Fuel
3/28/19	12873	Operating	TPI Utility Construction	\$3,300.00	\$3,300.00	Check valves
3/28/19	12875	Operating	Xylem Water Solutions USA Inc	\$944.00	\$944.00	Flush Valve Repair Kit
3/28/19	12875	Operating	Xylem Water Solutions USA Inc	\$2,977.00	\$2,977.00	Flush Valve
3/28/19	12875	Operating	Xylem Water Solutions USA Inc	\$88.00	\$88.00	M10 Stud
3/28/19	12876	Operating	Marilyn Anderson	\$100.00	\$100.00	Board fees
3/28/19	12877	Operating	Signius Communications	\$77.68	\$77.68	Answering service
3/28/19	12878	Operating	USA BlueBook	\$767.00	\$767.00	Sewer Sampling
3/12/19	20190164	Operating	ADP	\$56,333.85	\$56,333.85	PPE 3/8/19
3/12/19	20190165	Operating	Empower Retirement (Hoosier START)	\$7,829.67	\$7,829.67	401A, 457b, Roth
3/14/19	20190166	Operating	PNC Bank	\$6,532.72	\$6,532.72	CC Expenses Feb 2019
3/15/19	20190167	Operating	Wex Bank	\$125.78	\$125.78	Fuel-Feb 2019
3/19/19	20190168	Operating	Citizens Energy Group	\$64.86	\$64.86	Plant
3/19/19	20190169	Operating	Citizens Energy Group	\$132.52	\$132.52	LS 17
3/19/19	20190170	Operating	Vectren Energy Delivery	\$46.00	\$46.00	LS 2
3/19/19	20190171	Operating	Vectren Energy Delivery	\$546.10	\$546.10	Plant
3/13/19	20190173	Operating	Wex Bank	\$125.78	\$125.78	Fuel
3/24/19	20190174	Operating	Vectren Energy Delivery	\$17.64	\$17.64	LS 10
3/25/19	20190176	Operating	ADP	\$56,567.39	\$56,567.39	PPE 3/23/19
3/25/19	20190177	Operating	Anthem Blue Cross Blue Shield	\$31,981.63	\$31,981.63	Insurance - April
3/22/19	20190179	Operating	ADP	\$126.92	\$126.92	Workforce Now Bundle
3/27/19	20190181	Operating	AT&T Mobility	\$1,410.97	\$1,410.97	Wireless
3/26/19	20190182	Operating	State of Indiana	\$169.00	\$169.00	Safety Awards - Auction purchase
3/26/19	20190183	Operating	Empower Retirement (Hoosier START)	\$7,816.16	\$7,816.16	PPE 3/23/19
3/28/19	20190184	Operating	ADP	\$125.70	\$125.70	Workforce Now Time & Attendance
4/2/19	20190185	Operating	ADP	\$129.04	\$129.04	Workforce Now Payroll Bundle
3/29/19	12879	Interceptor	Anthony & Anita Ridolfo	\$6,000.00	\$6,000.00	CIP-Proj 1901 Easement
4/1/19	12880	Operating	AT&T	\$789.94	\$789.94	Internet & Phone Service
4/1/19	12882	Operating	Fastenal	\$483.95	\$483.95	Plant R&M
4/1/19	12883	Operating	HRD Advisors Group	\$6,535.00	\$6,535.00	Manager Essentials Workshop
4/1/19	12884	Operating	Simplifile	\$960.00	\$960.00	E-Recording Liens
4/1/19	12885	Operating	Vasey Commercial Heating & AC	\$921.00	\$921.00	Plant R&M
3/29/19	12886	Operating	Environmental Resources Assoc.	\$591.40	\$591.40	Sewer Sampling
4/2/19	12887	Operating	Clay Township Trustee	\$2,924.55	\$2,924.55	Gov't Center Expenses
4/2/19	12888	Operating	Grainger	\$19.82	\$19.82	Safety Supplies
4/2/19	12889	Operating	IPL	\$123.48	\$123.48	LS 3
4/2/19	12889	Operating	IPL	\$530.71	\$530.71	LS 8
4/2/19	12889	Operating	IPL	\$320.53	\$320.53	LS 9
4/2/19	12889	Operating	IPL	\$756.33	\$756.33	LS 10
4/2/19	12889	Operating	IPL	\$86.76	\$86.76	LS 12
4/2/19	12889	Operating	IPL	\$50.48	\$50.48	LS 18
4/2/19	12889	Operating	IPL	\$61.41	\$61.41	LS 20
4/2/19	12889	Operating	IPL	\$49.96	\$49.96	LS 22
4/2/19	12889	Operating	IPL	\$61.41	\$61.41	LS 25
4/2/19	12889	Operating	IPL	\$81.21	\$81.21	Valve Vault
4/2/19	12890	Operating	Kokosing	\$2,404.53	\$2,404.53	T Valve Repair - Plant
4/2/19	12891	Operating	Neofunds by Neopost	\$500.00	\$500.00	Postage
4/2/19	12892	Operating	Republic Services #761	\$406.37	\$406.37	Plant Utilities
4/2/19	12893	Operating	Ricoh USA, Inc	\$133.10	\$133.10	Office Supplies-Printer Ink
4/2/19	12894	Operating	TPI Utility Construction	\$3,500.00	\$3,500.00	Lateral Repair-755 Homewood Dr
4/3/19	12895	Operating	Black Tie Courier	\$273.00	\$273.00	Courier Fees
4/3/19	12896	Operating	IUPPS	\$1,401.25	\$1,401.25	Monthly Locate Tickets
4/3/19	12897	Operating	Taylor Oil Company, Inc.	\$1,143.58	\$1,143.58	Fuel Charges
4/3/19	12898	Operating	Carmel Utilities	\$103,812.67	\$103,812.67	March Flow-Carmel Sewage Treatment
4/3/19	12898	Operating	Carmel Utilities	\$1,031.10	\$1,031.10	March Meter Reads
				\$572,601.48	\$572,601.48	

