



## **TriCo Regional Sewer Utility**

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

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

**Monday, August 12, 2019 @ 6:30 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 July 8, 2019
- 4. Approval of Claims Docket**
- 5. Attorney's Report**
  - a. Easement Acquisitions
- 6. Utility Director's Report**
  - a. Ordinance / Policy Book
- 7. Committee Reports**
  - a. Budget & Finance Committee
  - b. Personnel & Benefits Committee
  - c. Capital & Construction Committee
  - d. Office Improvements Special Committee
- 8. Old Business**
- 9. New Business**
- 10. Adjourn**



## BOARD OF TRUSTEE MEETING

---

Monday, July 8, 2019 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, 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 and Administrative Assistant Maggie Crediford.

Ms. Anderson called the meeting to order at 7:01 p.m.

#### **PUBLIC COMMENT**

There was no one present from the public.

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

Ms. Lamb made a motion to approve the June 10, 2019 Board Meeting Memorandum. The motion was seconded by Mr. McDonald and approved unanimously.

#### **APPROVAL OF CLAIMS DOCKET**

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

#### **ATTORNEY'S REPORT**

##### **Easement Acquisitions**

Mrs. Poindexter said the Artest easement has been acquired. The Boone County Judge who presided over the case ordered TriCo to pay three appraisers \$5,000 each for the court appointed valuation of the easement. Mrs. Poindexter informed the Board she and Mr. Merkle will be negotiating with the McClain's to acquire their easement since the same judge has been assigned to that case and most likely will order the Utility to pay a similar amount for appraisals.

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

Mr. Williams said staff members represented the Utility at CarmelFest. The booth was well attended, staff gave out a lot of educational and promotional material to the community.

Rainfall measured between five and nine inches in parts of the service area between June 15-19. The heaviest rainfall was around Main Street and Spring Mill Road. Staff pushed the plant beyond normal levels. A design flaw was discovered in the splitter structure where the flow enters the structure. Flow was bubbling up on one side of the box causing too much flow to be sent to one of the four clarifiers, which overloaded the clarifier and

resulted in a solids violation for the plant. Staff is working on how to correct that issue in the interim. Mr. Merkle will work with the designer to improve that structure or build another splitter structure with the plant expansion project. Ms. Anderson said Mr. Williams had told her staff realized the plant was not working to the capacity it was designed for and by pushing the system in this rain event, staff was able to find the issue and will hopefully be able to get it corrected.

Mr. Williams said staff will be working with Hamilton County Parks to deal with Inflow and Infiltration issues at Coxhall Gardens. The Parks Department might need to rework the sewer in that area. There is a spike at that location during rain events.

Mr. Williams said there have been discussions about changing the start time of the Board Meetings. He asked the Board if they would be interested in moving up the start time. Ms. Merrill suggested a start time of 6:00 p.m., Mr. Kimbell and Mr. McDonald expressed 6:00 p.m. would be too early for them and suggested a start time of 6:30 p.m. The Board agreed to change the start time of future Board Meetings from 7:00 p.m. to 6:30 p.m.

## **COMMITTEE REPORTS**

### **Budget & Finance Committee**

Ms. Merrill said the Budget and Finance Committee had no action items.

### **Personnel & Benefits Committee**

Ms. Lamb said the Personnel and Benefits Committee has been reviewing the employee handbook. The Utility hired Ogletree Deakins as its new labor law firm. They were asked to review the handbook. Suggested changes include: revisions to the equal employment opportunity section to add categories; rewording the section on Reasonable Accommodation; rewording the section Examples of Prohibited Conduct; rewording the section title for the Anti Retaliation Policy; changing the responsibility for reporting personal relationships at work to the supervisor and added consequences should such a relationship exist; revised to the non-discriminatory service policy to add categories; changed the Time Clock Policy to Time Keeping Policy; changed the disciplinary action schedule under the Absenteeism/Tardiness section; under long-term and short-term disability, deleted an unnecessary sentence; removed the term "Confidentiality Agreement" from the Acknowledgement page.

Ms. Lamb said the attorney requested sexual identity and gender equality be added to protective classes following laws adopted by the City of Carmel and the Town of Zionsville. Ms. Lamb made a motion to accept the proposed changes to the employee handbook. The motion was seconded by Mr. Pittman and approved unanimously.

### **Capital & Construction Committee**

#### **Dedication of IU Health North Parking Expansion Sanitary Sewer**

Mr. Pittman made a motion to accept the dedication of the IU Health North Parking Expansion sanitary sewers. The motion was seconded by Ms. Merrill and approved unanimously.

### **Jackson's Grant Sewer Service Agreement Amendment 5**

Mr. Pittman made a motion to approve Jackson's Grant Sewer Service Agreement Amendment 5. The motion was seconded by Mr. Hand and approved unanimously.

### **Office Improvements and Design Agreement**

Mr. Pittman made a motion to reject all bids for the administrative office renovations contract. approve moving forward with Blackline for the design of office expansion at the WRRF for an amount not to exceed \$80,000, continue with regular meetings of the Office Improvements Committee and delegating approval of design decisions between Board Meetings to the Office Improvements Committee regarding the administrative office relocation. The motion was seconded by Mr. Kimbell and approved unanimously.

### **Little Eagle Creek Interceptor Temporary Service**

Mr. Pittman recused himself. Mr. Hand made a motion to allow temporary construction of a lift station and force main, in part to provide sewer services to the far northwest corner of TriCo's current service area. The motion was seconded by Ms. Merrill.

Ms. Anderson emphasized the proposed lift station is intended to be temporary and will be taken offline as development occurs in the future. Mr. Williams said it will be an oversized manhole with pumps. A sewer service agreement will be needed with the developer to deviate from the regular policy of the Utility to allow for the temporary lift station at the August meeting. The developer would pay a maintenance and operation payment to TriCo to cover the cost of servicing the lift station while it is in service.

