



## **TriCo Regional Sewer Utility**

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

**Monday, December 9, 2019 @ 6:30 p.m.**

**Hensel Government Center**

**10701 N. College Avenue, Indianapolis, IN 46280**

- 1. Roll Call**
- 2. Public Comment**
- 3. Memorandum, Board Meeting**  
November 11, 2019 Board Meeting Memorandum
- 4. Approval of Claims Docket**
- 5. Attorney's Report**
- 6. Utility Director's Report**
- 7. Committee Reports**
  - a. Budget & Finance Committee**
    - i. I&I Enforcement Action
  - b. Personnel and Benefits Committee**
    - i. COLA & Market Adjustment
    - ii. Salary Ordinance
    - iii. 2020 Holiday Schedule
    - iv. Dental, Life and LT/ST Insurance
  - c. Capital & Construction Committee**
    - i. Dedications
  - d. Office Improvements Committee**
- 8. Old Business**
- 9. New Business**
- 10. Adjourn**



## BOARD OF TRUSTEE MEETING

Monday, November 11, 2019 6:30 p.m.

### Memorandum

#### **ROLL CALL**

Present: President Marilyn Anderson, Vice President Steve Pitman, Treasurer Jane Merrill, Secretary Michael McDonald, members, Jeff Kimbell, Eric Hand and Chuck Ryerson. Others in attendance were Utility Director Andrew Williams, Legal Counsel Anne Poindexter, Engineering Manager Wes Merkle, Controller Cindy Sheeks and Administrative Assistant Maggie Crediford.

Members absent: Barb Lamb and Carl Mills

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

#### **PUBLIC COMMENT**

There was no one present from the public.

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

Ms. Merrill made a motion to approve the October 14, 2019 Board Meeting Memorandum. Mr. Kimbell seconded the motion and it was approved unanimously.

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

Ms. Sheeks said there was \$66,000 in Capital Spending. The Carmel bill arrived after the claims were run. That bill was \$78,000. All other monthly expenses were as expected.

Ms. Merrill made a motion to approve the Claims Docket. Mr. McDonald seconded the motion and it was approved unanimously.

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

Mrs. Poindexter stated she received the final agreement from Duke Energy. She had previously filed litigation against Duke to preserve the Statute of Limitations and reserve the right to file a claim regarding the placement of Duke's utility poles. She can dismiss litigation proceedings if the agreement is accepted by Mr. Williams and Mr. Merkle.

Mr. Pittman asked what the Statute of Limitations was for the case. Mrs. Poindexter said the general Statute of Limitations for a case like this is two years from the incident.

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

Mr. Williams said the Utility is still having trouble with the US Postal Service delivering Board and Committee packets. Going forward, Ms. Crediford will be hand delivering them.

Mr. Williams said Committees have been discussing, COLA, Operating and Capital Budgets for 2020. Those items should be coming to the Board for consideration in December.

#### **Agreement Approvals**

Mr. Williams asked the Board to ratify contracts between the Utility and Bose McKinney & Evans to serve as Bond Counsel and OW Krohn & Associates to serve as the Municipal Advisor for the Utility.

Ms. Merrill made a motion to ratify the contracts with the stipulation that Mrs. Poindexter is satisfied with the agreements. Mrs. Poindexter acknowledged she is satisfied with the proposed agreements. Mr. McDonald seconded the motion and it was approved unanimously.

## **COMMITTEE REPORTS**

### **Budget & Finance Committee**

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

### **Personnel & Benefits Committee**

Mr. Williams recommended the Board renew the grandmothers health insurance plan with Anthem with a 5.3% premium increase. The 5.3% increase in the current Anthem policy is still lower than any of the Affordable Care Act complainant plans. Mr. Williams recommended the Board approve the Utility provided \$1000 HSA, and match.

Mr. Kimbell made a motion to renew the Utilities current health coverage with the 5.3% premium increase as well as the \$1000 HSA and match. Ms. Merrill seconded the motion and it was approved unanimously.

### **Capital & Construction Committee**

Mr. Pittman stated the Capital and Construction Committee had no action items.

### **New Business**

Mr. McDonald asked if annual reviews have been scheduled. Mr. Williams said based on feedback from employees in 2019 the Utility has arranged an independent HR professional to conduct in person 360 Reviews. Cici Conover, the former HR Director from the town of Fishers, will be conducting the reviews. Employees will meet with her on Thursday, November 14 and Friday November 15, 2019. Once she meets with employees, she will compile a report which can be shared with Board members after Thanksgiving but before Christmas.

### **Adjournment**

Ms. Merrill made a motion to adjourn the meeting. Mr. McDonald seconded the motion and it was approved unanimously. The meeting adjourned at 7:07 p.m.

The next Board of Trustees Meeting is scheduled for Monday, December 9, 2019 at 6:30 p.m.

Respectfully submitted,



Andrew Williams  
Utility Director

Approved:

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

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

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

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

# The TriCo Connection

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## MONTHLY NEWSLETTER

### FINANCIAL UPDATE -CINDY SHEEKS

October 2019 Total Revenues was \$702,457 which is \$17,406 above the projected revenue. Residential sales were \$412,308 and 2.2% higher than expected. Commercial sales totaled \$249,689 which is 2.85% lower than expected. Total operating expenses were \$463,030 in October which is 10% over the monthly budget. Wages and benefits spending were over budget by \$14,378 for a total of \$190,422 during the month. Administration spending was \$67,956 in October and over budget by \$11,498. Treatment costs totaled \$150,702 which was under budget by \$5,285. Collection costs totaled \$53,948 in October which was \$11,282 over budget. Net income in October was \$229,454 after depreciation and amortization of CIAC and was below projections by \$10,012 for the month.