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the register, such claims are hereby allowed in the total amount of

\$572,601.48

The TriCo Connection

Volume 12 Issue 4 April 2019
MONTHLY NEWSLETTER

FINANCIAL REPORT-CINDY SHEEKS

February 2019 Total Revenues was \$621,146 which is above the projected revenue of \$621,861 by \$14,771. Residential sales were \$407,650 and 1.04% higher than expected. Commercial sales totaled \$188,551 which is 5.73% higher than expected and down slightly from January. Total operating expenses were \$383,371 in February which is 7.5% below the monthly projection. Wages and benefits spending were below budget by \$11,980 for a total of \$164,064 during the month. Administration spending was \$39,776 in February and under budget by \$16,682. Treatment costs totaled \$147,114 which is over budget by \$1,698. Collection costs totaled \$32,416 in February which was \$4,250 under budget. Net income in February was \$227,800 after depreciation and amortization of CIAC and is over projections by \$61,010 for the month.

Spending Breakdown in February:

Wages – 42.79%

Administration – 10.37%

Treatment Costs – 38.37%

Collection Costs – 8.45%

Spending Breakdown YTD:

Wages - 44.24%

Administration – 14.26%

Treatment Costs - 34.30%

Collection Costs – 7.18%

Cash generated for February shows a net increase in all funds by \$206,288. Capital spending was \$95,038 for the month. It included spending for Plant outfall, office remodel, server replacement and grit removal. Cash on hand at 02/28/2019 was \$9,379,121. The balances in the funds are listed below:

Operating \$2,270,361

Plant Expansion \$4,264,903

Reserve for Replacement \$611,087

Interceptor \$40,462

Operating Reserve \$2,192,400

In This Issue

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Calendar of Events

April 08	Board Meeting	7:00 p.m.
April 10	Staff Meeting	10:00 a.m.
April 24	P&B Meeting	7:30 a.m.
April 26	B&F Meeting	7:30 a.m.
May 06	C&C Meeting	4:30 p.m.

