



TriCo Regional Sewer Utility

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

Board of Trustees Meeting Agenda

Monday, May 13, 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 April 8, 2019
- 4. Approval of Claims Docket**
- 5. Attorney's Report**
 - a. Easement Acquisitions
- 6. Utility Director's Report**
- 7. Committee Reports**
 - a. Budget & Finance Committee
 - b. Personnel & Benefits Committee
 - c. Capital & Construction Committee
 - i. WRRF Flow Meter Installation
 - ii. Dedication of Grand Brook Memory Care of Zionsville
- 8. Old Business**
 - a. Office Remodel Status Report
- 9. New Business**
- 10. Adjourn**



BOARD OF TRUSTEE MEETING

Monday, April 8, 2019 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, Jeff Kimbell, Carl Mills and Chuck Ryerson. Others in attendance: Utility Director Andrew Williams, Legal Counsel Anne Poindexter, Engineering Manager Wes Merkle, Controller Cindy Sheeks and Administrative Assistant Maggie Crediford.

Mr. Hand was absent.

Ms. Anderson called the meeting to order at 7:02 p.m.

PUBLIC COMMENT

There was no one present from the public.

APPROVAL OF MEETING MEMORANDUM

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

APPROVAL OF CLAIMS DOCKET

Ms. Sheeks stated the monthly claims include easement acquisition payments and a payment to the Merrillville Conservancy to purchase a camera. All other payments were normal monthly expenses. Mr. Mills made a motion to approve the April Claims Docket. The motion was seconded by Mr. McDonald and approved unanimously.

ATTORNEY'S REPORT

Easement Acquisitions

Mrs. Poindexter said the Utility has two Easement Condemnation cases pending in Boone County. The court date for the Artest easement is scheduled for April 10, 2019 in Boone County Circuit Court. The property owner in the second filing now has attorney representation and Mrs. Poindexter is hopeful it can be resolved without litigation.

Spring Mill Road Interceptor Repair

As previously discussed, a contractor for Duke Energy installed large heavy steel utility poles along the Spring Mill Road Interceptor, damaging TriCo's sewer main. The contractor repaired the broken pipe but still installed poles on the very edge of the sewer pipe. Engineering staff is concerned there will be future issues with load and force due to the weight of the poles and the proximity to the sewer pipe. Staff feel

there is not enough room between the pole and the pipe to allow for proper access if the pipe needs repair or maintenance.

Mrs. Poindexter is trying to resolve proximity issues with Duke. Duke has agreed to pay for the cost of the original damaged pipe. She is reviewing assurances from Duke about how they will prop up the poles, how long poles can be propped up and how fast Duke can get them propped up for an emergency sewer repair. If Duke can not assure proper access to the pipe in an emergency, the Utility will need to file a lawsuit. The Statute of Limitations expires soon. A lawsuit may need to be filed protectively, to allow more time for negotiations.

Ms. Anderson questioned if a written guarantee from Duke would hold them to acting swiftly and prudently in an emergency. Mr. Kimball pointed out the written guarantee would hold them accountable if there is a pipe access issue during an emergency.

Mrs. Poindexter stated that if an agreement is reached regarding response times to an emergency and Duke does not meet the terms, TriCo would have to hire a contractor to complete the work needed for access, incur the cost, then sue Duke for damages.

UTILITY DIRECTOR'S REPORT

HRD Workshop Update

Mr. Williams stated the DiSC assessment workshop was very successful. It was the most engaging work session the Staff has participated in. He would like to bring HRD back for a shorter training session on how to use the data collected from the DiSC assessment.

Managers will begin the six-month "Management Essentials" training program next month. The training will include live training sessions, homework and accountability partners. Mr. Williams hopes the management training will lead to employee issues being addressed in a timelier manner.

COMMITTEE REPORTS

Budget & Finance Committee

Camera System Purchase

Ms. Merrill made a motion to approve the resolution to purchase a camera system from the Merrillville Conservancy. The motion was seconded by Mr. Mills and approved unanimously.

Plant Flow Meter Replacement

Ms. Merrill made a motion to approve the purchase of five plant flow meters from BL Anderson in the amount of \$35,062. The motion was seconded by Mr. Mills and approved unanimously.

Personnel & Benefits Committee**Labor Attorney Selection**

Ms. Lamb said the Utility previously used Baker & Daniels for labor issues. The attorney the Utility worked with has retired. She said Mr. Williams researched other available firms in the area and recommended Ogletree Deakins. Ms. Lamb made a motion to approve Ogletree Deakins as the Utility's labor attorney going forward. The motion was seconded by Ms. Merrill and approved unanimously.

Capital & Construction Committee

There were no action items from the Capital & Construction Committee.

Adjournment

Mr. Mills made a motion to adjourn the meeting. Mr. Pittman seconded the motion and it was approved unanimously. The meeting adjourned at 7:24 p.m.

The next Board of Trustees Meeting is scheduled for Monday, May 13, 2019 at 7:00 p.m.

Respectfully submitted,



Andrew Williams
Utility Director

Approved:

_____ as Presented
_____ as Amended

Michael McDonald, Secretary

Marilyn Anderson, President

TriCo Regional Sewer Utility
Register of Claims
For the period 03/28/2019-05/08/2019

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
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
3/29/19	12879	Interceptor	Anthony & Anita Ridolfo	\$6,000.00	\$6,000.00	CIP-1901 Parallel Forcmain Ext.
4/1/19	12880	Operating	AT & T	\$698.93	\$698.93	Internet service
4/1/19	12880	Operating	AT & T	\$91.01	\$91.01	Plant phone service
4/1/19	12882	Operating	Fastenal Company	\$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, Inc	\$921.00	\$921.00	Plant R & M
3/29/19	12886	Operating	Environmental Resource Associates	\$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 Industrial Inc	\$2,404.53	\$2,404.53	Reapir existing T Valve
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 trash service
4/2/19	12893	Operating	Ricoh	\$133.10	\$133.10	Ink Cartridge
4/2/19	12894	Operating	TPI Utility Construction	\$3,500.00	\$3,500.00	Lateral & Aspault 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
4/3/19	12898	Operating	Carmel Utilities	\$1,031.10	\$1,031.10	March Meter Reads
4/8/19	12899	Operating	Altman, Poindexter & Wyatt, LLC	\$210.00	\$210.00	Legal Fees
4/8/19	12900	Operating	Carmel Utilities	\$40.27	\$40.27	Storm Water Fees
4/8/19	12901	Operating	Henry P. Thompson Company	\$19,696.16	\$19,696.16	Plant R&M
4/8/19	12902	Operating	IPL	\$87.95	\$87.95	LS 24
4/8/19	12903	Operating	IT Indianapolis	\$3,125.00	\$3,125.00	Computer Expense
4/8/19	12903	Operating	IT Indianapolis	\$875.00	\$875.00	Computer Expense
4/8/19	12903	Operating	IT Indianapolis	\$1,087.50	\$1,087.50	Computer Expense
4/8/19	12904	Operating	Merrell Brothers, Inc.	\$11,263.77	\$11,263.77	Biosolids Disposal
4/8/19	12905	Operating	Office Depot	\$49.37	\$49.37	Office Expensse
4/8/19	12905	Operating	Office Depot	\$24.36	\$24.36	Office Expense
4/8/19	12906	Operating	Ray Clemens	\$400.00	\$400.00	Plant janitorial service
4/8/19	12907	Operating	USA BlueBook	\$46.58	\$46.58	Operating Supplies Collections
4/8/19	12908	Operating	Xylem Water Solutions USA Inc	\$1,349.00	\$1,349.00	Lift Station R&M
4/8/19	12909	Operating	Altman, Poindexter & Wyatt, LLC	\$485.00	\$485.00	Legal fees
4/8/19	12909	Operating	Altman, Poindexter & Wyatt, LLC	\$1,990.00	\$1,990.00	Legal fees
4/8/19	12910	Operating	Joe Hood	\$116.00	\$116.00	Mileage
4/19/19	12912	Operating	AT&T Mobility	\$1,304.76	\$1,304.76	Lift Station Phone Service
4/19/19	12913	Operating	IPL	\$5,308.48	\$5,308.48	LS 2
4/19/19	12914	Plant Expans	Lids Properties, Inc.	\$7,290.00	\$7,290.00	CIP-Proj 1906 Payment for easement
4/19/19	12915	Operating	Office Depot	\$189.02	\$189.02	Office supplies
4/19/19	12915	Operating	Office Depot	\$122.84	\$122.84	Office supplies
4/19/19	12915	Operating	Office Depot	\$101.35	\$101.35	Office Supplies
4/22/19	12917	Operating	Carmel Utilities	\$13.45	\$13.45	LS 1 Water
4/22/19	12917	Operating	Carmel Utilities	\$13.45	\$13.45	LS 2 Water
4/22/19	12917	Operating	Carmel Utilities	\$27.35	\$27.35	LS 26 Water
4/23/19	12918	Operating	US Postmaster	\$1,310.00	\$1,310.00	Annual postage box fee
4/25/19	12919	Operating	Boone County Recorder	\$25.00	\$25.00	Lien filing
4/29/19	12920	Operating	Aaron Strong	\$30.00	\$30.00	Cell phone