#### Spending Breakdown in October:

Wages – 41.13%

Administration – 14.68%

Treatment Costs – 32.55%

Collection Costs – 11.65%

#### Spending Breakdown YTD:

Wages - 39.74%

Administration – 14.07%

Treatment Costs - 36.51%

Collection Costs – 9.68%

Cash generated for October shows a net increase in all funds by \$236,078. Capital spending was \$87,426 which included spending for the cleaning truck repairs, office consolidation, plant expansion, and LS 14. Cash on hand at 10/31/19 was \$11,724,392. The balances in the funds are listed below:

Operating \$4,177,377

Interceptor \$432,223

Plant Expansion \$4,541,285

Operating Reserve \$2,192,400

Reserve for Replacement \$381,107

#### In This Issue

Financial Report	1
Construction & Engineering	2
Collections Report	2
Treatment Report	3
Customer Service Report	4
Safety Update	4

#### Calendar of Events

December 09	Board Meeting	6:30 p.m.
December 11	Staff Meeting	10:00 a.m.
December 19	Holiday Party	11:00 a.m.
January 06	C&C Meeting	4:30 p.m.
January 08	Health Screening	

## **CONSTRUCTION & ENGINEERING - WES MERKLE**

Engineering staff completed 584 locates, 37 I&I inspections and 41 lateral inspections in October. 2,096 locate requests were received and reviewed. Kermin had no failed I&I inspections this month. He continues to work with contractors on lateral installation and repair problems. Nate attended the Midwest Damage Prevention Conference in French Lick – this conference focuses on everything utility locating in Indiana. He is monitoring work on multiple large projects near our infrastructure, including cellular installation work along 106<sup>th</sup> Street near multiple force mains and water main extension work by Carmel Utilities, which is starting in the Home Place area.

Eric continued observing construction for this year's neighborhood sewer project as well as an estate lot main extension near Main Street and Six Points Road. He monitored punch list work at Zotec and Jackson's Grant Section 6, as well as warranty repairs at several developments. Ryan assembled utility work plans for several upcoming Carmel road projects. A new roundabout at 116<sup>th</sup> Street and College Avenue will require a small force main relocate project next year. He continued to drive dedication of the Coptic Church, Green on Meridian, and Crossfields gravity sewers. Ryan is also working on easement acquisition for the Haver Way Sewer and lift station improvements project. Jeff completed more flow meter maintenance and shot in new low-pressure sewer mains using GPS survey equipment. Jeff, Ryan and Wes finished updating EDU statistics to illustrate service area growth over the past 12 months.

Low pressure sewer installation is complete in Crossfields. The Haver Way Sewer and Lift Station Improvements project will proceed once permits are received and easements acquired. The Lift Station 14 (Austin Oaks) Parallel Force Main construction is expected to start early next year. The plant outfall sewer will proceed with bidding and construction once remaining easements are acquired from DOW. Staff finished plan review and coordination work for the plant expansion and office unification projects. The bidding process is underway, and bids will be received mid-December for both projects.

## **COLLECTIONS REPORT – AARON STRONG**

In the month of November, Collections Staff along with Eco Infrastructure televised over 18,000 feet of gravity sewer. Year to date, staff has televised 230,000 feet, or 43 miles of sewer in the Year 1 Inspection Cycle. Corrective action work orders are created as televising is completed.

Collections Staff isolated, diverted flow and performed bypass pumping operations around the north wet well at Lift Station 2 to thoroughly clean and inspect the structure. Staff found the well to be remarkably clean considering its status as a regional Lift Station. It was noted that a portion of the wet well liner has peeled off the east wall and will need to be removed and repaired. The liner is under warranty and the contractor has been notified of the necessary repairs. Staff then reversed the operation, cleaned and inspected the south well with no issues noted.

Culy Contracting is raising and sealing manholes located in asphalt throughout the Utility, most notably on Westfield Bouvard north of 106<sup>th</sup> Street. In total, 20 manholes are slated to be raised, sealed and inspected by year's end. Nu Flow Indy installed a trenchless pipe patch at 13672 Brookstone Drive. CCTV inspection found the lateral to be severely damaged, introducing ground water and stone into the Collections System. Staff utilized the new lateral launch camera to identify and assess the best course of corrective action.

Manny Sanchez and Cody Cain attended a week long Commercial Drivers License (CDL) training course necessary to procure their commercial driver's license with a tanker endorsement. The Utility's sewer cleaning truck is in excess of 26,000 pounds, requiring a CDL to operate. Manny has attained his accreditations while Cody awaits an upcoming testing date.

## TREATMENT REPORT – SCOT WATKINS

Last month, staff took down Vertical Loop Reactor (VLR) 4 to inspect the painted steel baffling and replace a disk that had come loose. The Ultra Violet (UV) disinfection systems was taken off line and winterized for the season. After the fall mowing of the plant prairie grass, it was discovered that the well line was leaking; a contractor with the assistance of the collection department had to cut and hydro-excavate the drive and replace a section of line and a yard hydrant. The boiler for the odor control unit received preventative maintenance to insure it is running correctly. The Utility had all the fire extinguishers inspected and certified; this includes all the plant buildings, vehicles and large lift stations.

Four FOG facilities were in violation due to non-submittal of their quarterly report on time; fees were assessed. The reports have been submitted and entered into our system. Staff is working with the collections department on a substantial grease build up in a manhole on Michigan Road that serves Jacquie's Café & Catering and an ongoing rag issue in Lift Station 22 in the 96<sup>th</sup> Street and Augusta Drive area.