COLLECTIONS REPORT - AARON STRONG

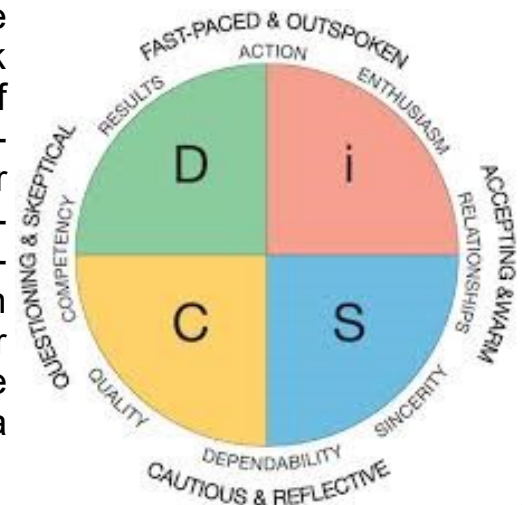
Collections staff is off to a great start in the Year 1 Cleaning and Inspection cycle by inspecting 700 manholes and televising 34,000 feet of main in March. Rick and Cole have been working diligently on manhole inspections and have achieved a lofty goal of 700 manholes inspected for the second straight month. Matt has achieved his monthly camera inspection goal of 30,000 feet despite equipment failures and operating primarily with loaner equipment.

Jason and Joe have been focusing on lift station repair and maintenance. They have replaced the volute at Lift Station #22, a high ragging station, outfitted with a mixed flush valve. A mixed flush valve is attached to the discharge side of the volute which stirs up the wet well momentarily at pump start up. This helps to alleviate the settling of debris around the pump due to lengthy intervals between cycle times at this low flow station. Other repair and maintenance items included the replacement of a failed battery tender on a Thompson pump and the proof of concept installation of the new Meltric generator connection at Lift Station #8. This team also embarked on biannual lift station cleanings to the bottom of wet wells. This preventative maintenance task removes solids, primarily silt, that has settled around areas of the wet well that are not influenced by pump hydraulics. Crews have completed 19 of 23 cleanings with the remaining expected to be completed by mid-April.

Collections staff assisted Engineering in a joint effort to inspect Coxhall Gardens, a targeted inflow and infiltration area as identified by flow metering. Staff canvassed the grounds finding buried cleanouts, performing push camera inspection of multiple laterals and mapping infrastructure.

HR UPDATE- DREW WILLIAMS

TriCo hired HRD Advisory Group to facilitate a DiSC assessment for the entire staff and conduct a workshop to explain the results. DiSC is the leading personal assessment tool used by over 1 million people every year to improve work productivity, teamwork and communication. In the workshop the staff learned about the four quadrants of the DiSC assessment, where they fall and where all of their coworkers fall. The DiSC model provides a common language that people can use to better understand themselves and to adapt their behaviors with others within a work team, a leadership position, or other relationships. The managers will continue working with HRD over the next six months in a course called Management Essentials.



CONSTRUCTION & ENGINEERING– WES MERKLE

Engineering staff completed 498 locates, 52 I&I inspections and 43 lateral inspections in March. 2,375 locate requests were received and reviewed. The staff did a good job of helping out while coworkers were off for spring break and monitoring construction activity in our service area which is ramping up with warmer weather. Kermin had two failed I&I inspections with one for a buried cleanout and the other for a broken cleanout with debris in the line of a new house. Brian, our past summer help, spent his spring break assisting with locates.