There was conversation to clarify the motion. Mrs. Poindexter explained the motion is asking the Board to enter into an agreement outside the Utility's Master Plan if a proposal comes before them regarding this request.

The motion was approved unanimously with Mr. Pittman not participating.

### **Crossfields Gravity Sewer Dedication**

Mr. Pittman made a motion to direct staff to negotiate dedicating the Crossfields private sewers to TriCo. This would include to preparation of easement documents and the completion of needed sewer repairs by TriCo. A monthly surcharge would be implemented to recover costs. The motion was seconded by Mr. Hand and approved unanimously.

### **#1902 WRRF Expansion Design Contract Modification**

Mr. Pittman made a motion to approve a contract modification with GRW in an amount not to exceed \$110,000, including \$20,000 for office site design and \$90,000 for additional clarifiers. The motion was seconded by Ms. Merrill and approved unanimously.

### **Office Improvements Committee**

Mr. Kimbell said the committee considered three options regarding the administrative office space. The committee decided to move down the path of relocating the administrative office to the plant and expanding office space at that location. The committee would like to proceed with design work to fully understand the costs associated with expanding the office space.

Mr. Mills stated the option to go off site for part of the group has not been totally ruled out, but the committee would like to understand what the total cost would be to move everyone to the plant. Mr. Mills said it may be beneficial to consider a private placement loan over a bond for the project, as interest rates should be favorable for the next six months and it could be beneficial to explore financing the administrative office relocation and the plant expansion project together.

Ms. Merrill asked if there is an appraisal for the current administrative office space. Mr. Williams said the Utility's appraisal is not back yet. The Trustees appraisal came back and was considerably more than when the project was considered two years ago. Ms. Merrill asked Mr. Williams when he expected the Utility's appraisal to be in. Mr. Williams said it is due back anytime.

Mr. Mills said regular meeting dates for the Office Improvements Committee will be discussed and distributed upon scheduling.

#### **Adjournment**

Mr. Mills made a motion to adjourn the meeting. The motion was seconded by Ms. Lamb and was approved unanimously. The meeting adjourned at 7:52 p.m.

The next Board of Trustees Meeting is scheduled for Monday, August 12 at 6:30 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 07/03/2019-08/15/2019

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
7/8/19	13334	Operating	Merrell Brothers, Inc.	\$10,727.40	\$10,727.40	Biosolid disposal
7/8/19	13335	Operating	Maggie Crediford	\$13.05	\$13.05	Mileage
7/8/19	13336	Operating	Richard Hoole	\$58.00	\$58.00	Mileage
7/11/19	13337	Operating	IPL	\$7,562.93	\$7,562.93	LS 2
7/11/19	13337	Operating	IPL	\$93.65	\$93.65	LS 24
7/11/19	13338	Operating	Ray Clemens	\$400.00	\$400.00	June cleaning
7/15/19	13339	Operating	Matt Starr	\$34.80	\$34.80	Mileage
7/16/19	13340	Operating	Heide McKelvey	\$27.75	\$27.75	Refund - duplicate charges
7/16/19	13341	Operating	Robin Nelson	\$10,084.13	\$10,084.13	Refund - overpayment in June 2019
7/22/19	13342	Operating	Scot Watkins	\$32.69	\$32.69	Reimbursement
7/23/19	13343	Operating	Joe Hood	\$29.00	\$29.00	Mileage - 7/13
7/24/19	13344	Operating	Boone County Recorder	\$125.00	\$125.00	5 liens -reissue check 13229
7/24/19	13345	Operating	Boone County Recorder	\$225.00	\$225.00	9 lien releases
7/25/19	13346	Operating	AFLAC	\$756.06	\$756.06	Insurance
7/25/19	13347	Operating	Carmel Utilities	\$13.45	\$13.45	LS 1
7/25/19	13347	Operating	Carmel Utilities	\$27.35	\$27.35	LS 26
7/25/19	13347	Operating	Carmel Utilities	\$13.45	\$13.45	LS 2
7/31/19	13348	Operating	Aaron Strong	\$30.00	\$30.00	Cell phone reim
7/31/19	13349	Operating	Eric Luis Delacruz	\$30.00	\$30.00	Cell phone reim
7/31/19	13350	Operating	Jeffrey Martin	\$30.00	\$30.00	Cell phone reim
7/31/19	13351	Operating	Kermin Huntley	\$30.00	\$30.00	Cell reimbursement
7/31/19	13352	Operating	April Chamberlain	\$31.78	\$31.78	Refund-11241 East High Grove
7/31/19	13353	Operating	Barbara L Knapp	\$19.17	\$19.17	Refund-10761 Pimlico Cir
7/31/19	13354	Operating	Chris Bartley	\$214.42	\$214.42	Refund-12662 Clifford Circle
7/31/19	13355	Operating	Dale Wagner or Katie Ward	\$34.63	\$34.63	Refund-9852 Haversticke
7/31/19	13356	Operating	Dave T Hickman	\$30.61	\$30.61	Refund-Bolderwood Lane
7/31/19	13357	Operating	David H Badger	\$5.67	\$5.67	Refund-3524 Inverness Blvd
7/31/19	13358	Operating	David Wacker	\$20.03	\$20.03	Refund-530 Aberdeen St
7/31/19	13359	Operating	Dhan or Renee A Shapurji	\$44.57	\$44.57	Refund-2864 Towne Road
7/31/19	13360	Operating	Elizabeth Sanders	\$33.51	\$33.51	Refund-9930 Towne Road
7/31/19	13361	Operating	Fredrick Swerdlow	\$26.83	\$26.83	Refund-2492 Still Creek
7/31/19	13362	Operating	Glenn M Sheeren	\$38.62	\$38.62	Refund-10900 Yorktown
7/31/19	13363	Operating	James R Winterfeldt	\$13.35	\$13.35	Refund-1404 E 111th
7/31/19	13364	Operating	Jameson or Courtney Root	\$23.76	\$23.76	Refund-14377 Chariots Whisper
7/31/19	13365	Operating	Jared Moles	\$19.84	\$19.84	Refund-10255 Orchard Park
7/31/19	13366	Operating	Jeff Beem	\$91.98	\$91.98	Refund-13752 Oliver Lane
7/31/19	13367	Operating	Jeff or Anna Reissig	\$25.59	\$25.59	Refund-13743 Royal Saddle Dr
7/31/19	13368	Operating	Jeff or Errin Adams	\$30.18	\$30.18	Refund-1022 Saratoga
7/31/19	13369	Operating	Jie Zhang	\$32.27	\$32.27	Refund-10441 Bosahan Ct
7/31/19	13370	Operating	Joan Mahoney	\$598.89	\$598.89	Refund-12991 Deerstyne Green St
7/31/19	13371	Operating	John A Kohan	\$20.30	\$20.30	Refund-1371 Kingsgate
7/31/19	13372	Operating	Lisa Moore	\$26.32	\$26.32	Refund-2805 Newbury Ct
7/31/19	13373	Operating	Mallory Hobbs	\$21.09	\$21.09	Refund-9641 Kittrel
7/31/19	13374	Operating	Mario or Jennelle Lucia	\$27.75	\$27.75	Refund-14272 Espirit
7/31/19	13375	Operating	Mary Beth Schueth	\$5.89	\$5.89	Refund-3719 Carwinion Way
7/31/19	13376	Operating	Maya Raz	\$46.25	\$46.25	Refund-4504 Waterchase Ct
7/31/19	13377	Operating	Nicholas F Butler	\$11.75	\$11.75	Refund-2115 Buring Tree
7/31/19	13378	Operating	Phyllis E Banton	\$16.60	\$16.60	Refund-3470 Glen Abbe Ct
7/31/19	13379	Operating	Raymond or Jane Kaufman	\$70.37	\$70.37	Refund-11420 St Andrews
7/31/19	13380	Operating	Robert A Beasley	\$26.03	\$26.03	Refund-14510 Quail Pointe Dr
7/31/19	13381	Operating	Steven or Tamika Zapolski	\$25.18	\$25.18	Refund-14474 Baldwin Lane
7/31/19	13382	Operating	Ty Colin Robbins or Amanda Nick	\$39.78	\$39.78	Refund-3705 Sumter Way
7/31/19	13383	Operating	William Finney	\$35.74	\$35.74	Refund-43 Manchester Ct
7/31/19	13384	Operating	Nathan Crowder	\$30.00	\$30.00	Cell phone reimbursement
7/31/19	13385	Operating	Sam Johnson	\$30.00	\$30.00	cell phone reim
7/31/19	13386	Operating	Barbara Lamb	\$100.00	\$100.00	BOARD FEES
7/31/19	13387	Operating	Carl S. Mills	\$100.00	\$100.00	BOARD FEES
7/31/19	13388	Operating	Charles Ryerson	\$50.00	\$50.00	BOARD FEES
7/31/19	13389	Operating	Eric Hand	\$150.00	\$150.00	BOARD FEES
7/31/19	13390	Operating	Jane B. Merrill	\$100.00	\$100.00	BOARD FEES
7/31/19	13391	Operating	Jeffrey Kimbell	\$100.00	\$100.00	BOARD FEES
7/31/19	13392	Operating	Marilyn Anderson	\$150.00	\$150.00	BOARD FEES
7/31/19	13393	Operating	Michael A. McDonald	\$100.00	\$100.00	BOARD FEES
7/31/19	13394	Operating	Steve Pittman	\$200.00	\$200.00	BOARD FEES