Well Line Replacement at the Plant



The laboratory performed 450 CBOD5 tests, 241 Total Suspended Solids tests and 143 Phosphorus & Ammonia tests. Staff has started to update the quality assurance and quality control (QA/QC) charts, standard operation procedures (SOP's) and other 2020 paperwork. Bob created a new Valentine's Day brochure to go out as a billing insert next year. The Utility hosted a 6<sup>th</sup> grader, Vidhatri Venkataraman, for her science fair project on water quality. She spent 5 hours one Sunday running tests throughout the plant on Ammonia, Phosphorus, CBOD5, COD, TSS, E. Coli, Total Coliform, conductivity, pH, and temperature.

Vidhatri Venkataraman working on her science fair project in the lab.





**SAFETY UPDATE - LOREN PRANGE**

TriCo had no reportable injuries and has gone 3557 days without a lost time accident.

The following safety tailgate sessions were held:

- 10/15/19 Carbon Monoxide: A Silent Killer
- 10/22/19 Temperature Extremes: Hypothermia and Heat Exhaustion
- 11/12/19 The safe us of Compressed Air

Inspected emergency pull stops on the biosolids belt press. This includes pulling each emergency stop and verifying it is working properly. Plant staff inspected the railing and cat walks on the vertical loop reactor. We look for any loose railings or trip hazards.

**CUSTOMER SERVICE-SHELLY KEEFE**

The total lien balance is \$40,392.68.

November 22 was the Thanksgiving Fiesta pitch-in as well as the Maintain No Gain Weigh-In for the Health Screening in January.

In November, 19 new customers were added to billing and 34 permits were issued.

All 15,714 TriCo customers received an informational postcard reminding them that TriCo provides their sanitary sewer service. The postcard also included the Do's and Don'ts of What to Put Down the Drain, as well as that TriCo is their sewer service.

**2020 Community Health Wellness Screening  
and Maintain No Gain Weigh Out**

**Wednesday January 8, 2020**

**A Sign Up Genius for times will be coming  
out soon!**

TriCo Regional Sewer Utility  
Register of Claims  
For the period 11/5/2019-12/5/19