Jeff continued to review EDU allocation for past projects. He also updated past neighborhood sewer project statistics and inspected manholes located within the scope of Carmel's resurfacing projects. The Basin 8 I&I search continues north of 116th Street and Towne Road where more substantial I&I sources have been identified. Ryan coordinated several repairs and he is working with the Hamilton County Parks and Recreation Department to get corrections made at Coxhall Gardens. Several flow meter locations will be adjusted as we hone in on I&I sources and remove meters in need of service.

Kermin, Ryan and Wes finished updating lateral installation requirements. Ryan and Wes continued to review and draft updated policies applicable to the department. Eric observed construction at Copper Run, which has finally passed testing after weeks of repairs and retesting by the contractor. He also completed warranty inspections on several projects and followed up on completed repairs.

Design is underway on the Haver Way sewer improvements project, as well as the next neighborhood sewer project that includes four of the remaining 13 unsewered neighborhoods in our service area. Wes worked out agreements with Duke and four commercial property owners for outfall sewer easements. Existing utilities are being potholed along the outfall sewer alignment to identify and avoid conflicts in design and greatly reduce the risk of costly changes in construction. Wes continued to negotiate easement acquisition for the Lift Station #14 (Austin Oaks) Parallel Force Main project along Michigan Road. Plant expansion design continues. Many cost saving opportunities have been identified. Design will continue through summer.

CUSTOMER SERVICE UPDATE-SHELLY KEEFE

In March, 18 new customers were added to billing and 31 permits were issued. The total number of customers receiving their statement by email is now 2,970, which is an increase of 24.

Thirty liens were filed totaling \$3,690.60. The current lien balance is now \$19,878.30.

Two contract accounts were paid in full, leaving only eight active accounts.

PLANT REPORT-SCOT WATKINS

Pretreatment Staff completed 30 FOG inspections last month with no observed violations. Staff worked with other utilities to update the TriCo's grease interceptor specifications.

Plant staff made a repair to the Biosolids conveyer system after a torn pan was discovered. The ultra violet (UV) system has been installed for the disinfection season; before installation, all the equipment was inspected, cleaned and repaired for proper operation. Staff performed the annual dissolved oxygen sensor cap replacements to ensure correct readings and plant operations. All annual temperature reading equipment has been updated and/or replaced. The annual quality assurance on the Utility's DI water was also performed.

SAFETY UPDATE - LOREN PRANGE

TriCo had no reportable injuries and has gone 3317 days without a lost time accident.

The following safety tailgate sessions were held:

02/26/19 Quick equipment checks

03/06/19 Cold weather safety

03/12/19 Avoid slips and falls at the office

Training with Safety Resources was conducted on Monday, March 18, 2019. The training covered TriCo's Lockout Tagout program along with Machine Guarding and Work Zone Safety. Lockout Tagout covered the different energy's that need to be controlled and the steps to keep employees protected. Work zone safety went over how to set up traffic cones and signs for different traffic patterns. We also discussed proper safety vest for day and night work.

✓
Site Safety

3

3

1

7

No. of days since the last lost time accident.