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
8/7/19	13395	Operating	Boone County Recorder	\$50.00	\$50.00	2 lien releases
7/31/19	13398	Interceptor	GRW	\$5,000.00	\$5,000.00	CIP-Proj 1908 Interceptor
7/31/19	13398	Interceptor	GRW	\$2,800.00	\$2,800.00	CIP-Proj 1908 Interceptors
7/31/19	13399	Interceptor	MS Consultants, Inc	\$7,500.00	\$7,500.00	CIP-Proj 1802 Haver Way Interceptor
7/31/19	13400	Interceptor	Jackson's Grant Real Estate Co.	\$27,954.58	\$27,954.58	CIP-1503 Jackson's Grant Secs 2 & 6-Interceptor
7/31/19	13401	Plant Expansion	Access Valuation, LLC	\$5,000.00	\$5,000.00	CIP-Proj 1906-Appraisal
7/31/19	13402	Plant Expansion	GRW	\$1,000.00	\$1,000.00	CIP-Proj 1902 Plant Expansion
7/31/19	13402	Plant Expansion	GRW	\$1,524.00	\$1,524.00	CIP-Proj 1906 Plant Outfall Plant Expansion
7/31/19	13402	Plant Expansion	GRW	\$103,245.00	\$103,245.00	CIP-Proj 1902 Plant Expansion
7/31/19	13402	Plant Expansion	GRW	\$2,500.00	\$2,500.00	CIP-Proj 1902 Plant Expansion
7/31/19	13403	Plant Expansion	Jerry Alexander	\$5,000.00	\$5,000.00	CIP-Proj 1906-Appraisal
7/31/19	13404	Plant Expansion	Valbridge Property Advisors	\$5,000.00	\$5,000.00	CIP-Proj 1906 - Appraisal
7/31/19	13405	Reserve for Repla	BBC Pump and Equipment Co In	\$6,300.00	\$6,300.00	LS R&M R4R
7/31/19	13406	Reserve for Repla	BL Anderson Company, Inc.	\$6,435.33	\$6,435.33	Plant R&M R4R
7/31/19	13406	Reserve for Repla	BL Anderson Company, Inc.	\$2,596.47	\$2,596.47	Plant R&M R4R
7/31/19	13407	Reserve for Repla	Vasey Commercial Heating & AC	\$6,880.00	\$6,880.00	Replace ductless split in lab R4R
7/31/19	13408	Operating	Action Equipment Sales Co., Inc.	\$155.85	\$155.85	Euipment repairs
7/31/19	13408	Operating	Action Equipment Sales Co., Inc.	\$86.10	\$86.10	Euipment repairs
7/31/19	13409	Operating	Allison Payment Systems LLC db	\$4,991.73	\$4,991.73	Postage
7/31/19	13409	Operating	Allison Payment Systems LLC db	\$3,662.87	\$3,662.87	Billing service
7/31/19	13410	Operating	Altman, Poindexter & Wyatt, LLC	\$522.50	\$522.50	Legal Fees
7/31/19	13410	Operating	Altman, Poindexter & Wyatt, LLC	\$55.00	\$55.00	Legal Fees
7/31/19	13410	Operating	Altman, Poindexter & Wyatt, LLC	\$617.50	\$617.50	Legal fees-McClain
7/31/19	13411	Operating	ASAP Aquatics	\$154.00	\$154.00	Plant R&M
7/31/19	13412	Operating	AT & T	\$698.93	\$698.93	Office internet service
7/31/19	13412	Operating	AT & T	\$698.93	\$698.93	Internet
7/31/19	13412	Operating	AT & T	\$93.32	\$93.32	Phone service
7/31/19	13413	Operating	B&W Plumbing and Heating	\$1,389.10	\$1,389.10	Pfannenbert cabinet cooler repairs
7/31/19	13414	Operating	Bee Green Lawn Care & Plant He	\$87.55	\$87.55	Plant R&M
7/31/19	13415	Operating	Bio Chem, Inc.	\$4,046.43	\$4,046.43	Operating Supplies Plant
7/31/19	13416	Operating	Bullseye Fence Design Inc	\$5,060.00	\$5,060.00	CIP-LS 21 Fence
7/31/19	13417	Operating	Carmel Utilities	\$1,890.31	\$1,890.31	Sewer cleaning
7/31/19	13418	Operating	Carmel Utilities	\$81,608.95	\$81,608.95	July flow
7/31/19	13418	Operating	Carmel Utilities	\$1,032.00	\$1,032.00	July reads
7/31/19	13419	Operating	Carmel Utilities	\$40.27	\$40.27	Stormwater fees
7/31/19	13420	Operating	Citizens Energy Group	\$5,927.60	\$5,927.60	Biling Services
7/31/19	13421	Operating	Clay Township Trustee	\$7,924.17	\$7,924.17	Gov't Center Expenses-July
7/31/19	13422	Operating	Coleman Auto Repair Service, LL	\$68.75	\$68.75	Vehicle R&M
7/31/19	13423	Operating	Community Occupational Health	\$89.00	\$89.00	Drug Test
7/31/19	13424	Operating	Connect Electric Inc	\$1,305.00	\$1,305.00	Lift station R & M
7/31/19	13424	Operating	Connect Electric Inc	\$1,200.00	\$1,200.00	Lift Station R & M
7/31/19	13425	Operating	DLZ Indiana, LLC	\$75.00	\$75.00	Inspection Services-Hyatt Place
7/31/19	13425	Operating	DLZ Indiana, LLC	\$75.00	\$75.00	Inspection Services - Goodman Campbell
7/31/19	13426	Operating	Eco Infrastructure Solutions, Inc.	\$609.57	\$609.57	Equipment repair
7/31/19	13427	Operating	Element Materials Technology Da	\$406.00	\$406.00	Sewer sampling
7/31/19	13428	Operating	Environmental Resource Associa	\$583.40	\$583.40	Sewer sampling
7/31/19	13429	Operating	Fastenal Company	\$3,980.38	\$3,980.38	Safety Materials
7/31/19	13429	Operating	Fastenal Company	\$850.00	\$850.00	Plant R & M
7/31/19	13429	Operating	Fastenal Company	\$177.08	\$177.08	Lift Station R & M
7/31/19	13429	Operating	Fastenal Company	\$569.10	\$569.10	Safety Materials
7/31/19	13430	Operating	FerrellGas	\$29.00	\$29.00	Rental
7/31/19	13431	Operating	Fluid Waste Services, Inc.	\$3,425.00	\$3,425.00	Lift Station R&M
7/31/19	13432	Operating	Gordon Plumbing, Inc	\$115.00	\$115.00	LS 26
7/31/19	13432	Operating	Gordon Plumbing, Inc	\$115.00	\$115.00	Plant
7/31/19	13432	Operating	Gordon Plumbing, Inc	\$343.99	\$343.99	LS 17
7/31/19	13433	Operating	Grainger	\$212.42	\$212.42	Safety Materials
7/31/19	13434	Operating	HRD Advisors Group	\$150.00	\$150.00	Consulting
7/31/19	13435	Operating	Hutch & Son, Inc	\$1,181.71	\$1,181.71	Multi Metr/Power Meter
7/31/19	13436	Operating	IPL	\$51.10	\$51.10	LS 18
7/31/19	13436	Operating	IPL	\$126.44	\$126.44	LS 3
7/31/19	13436	Operating	IPL	\$515.56	\$515.56	LS 8
7/31/19	13436	Operating	IPL	\$293.61	\$293.61	LS 9
7/31/19	13436	Operating	IPL	\$759.09	\$759.09	LS 10