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
11/6/19	13836	Operating	T&T Sales and Promotions	\$990.00	\$990.00	Clothing
11/6/19	13837	Reserve for Repla	Brown Equipment Company	\$21,202.49	\$21,202.49	R4R-Equipment Repair
11/6/19	13838	Operating	Allison Payment Systems LLC db	\$1,000.00	\$1,000.00	Programming to add new field
11/6/19	13838	Operating	Allison Payment Systems LLC db	\$3,722.91	\$3,722.91	Oct Billing
11/6/19	13838	Operating	Allison Payment Systems LLC db	\$5,081.00	\$5,081.00	Prepaid Postage
11/7/19	13839	Operating	Express Services, Inc.	\$907.99	\$907.99	Temp Staff w/e 11/03/19
11/7/19	13840	Operating	ACE Technologies, LLC	\$4,526.25	\$4,526.25	Plant Support
11/7/19	13840	Operating	ACE Technologies, LLC	\$7,276.87	\$7,276.87	Collections Support
11/7/19	13840	Operating	ACE Technologies, LLC	\$3,622.50	\$3,622.50	Plant Support
11/7/19	13840	Operating	ACE Technologies, LLC	\$5,140.01	\$5,140.01	Collections Support
11/7/19	13841	Operating	Altman, Poindexter & Wyatt, LLC	\$1,072.50	\$1,072.50	Legal Fees
11/7/19	13841	Operating	Altman, Poindexter & Wyatt, LLC	\$137.50	\$137.50	Legal Fees-Wellman & Wilmington
11/7/19	13842	Operating	Carmel Utilities	\$79,795.35	\$79,795.35	October Flow to Carmel
11/7/19	13842	Operating	Carmel Utilities	\$1,038.30	\$1,038.30	October Reads
11/7/19	13843	Operating	Black Tie Courier	\$299.00	\$299.00	Courier Service-October
11/8/19	13844	Operating	Joe Hood	\$116.00	\$116.00	Travel/Mileage-On Call
11/11/19	13845	Operating	Nature Turf Services	\$100.00	\$100.00	Plant mowing-Oct
11/11/19	13846	Operating	Nathan Crowder	\$423.28	\$423.28	Expense Reimbursement-Conference
11/12/19	13847	Operating	Maggie Crediford	\$1,200.00	\$1,200.00	Safety awards
11/13/19	13848	Operating	Christopher Sachs	\$337.88	\$337.88	Refund-10115 Chester
11/13/19	13849	Operating	IPL	\$4,938.73	\$4,938.73	LS 2
11/13/19	13850	Operating	Emmanuel Sanchez	\$17.00	\$17.00	CDL Learner
11/13/19	13851	Operating	Eileen Wacker	\$108.68	\$108.68	Refund-12456 Timber Creek
11/14/19	13852	Operating	Commercial Driver Training Cons	\$1,450.00	\$1,450.00	CLD Training - Sanchez
11/14/19	13853	Operating	Commercial Driver Training Cons	\$1,450.00	\$1,450.00	CDL Training - Cain
11/14/19	13854	Operating	Carmel Utilities	\$13.45	\$13.45	LS 1 Water
11/18/19	13855	Operating	AFLAC	\$504.04	\$504.04	Employee Deferred Liability
11/18/19	13856	Operating	Express Services, Inc.	\$1,001.92	\$1,001.92	Temp Staff w/e 11/10/19
11/20/19	13857	Operating	Carmel Utilities	\$16.03	\$16.03	LS 2 Water
11/20/19	13857	Operating	Carmel Utilities	\$27.35	\$27.35	LS 26 Water
11/20/19	13858	Operating	AT&T Mobility	\$1,302.05	\$1,302.05	Lift Station phone service
11/20/19	13859	Operating	Maggie Crediford	\$13.34	\$13.34	Travel/Mileage
11/25/19	13860	Operating	Cody Cain	\$186.36	\$186.36	Mileage, CDL class
11/26/19	13861	Operating	Schneider	\$175.00	\$175.00	CDL driving test-Sanchez
11/30/19	13862	Operating	Aaron Strong	\$30.00	\$30.00	Cell Phone Reimb.
11/30/19	13863	Operating	Eric Luis Delacruz	\$30.00	\$30.00	Cell Phone Reimb.
11/30/19	13864	Operating	Jeffrey Martin	\$30.00	\$30.00	Cell Phone Reimb.
11/30/19	13865	Operating	Kermin Huntley	\$30.00	\$30.00	Cell Phone Reimb.
11/30/19	13866	Operating	Nathan Crowder	\$30.00	\$30.00	Cell Phone Reimb.
11/20/19	13867	Operating	Albert & Rena Watson	\$76.40	\$76.40	Sewer service refund-2449 Turning Leaf Ln
11/20/19	13868	Operating	Alison Rust	\$18.31	\$18.31	Sewer service refund-938 Bristol Road
11/20/19	13869	Operating	Ben Clendening	\$33.76	\$33.76	Sewer service refund-1065 Chevy Chase La
11/20/19	13870	Operating	Christopher Scott Homes	\$30.53	\$30.53	Sewer service refund-1095 Laurelwood
11/20/19	13871	Operating	David Enderle	\$30.53	\$30.53	Sewer service refund-3485 Millbrae Drive
11/20/19	13872	Operating	FC Tuckler Company	\$23.27	\$23.27	Sewer service refund-3871 Pelham Road
11/20/19	13873	Operating	James Griffith	\$22.89	\$22.89	Sewer service refund-4070 Teague Place
11/20/19	13874	Operating	James L Greenberg	\$21.18	\$21.18	Sewer service refund-394 Pintail Court
11/20/19	13875	Operating	Jeffrey J Gren	\$33.76	\$33.76	Sewer service refund-1680 W 136th St
11/20/19	13876	Operating	Judy Busch	\$17.49	\$17.49	Sewer service refund-10210 N Delaware St
11/20/19	13877	Operating	Kim Cullin	\$22.03	\$22.03	Sewer service refund-10917 Valley Forge C
11/20/19	13878	Operating	Laura Haffner	\$24.97	\$24.97	Sewer service refund-11554 Foxtail Court
11/20/19	13879	Operating	Sai Pavan Kumar Kandarpa	\$22.95	\$22.95	Sewer service refund-12682 Moonseed Driv
11/20/19	13880	Operating	Matthew Clemente	\$25.75	\$25.75	Sewer service refund-13939 Danube Drive
11/20/19	13881	Operating	Streamsong LLC	\$44.40	\$44.40	Sewer service refund-1125 E 105th Street
11/20/19	13882	Operating	Teresa Arens	\$21.46	\$21.46	Sewer service refund-2506 Fawn Bluff Ct
11/30/19	13883	Operating	Express Services, Inc.	\$1,236.75	\$1,236.75	Temp Staff w/e 11/17/19
11/30/19	13883	Operating	Express Services, Inc.	\$1,252.40	\$1,252.40	Temp Staff w/e 11/24/19
11/30/19	13884	Operating	New Horizons of Indianapolis	\$847.50	\$847.50	Training-Watkins
11/30/19	13885	Operating	AT & T	\$698.93	\$698.93	Internet
11/30/19	13886	Operating	Citizens Energy Group	\$503.70	\$503.70	Billing Services
11/30/19	13888	Operating	Amy Miller	\$1,035.49	\$1,035.49	Refund-10485 Jessup Blvd
11/30/19	13889	Operating	Cody Cain	\$79.00	\$79.00	CDL Physical
11/30/19	13890	Operating	Emmanuel Sanchez	\$139.40	\$139.40	Mileage/CLD License
11/30/19	13891	Operating	Matt Starr	\$104.40	\$104.40	On call mileage -- 11/22-11/28
11/30/19	13892	Operating	Wes Merkle	\$300.00	\$300.00	Wellness reimbursement
11/30/19	13893	Operating	Barbara Lamb	\$150.00	\$150.00	BOARD MEMBER FEES
11/30/19	13894	Operating	Carl S. Mills	\$200.00	\$200.00	BOARD MEMBER FEES
11/30/19	13895	Operating	Charles Ryerson	\$100.00	\$100.00	November Board meeting fee
11/30/19	13896	Operating	Eric Hand	\$100.00	\$100.00	BOARD MEMBER FEES



Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
11/30/19	13897	Operating	Jane B. Merrill	\$200.00	\$200.00	BOARD MEMBER FEES
11/30/19	13898	Operating	Jeffrey Kimbell	\$200.00	\$200.00	BOARD MEMBER FEES
11/30/19	13899	Operating	Marilyn Anderson	\$200.00	\$200.00	BOARD MEMBER FEES
11/30/19	13900	Operating	Michael A. McDonald	\$200.00	\$200.00	BOARD MEMBER FEES
11/30/19	13901	Operating	Steve Pittman	\$250.00	\$250.00	BOARD MEMBER FEES
11/30/19	13902	Plant Expansion	Barnes & Thornburg LLC	\$1,039.00	\$1,039.00	CIP-1906 WWTP Outfall Sewer Expansion
11/30/19	13903	Plant Expansion	Indianapolis Star	\$338.38	\$338.38	CIP-1902 WWTP Expansion
11/30/19	13904	Plant Expansion	Krohn & Associates, LLP	\$3,312.50	\$3,312.50	CIP-1902 WWTP Expansion
11/30/19	13905	Plant Expansion	TPI Utility Construction	\$4,000.00	\$4,000.00	CIP-1906 Bennet Pkwy - Zionsville Lift
11/30/19	13906	Operating	Alpha-Liberty Company Inc.	\$667.00	\$667.00	Sewer sampling
11/30/19	13907	Operating	Altman, Poindexter & Wyatt, LLC	\$302.50	\$302.50	Trico vs. Duke
11/30/19	13907	Operating	Altman, Poindexter & Wyatt, LLC	\$907.50	\$907.50	Legal fees
11/30/19	13908	Operating	AT & T	\$93.64	\$93.64	Plant phone
11/30/19	13908	Operating	AT & T	\$698.93	\$698.93	Internet
11/30/19	13909	Operating	Bee Green Lawn Care & Plant He	\$97.55	\$97.55	Plant treatment 6
11/30/19	13910	Operating	Bio Chem, Inc.	\$7,701.43	\$7,701.43	Chemicals
11/30/19	13911	Operating	Blackline	\$18,195.00	\$18,195.00	CIP-1910 Office improvements
11/30/19	13912	Operating	C & J Well Co	\$337.50	\$337.50	Plant R & M
11/30/19	13913	Operating	Clay Township Trustee	\$3,946.72	\$3,946.72	Monthly expenses
11/30/19	13914	Operating	Community Employer Health	\$278.00	\$278.00	Testing fees
11/30/19	13915	Operating	Eco Infrastructure Solutions, Inc.	\$4,231.68	\$4,231.68	Televising
11/30/19	13915	Operating	Eco Infrastructure Solutions, Inc.	\$6,842.00	\$6,842.00	Televising
11/30/19	13916	Operating	Element Materials Technology De	\$506.00	\$506.00	Sewer Sampling
11/30/19	13917	Operating	Faco Waterworks, LLC	\$14,777.00	\$14,777.00	CIP-Digester Mods
11/30/19	13918	Operating	Fastenal Company	\$91.96	\$91.96	Plant R & M
11/30/19	13918	Operating	Fastenal Company	\$145.35	\$145.35	Safety
11/30/19	13918	Operating	Fastenal Company	\$38.56	\$38.56	Safety
11/30/19	13919	Operating	Fisher Scientific	\$209.98	\$209.98	Sewer Sampling
11/30/19	13919	Operating	Fisher Scientific	\$387.96	\$387.96	Sewer Sampling
11/30/19	13920	Operating	Flack Industries LLC	\$2,000.00	\$2,000.00	Effluent Toxicity Testing May 2019
11/30/19	13920	Operating	Flack Industries LLC	\$2,000.00	\$2,000.00	Effluent Toxicity Testing November 2019
11/30/19	13921	Operating	Grainger	\$76.95	\$76.95	Rain Jacket
11/30/19	13922	Operating	Hach Company	\$2,064.77	\$2,064.77	Sewer sampling
11/30/19	13923	Operating	IDEXX Laboratories	\$159.32	\$159.32	Sewer Sampling
11/30/19	13924	Operating	IPL	\$49.91	\$49.91	LS 18
11/30/19	13924	Operating	IPL	\$96.37	\$96.37	LS 3
11/30/19	13924	Operating	IPL	\$355.25	\$355.25	LS 8
11/30/19	13924	Operating	IPL	\$250.86	\$250.86	LS 9
11/30/19	13924	Operating	IPL	\$662.19	\$662.19	LS 10
11/30/19	13924	Operating	IPL	\$74.94	\$74.94	LS 12
11/30/19	13924	Operating	IPL	\$60.62	\$60.62	LS 20
11/30/19	13924	Operating	IPL	\$46.68	\$46.68	LS 22
11/30/19	13924	Operating	IPL	\$85.33	\$85.33	LS 24
11/30/19	13924	Operating	IPL	\$60.62	\$60.62	LS 25
11/30/19	13924	Operating	IPL	\$77.01	\$77.01	LS VV
11/30/19	13924	Operating	IPL	\$5,111.29	\$5,111.29	LS 2
11/30/19	13925	Operating	IT Indianapolis	\$738.00	\$738.00	Office 365
11/30/19	13925	Operating	IT Indianapolis	\$1,586.86	\$1,586.86	Server maintenance
11/30/19	13925	Operating	IT Indianapolis	\$4,597.10	\$4,597.10	Monthly mainteance fees
11/30/19	13925	Operating	IT Indianapolis	\$62.50	\$62.50	CUSI Update
11/30/19	13926	Operating	IUPPS	\$2,806.30	\$2,806.30	Locates
11/30/19	13927	Operating	Kinetrex Energy	\$283.23	\$283.23	Energy costs
11/30/19	13928	Operating	KorTerra, Inc.	\$8,718.30	\$8,718.30	Maintenace 10/10/19-10/09/2020
11/30/19	13929	Operating	Maco Press	\$2,745.18	\$2,745.18	Greetings from TriCo printing
11/30/19	13929	Operating	Maco Press	\$1,591.89	\$1,591.89	Grinch insert
11/30/19	13930	Operating	Merrell Brothers, Inc.	\$9,654.66	\$9,654.66	Biosolid disposal
11/30/19	13931	Operating	Nalco Water Pretreatment Solutic	\$313.22	\$313.22	Sewer Sampling
11/30/19	13932	Operating	Napa Auto Parts	\$6.48	\$6.48	Operating supplies
11/30/19	13933	Operating	Office Depot	\$87.89	\$87.89	Office supplies
11/30/19	13934	Operating	Office Keepers	\$375.00	\$375.00	Office cleaning
11/30/19	13935	Operating	OmniSite	\$36.30	\$36.30	LS 26 Wireless service
11/30/19	13936	Operating	Praxair Distribution, Inc.	\$30.75	\$30.75	Gases
11/30/19	13936	Operating	Praxair Distribution, Inc.	\$31.36	\$31.36	Gases
11/30/19	13937	Operating	Republic Services #761	\$479.66	\$479.66	Plant trash service
11/30/19	13938	Operating	Rook Security LLC	\$2,503.00	\$2,503.00	MDR Services November
11/30/19	13939	Operating	Signius Communications	\$87.41	\$87.41	Answering service
11/30/19	13940	Operating	Simplifile	\$30.00	\$30.00	Filing Fees
11/30/19	13941	Operating	T&T Sales and Promotions	\$3,891.00	\$3,891.00	Office and Plant clothing
11/30/19	13942	Operating	Taylor Oil Company, Inc.	\$176.31	\$176.31	Synolan
11/30/19	13943	Operating	TNTechnical LLC	\$550.00	\$550.00	LS 5 flow meter replacement
11/30/19	13944	Operating	TPI Utility Construction	\$4,500.00	\$4,500.00	Culvert repair - 1489 Preston Trail
11/30/19	13945	Operating	Utility Supply Company	\$134.60	\$134.60	Lift Station R&M
11/30/19	13945	Operating	Utility Supply Company	\$48.64	\$48.64	Plant R&M