Birthdays

Matt Starr April 9

Ryan Hartman April 15

Anniversary

Jeff Martin April 1 29 Years of service

Kelly Ryan April 2 1 Year of Service

Joe Hood April 5 9 Years of Service

Scott Watkins April 18 14 Years of Service

Rick Hoole April 21 5 Years of Service

Selected Statistics 2019	January	February	March	2019 Monthly Average	2019 YTD	2018 Total Through March
Maintenance Information						
Lateral Inspections	17	23	43	28	83	98
Certified I&I Inspections	26	21	54	34	101	133
Failed I&I Inspections	0	0	2	1	2	1
Sewer Locates	284	363	498	382	1,145	1,279
Manholes Added	1	3	0	1	4	30
Total # of Manholes	5,849	5,852	5,852	NA	5,852	5,802
Manholes Inspected	66	704	700	490	1,470	850
Feet of Sewer Added	21,687	497	0	7,395	22,184	5,703
Total Footage of Sewers	1,652,834	1,653,331	1,653,331	NA	1,653,331	1,636,129
Feet of Sewer Televised	4,862	13,441	30,592	16,298	48,895	59,181
Feet of Sewer Cleaned	440	0	0	147	440	824
Overflows	0	0	0	0	0	1
Station 1 to Carmel Utilities						
Rainfall/Precipitation (inches)	2.4	3.84	4.00	3.4	10.2	8.70
Total Flow (gallons)	61,408,530	68,878,012	66,012,786	65,433,109	196,299,328	171,069,257
Maximum Daily Flow (gallons)	3,197,275	2,979,329	3,563,156	NA	3,563,156	3,929,994
Average Daily Flow (gallons)	1,980,920	2,173,951	2,129,445	2,094,772	NA	5,714,035
Minimum Daily Flow (gallons)	1,150,531	1,173,951	1,556,890	NA	1,150,531	1,328,783
Michigan Road WWTP						
Total Flow (gallons)	86,922,000	83,180,000	81,694,000	83,932,000	251,796,000	239,546,000
Maximum Daily Flow (gallons)	5,134,000	6,199,000	3,298,000	NA	6,199,000	4,746,000
Average Daily Flow (gallons)	2,803,935	2,970,714	2,635,290	2,803,313	NA	7,991,574
Minimum Daily Flow (gallons)	2,404,000	2,430,000	2,343,000	NA	2,343,000	1,637,000
Total Flow to Both Plants	148,330,530	152,058,012	147,706,786	149,365,109	448,095,328	410,615,257
Biosolids Handling (gallons)						
Wasted (Biosolids)	1,667,480	2,107,310	2,301,830	2,025,540	6,076,620	3,205,030
Dewatered	735,000	480,000	460,000	558,333	1,675,000	870,000
Digested Sludge Withdrawn	787,000	715,400	853,800	785,400	2,356,200	2,598,100
Customer Information				Total Billed Accounts	15,474	
New Sewer Service Accounts	24	26	18	23	68	64
Permits Issued	24	31	31	29	86	114