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
4/29/19	12921	Operating	Eric Luis Delacruz	\$30.00	\$30.00	April cell phone
4/29/19	12922	Operating	Jeffrey Martin	\$30.00	\$30.00	April cell phone
4/29/19	12923	Operating	Kermin Huntley	\$30.00	\$30.00	April cell phone
4/29/19	12924	Operating	Nathan Crowder	\$30.00	\$30.00	April cell phone
4/29/19	12925	Operating	Barbara Lamb	\$150.00	\$150.00	April board member fees
4/29/19	12926	Operating	Carl S. Mills	\$100.00	\$100.00	April board member fees
4/29/19	12927	Operating	Charles Ryerson	\$50.00	\$50.00	April board member fees
4/29/19	12928	Operating	Jane B. Merrill	\$100.00	\$100.00	April board member fees
4/29/19	12929	Operating	Jeffrey Kimbell	\$150.00	\$150.00	April board member fees
4/29/19	12930	Operating	Marilyn Anderson	\$250.00	\$250.00	April board member fees
4/29/19	12931	Operating	Michael A. McDonald	\$100.00	\$100.00	April board fees
4/29/19	12932	Operating	Steve Pittman	\$100.00	\$100.00	April board member fees
4/29/19	12933	Operating	Cindy Sheeks	\$171.34	\$171.34	DiSC/Admin appreciation
4/29/19	12934	Operating	AFLAC	\$504.04	\$504.04	Insurance
4/29/19	12935	Operating	AT & T	\$698.93	\$698.93	Internet
4/29/19	12936	Operating	Hamilton County Treasurer	\$580.00	\$580.00	2019 Drainage fees
4/29/19	12937	Operating	Kinetrex Energy	\$1,385.76	\$1,385.76	Natural gas
4/30/19	12939	Operating	Stephanie L Dunn	\$42.02	\$42.02	Refund-1059 Timber Creek #6
4/30/19	12940	Operating	Aaron Hammett	\$14.30	\$14.30	Refund-508 Aberdeen St
4/30/19	12941	Operating	Mary Carlson	\$5.03	\$5.03	Refund-10909 Crooked Stick Lane
4/30/19	12942	Operating	Bill Stewart	\$41.48	\$41.48	Refund-13378 Birkenhead St
4/30/19	12943	Operating	Douglas F Schornstein	\$16.88	\$16.88	Refund-1811 Timber Heights
4/30/19	12944	Operating	Harold R Osborn	\$23.36	\$23.36	Refund-11596 Summit Circle
4/30/19	12945	Operating	Joel Mattsson	\$16.31	\$16.31	Refund-14155 Pepin Place
4/30/19	12946	Operating	Joyce Ellison	\$13.74	\$13.74	Refund-1096 Timber Creek Dr #1
4/30/19	12947	Operating	Jun Ho Maeng or Suk Maeng Hyang	\$22.60	\$22.60	Refund-12953 Airhart Blvd
4/30/19	12948	Operating	Ken Dusharm	\$5.08	\$5.08	Refund-3871 Cornwallis Lane
4/30/19	12949	Operating	Kristina A Ward	\$20.68	\$20.68	Refund-2642 Hadley Grove
4/30/19	12950	Operating	Laura Gillett	\$39.10	\$39.10	Refund-10026 Hillsdale
4/30/19	12951	Operating	Mia McLendon	\$27.75	\$27.75	Refund-3210 Ferrell Dr
4/30/19	12952	Operating	Michael or Sandra Baker	\$73.64	\$73.64	Refund-14303 Espirit
4/30/19	12953	Operating	Michael Sachs	\$18.28	\$18.28	Refund-13013 Brighthon Lane
4/30/19	12954	Operating	Paul Henderson	\$70.52	\$70.52	Refund-755 Homewood Dr
4/30/19	12955	Operating	Quantum Graphix	\$16.24	\$16.24	Refund-10302 N College
4/30/19	12956	Operating	Remax Property Management	\$54.35	\$54.35	Refund-10407,10409 Bellefontaine
4/30/19	12957	Operating	Tim Johnson	\$33.76	\$33.76	Refund-14121 Ivybridge Dr
4/30/19	12958	Operating	Timothy Schirack	\$21.57	\$21.57	Refund-2534 Murphy Circle
4/30/19	12959	Operating	Waseem Sheikh	\$33.52	\$33.52	Refund-12327 Daughtery Dr
4/30/19	12960	Operating	Richard Hoole	\$156.60	\$156.60	Mileage
4/30/19	12961	Reserve for	BBC Pump and Equipment Co Inc	\$8,960.00	\$8,960.00	Fog Rods
4/30/19	12962	Plant Expans	GRW	\$93,760.00	\$93,760.00	CIP-Proj 1902
4/30/19	12962	Plant Expans	GRW	\$75,826.40	\$75,826.40	CIP-Proj 1902 Plant Exp
4/30/19	12962	Plant Expans	GRW	\$5,080.00	\$5,080.00	CIP-Proj 1906 Plant Exp
4/30/19	12962	Plant Expans	GRW	\$1,242.50	\$1,242.50	CIP-Proj 1906 Outfall
4/30/19	12963	Plant Expans	McClain Cottingham & Gilligan LLC	\$1,650.00	\$1,650.00	CIP-1906 Appraisals Lids
4/30/19	12964	Interceptor	GRW	\$5,120.00	\$5,120.00	CIP-Proj 1601 106th St FM
4/30/19	12964	Interceptor	GRW	\$1,600.00	\$1,600.00	CIP-Proj 1901 LS 14
4/30/19	12964	Interceptor	GRW	\$10,500.00	\$10,500.00	CIP-Proj 1908 Neighborhood sewer projects
4/30/19	12965	Interceptor	MS Consultants, Inc	\$3,825.00	\$3,825.00	CIP-Proj 1802 Haver Way
4/30/19	12966	Operating	Allison Payment Systems LLC dba D	\$4,960.13	\$4,960.13	Postage - April
4/30/19	12966	Operating	Allison Payment Systems LLC dba D	\$3,641.96	\$3,641.96	Billing
4/30/19	12967	Operating	Altman, Poindexter & Wyatt, LLC	\$165.00	\$165.00	Legal fees
4/30/19	12967	Operating	Altman, Poindexter & Wyatt, LLC	\$421.20	\$421.20	Legal fees
4/30/19	12967	Operating	Altman, Poindexter & Wyatt, LLC	\$550.00	\$550.00	Legal fees
4/30/19	12968	Operating	AT & T	\$698.93	\$698.93	Internet Service
4/30/19	12969	Operating	AT & T	\$90.38	\$90.38	Plant phone
4/30/19	12970	Operating	Bee Green Lawn Care & Plant Health	\$87.55	\$87.55	Lawn maintenance
4/30/19	13035	Operating	Bio Chem, Inc.	\$3,778.84	\$3,778.84	Biosolid disposal
4/30/19	13036	Operating	Black Tie Courier	\$286.00	\$286.00	Courier service
4/30/19	13037	Operating	C & J Well Co	\$225.00	\$225.00	Plant R & M
4/30/19	13038	Operating	Carmel Utilities	\$1,032.90	\$1,032.90	April reads
4/30/19	13039	Operating	Carmel Utilities	\$116,628.27	\$116,628.27	Flow to Carmel
4/30/19	13040	Operating	Carmel Utilities	\$40.27	\$40.27	Stormwater
4/30/19	13041	Operating	CHEMSEARCHFE	\$413.65	\$413.65	Plant R & M
4/30/19	13042	Operating	Chrismin Communications Inc	\$578.40	\$578.40	Plant R & M