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
11/30/19	13945	Operating	Utility Supply Company	\$26.21	\$26.21	Plant R&M
11/30/19	13946	Operating	Vasey Commercial Heating & AC	\$603.54	\$603.54	Plant R&M
12/4/19	13947	Operating	Indiana University	\$3,797.95	\$3,797.95	HR Classes
12/4/19	13948	Operating	Rook Security LLC	\$2,503.00	\$2,503.00	December monitoring
12/4/19	13949	Operating	Carmel Utilities	\$80,008.29	\$80,008.29	November flow to Carmel
12/4/19	13949	Operating	Carmel Utilities	\$1,044.00	\$1,044.00	November reads
12/4/19	13950	Operating	Blackbaud	\$5,458.76	\$5,458.76	NXT Support
12/4/19	13951	Operating	Allison Payment Systems LLC db	\$8,808.43	\$8,808.43	Bill prep and mailing
12/5/19	13952	Operating	Blackline	\$8,860.08	\$8,860.08	CIP-Office remodel
12/5/19	13953	Operating	Carmel Utilities	\$40.27	\$40.27	Storm water fees
12/5/19	13954	Operating	Jacob-Dietz	\$805.80	\$805.80	Fire Extingisher inspections
12/5/19	13955	Operating	Nu Flow	\$3,725.00	\$3,725.00	Spot repairs 13672 Brookstone Dr
12/5/19	13956	Operating	Statement Excavating	\$4,560.87	\$4,560.87	Plant R & M
12/5/19	13957	Operating	Taylor Oil Company, Inc.	\$1,223.99	\$1,223.99	Fuel
12/5/19	13958	Operating	Utility Supply Company	\$1,264.90	\$1,264.90	Plant and LS R & M
11/7/19	20190439	Operating	Vectren Energy Delivery	\$250.45	\$250.45	Plant Gas
11/12/19	20190440	Operating	PNC Bank	\$3,768.79	\$3,768.79	CC Expenses-October 2019
11/14/19	20190442	Operating	Vectren Energy Delivery	\$46.69	\$46.69	LS 2 Gas
11/14/19	20190443	Operating	Vectren Energy Delivery	\$17.00	\$17.00	LS 10 Gas
11/15/19	20190445	Operating	ADP	\$129.50	\$129.50	Workforce Now Payroll 11/01/19
11/20/19	20190448	Operating	Anthem Blue Cross Blue Shield	\$31,914.33	\$31,914.33	Employee Insurance
11/20/19	20190449	Operating	AT&T Mobility	\$1,175.65	\$1,175.65	Employee mobile service
11/20/19	20190450	Operating	ADP	\$116.10	\$116.10	Workforce Now Time & Attendance
11/20/19	20190451	Operating	Citizens Energy Group	\$61.35	\$61.35	Plant Water
11/20/19	20190452	Operating	Citizens Energy Group	\$18.70	\$18.70	LS 17 Water
11/15/19	20190453	Operating	Principal Life Insurance Company	\$111.29	\$111.29	Fica match - Nov
11/21/19	20190454	Operating	Wex Bank	\$221.44	\$221.44	Fuel purchases
11/19/19	20190455	Operating	ADP	\$54,266.11	\$54,266.11	PPE 11/15/19
11/18/19	20190456	Operating	Empower Retirement (Hoosier ST	\$8,490.43	\$8,490.43	401a, 457b, Roth
11/27/19	20190457	Operating	AT&T Mobility	\$899.72	\$899.72	Employee mobile service
11/29/19	20190458	Operating	ADP	\$129.50	\$129.50	Workforce Now Payroll 11/15/19
11/29/19	20190459	Operating	Citizens State Bank	\$20.00	\$20.00	Bank fee-November
12/3/19	20190460	Operating	Principal Life Insurance Company	\$3,382.47	\$3,382.47	Insurance-December
11/28/19	20190461	Operating	Duke Energy	\$20,134.60	\$20,134.60	Plant
11/28/19	20190462	Operating	Duke Energy	\$220.58	\$220.58	LS 21
11/28/19	20190463	Operating	Duke Energy	\$1,174.27	\$1,174.27	LS 1
11/28/19	20190464	Operating	Duke Energy	\$48.41	\$48.41	LS6
11/28/19	20190465	Operating	Duke Energy	\$459.56	\$459.56	LS 26
11/28/19	20190466	Operating	Duke Energy	\$169.55	\$169.55	LS 19
11/28/19	20190467	Operating	Duke Energy	\$119.19	\$119.19	LS 5
11/28/19	20190468	Operating	Duke Energy	\$949.93	\$949.93	LS 17
11/28/19	20190469	Operating	Duke Energy	\$269.27	\$269.27	LS 16
11/28/19	20190470	Operating	Duke Energy	\$340.97	\$340.97	LS 23
11/28/19	20190471	Operating	Duke Energy	\$263.36	\$263.36	LS 11
11/28/19	20190472	Operating	Duke Energy	\$807.30	\$807.30	LS 14
11/30/19	20190473	Operating	PNC Bank	\$4,925.41	\$4,925.41	CC Expenses November 2019
11/30/19	20190474	Operating	Napa Auto Parts	\$6.99	\$6.99	Vehicle R & M
11/30/19	20190474	Operating	Napa Auto Parts	\$31.96	\$31.96	Equipment repair
11/30/19	20190475	Operating	Napa Auto Parts	\$16.44	\$16.44	Vehicle repairs
11/30/19	20190475	Operating	Napa Auto Parts	\$137.19	\$137.19	Lift Station R & M
11/30/19	20190475	Operating	Napa Auto Parts	\$24.20	\$24.20	Vehicle repairs
11/30/19	20190476	Operating	ADP	\$53,691.07	\$53,691.07	PPE 11/29/19
11/30/19	20190477	Operating	Empower Retirement (Hoosier ST	\$8,395.77	\$8,395.77	401a, 457b, Roth