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
7/31/19	13436	Operating	IPL	\$82.86	\$82.86	LS 12
7/31/19	13436	Operating	IPL	\$71.14	\$71.14	LS 20
7/31/19	13436	Operating	IPL	\$46.43	\$46.43	LS 22
7/31/19	13436	Operating	IPL	\$106.21	\$106.21	LS 24
7/31/19	13436	Operating	IPL	\$50.37	\$50.37	LS 25
7/31/19	13436	Operating	IPL	\$58.68	\$58.68	Valve Vault
7/31/19	13437	Operating	IT Indianapolis	\$275.00	\$275.00	IT Support
7/31/19	13437	Operating	IT Indianapolis	\$4,531.10	\$4,531.10	IT Support
7/31/19	13437	Operating	IT Indianapolis	\$1,586.86	\$1,586.86	IT Suppport
7/31/19	13437	Operating	IT Indianapolis	\$698.00	\$698.00	IT Support
7/31/19	13438	Operating	IUPPS	\$2,372.15	\$2,372.15	Monthly tickets
7/31/19	13439	Operating	Jason Lewin	\$44.08	\$44.08	Mileage
7/31/19	13440	Operating	Johnson Controls	\$763.92	\$763.92	Plant security system
7/31/19	13441	Operating	Kinetrex Energy	\$7.72	\$7.72	Natural gas
7/31/19	13442	Operating	Kirby Risk Corporation	\$547.37	\$547.37	Lift Station R&M
7/31/19	13443	Operating	Landmark	\$150.00	\$150.00	Gardening service
7/31/19	13444	Operating	Lowe's Business Account	\$49.59	\$49.59	Lift Station R & M
7/31/19	13445	Operating	Merrell Brothers, Inc.	\$11,508.77	\$11,508.77	Biosolid disposal
7/31/19	13446	Operating	Nature Turf Services	\$200.00	\$200.00	Plant R&M
7/31/19	13447	Operating	NCL of Wisconsin, Inc.	\$230.95	\$230.95	Sewer Sampling
7/31/19	13447	Operating	NCL of Wisconsin, Inc.	\$541.80	\$541.80	Sewer Sampling
7/31/19	13448	Operating	North Central Laboratories	\$555.10	\$555.10	Sewage sampling
7/31/19	13449	Operating	Office Depot	\$37.99	\$37.99	Office supplies
7/31/19	13449	Operating	Office Depot	\$114.12	\$114.12	Office supplies - Ink
7/31/19	13449	Operating	Office Depot	\$132.99	\$132.99	Office Supplies
7/31/19	13449	Operating	Office Depot	\$310.06	\$310.06	Office Supplies
7/31/19	13449	Operating	Office Depot	\$31.44	\$31.44	Office Supplies
7/31/19	13450	Operating	Ogletree Deakins	\$207.90	\$207.90	Legal Fees-Emp Handbook Rev
7/31/19	13450	Operating	Ogletree Deakins	\$69.30	\$69.30	Legal fees
7/31/19	13451	Operating	Pings Tree Service	\$215.00	\$215.00	Lift Station R&M
7/31/19	13452	Operating	Principal Life Insurance Company	\$178.60	\$178.60	FICA
7/31/19	13453	Operating	Quench USA, Inc.	\$99.00	\$99.00	Plant water cooler rental
7/31/19	13454	Operating	Quick Lane	\$487.40	\$487.40	Tires
7/31/19	13456	Operating	Republic Services #761	\$406.37	\$406.37	Trash service
7/31/19	13457	Operating	Safety Resources, Inc.	\$1,171.25	\$1,171.25	Safety Training 2 of 4
7/31/19	13458	Operating	Shred Monkey	\$40.00	\$40.00	Paper shredding
7/31/19	13459	Operating	Signius Communications	\$79.41	\$79.41	Answering service
7/31/19	13460	Operating	Simplifile	\$90.00	\$90.00	Filing fees
7/31/19	13461	Operating	Straeffner Pump & Supply, Inc.	\$329.57	\$329.57	Plant R & M - seal kit
7/31/19	13462	Operating	Strand Associates, Inc.	\$3,437.43	\$3,437.43	Sludge holding tank overflow piping-Consulting
7/31/19	13463	Operating	Structured Solutions, LLC	\$4,250.00	\$4,250.00	Manhole R&M
7/31/19	13464	Operating	Taylor Oil Company, Inc.	\$2,074.34	\$2,074.34	Fuel
7/31/19	13465	Operating	Utility Supply Company	\$62.50	\$62.50	LS R&M
7/31/19	13466	Operating	Vasey Commercial Heating & AC	\$674.05	\$674.05	Plant R&M
7/31/19	13466	Operating	Vasey Commercial Heating & AC	\$87.90	\$87.90	Plant R&M
7/31/19	13467	Operating	Xylem Water Solutions USA Inc	\$827.00	\$827.00	Lift Station R&M
7/31/19	13467	Operating	Xylem Water Solutions USA Inc	\$1,216.00	\$1,216.00	Plant R & M
7/31/19	13468	Operating	Ray Clemens	\$400.00	\$400.00	Plant cleaning service
8/7/19	13469	Operating	McClain Cottingham & Gilligan LLP	\$2,000.00	\$2,000.00	Appraisal - 10701 College
8/7/19	13470	Operating	Rook Security LLC	\$2,503.00	\$2,503.00	MDR Services August
6/30/19	20190302	Operating	Citizens State Bank	\$20.00	\$20.00	Service Fee
7/1/19	20190304	Operating	ADP	\$56,803.50	\$56,803.50	PPE 6/28/19
7/1/18	20190305	Operating	Empower Retirement (Hoosier State)	\$8,505.42	\$8,505.42	PPE 6/28/19
7/11/19	20190306	Operating	PNC Bank	\$3,094.60	\$3,094.60	CC EXPENSES JUNE 2019
7/11/19	20190307	Operating	Vectren Energy Delivery	\$50.07	\$50.07	Plant gas
7/12/19	20190308	Operating	ADP	\$135.95	\$135.95	Workforce Now Bundle
7/15/19	20190309	Operating	Empower Retirement (Hoosier State)	\$8,653.00	\$8,653.00	401A, 457b, Roth
7/15/19	20190310	Operating	ADP	\$58,528.95	\$58,528.95	PPE 7/12/19
7/25/19	20190311	Operating	AT&T Mobility	\$1,336.29	\$1,336.29	LS wireless
7/25/19	20190312	Operating	Citizens Energy Group	\$79.59	\$79.59	LS 17
8/13/19	20190313	Operating	Duke Energy	\$21,220.63	\$21,220.63	Plant
8/5/19	20190314	Operating	Duke Energy	\$262.89	\$262.89	LS 21
8/2/19	20190315	Operating	Duke Energy	\$5,061.93	\$5,061.93	LS 1
8/1/19	20190316	Operating	Duke Energy	\$61.51	\$61.51	LS 6
8/5/19	20190317	Operating	Duke Energy	\$650.15	\$650.15	LS 26
8/6/19	20190318	Operating	Duke Energy	\$222.26	\$222.26	LS 19
8/5/19	20190319	Operating	Duke Energy	\$147.87	\$147.87	LS 5
8/12/19	20190320	Operating	Duke Energy	\$1,097.89	\$1,097.89	LS 17
8/13/19	20190321	Operating	Duke Energy	\$272.56	\$272.56	LS 16



Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
8/14/19	20190322	Operating	Duke Energy	\$427.88	\$427.88	LS 23
8/9/19	20190323	Operating	Duke Energy	\$936.12	\$936.12	LS 14
8/12/19	20190324	Operating	Duke Energy	\$265.61	\$265.61	LS 11
7/26/19	20190325	Operating	AT&T Mobility	\$440.38	\$440.38	New account
7/30/19	20190326	Operating	AT&T Mobility	\$1,328.50	\$1,328.50	Employee mobile service
7/31/19	20190327	Operating	Vectren Energy Delivery	\$46.00	\$46.00	LS 2 Gas
7/31/19	20190328	Operating	Vectren Energy Delivery	\$17.00	\$17.00	LS 10 Gas
7/26/19	20190329	Operating	ADP	\$260.65	\$260.65	Payroll & Time
7/31/19	20190330	Operating	Anthem Blue Cross Blue Shield	\$33,491.70	\$33,491.70	Employee Insurance Aug 2019
7/30/19	20190331	Operating	Citizens Energy Group	\$63.95	\$63.95	Plant Water
8/1/19	20190332	Operating	Principal Life Insurance Company	\$3,501.41	\$3,501.41	Employee Insurance
7/30/19	20190333	Operating	ADP	\$57,660.74	\$57,660.74	PPE 7/26/19
7/31/19	20190334	Operating	Empower Retirement (Hoosier S	\$8,525.59	\$8,525.59	PPE 7/26/19
7/31/19	20190335	Operating	PNC Bank	\$4,013.24	\$4,013.24	CC Expenses July
8/2/19	20190336	Operating	ADP	\$135.95	\$135.95	Workforce Now
8/6/19	20190337	Operating	Wex Bank	\$133.18	\$133.18	Fuel
8/6/19	20190338	Operating	Vectren Energy Delivery	\$49.14	\$49.14	Plant gas
7/31/19	20190339	Operating	Napa Auto Parts	\$28.37	\$28.37	Vehicle R&M
7/31/19	20190339	Operating	Napa Auto Parts	\$11.76	\$11.76	Lift Station R & M
7/31/19	20190339	Operating	Napa Auto Parts	\$55.36	\$55.36	Lift Station R & M
7/31/19	20190339	Operating	Napa Auto Parts	\$38.20	\$38.20	Vehicle R & M
7/31/19	20190339	Operating	Napa Auto Parts	\$15.24	\$15.24	Vehicle R & M
8/7/19	20190340	Operating	Napa Auto Parts	\$9.19	\$9.19	Spark plug