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
4/30/19	13042	Operating	Chrismin Communications Inc	\$684.88	\$684.88	Plant R & M
4/30/19	13043	Operating	Clay Township Trustee	\$2,354.38	\$2,354.38	April operating costs
4/30/19	13044	Operating	Commonwealth Biomonitoring Inc	\$2,000.00	\$2,000.00	Effluent toxicity testing - Feb 2019
4/30/19	13045	Operating	Continental Research Corporation	\$835.65	\$835.65	Plant R & M
4/30/19	13046	Operating	Crown Trophy	\$15.00	\$15.00	Name plates
4/30/19	13047	Operating	Cummins Sales and Service	\$662.12	\$662.12	Equipment repairs
4/30/19	13048	Operating	Daily Laboratories	\$132.00	\$132.00	Testing
4/30/19	13049	Operating	DLZ Indiana, LLC	\$900.00	\$900.00	Const Insp-Goodman Campbell
4/30/19	13050	Operating	Eco Infrastructure Solutions, Inc.	\$1,280.16	\$1,280.16	Equipment repairs
4/30/19	13050	Operating	Eco Infrastructure Solutions, Inc.	\$193.99	\$193.99	Freight charges
4/30/19	13050	Operating	Eco Infrastructure Solutions, Inc.	\$1,170.19	\$1,170.19	Equipment repairs
4/30/19	13051	Operating	Element Materials Technology Dalevi	\$302.00	\$302.00	Sewer sampling
4/30/19	13052	Operating	Environmental Products & Access LL	\$46.43	\$46.43	Hose clamp
4/30/19	13053	Operating	Environmental Resource Associates	\$583.40	\$583.40	Sewer sampling
4/30/19	13054	Operating	Fastenal Company	\$799.98	\$799.98	Plant & LS R&M
4/30/19	13054	Operating	Fastenal Company	\$276.41	\$276.41	Plant R & M
4/30/19	13054	Operating	Fastenal Company	\$649.34	\$649.34	Plant R & M
4/30/19	13055	Operating	Ferguson Enterprises Inc #1480	\$27.54	\$27.54	Line maintenance
4/30/19	13055	Operating	Ferguson Enterprises Inc #1480	\$4.93	\$4.93	Equipment repairs
4/30/19	13056	Operating	Grainger	\$194.50	\$194.50	Plant R & M
4/30/19	13056	Operating	Grainger	\$304.48	\$304.48	Plant R & M
4/30/19	13056	Operating	Grainger	\$183.00	\$183.00	Plant R & M
4/30/19	13056	Operating	Grainger	\$82.78	\$82.78	Plant R & M
4/30/19	13057	Operating	Graybar	\$729.41	\$729.41	Lift station R & M
4/30/19	13058	Operating	Hach Company	\$1,057.00	\$1,057.00	Sewer sampling
4/30/19	13058	Operating	Hach Company	\$5,061.14	\$5,061.14	Plant R & M
4/30/19	13058	Operating	Hach Company	\$694.70	\$694.70	Plant R & M
4/30/19	13059	Operating	Hutch & Son, Inc	\$886.19	\$886.19	Operating supplies
4/30/19	13060	Operating	Indianapolis Star	\$360.38	\$360.38	CIP- Office remodel
4/30/19	13061	Operating	IPL	\$70.40	\$70.40	LS VV
4/30/19	13061	Operating	IPL	\$602.04	\$602.04	LS 8
4/30/19	13061	Operating	IPL	\$50.81	\$50.81	LS 18
4/30/19	13061	Operating	IPL	\$50.91	\$50.91	LS 22
4/30/19	13061	Operating	IPL	\$72.12	\$72.12	LS 20
4/30/19	13061	Operating	IPL	\$145.73	\$145.73	LS 3
4/30/19	13061	Operating	IPL	\$389.34	\$389.34	LS 9
4/30/19	13061	Operating	IPL	\$87.20	\$87.20	LS 24
4/30/19	13061	Operating	IPL	\$100.03	\$100.03	LS 12
4/30/19	13061	Operating	IPL	\$948.37	\$948.37	LS 12
4/30/19	13061	Operating	IPL	\$50.70	\$50.70	LS 25
4/30/19	13062	Operating	IT Indianapolis	\$4,531.10	\$4,531.10	April monthly fees
4/30/19	13062	Operating	IT Indianapolis	\$1,586.86	\$1,586.86	Server maintenance
4/30/19	13062	Operating	IT Indianapolis	\$670.00	\$670.00	Office 365
4/30/19	13062	Operating	IT Indianapolis	\$1,300.00	\$1,300.00	April support
4/30/19	13063	Operating	IUPPS	\$2,240.10	\$2,240.10	Monthly tickets
4/30/19	13064	Operating	Johnson Controls	\$710.62	\$710.62	Quarterly monitoring
4/30/19	13065	Operating	Kirby Risk Corporation	\$378.94	\$378.94	Lift Station R & M
4/30/19	13065	Operating	Kirby Risk Corporation	\$203.47	\$203.47	Lift station R & M
4/30/19	13066	Operating	Landmark	\$1,717.50	\$1,717.50	Landscaping
4/30/19	13067	Operating	Maco Press	\$13.73	\$13.73	Pens
4/30/19	13068	Operating	Merrell Brothers, Inc.	\$12,045.14	\$12,045.14	Biosolid disposals
4/30/19	13069	Operating	MJ Insurance	\$2,692.00	\$2,692.00	Cyber policy
4/30/19	13070	Operating	Nalco Water Pretreatment Solutions,	\$156.61	\$156.61	Sewer sampling
4/30/19	13071	Operating	North Central Laboratories	\$1,030.64	\$1,030.64	Sewer sampling
4/30/19	13072	Operating	Office Depot	\$252.08	\$252.08	Office supplies
4/30/19	13072	Operating	Office Depot	\$6.87	\$6.87	Office supplies
4/30/19	13072	Operating	Office Depot	\$40.58	\$40.58	Office expense
4/30/19	13072	Operating	Office Depot	\$61.99	\$61.99	Office supplies
4/30/19	13072	Operating	Office Depot	\$161.25	\$161.25	Office supplies
4/30/19	13072	Operating	Office Depot	\$85.09	\$85.09	Office supplies
4/30/19	13072	Operating	Office Depot	\$6.09	\$6.09	Office supplies
4/30/19	13072	Operating	Office Depot	\$3.12	\$3.12	Office supplies
4/30/19	13072	Operating	Office Depot	\$110.26	\$110.26	Office supplies
4/30/19	13072	Operating	Office Depot	\$41.58	\$41.58	Office supplies
4/30/19	13072	Operating	Office Depot	\$72.32	\$72.32	Office supplies