MEMORANDUM

To: Board of Trustees

From: Andrew Williams

Date: April 2, 2019

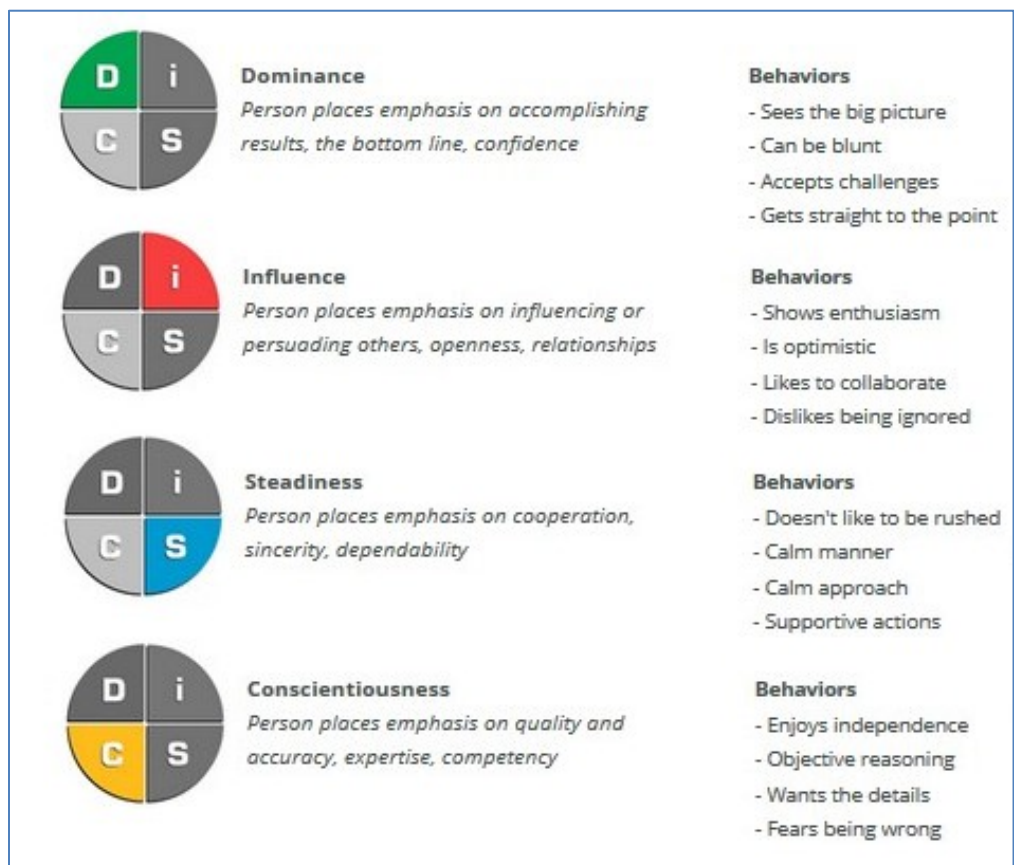
Subject: HRD Workshop Update

TriCo hired HRD Advisory Group to facilitate a DiSC assessment for the entire staff and conduct a workshop to explain the results. DiSC is the leading personal assessment tool used by over 1 million people every year to improve work productivity, teamwork and communication. In the workshop the staff learned about the four quadrants of the DiSC assessment, where they fall and where all of their coworkers fall. The DiSC model provides a common language that people can use to better understand themselves and to adapt their behaviors with others within a work team, a leadership position, or other relationships.

The Workshop was the most engaging training session our staff has experienced. The graphic to the right gives some of the characteristics and behaviors for each quadrant.

The summary chart for the entire staff is attached.

This information will be used to improve communications and strengthen working relationships.



The managers will continue working with HRD over the next six months in a course called Management Essentials.



BUDGET & FINANCE COMMITTEE

Friday, March 22, 2019 at 7:30 a.m.

Memorandum

Members present: Committee Chair Jane Merrill, Members Michael McDonald and Carl Mills. Others in attendance: Legal Counsel Anne Poindexter, Utility Director Andrew Williams, Controller Cindy Sheeks, Plant Superintendent Scot Watkins, and Administrative Assistant Maggie Crediford.

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

PUBLIC COMMENT

There was no one present from the public.

LATERAL LAUNCH CAMERA SYSTEM PURCHASE

Mr. Williams said money is allocated in TriCo's 2019 Budget to purchase a new camera for televising the sewer system. The current camera has logged over 1 million miles and has needed several repairs. A sales rep informed staff that the Merrillville Conservation District was looking to sell their camera. Merrillville's camera has a lateral launch feature that TriCo was not going to add on to a new camera because of the additional cost. Matt Starr went to Merrillville and inspected the camera. It is in almost new condition. It will be a \$20,000 savings from buying a new camera. Mr. Williams asked the Committee to make a recommendation to the Board to approve a resolution to purchase the camera from Merrillville.

Ms. Merrill recommended the committee ask the Board of Trustees to approve the resolution to purchase the camera in the amount of \$32,000 from the Merrillville Conservation District. The other two committee members agreed.

PLANT FLOW METER REPLACEMENT

Mr. Watkins stated replacing the plant flow meters is a 2019 Capital Project. The meters will be purchased directly from the rep, to avoid vendor mark up. Staff will then obtain quotes to have the meters installed. The Capital Project was approved for \$75,000. The cost of the equipment will be \$35,062, leaving the remaining balance for installation.

Mr. Mills recommended asking the Board of Trustees to approve the contract with BL Anderson for the replacement of the plant flow meters in the amount of \$35,062. The other two committee members agreed.