\$683,668.09      \$683,668.09

#### 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

**\$683,668.09**

_____	_____	_____
_____	_____	_____
_____	_____	_____

# The TriCo Connection

**Volume 12 Issue 8 August 2019**  
**MONTHLY NEWSLETTER**

## **FINANCIAL UPDATE -CINDY SHEEKS-**

June 2019 Total Revenues were \$660,395 which is below the projected revenue of \$667,644 by \$7,249. Residential sales were \$412,401 and 2.22% higher than expected. Commercial sales totaled \$214,008, 9.97% lower than expected. Total operating expenses were \$416,109 in June, 6.2% under the monthly budget. Wages and benefits spending were under budget by \$11,044 for a total of \$176,044 during the month. Administration spending was \$49,158 in June and under budget by \$7,300. Treatment costs totaled \$163,738 which was over budget by \$18,321. Collection costs totaled \$38,730 in June, \$26,936 under budget. Net income in June was \$234,310 after depreciation and amortization of CIAC and was over projections by \$37,252 for the month.

### Spending Breakdown in June:

Wages – 39.53%

Administration – 11.81%

Treatment Costs – 39.35%

Collection Costs – 9.31%

### Spending Breakdown YTD:

Wages - 40.05%

Administration – 13.16%

Treatment Costs - 37.97%

Collection Costs – 8.82%

Cash generated for June shows a net increase in all funds of \$266,608. Capital spending was \$69,887 which included spending for plant digester modifications, Plant PLC upgrades, Haver Way improvements, LS 14 parallel force main, plant outfall and neighborhood sewer projects. Cash on hand at 06/30/19 was \$10,439,503. The balances in the funds are listed below:

Operating \$2,984,032

Plant Expansion \$4,493,996

Reserve for Replacement \$456,964

Interceptor \$279,6105

Operating Reserve \$2,192,400

## **In This Issue**

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

## **Calendar of Events**

August 12	Board Meeting	6:30 p.m.
August 23	B&F Meeting	7:30 a.m.
August 28	P&B Meeting	7:30 a.m.
September 3	C&C Meeting	4:30 p.m.

## CONSTRUCTION AND ENGINEERING-WES MERKLE

Engineering staff completed 508 locates, 95 I&I inspections and 53 lateral inspections in July. 2,576 locate requests were received and reviewed. There were 8 failed I&I inspections – failures were due to a variety of issues including a connected sump pump, debris in the line, and buried cleanouts. At one location Sam spotted debris in the line, a bigger issue was suspected, so we had the line televised. Televising revealed a severe break requiring repair. Kermin and Nate continue to stay very busy with inspections and locates, with assistance from Sam. Eric is observing sewer construction at the Waterfront at West Clay project.