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
4/30/19	13073	Operating	Praxair Distribution, Inc.	\$30.05	\$30.05	Gases
4/30/19	13074	Operating	Ray Clemens	\$400.00	\$400.00	Cleaning - 4/19
4/30/19	13075	Operating	Republic Services #761	\$406.37	\$406.37	Trash service
4/30/19	13076	Operating	Rook Security LLC	\$2,503.00	\$2,503.00	Monthly security
4/30/19	13076	Operating	Rook Security LLC	\$2,503.00	\$2,503.00	MDR Services 2/19/-3/20
4/30/19	13077	Operating	Safety Plus, Inc.	\$1,488.00	\$1,488.00	Safety training
4/30/19	13078	Operating	Safety Resources, Inc.	\$577.50	\$577.50	Training
4/30/19	13079	Operating	Sherwin Williams	\$49.04	\$49.04	Paint
4/30/19	13080	Operating	Signius Communications	\$79.36	\$79.36	Answering service
4/30/19	13081	Operating	Simplifile	\$870.00	\$870.00	Filing fees
4/30/19	13082	Operating	Solarwinds	\$212.00	\$212.00	Computer expenses
4/30/19	13083	Operating	Taylor Oil Company, Inc.	\$1,552.86	\$1,552.86	Fuel
4/30/19	13084	Operating	The Public Group	\$711.38	\$711.38	Auction sales
4/30/19	13085	Operating	TNTechnical LLC	\$3,263.00	\$3,263.00	Plant R & M
4/30/19	13086	Operating	TPI Utility Construction	\$3,500.00	\$3,500.00	755 Homewood Dr Sewer repair
4/30/19	13087	Operating	United Laboratories	\$252.42	\$252.42	Operating supplies
4/30/19	13087	Operating	United Laboratories	\$595.84	\$595.84	Operating supplies
4/30/19	13087	Operating	United Laboratories	\$595.84	\$595.84	Plant R & M
4/30/19	13088	Operating	Utility Supply Company	\$987.00	\$987.00	Lift Station R & M
4/30/19	13089	Operating	Vasey Commercial Heating & AC, Inc	\$950.00	\$950.00	Remote reset - Biosolid building
4/30/19	13090	Operating	Wex Bank	\$231.80	\$231.80	Fuel-March
4/30/19	13091	Operating	WhiteOwl	\$3,540.00	\$3,540.00	PaperSave maintenance agreement
4/30/19	13092	Operating	Wiers Fleet Partners	\$433.16	\$433.16	Vehicle R & M
4/30/19	13092	Operating	Wiers Fleet Partners	\$653.44	\$653.44	Equipment repairs
4/30/19	13093	Operating	Xylem Water Solutions USA Inc	\$1,241.00	\$1,241.00	Lift station R & M
4/30/19	13094	Plant Expansion	GRW	\$12,000.00	\$12,000.00	CIP-Proj 1906 Plant outfall
5/8/19	13095	Operating	IT Indianapolis	\$4,531.10	\$4,531.10	Monthly services
5/8/19	13095	Operating	IT Indianapolis	\$670.00	\$670.00	Office 360
5/8/19	13095	Operating	IT Indianapolis	\$1,586.86	\$1,586.86	Server maintenance
5/8/19	13096	Operating	Matt Starr	\$219.39	\$219.39	Mileage
5/8/19	13097	Operating	POSM Software	\$4,000.00	\$4,000.00	Software renewal
5/8/19	13098	Operating	Utility Supply Company	\$705.00	\$705.00	Lift Station R & M
4/2/19	2E+07	Operating	ADP	\$129.04	\$129.04	Workforce Now Payroll Bundle
4/8/19	2E+07	Operating	Vectren Energy Delivery	\$643.81	\$643.81	Plant Gas
3/31/19	2E+07	Operating	Citizens State Bank	\$20.00	\$20.00	Service fee
4/12/19	2E+07	Operating	Duke Energy	\$15,739.98	\$15,739.98	Plant
4/10/19	2E+07	Operating	Duke Energy	\$991.70	\$991.70	LS 14
4/4/19	2E+07	Operating	Duke Energy	\$241.93	\$241.93	LS 21
4/2/19	2E+07	Operating	Duke Energy	\$54.96	\$54.96	LS 6
4/2/19	2E+07	Operating	Duke Energy	\$2,231.90	\$2,231.90	LS 1
4/4/19	2E+07	Operating	Duke Energy	\$525.89	\$525.89	LS 26
4/5/19	2E+07	Operating	Duke Energy	\$358.39	\$358.39	LS 19
4/4/19	2E+07	Operating	Duke Energy	\$146.97	\$146.97	LS 5
4/11/19	2E+07	Operating	Duke Energy	\$815.57	\$815.57	LS 17
4/12/19	2E+07	Operating	Duke Energy	\$248.88	\$248.88	LS 16
4/15/19	2E+07	Operating	Duke Energy	\$371.16	\$371.16	LS 23
4/12/19	2E+07	Operating	Duke Energy	\$253.90	\$253.90	LS 11
4/12/19	2E+07	Operating	PNC Bank	\$2,814.36	\$2,814.36	CC EXPENSES MARCH 2019
4/18/19	2E+07	Operating	Vectren Energy Delivery	\$3.00	\$3.00	Plant short paid \$3
4/19/19	2E+07	Operating	ADP	\$137.52	\$137.52	Workforce Now Payroll Bundle
4/19/19	2E+07	Operating	Wex Bank	\$231.81	\$231.81	Fuel Charges
4/19/19	2E+07	Operating	Vectren Energy Delivery	\$46.68	\$46.68	LS 2
4/19/19	2E+07	Operating	Vectren Energy Delivery	\$17.00	\$17.00	LS 10
4/22/19	2E+07	Operating	Duke Energy	\$2,853.30	\$2,853.30	LS 1
4/22/19	2E+07	Operating	Duke Energy	\$55.49	\$55.49	LS 6
4/23/19	2E+07	Operating	ADP	\$55,766.47	\$55,766.47	PPE 4/19/19
4/23/19	2E+07	Operating	Empower Retirement (Hoosier STAR	\$7,863.02	\$7,863.02	PPE 4/19/19
4/9/19	2E+07	Operating	ADP	\$61,142.85	\$61,142.85	PPE 4/5/19
4/9/19	2E+07	Operating	Empower Retirement (Hoosier STAR	\$8,346.73	\$8,346.73	PPE 4/5/19
4/26/19	2E+07	Operating	ADP	\$125.70	\$125.70	Workforce Now Time and Attendance
4/29/19	2E+07	Operating	AT&T Mobility	\$1,677.02	\$1,677.02	Cell phones
4/29/19	2E+07	Operating	Travelers	\$95,222.00	\$95,222.00	Insurance coverage
4/29/19	2E+07	Operating	Anthem Blue Cross Blue Shield	\$31,981.63	\$31,981.63	H Ins-May 2019
4/30/19	2E+07	Operating	ADP	\$126.92	\$126.92	Workforce Now
5/1/19	2E+07	Operating	Principal Life Insurance Company	\$3,446.51	\$3,446.51	May insurance

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
4/29/19	2E+07	Operating	Citizens Energy Group	\$44.94	\$44.94	LS 17
4/29/19	2E+07	Operating	Citizens Energy Group	\$62.14	\$62.14	Plant
4/30/19	2E+07	Operating	Citizens State Bank	\$20.00	\$20.00	April Service fee
4/30/19	2E+07	Operating	Duke Energy	\$158.36	\$158.36	LS 5
4/30/19	2E+07	Operating	Duke Energy	\$55.49	\$55.49	LS 6
4/30/19	2E+07	Operating	Duke Energy	\$507.61	\$507.61	LS 26
4/30/19	2E+07	Operating	Duke Energy	\$255.59	\$255.59	LS 16
4/30/19	2E+07	Operating	Duke Energy	\$19,535.06	\$19,535.06	Plant
4/30/19	2E+07	Operating	Duke Energy	\$247.12	\$247.12	LS 21
4/30/19	2E+07	Operating	Duke Energy	\$935.35	\$935.35	LS 14
4/30/19	2E+07	Operating	Duke Energy	\$265.50	\$265.50	LS 11
4/30/19	2E+07	Operating	Duke Energy	\$407.74	\$407.74	LS 23
4/30/19	2E+07	Operating	Duke Energy	\$830.50	\$830.50	LS 17
4/30/19	2E+07	Operating	Duke Energy	\$2,853.30	\$2,853.30	LS 1
4/30/19	2E+07	Operating	Duke Energy	\$353.48	\$353.48	LS 19
4/30/19	2E+07	Operating	PNC Bank	\$3,157.41	\$3,157.41	Credit Card Expenses April 2019
4/30/19	2E+07	Operating	Vectren Energy Delivery	\$391.56	\$391.56	Plant
				\$970,978.36	\$970,978.36	