AUDIT REPORT

Mr. Williams stated the 2015-2018 State Board of Accounts Audit Report was sent to each of the Board Members. He did not receive any questions. The audit was conducted by Crowe LLC for the State Board of Accounts. Ms. Sheeks stated the Utility will implement

comments made by Crowe. The Utility reports on an accrual basis, Crowe audited on a cash basis. Ms. Merrill asked if going forward will the Utility be audited yearly. Ms. Sheeks said going forward, TriCo should be audited every other year.

FINANCIAL STATEMENTS

Ms. Sheeks stated commercial revenue is up. She said Mr. Merkle is anticipating \$0.5 million in spending. She is moving \$0.5 million to Lake City Bank in addition to the \$1 million moved there last month. The interest rate is 2.25% for six-months.

Mr. Williams said Mr. Merkle is making progress acquiring easements for the Michigan Road project. Two additional easements have been acquired since the committee last met.

OTHER BUSINESS

Mr. Williams said the City of Carmel may have interest in moving a department to the John Hensel Government Center. The staff is looking into alternatives to remodeling the administrative offices that include selling its portion to the City and renting an office space or buying a building closer to the plant. The Committee agreed it is a good idea to research all available options. Mr. Williams will update the Committee at the next meeting.

The meeting adjourned at 8:10 a.m.

Respectfully Submitted,



Andrew Williams
Utility Director



MEMORANDUM

To: Board of Trustees

From: Andrew Williams

Date: April 2, 2019

Subject: Sewer Camera System

TriCo utilizes a Closed-Circuit Television (CCTV) camera and tractor to inspect gravity mains throughout the service area. Camera inspection is an integral part of TriCo's yearly preventative maintenance and inspection program with nearly 1 million feet of main televised with the existing camera/tractor. Staff identified the need for an additional tractor and camera to reduce downtime due to maintenance and repairs. The approved 2019 Capital budget appropriated \$35,000 for the purchase of a new CCTV Camera & Tractor.

In the quoting phase of this Capital purchase, TriCo staff was notified of a lateral launch camera and tractor for sale by the Merrillville Conservancy District (MCD). MCD's camera and tractor is the same manufacturer that TriCo currently operates with additional functionality, the ability to launch an accessory camera into service laterals for inspection. Currently TriCo must hire a contractor to perform this type of inspection.

TriCo staff along with RS Technical Services camera representative inspected and operated the unit at the MCD facility and found it to be in like-new condition and lightly used. RS Technical Services reviewed the service records and found them to be clean. The retail cost of this camera and tractor with lateral launch capability exceeds \$50,000.

MCD has passed Resolution #2019-01 for the sale of this equipment to TriCo Regional Sewer Utility in the amount of \$32,000.

Recommendation: The B&F Committee is recommending the Board approve the resolution for the purchase of the camera and move forward with the procurement of the Gen 2 Lateral Launch Camera System from the Merrillville Conservancy District.



Memorandum

To: Board of Trustees
From: Scot Watkins, Superintendent
Date: April 3, 2019
Subject: Plant Flow Meter Replacements

TriCo's WRRF has five flow meters that were installed in 2004 and are no longer serviceable; a small company in Florida rebuilds the transmitters when they fail now but this is not cost effective moving forward. No other transmitter will work on the existing flow meter. These five include the VLR and Orbal flow meters and VLR return and waste activated sludge flow meters. All these meters are used to adjust flows around the plant and are crucial to proper plant operation.

Staff researched multiple flow meter manufactures and spoke to other utilities to get the pros and cons of each. Staff has selected Siemens flow meter as the most reliable and cost-effective solution. BL Anderson and TNTechnical are the two reps for Siemens in the area.

The quote from BL Anderson includes five new flow meters, transmitters, two enclosures for the outdoor transmitters and start up for \$35,062. The other quote received was \$51,328 by TNTechnical.

Installation is to be done by others.

Recommended Action: The B&F Committee is recommending approval of the BL Anderson proposal to supply five new flow meters for \$35,062.