\$605,991.55      \$605,991.55

#### 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

**\$605,991.55**

_____	_____	_____
_____	_____	_____
_____	_____	_____

## Docket Report Information

CIP-1906 WWTP Outfall Sewer Expansion	\$	5,039.00
CIP-Proj 1902 Plant Expansion	\$	3,650.88
CIP-1910 Office Remodel	\$	27,055.08
CIP-Digester Modifications	\$	14,777.00

\$ 50,521.96

District Insurance	\$35,296.80
Carmel November Flow	\$80,008.29
Carmel October Flow	\$79,795.35

Other Expenses	\$360,369.15
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Selected Statistics 2019	January	February	March	April	May	June	July	August	September	October	November	2019 Monthly Average	2019 YTD	2018 Total Through November
<b>Maintenance Information</b>														
Lateral Inspections	17	23	43	40	37	43	53	44	44	51	41	40	436	468
Certified I&I Inspections	26	21	54	53	52	72	95	59	55	73	37	54	597	632
Failed I&I Inspections	0	0	2	0	0	7	8	5	4	3	0	3	29	5
Sewer Locates	284	363	498	538	647	450	508	519	546	542	584	498	5,479	6,207
Manholes Added	1	3	0	0	6	0	4	3	5	2	14	3	38	65
Total # of Manholes	5,849	5,852	5,852	5,852	5,858	5,858	5,862	5,865	5,870	5,872	5,886	NA	5,886	5,837
Manholes Inspected	66	704	700	368	46	34	13	21	0	4	8	179	1,964	1,856
Feet of Sewer Added	21,687	497	0	2,196	1,277	0	1,077	837	1,009	584	6,307	3,225	35,471	20,360
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	1,658,718	1,659,727	1,660,311	1,666,618	NA	1,666,618	1,650,786
Feet of Sewer Televised	4,862	13,441	30,592	25,559	20,123	12,760	28,116	12,331	8,650	55,217	18,334	20,908	229,985	199,480
Feet of Sewer Cleaned	440	0	0	0	0	0	2,349	2,227	3,490	2,141	1,255	1,082	11,902	15,449
Overflows	0	0	0	0	1	0	2	0	0	0	0	0	3	3
<b>Station 1 to Carmel Utilities</b>														
Rainfall/Precipitation (inches)	2.4	3.84	4.00	4.96	5.53	7.01	2.35	3.48	2.01	4.5	2.26	3.8	42.3	34.71
Total Flow (gallons)	61,408,530	68,878,012	66,012,786	76,532,259	68,859,498	69,004,316	49,074,332	49,549,769	43,685,385	41,099,377	49,737,049	58,531,028	643,841,313	653,555,909
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	1,905,693	1,607,947	1,746,281	2,614,117	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	1,548,430	1,456,180	1,325,786	1,657,901	1,902,559	NA	21,548,047
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	1,291,801	1,251,971	1,131,771	1,290,988	NA	1,131,771	1,066,780
<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	78,087,000	72,248,000	77,340,000	70,286,000	81,352,273	894,875,000	836,963,000
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	2,953,000	2,666,000	3,397,000	2,925,000	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	2,518,935	2,408,267	2,494,839	2,342,867	2,682,018	NA	27,585,618
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	2,172,000	2,218,000	2,215,000	2,044,000	NA	1,751,000	199,800
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	127,636,769	115,933,385	118,439,377	120,023,049	139,883,301	1,538,716,313	1,490,518,909
<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	1,731,100	2,332,500	2,783,900	2,042,700	2,039,382	22,433,200	15,111,850
Dewatered	735,000	480,000	460,000	832,000	769,000	783,000	810,000	822,000	562,000	904,000	358,000	683,182	7,515,000	5,188,000
Digested Sludge Withdrawn	787,000	715,400	853,800	83,170	811,600	780,800	879,000	752,000	724,000	1,020,000	686,000	735,706	8,092,770	9,722,200
<b>Customer Information</b>												<b>Billed Accts</b>	<b>15,714</b>	
New Sewer Service Accounts	24	26	18	36	39	33	33	32	29	19	19	28	308	348
Permits Issued	24	31	31	40	35	36	27	23	51	20	34	32	352	428



## BUDGET & FINANCE COMMITTEE

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

### Memorandum

Members Present: Committee Chair Jane Merrill, Members Michael McDonald and Carl Mills. Others in attendance: Board Member Barb Lamb, Legal Counsel Anne Poindexter, Utility Director Andrew Williams, Controller Cindy Sheeks, Engineering Manager Wes Merkle, and Administrative Assistant Maggie Crediford.