ALLOWANCE OF CLAIMS

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

\$970,978.36

Docket Report Information

1901-LS 14 Forcemain Ext	\$	7,600.00
1906-Plant Outfall	\$	27,262.52
1902-Plant Expansion	\$	169,586.40
1908-Neighborhood Sewers	\$	10,500.00
1802-Haver Way	\$	3,825.00
Office Remodel	\$	360.38
1601-106th St FM	\$	5,120.00
Total Capital Spending		\$224,254.28
District Insurance		\$97,914.00
Carmel March Flow		\$103,812.67
Carmel April Flow		\$116,628.27
Other Expenses		\$318,354.94

The TriCo Connection

Volume 12 Issue 5 May 2019
MONTHLY NEWSLETTER

FINANCIAL REPORT-CINDY SHEEKS

March 2019 Total Revenue was \$647,563 which is above the projected revenue of \$608,211 by \$39,352. Residential sales were \$408,721, 1.31% higher than budgeted. Commercial sales totaled \$185,448 which is 2.93% higher than expected and down slightly from February. Total operating expenses were \$474,599 in March which is 13.65% above the monthly projection. Wages and benefits spending were above budget by \$597 for a total of \$176,641 during the month. Administration spending was \$66,886 in March and over budget by \$10,478. Treatment costs totaled \$178,336 which is over budget by \$32,919. Collection costs totaled \$52,736 in March which was \$13,069 over budget. Net income in March was \$162,990 after depreciation and amortization of CIAC and was under projections by \$2,636 for the month.

Spending Breakdown in March:

Wages – 37.22%
Administration – 14.09%
Treatment Costs – 37.58%
Collection Costs – 11.11%

Spending Breakdown YTD:

Wages - 39.03%
Administration – 14.36%
Treatment Costs - 37.98%
Collection Costs – 8.64%

Cash generated for March shows a net increase in all funds by \$94,541. Capital spending was \$144,818 for the month. It included spending for PCL upgrades, Hiperweb, plant expansion and outfall. Cash on hand at 03/312019 was \$9,473,754. The balances in the funds are listed below:

Operating \$2,439,342

Plant Expansion \$4,244,401

Reserve for Replacement \$570,485

Interceptor \$27,126

Operating Reserve \$2,192,400

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Calendar of Events

May 13	Board Meeting	7:00 p.m.
May 22	P&B Meeting	7:30 a.m.
May 24	B&F Meeting	7:30 a.m.
June 03	C&C Meeting	4:30 p.m.

COLLECTIONS REPORT - AARON STRONG

Collections staff televised over 25,000 feet of sewer in the month of April, pushing the yearly televising total to over 74,000 feet. Staff completed 363 manhole inspections for the month, bringing the yearly total to 1,838 manhole inspections. This completes the inspections for the Year One cleaning and inspection cycle. These manhole inspections generated over 400 corrective action work orders. Staff has started manhole repairs including the locating of 38 buried manholes and grouting of 31 manholes.

Staff has received and installed the new lateral launch camera purchased from Merrillville Conservancy District. This new camera allows staff to further inspect lateral connections that were not previously accessible by traditional push camera methods. Matt Starr has been trained in the use of this new camera and has launched a handful of laterals thus far with great success.

Lift Station repair and maintenance continues, Jason and Joe have completed Lift Station #11. Maintenance items included: Yearly pump inspections, valve exercising and maintenance, check valve inspections, installation of control panel mounted multi meters, site pressure washing and painting. Staff will systematically work through all lift stations throughout the Utility. Other lift station work included installing FogRod level control devices at Lift Stations #23 and #26.

Staff has fabricated a cleaning apparatus to aid in flushing Low Pressure Force Mains around the Utility. Proof of concept testing will be performed in the coming weeks before the unit is deployed into the field.

Cole and Rick sat for their Collections II testing this month and should have their results in the coming week.

SAFETY UPDATE - LOREN PRANGE

TriCo had no reportable injuries and has gone 3348 days without a lost time accident.

The following safety tailgate sessions were held:

03/26/19 Avoid Arc Flash

04/09/19 Take a Load off: Tips for safe lifting

04/17/19 Keeping Chemical deliveries safe

Summer is right around the corner and our staff will be more active working in the field and at the treatment plant.

Personal protection equipment, "PPE", can change with the seasons and we are currently going through our inventory to make sure we have everything on hand. Auditing the confined space equipment includes checking dates on harnesses and winches and replacing as needed. Air monitors and calibration stations are checked for accuracy. We will be replacing one air monitor and a calibration station.

✓	Site Safety			
3	3	4	8	
No. of days since the last lost time accident.				

CONSTRUCTION & ENGINEERING– WES MERKLE

Engineering staff completed 538 locates, 53 I&I inspections and 40 lateral inspections in April. A near record of 2,666 locate requests were received and reviewed showing the high amount of construction activity in our service area which is keeping Kermin and Nate busy with inspections and locates. Eric continued warranty inspections, he followed up on road and path projects affecting sewers and observed repairs across many past projects. Several private development projects are expected to begin construction shortly. Jeff and Ryan continued to lay out potential future sewer extensions to estate lots requesting service. Jeff changed out flow metering equipment at several locations, located almost two dozen buried manholes, and continued to review EDU allocation for past projects. Everyone helped identify a substantial I&I source in the northern part of Basin 8 – a missing cleanout cap in a low-lying part of an open field. Staff focused on this area after flow metering data indicated I&I trouble in many wet weather events. More work remains in several other suspected trouble spots.

Ryan and Wes worked with property owners and the design engineer to lay out the Haver Way sewer and lift station improvements. Neighboring commercial property owners on nearby Whitley Drive are also very interested in connecting to the new sewer system. The next neighborhood sewer project is bidding this month, which includes four of the remaining 13 unsewered neighborhoods in our service area. Wes worked out agreements with property owners to acquire all 15 easements for the outfall sewer project; that project will go to bid once permits are received, anticipated this summer. The Lift Station 14 (Austin Oaks) Parallel Force Main project along Michigan Road will also go to bid once the remaining two easements are acquired. Plant expansion design is approximately 50 percent complete. Design will continue through summer. Bids for the admin office improvements will be received in May while alternatives are being evaluated.

CUSTOMER SERVICE UPDATE-SHELLY KEEFE

Twenty-six liens were filed for \$3,262.84. The total lien balance is \$23,141.14.

The 100 Mile Challenge has begun, which will run for six weeks. The challenge lists a number of activities and during the six-week period, miles are accumulated for each activity. Each employee who meets the challenge and accumulates 100 or more miles will receive a \$25 gift card.

In April, 36 new customers were added to billing and 40 permits were issued. The total number of customers receiving their statement by email is now 2,976.

PLANT REPORT-SCOT WATKINS

In April, the plant had all the programable logic controllers (PLCs) replaced and the IP address scheme was updated to meet industry standards. This will increase the reliability of communication for all the plant equipment and allow for future firmware upgrades when they are released. The HVAC reset for the Biosolids building has been moved down to the main level and staff no longer must access the roof to reset this unit. Although safe, during adverse weather this task was less than desirable. During monthly inspections it was found that the vertical loop reactor (VLR) mixer had sheered the propeller completely off. The mixer has been removed from service, a new propeller has been ordered and the unit will be rebuilt. A ground fault was detected on one of the non-potable pump variable frequency drives (VFDs); the drive and pump representative checked their equipment, and both found no issues. An electrician will now be called to check wiring between the two pieces of equipment. Biannual oil changes are under way. This is a very time-consuming process that includes meticulously inspecting all connecting equipment for damage or wear and replacing any wear items as needed. Staff completed the first biannual sampling of the Utility's only industrial user.