Engineering continues to work with Collections staff to identify I&I sources in Basins 8 and 26. Ryan continues driving dedication of private sewers in the Bridges and Crossfields, both of which have issues requiring repairs. Ryan drove repair to a Crooked Stick storm sewer that was apparently damaged during sanitary sewer installation over eight years ago. He also assisted a homeowner by investigating a low-pressure pump issue. Jeff and Ryan continued to study the extension of sewer service to estate lots in our service area. Jeff continued reviewing survey and GIS data at the plant. He reviewed I&I and smoke testing history so staff can continue to hone in on I&I trouble spots in Basins 1 and 8. He also observed force main relocation at 96<sup>th</sup> Street and Keystone Avenue. Wes coordinated with Collections staff and the general contractor responsible for warranty repairs at Lift Station 2. Leaking fittings were identified during an inspection however the piping failed before repairs could be made.

Force main relocation work at 96<sup>th</sup> Street and Keystone Avenue is complete. Haver Way sewer and lift station improvements design will be finished shortly; Ryan and Wes are meeting with property owners to review project details and get buy-in. This year's neighborhood sewer project includes Brandywine, Crossfields, Larkspur, Oak Tree, North Augusta and part of Lakewood Gardens – work is expected to begin this month and be complete in November. Eric will observe construction on this project. The last remaining easement needed for the Lift Station 14 (Austin Oaks) Parallel Force Main project was secured. The project will be bid next month. Construction is expected to run through next summer. Staff is working with Dow to acquire remaining easements for the Outfall Sewer project. This project will proceed to bidding once easements are acquired. Plant expansion design will wrap up this month. Design of the new plant office is underway.

## Human Resources

After 13+ years of dedicated service to the utility, Jason Lewin has accepted a position with Straeffer Pump & Supply Inc. His last day will be August 23<sup>rd</sup>. While this is an exciting opportunity for Jason, it will leave a big hole to fill. During his time with the Utility Jason held roles in the plant as the Pretreatment Specialist and in collections as a Field Operations Specialist as well as working in the laboratory. Jason has been very active in the Indiana Water Environment Association working his way up to president as well as serving as president of the Central Indiana Operators Association. We will hold a lunch in Jason's honor on Thursday, Aug. 22 at the WRRF. Please take the time to wish him well in this new endeavor.

TriCo managers have been participating in the "Developing Your Leadership Mindset" training being presented by the HRD Advisory Group. The sessions to date have included *Know Your Team*, *Leading Through Change*, and *Decision Making/Problem Solving*. The group meets monthly and has exercises to complete between sessions.

We want to thank our three interns for a job well done this summer. Andrew Crediford and Sam Johnson will be returning to IU and David Isenburg will be headed back to Ball State.

**COLLECTIONS REPORT – AARON STRONG**

Collections staff televised 28,116 feet of gravity main, lateral launched 4 services in a targeted area that was identified during post rain event inspections. Engineering staff witnessed heavy flows entering Henley Creek manhole structure HC-25 from the north. Televising crews followed heavy flow north into the Cheswick subdivision where 4 laterals were subsequently lateral launched. A cross-bored lateral was found to be 90% blocked with stone, a second lateral was identified as having a separated joint. Both laterals were contributing large amounts of ground water in to the system. A utility locate request was called in to identify the utility owner who bored through the lateral. Damage investigations are underway on both properties and repair options are being evaluated. A third anomaly was identified as a previous unknown contractor repair that has failed and must be mitigated with a CIPP liner.

Fluid Waste Services began a main repair on Glebe Street in the Village of WestClay. Crews installed a CIPP liner in main VWC427D-VWC425D to fix a damaged main that had been repaired with unapproved Furnco's by an unknown contractor. Fluid Waste will return to install a second liner to complete the repair in the coming weeks.

Collections staff pulled, rebuilt and reinstalled 2 pumps in the month of July. Pump 2 at Lift Station #3 suffered a seal fail and was rebuilt and returned to service in the same day. Collections staff assisted Plant staff by inspecting and rebuilding the scum station pump located at the WRRF.

Two overflow incidents occurred at Lift Station # 2 in the month of July. The release originated in the north valve vault of Lift Station #2 due to a failed restraining joint on pump #3. Concrete anchors failed due to vibration, causing stress on the Uni-Flange. The Uni-Flange gasket became unseated and leaked as a result, filling the valve vault resulting in the subsequent release. Due to the valve vault piping being under warranty, Graves Plumbing beefed up the restraining joint. Four days later, the flexible coupling on pump #3 ripped and filled up the valve vault once again, resulting in the second overflow. Engineering is overseeing this repair.

**PLANT REPORT-SCOT WATKINS**

In July there were one hundred and thirty-seven FOG inspections; one facility was given a first notice of violation for device capacity. The facility had their device serviced and are now in compliance with the Sewer Use Ordinance.

Plant staff had a busy month. Four flow meters were replaced; the Vertical Loop Reactor, Orbal, Waste Activated Sludge and Biosolids. All the document shelves in the RAS/WAS building were taken down in preparation for new filing cabinets. A leak in the piping in the basement of the RAS/WAS building was discovered while collecting samples on the waste line. After further investigation, the check valve needed adjustment to resolve the issue.

The laboratory performed 464 CBOD5 tests, 254 Total Suspended Solids tests, 147 Phosphorus tests, 148 Ammonia tests and 55 E. Coli tests. The laboratory air-conditioning unit failed and was replaced in order to keep samples and equipment in proper working order. Joe Hood is being trained in lab operations and should begin weekend rotations later this month.

Staff participated in CarmelFest again this year. I'd like to thank Jason, Maggie, Colleen, Joe, Ryan, Cindy F., Loren, David, Scot and Drew for working the tent this year. Your participation is greatly appreciated.