PERSONNEL AND BENEFITS

Wednesday, March 27, 2019 at 7:30 a.m.
Memorandum

Members present: Committee Chair Barb Lamb, members Chuck Ryerson and Jeff Kimbell. Others in attendance: 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.

Safety Update

Mr. Williams stated online safety training is up and ready for employee use. He discussed the importance of work zone training. Having a flagman and posting signs increases safety in work zones. Mr. Williams emphasized it is not enough to pull to the side of the road and put the flashers on. Employees must follow protocol to ensure a safe work zone.

The online safety training program will replace some of the in-person training sessions. Online training will allow field staff to complete the courses when they have office time, instead of having the entire staff out of the field at the same time. The new online safety training will be similar to the KnowBe4 IT training employees are already familiar with. Mr. Ryerson and Mr. Kimbell asked if employees use password vaults. Mr. Williams said employees are not required to use password vaults. He will have Mr. Watkins research this IT safety measure.

HR Training Update

Mr. Williams provided an overview of the DiSC workshop provided by HRD Advisory Group for the TriCo staff. Employees were provided with individual assessments and Mr. Williams was provided a team overview which showed where each employee falls. A chart showing where all employees fall is being prepared for distribution in the hopes it will be utilized to improve communications between staff members.

The workshop was successful, employees were very engaged in the process. Positive feedback was given by all employees who participated. Unfortunately, one employee was out with the flu.

HRD Advisors Agreement

Mr. Williams stated he would like to move forward with the six-month manager training program through HRD. He spoke with the references they provided and received positive feedback. Mr. Williams recommended that the Committee support moving forward with the manager training for the managers and himself. The \$13,000 is already approved in the 2019 budget for training.

Ms. Lamb stated the six-month training is a large investment. Participants need to understand that the Committee expects to see change in the organization. The Committee does not want to see the kind of comments about HR and management issues that they saw on the 2018 Employee Management Assessments. Additions will be made to the 2019 Manager Performance Appraisal's that will hold management accountable for changes based on what they learn during the training.

Labor Attorney

Mr. Williams spoke with the labor attorney referred by Mr. Kimbell at Ogletree Deakins. Ogletree Deakins is also the firm used by HRD Advisory Group. TriCo can hire them on an as needed hourly basis. Less complicated inquiries will be handled by an associate, and any litigation or larger actions would be handled by Steven Pockrass, Shareholder.

Mr. Williams asked the Committee to recommend the Board of Trustees approve and hire Ogletree Deakins to represent TriCo Regional Sewer Utility for labor issues. The Committee was comfortable with the recommendation to hire Ogletree Deakins. Mr. Williams will make the recommendation to the Board of Trustees at the April 8, 2019 meeting.

Other Business

Mr. Williams stated Mr. Merkle will be sending the office remodel plans out for bidding soon. The City of Carmel has shown interest in housing employees in the John Hensel Government Center. Staff is reconsidering relocating TriCo's administrative office. Mr. Merkle has contacted a commercial real estate agent to look at available properties in the area. Once bids are received for the remodel and other locations are investigated, Mr. Williams will make a recommendation to the Board on how to proceed.

The meeting adjourned at 8:06 a.m.

Respectfully Submitted,



Andrew Williams
Utility Director



MEMORANDUM

To: Board of Trustees
From: Andrew Williams
Date: April 2, 2019
Subject: Labor Attorney

Due to retirements and staff changes at FBD, I needed to look for a new labor attorney to work with when the need arises for general labor and employment advice and counsel. I researched local firms and attorneys that specialize in employment and labor law. I was also provided a couple of referrals, one of which was Seven Pockrass with Ogletree Deakins. HRD Advisory Group also partners with Ogletree Deakins on employment matters.

I contacted Mr. Pockrass and he was receptive to representing TriCo in general labor and employment advise and counsel. He will serve as the relationship attorney and Kate Erdel will be our primary contact and lead service provider.

Recommended Action: Approve the engagement of Ogletree Deakins for legal counsel for general labor and employment advise.