Laboratory staff performed one hundred eighty-six phosphorus tests, one hundred fifty-five ammonia tests, four hundred sixty-two carbonaceous biochemical oxygen demand (CBOD) tests, two hundred forty-eight total suspended solids (TSS) tests and fifty-six E. Coli tests. In addition to all the required daily test, staff completed the quarterly quality control tests and the Annual Discharge Monitoring Report – Quality Assurance (DMR-QA) Study Program tests. Major and selected minor permittees under the National Pollutant Discharge Elimination System (NPDES) program are required to participate in the annual DMR-QA study program. DMR-QA evaluates the analytical ability of the laboratories that perform self-monitoring analyses required by their NPDES permit. Staff also is actively involved in the Indiana Water Environment Association's committees; Bob performed Laboratory Excellence audits for the City of Carmel WWTP and the City of Marion WWTP. Bob is also Co-Chair of the Wastewater Challenge Committee and made a visit to Nappanee to finalize this year's event that will be held on May 14, 2019.

Staff attended the 2019 Indiana Industrial Operator Association (IIOA) WITtec conference in Indianapolis. Shaun and Scot tested and obtained their Industrial Environmental Manager certifications while Bob presented a session on Flushable Wipes.

Birthdays

Aaron Strong	May 16
Joe Hood	May 21

Anniversaries

Ryan Hartman	May 4	13 Years of Service
Jason Lewin	May 8	13 Years of Service
Shelly Keefe	May 12	5 Years of Service
Aaron Strong	May 12	11 Years of Service
Andrew Williams	May 23	14 Years of Service

Selected Statistics 2019	January	February	March	April	2019 Monthly Average	2019 YTD	2018 Total Through April
Maintenance Information							
Lateral Inspections	17	23	43	40	31	123	133
Certified I&I Inspections	26	21	54	53	39	154	173
Failed I&I Inspections	0	0	2	0	1	2	1
Sewer Locates	284	363	498	538	421	1,683	2,014
Manholes Added	1	3	0	0	1	4	34
Total # of Manholes	5,849	5,852	5,852	5,852	NA	5,852	5,806
Manholes Inspected	66	704	700	368	460	1,838	1,717
Feet of Sewer Added	21,687	497	0	2,196	6,095	24,380	6,402
Total Footage of Sewers	1,652,834	1,653,331	1,653,331	1,655,527	NA	1,655,527	1,636,828
Feet of Sewer Televised	4,862	13,441	30,592	25,559	18,614	74,454	81,640
Feet of Sewer Cleaned	440	0	0	0	110	440	1,414
Overflows	0	0	0	0	0	0	1
Station 1 to Carmel Utilities							
Rainfall/Precipitation (inches)	2.4	3.84	4.00	4.96	3.8	15.2	11.78
Total Flow (gallons)	61,408,530	68,878,012	66,012,786	76,532,259	68,207,897	272,831,587	234,216,245
Maximum Daily Flow (gallons)	3,197,275	2,979,329	3,563,156	3,857,564	NA	3,857,564	3,929,994
Average Daily Flow (gallons)	1,980,920	2,173,951	2,129,445	2,551,075	2,208,848	NA	7,818,935
Minimum Daily Flow (gallons)	1,150,531	1,173,951	1,556,890	1,885,976	NA	1,150,531	1,328,783
Michigan Road WWTP							
Total Flow (gallons)	86,922,000	83,180,000	81,694,000	91,138,000	85,733,500	342,934,000	323,413,000
Maximum Daily Flow (gallons)	5,134,000	6,199,000	3,298,000	4,300,000	NA	6,199,000	7,867,000
Average Daily Flow (gallons)	2,803,935	2,970,714	2,635,290	3,037,933	2,861,968	NA	10,787,141
Minimum Daily Flow (gallons)	2,404,000	2,430,000	2,343,000	2,415,000	NA	2,343,000	1,637,000
Total Flow to Both Plants	148,330,530	152,058,012	147,706,786	167,670,259	153,941,397	615,765,587	557,629,245
Biosolids Handling (gallons)							
Wasted (Biosolids)	1,667,480	2,107,310	2,301,830	2,225,420	2,075,510	8,302,040	4,379,120
Dewatered	735,000	480,000	460,000	832,000	626,750	2,507,000	1,194,000
Digested Sludge Withdrawn	787,000	715,400	853,800	83,170	609,843	2,439,370	3,465,700
Customer Information					Total Billed Accounts	15,510	
New Sewer Service Accounts	24	26	18	36	26	104	88
Permits Issued	24	31	31	40	32	126	170



PERSONNEL AND BENEFITS

Wednesday, April 24, 2019 at 7:30 a.m.
Memorandum

Members Present: Committee Chair Barb Lamb, member Jeff Kimbell. Others in attendance were Utility Director Andrew Williams and Administrative Assistant Maggie Crediford.

Mr. Ryerson was absent.

Ms. Lamb called the meeting to order at 7:37 a.m.

Public Comment

There was no one present from the public.

Safety Update

Mr. Williams said plant staff is purchasing new safety equipment to ensure everything is up to date.

Ms. Lamb noted that the Utility has made it almost 10 years without a lost time incident. Ms. Lamb suggested recognizing the staff if the accomplishment is met. Mr. Kimball suggested checking to see if the insurance company offers some recognition for such and accomplishment.

HR Training Update

Management completed their first training session with Amanda from HRD. The first session laid the ground work for the next five sessions.

Ms. Lamb stated, "Developing the Leader-Manger Mindset" is an important session. One of the biggest problem managers face is to see themselves as part of the management team and as representatives of the company. It is easy to want to be liked or to not want to be the "bad guy", not wanting to be the one telling employees what they need to do. Once that hurdle is crossed, and managers accept they are part of a management team, things will go much easier. Some people can never cross that hurdle to become an effective manager.

Mr. Williams asked Amanda about having another session with the whole staff. Dates are being looked at in May for a presentation on Constructive Conflict and using our various personalities in ways to get goals accomplished.

Other Business

Mr. Williams provided a copy of TriCo's employee handbook to Ogletree Deacon. The attorney is reviewing it to be sure it is up to date. She will provide Mr. Williams with suggestions for revisions if any are needed.

Mr. Prange attended a safety seminar with the State of Indiana. He mentioned the State Health Plan to Mr. Williams. Mr. Williams will look into that option for health insurance. The last time TriCo looked at that option it was too expensive. Since health insurance rates have increased it might be more competitive now. Any public agency in the state can participate in the health plan.

The plans for the Admin Office remodel have gone out to bid. Bids should be returned by the middle of May. Bids will be brought to the Board in June. Staff is researching new office space as well in order to provide the Board with all reasonable options.

The meeting adjourned at 8:10 a.m.

Respectfully Submitted



Andrew Williams
Utility Director



CAPITAL & CONSTRUCTION MEETING

Monday, May 6, 2019 at 4:30 p.m.
Memorandum

Members Present: Committee Chair Steve Pittman, members Marilyn Anderson and Eric Hand. Others in attendance were Legal Counsel Anne Poindexter, Utility Director Andrew Williams, Engineering Manager Wes Merkle, District Engineer Ryan Hartman, Collections Superintendent Aaron Strong, Administrative Assistant Maggie Crediford, Citizens Westfield representative Ed Bukovac, Counsel for Citizens Energy Group Lauren Toppen, Attorney Keith Beall, Clark Byrum Sr., and Clark Byrum Jr.

Mr. Pittman arrived late, so Mr. Hand led the meeting until Mr. Pittman arrived. Mr. Hand called the meeting to order at 4:32 p.m. The Citizens Westfield Wholesale Request agenda item was moved to last on the agenda so Mr. Pittman could be present for that discussion.

Public Comment

There were no general public comments.