**CUSTOMER SERVICE—SHELLY KEEFE**

Seven liens were filed in July, totaling \$752.93. The total lien balance is \$28,167.17. Accounts are still being reviewed for balanced billing, which will be reflected on the August 31 statements for August service.

In July, 33 new customers were added to billing and 27 permits were issued.

**Force Main Relocation at 96th Street and Keystone**

Left: Installation of the final section of the relocated force main.

Right: Force main alignment at the center bridge pier.

**SAFETY UPDATE - LOREN PRANGE**

TriCo had no reportable injuries and has gone 3433 days without a lost time accident. The following safety tailgate sessions were held:

06/18/19 Lockout / Keeping chemicals deliveries safe

06/25/19 Don't get in a bind with a backhoe

07/02/19 Eyes on safety

The open position in the collections department has been filled. The new employee will read the Safety Manual and be issued new PPE. He will also be certified on the use of our fork lift and be offered CPR and First Aid this fall.

✓ Site Safety

3 4 3 3

No. of days since the last lost time accident.

**Anniversaries**

**Cindy Sheeks August 15**  
**Birthday**

**Jeff Martin August 13**

Selected Statistics 2019	January	February	March	April	May	June	July	2019 Monthly Average	2019 YTD	2018 Total Through July
<b>Maintenance Information</b>										
Lateral Inspections	17	23	43	40	37	43	53	37	256	282
Certified I&I Inspections	26	21	54	53	52	72	95	53	373	392
Failed I&I Inspections	0	0	2	0	0	7	8	2	17	4
Sewer Locates	284	363	498	538	647	450	508	470	3,288	3,981
Manholes Added	1	3	0	0	6	0	4	2	14	49
Total # of Manholes	5,849	5,852	5,852	5,852	5,858	5,858	5,862	NA	5,852	5,821
Manholes Inspected	66	704	700	368	46	34	13	276	1,931	1,796
Feet of Sewer Added	21,687	497	0	2,196	1,277	0	1,077	3,819	26,734	16,496
Total Footage of Sewers	1,652,834	1,653,331	1,653,331	1,655,527	1,656,804	1,656,804	1,657,881	NA	1,655,527	1,646,922
Feet of Sewer Televised	4,862	13,441	30,592	25,559	20,123	12,760	28,116	19,350	135,453	148,067
Feet of Sewer Cleaned	440	0	0	0	0	0	2,349	398	2,789	7,318
Overflows	0	0	0	0	1	0	2	0	3	2
<b>Station 1 to Carmel Utilities</b>										
Rainfall/Precipitation (inches)	2.4	3.84	4.00	4.96	5.53	7.01	2	4.3	30.1	19.60
Total Flow (gallons)	61,408,530	68,878,012	66,012,786	76,532,259	68,859,498	69,004,316	49,074,332	65,681,390	459,769,733	398,048,588
Maximum Daily Flow (gallons)	3,197,275	2,979,329	3,563,156	3,857,564	3,422,487	4,142,014	2,074,887	NA	4,142,014	3,929,994
Average Daily Flow (gallons)	1,980,920	2,173,951	2,129,445	2,551,075	2,221,274	2,300,144	1,583,043	2,134,265	NA	13,168,790
Minimum Daily Flow (gallons)	1,150,531	1,173,951	1,556,890	1,885,976	1,902,004	1,569,690	1,260,633	NA	1,150,531	1,248,989
<b>Michigan Road WWTP</b>										
Total Flow (gallons)	86,922,000	83,180,000	81,694,000	91,138,000	85,733,000	89,754,000	78,493,000	85,273,429	596,914,000	534,513,000
Maximum Daily Flow (gallons)	5,134,000	6,199,000	3,298,000	4,300,000	3,089,000	4,705,000	3,106,000	NA	6,199,000	7,867,000
Average Daily Flow (gallons)	2,803,935	2,970,714	2,635,290	3,037,933	2,765,581	2,991,800	2,532,032	2,819,612	NA	17,660,347
Minimum Daily Flow (gallons)	2,404,000	2,430,000	2,343,000	2,415,000	2,517,000	2,426,000	1,751,000	NA	1,751,000	1,637,000
Total Flow to Both Plants	148,330,530	152,058,012	147,706,786	167,670,259	154,592,498	158,758,316	127,567,332	150,954,819	1,056,683,733	932,561,588
<b>Biosolids Handling (gallons)</b>										
Wasted (Biosolids)	1,667,480	2,107,310	2,301,830	2,225,420	1,729,930	1,589,000	1,922,030	1,934,714	13,543,000	8,538,250
Dewatered	735,000	480,000	460,000	832,000	769,000	783,000	810,000	695,571	4,869,000	2,441,000
Digested Sludge Withdrawn	787,000	715,400	853,800	83,170	811,600	780,800	879,000	701,539	4,910,770	5,997,600
<b>Customer Information</b>								<b>Total Billed Accts</b>	<b>15,615</b>	
New Sewer Service Accounts	24	26	18	36	39	33	33	30	209	198
Permits Issued	24	31	31	40	35	36	27	32	224	295



## MEMORANDUM

---

**To: Board of Trustees**  
**From: Andrew Williams**  
**Date: August 7, 2019**  
**Subject: Ordinance / Policy Book**

---

In the daily operations of the Utility, TriCo follows state codes as well as ordinances and policies. An ordinance can address a new matter or update and replace existing ordinances. In order to simplify the adherence to these ordinances by both staff and our customers, all current ordinances have been compiled into the "TriCo Ordinance Book". While the Utility has always maintained a compendium of ordinances, now filling 4 large binders, it was often confusing when determining which regulations were still current. The TriCo Ordinance Book contains just the ordinances that are currently in force.

The Utility's policies have also been consolidated into one book to simplify compliance with our practices.

This material will be provided to the Board at Monday's meeting for inclusion in their binders.

In the process of compiling this material, staff did identify some desired changes. These changes will be brought to the appropriate committee for consideration before being presented to the Board.