Dedications

Grand Brook Memory Care of Zionsville

Mr. Merkle stated the sewers are complete and ready for dedication. A short run of gravity sewer was constructed without meeting minimum slope. In lieu of reconstructing the sewer, the developer has agreed to make a monetary payment to TriCo to cover the additional maintenance costs TriCo expects to incur as a result of the reduced slope. Mr. Merkle asked the Committee to recommend the Board of Trustees accept the dedication of Grand Book Memory Care of Zionsville sanitary sewers, contingent upon the receipt of payment for additional maintenance costs, at the May 13, 2019 Board of Trustees meeting.

Mr. Hand asked for clarification on what additional cleaning is needed. Mr. Hartman said the policy is based on a two-year cleaning frequency for 20 years. Mr. Merkle said the payment from the developer will be \$1,500. Mr. Hand asked if staff has any liability or risk concerns regarding the installation or maintenance of the sewer. Mr. Merkle stated that staff is comfortable accepting the dedication.

The Committee will recommend the Board accept the dedication of Grand Book Memory Care of Zionsville sanitary sewers, contingent upon the receipt of payment for additional maintenance costs.

WRRF Flow Meter Installation

In April the Board approved the purchase of five replacement flow meters for the plant. Mr. Merkle said quote requests were sent to six contractors for installation of the five flow meters. Staff received quotes from three contractors. Mr. Merkel recommended accepting the quote from Maddox Industrial Group in the amount of \$27,225.

The Committee will recommend the Board award the Plant Flow Meter Installation contract to Maddox Industrial Group, Inc. in the amount of \$27,225.

#1909 Admin Office Improvements

Mr. Merkle explained bids for the project will be received later this week for the renovation of the administrative office, which has not been renovated in over 20 years. Staff is exploring other options as well, including leasing office space and revisiting past plans to consolidate offices at the plant. Staff will present updated information at the May 13, 2019 Board meeting.

Capital Project Updates

Mr. Merkle presented the following updates.

#1702 – Keystone/96th Sewer & Force Main Relocation

Remaining relocation work includes laying a new force main across Keystone Parkway at 96th Street, which will be completed when the intersection is closed for bridge construction, anticipated this summer.

#1705 – 99th Street Interceptor & Lift Station 6 Elimination (located between Keystone and Westfield/Rangeline Road)

A new developer is considering a project near 99th and Haverstick. An engineering firm was selected to provide sewer design services back in 2017. Design work will begin when design of the residential development project west of Haverstick Road proceeds.

#1802 – Haver Way Sewer Improvements (located southwest of Keystone and 96th Street)

Design is underway. Staff worked with the design engineer and businesses on Haver Way to lay out sewer improvements and a new lift station location. Staff met with five commercial property owners on Whitley Drive south of 96th Street who are interested in connecting to the sanitary sewer improvements.

#1901 – Lift Station 14 Parallel Force Main (located along Michigan Road from Austin Oaks to Ansley Park)

Staff acquired four out of six easements needed for this project. The other two easements are in condemnation. The project will be bid once all have been acquired, anticipated this summer, with construction to follow. Mrs. Poindexter stated a second hearing is set for the Artest easement where appraisers will be assigned to value the easement. Once that is done, TriCo can deposit the funds with the Court and get an order of possession. The McClain easement condemnation was filed and is set for a hearing.

#1902 – TriCo WRRF Expansion

Design work is 50 percent complete. Staff recently completed a plan review meeting with the engineer. The project is currently estimated to finish 10-20 percent below the \$15.2 million budget.

Some of the new equipment will require additional non-potable (plant effluent) water once in operation. Staff is separately conducting an investigation into several ongoing performance problems with this system. The additional demands on a poorly performing system may require upgraded pumps if corrections are unsuccessful.

Ms. Anderson asked Mr. Merkle to explain the non-potable water system. Mr. Merkle stated some equipment at the plant requires continuous or intermittent water consumption. TriCo has a network of water piping throughout the plant fed by a pair of pumps that take effluent from the post-aeration structure. Plant effluent water is usually better for plant processes and far less expensive than using city water.

Mr. Merkle stated that IDEM has preliminarily agreed to rerate the VLRs at the plant. A few years ago, TriCo's plant was de-rated because of high BOD loading at the plant. TriCo's BOD loading has trailed off over the last five years and other VLR plants around the state are rated for higher loading. Mr. Merkle said rerating the plant will give TriCo additional capacity, which will allow the plant operators to take the oxidation ditch component of treatment out of service indefinitely or until it would be needed for additional capacity. This could eliminate costly future replacement projects or future expansion needs.

#1906 – Eagle Creek Outfall Sewer Expansion (located between TriCo WRRF and Eagle Creek to the west)

Staff worked with property owners to secure all 15 easements needed for this project. Duke Energy offered to donate their easements. Plans and specifications are being finished and the design engineer has submitted for permits. Staff will proceed with bidding once permits are received – anticipated this summer.

#1908 – Larkspur, Oak Tree, Crossfields and Brandywine Sanitary Sewer Extension

Design is complete. Bidding and permitting will proceed simultaneously this month. Staff will send letters to homeowners in each neighborhood notifying them that the Board will consider proceeding with construction at their June 10 meeting. If awarded in June, construction will be complete late fall.

Mr. Pittman arrived at 4:47 p.m.

Citizens Westfield Wholesale Request

Mr. Williams reminded the committee of past discussions with Mr. Byrum and Citizens Westfield regarding service to the Byrum property. The Board had indicated about a year ago that if Citizens and Byrum could come to an agreement for service, the Board would consider providing wholesale treatment service. Citizens and Mr. Byrum have worked out an agreement to provide sewer service that is contingent on TriCo entering into a

wholesale service agreement with Citizens. Mr. Byrum's property is a 30-acre parcel on the north side of 146th Street which is in Citizens' service area. The proposed agreement states TriCo will provide up to 65 EDUs of capacity. Citizens would pay the Interceptor and EDU fees up front, and there would be no refund upon disconnection. Citizens is proposing to pay TriCo a monthly base charge of \$33.51 per home plus \$2.86 per 1,000 gallons.

Ms. Toppen stated Mr. Byrum approached Citizens Westfield about receiving sewer service. Citizens doesn't have facilities in the area to service his property and it would be expensive for Citizens to extend service to his property. Mr. Byrum asked Citizens to see if there is an alternative arrangement for service that can be made, which lead to the wholesale service request to TriCo. The term sheet put forward to TriCo is agreeable to both Citizens and Mr. Byrum.

Mr. Williams stated that Citizens based the proposed rates off of TriCo's fee schedule. TriCo would identify the manhole Citizens would connect to with their line. TriCo would not own the sewers on the Byrum parcel, the agreement would be for conveyance and treatment only. TriCo's customer would be Citizens Westfield. At some point in the future Citizens may extend service to that area and the parcel would be disconnected from TriCo's system. TriCo's Board has not been interested in entering into new wholesale service agreements in the past.

Mr. Pittman verified with Citizens and Byrum that both parties agree with the proposed wholesale agreement. Both parties confirmed they are. He asked if the request for 65 EDUs means Byrum is looking to put 65 homes on the property. Mr. Beall stated 65 EDUs are proposed as the highest and best use for the property. It could be less EDUs, but it is proposed for the most in hopes that if it is less the terms would not need to be renegotiated. Byrum cannot present a plan to the City of Westfield for approval until they have water and sewer capabilities. The City of Carmel has agreed to wholesale service with Citizens to provide city water to the parcel. Mr. Pittman confirmed, if TriCo agrees to the wholesale agreement then Byrum would present a zoning request to the City of Westfield.

Mr. Williams said, for Byrum to get a permit from IDEM to build, TriCo would need to provide them with an allocation letter stating how many EDUs are being provided to them downstream at TriCo's plant. Mr. Pittman asked for confirmation that TriCo has the capacity to allocate up to 65 EDUs to the property and if it would help justify the expansion currently proposed for TriCo's Wastewater Resource Recovery Facility. Mr. Merkle stated the numbers used to justify the need for expansion at the plant did not include this parcel and that those numbers only included what is within TriCo's existing service area. During past discussions regarding the Byrum parcel the request was for only a couple of EDUs, not 65. Mr. Pittman asked if the proposal for 65 EDUs versus the three or four originally proposed will bring up an issue of adjoining properties requesting service if this proposal is accepted.

Mr. Williams stated it could be a 5 or 10 year agreement for temporary service until Citizens extends sewers to the area. Mr. Williams stated that Westfield's planning director has not responded to requests for additional information regarding development in this area.

Mr. Pittman asked if a wholesale service agreement is reached for this parcel, and neighbors then requested service, would additional capacity be available. Mr. Merkle stated capacity at the plant and in the collection system are different things. A recent study indicated that TriCo may accept several hundred acres outside of its existing service area before the downstream infrastructure would need additional improvements.

Ms. Anderson stated when the proposal was originally considered it was for approximately three homes. Now that the proposal has expanded she is concerned that allocating so many more EDUs outside of our existing service area would risk our ability to serve our existing service area in the future.

Mr. Pittman asked Mrs. Poindexter if TriCo would be setting a precedent should this agreement get approved and other property owners make the same request. Mr. Williams clarified that if the property owner was in Citizens' service area, then Citizens would need to make a request for a wholesale agreement not the property owner. Mrs. Poindexter stated each request would be unique, granting this request would not set a precedent for future requests.

Mr. Pittman stated he would be comfortable with the agreement if there isn't a negative impact to TriCo's system. He doesn't want this request to require future upgrades to our system or risk denial of future service within our service area. Mr. Merkle stated this single parcel at 65 EDUs would not create such an impact to TriCo's system.

Ms. Anderson reiterated that she is concerned with allocating capacity on a temporary basis. Mr. Merkle then asked Mr. Bukovac what would trigger Citizens to extend service to this area and if there was a timeline for extending service and disconnecting from TriCo. Mr. Burkovac replied that the developers extend service at the developer's expense when they are ready to build. But he offered no specific details about Citizens' master plan.

Mr. Hand said when the original proposal came before the Board it was for a few homes. It made sense from the standpoint that the Byrum family had no other option for service. This proposal has morphed into a development. Mr. Hand feels TriCo's capacity should be prioritized towards its existing service area to the extent the Utility is assured it can meet existing needs in the service area before entering into a wholesale agreement outside of the current service area.

Mr. Hand is concerned that customers will pay the Citizens Westfield current rate which is approximately \$85 per month. Citizens would be paying TriCo approximately \$35 per month and profiting around \$50 a month without doing any of the work. Mr. Byrum profits by being able to develop his property, Citizens benefits by collecting the difference

between their monthly rate and the monthly rate they pay to TriCo. He questioned how the agreement is beneficial to TriCo.

Mrs. Poindexter stated the proposed agreement was based on TriCo's residential user rates. TriCo doesn't have wholesale rates, if the Board will agree to provide the service, Mr. Williams should work with a rate consultant to develop an actual wholesale rate.

Mr. Hand stated this agreement structure eliminates the incentive for Citizens to expand service into that area. Mr. Hand has concerns about how long they would be connected to the system and how that would impact TriCo's capacity in the future.

Mr. Pittman asked Mr. Merkle if he has any concerns with physically servicing this area. Mr. Merkle said there are currently a lot of moving targets for the Engineering Department. The wholesale and temporary service aspects of this proposal carry a lot of risk that need to be thoroughly evaluated. This proposal limits what TriCo could do elsewhere, if for instance TriCo is asked to serve more property along Michigan Road or further into Union Township. TriCo would be allocating reserve capacity which carries risk. Mr. Merkle said staff would prefer the project not be low pressure sewers because it could be served by gravity sewers.

Mr. Bukovac stated low pressure is preferable to Citizens because of the lower capital costs and a low-pressure system would be easier to disconnect when Citizens is able to provide service to the parcel. However, he will look into a gravity sewer alternative and report back. Mr. Bukovac will also contact Carmel Utilities to discuss water service under the current plan that includes 65 EDUs.

Mr. Pittman suggested revisiting this proposal at the June 3, 2019 C&C meeting. He noted that it would be best for the committee members to try and reach a consensus before presenting this matter to the full Board. Ms. Anderson and Mr. Hand agreed.

The meeting adjourned at 5:43 p.m.

Respectfully Submitted,



Wes Merkle
Engineering Manager

Proposed Retail Service Agreement
Citizens Westfield Wastewater and Byrum
Non-binding Term Sheet – March 28, 2019

Purpose

- Citizens Wastewater of Westfield, LLC (“Citizens Westfield”) provides retail service for the Byrum Partnership Property (“Partnership Property” or “Partnership”) located near 146th Street and Shelborne Road in the City of Westfield.

Terms:

1. Capacity – Citizens Westfield provides up to 65 EDU capacity for the Partnership Property;
2. Wholesale Connection – Citizens Westfield constructs a low pressure collection main from the TriCo system to the Partnership Property north of 146th Street (“Wholesale Connection”);
3. Partnership Collection System – Partnership shall be responsible to construct all service pipes to all structures and all low pressure connection systems on the Partnership Property that will tie in to the Citizens Westfield Wholesale Connection in accordance with Citizens Westfield’s Terms and Conditions for Service and its construction standards; and
4. Partnership Property agrees to take retail sewer service from Citizens Westfield for a minimum ten (10) years.

Costs and Fees:

5. Wholesale Connection – Citizens Westfield pays a contractor for all related costs;
6. Partnership Collection System –Partnership pays a contractor for all related costs;
7. Prior to commencement of construction of the Wholesale Connection, the Partnership pays Citizens Westfield a non-refundable fee of \$250,000 (Contingent on wholesale agreement with TriCo);
8. Revenue Allowance – Citizens Westfield agrees that for a period of ten (10) years after the date of the Main Extension Agreement of the Partnership Collection System is made and in service, Citizens Westfield will make any revenue allowance payment to the Original Depositor of the Partnership Collection System pursuant to Citizens Westfield’s Terms and Conditions Rule 10 and the Main Extension Agreement for the Partnership Collection System; and

9. Retail Service – The Partnership agrees to pay Citizens Westfield’s standard tariff rate and charges for sewer service.
10. Payments made under the proposed Retail Service Agreement will be applied to Citizens Westfield’s SDC charges for 65 EDUs for the Partnership Property. Any additional EDUs needed to serve the Partnership Property will be subject to Citizens Westfield’s SDC charges and Citizens Westfield being able to obtain a modified wholesale agreement with TriCo.

Disclaimer: The above proposal is for discussion purposes only and does not constitute a binding offer or agreement between the parties. Any final agreement is subject to, among other things, receipt of all internal and external consents and approvals deemed necessary or advisable by a party in its sole discretion, including Citizens Westfield reaching a mutually acceptable wholesale arrangement with TriCo.



MEMORANDUM

To: Board of Trustees
From: Wes Merkle
Date: May 9, 2019
Subject: Plant Flow Meter Installation

The following quotes were received for installation of five new flow meters at the plant.

Maddox Industrial Group, Inc.	\$27,225
Central Industrial Contractors, Inc.	\$33,305
Thieneman Construction, Inc.	\$73,000

Quote requests were sent to six contractors. Maddox Industrial Group, Inc. was the lowest responsive and responsible quoter. \$70,000 was budgeted for this project, which includes \$35,062 approved by the Board last month for purchase of the flow metering equipment.

Recommended Action: The C&C Committee is recommending the Board award the Plant Flow Meter Installation construction contract to Maddox Industrial Group, Inc. in the amount of \$27,225.



MEMORANDUM

To: Board of Trustees

From: Ryan Hartman

Date: May 9, 2019

Subject: Dedication

Grand Brook Memory Care of Zionsville sanitary sewers are complete and ready for dedication. A short run of gravity sewer was constructed below minimum slope according to the as-built survey. In lieu of reconstructing the sewer, the developer has agreed to make payment to TriCo to cover the additional maintenance costs TriCo expects to incur as a result of this reduced slope.

Staff is recommending acceptance of the dedication.

Recommended Action: Accept the dedication of the Grand Brook Memory Care of Zionsville sanitary sewers.