### **PUBLIC COMMENT**

There was no one present from the public.

### **2020 OPERATING BUDGET**

Mr. Williams stated large items not included in the proposed budget are bond payments for the Plant and Office Expansion projects. Those numbers will not be known until the bond is issued.

The proposed budget is factored without a 5% rate increase for 2020. The Committee has previously discussed implementing a rate increase, which will be decided later.

Mr. Williams said business costs continue to go up, especially computer and software expenses. Staff is projecting a \$2.28 million net surplus, which will be used for Capital Projects over the next two years.

Ms. Merrill asked how residential and commercial sales projections are derived. Mr. Williams said there are still houses being constructed in the district. Mr. Merkle said in the last 12 months the Utility added 740 EDUs, half of which are single family homes.

Ms. Lamb reviewed discussions the Personnel and Benefits Committee had regarding proposed salary increases for 2020. The Committee proposes to recommend to the Board of Trustees a total of a 3% increase in addition to Step increases. Employees are scheduled to receive a Step increase which is built into the salary ordinance. Ms. Lamb said the Committee made it clear to management in the meeting that the 2020 COLA does not establish a precedent for future years. Ms. Lamb said neighboring municipalities are giving employees 3%-4% COLA's in 2020. That is the range the Committee considered. A 1.5% COLA is being recommended based on the CPI, plus an additional 1.5% increase based off the Utility's performance in 2019. Mr. Williams and Ms. Lamb said Mr. Pittman attended the Personnel and Benefits Committee meeting and made the recommendation for the additional increase for performance. He felt it is important for the Board to send a message to employees that the Board values the work they have done over the past year.

Ms. Merrill asked what Mr. Pittman's reasoning was for the additional 1.5% increase. Ms. Lamb said based off the Utility's performance in 2019. He felt it is important for employees

to be rewarded for a prosperous year. Mr. Williams said Mr. Kimbell agreed but clarified additional money may not be given every year. Ms. Lamb said Mr. Kimbell stated competition for employees is fierce right now and the Utility should strive to keep the employees it has in this competitive market.

Mr. Mills asked Mr. Williams to provide the Board a summary showing the breakdown for the proposed 2020 increases, 1.5% COLA and 1.5% Utility performance totaling 3% increase in addition to Step increases.

Mr. McDonald asked if the increase in the salary line item is for additional employees. Mr. Williams said the increase is for current employees not for additional employees. All salary items are included in one line item in TriCo's budget. The projection includes holiday pay and overtime which may not be used if there are no after-hours incidents. Mr. McDonald said the line shows a 6.2% increase. Ms. Sheeks said the line includes part time, summer help, straight time, overtime, and holiday pay.

Mr. Mills had a question regarding late charges. Mr. Williams and Ms. Sheeks said the Utility is trending towards \$97,000 in 2019 so it was left the same for 2020.

Mr. Mills asked about money budgeted for engineering fees. The budget is jumping from \$6,000 to \$30,000 and as of now only \$4,000 has been spent in 2019. Mr. Merkel said the number is a placeholder. The Engineering staff does not know what expenses will be needed that are not tied to a capital project.

Mr. Mills said Mr. Merkle presented numbers at the Office Improvements Committee for the new building and plant expansion projects. Mr. Mills said TriCo's 2020 Budget cannot be acted on until the bids come back for those two projects and Mr. Krohn has time to review the numbers and look at the loan structure. Mr. Mills believes the bond payments might be made twice a year and will need to be added to the budget. Mr. Mills said he is leaning towards a 5% rate increase in July, but will not know for sure until all the numbers come in. Mr. Williams said the Utility is not in a crunch to get the budget approved before January, regional sewer utilities do not need to have their budgets approved by the State of Indiana. Mr. Mills said the OIC Committee discussed paying for the Office Expansion Project with cash so it can begin quickly. The Clay Township Trustee is anticipating purchasing TriCo's interest in the current location in January.

## **2020 CAPITAL BUDGET**

Mr. Merkle said the proposed plant expansion has been broken into three line items in the Capital Budget. There are three different funding sources for the components that make up the project: adding capacity, grit removal (Operating Fund), and replacement of the three original clarifiers (Reserve for Replacement).

Project #1906- Outfall Sewer Project- Mr. Merkle and Mrs. Poindexter are moving forward with legal proceedings to acquire the last easement needed to complete the project from DOW.

Project #1910-Office Unification Project-Total budget for the project is \$2.25 million. Bids for office construction will be opened December 17, 2019 and are estimated to come in around \$1.3 million.

Project #1802-Lift Station 1 Carmel Creek-Once staff acquires easements and permits, the project will go out to bid and begin construction.

Lift Station 2 Odor Control Replacement-Collections Staff has been replacing parts to get the current system working properly. If the latest attempt does not work, replacement will need to be reconsidered.

#1901-Lift Station 14 Austin Oaks Parallel Force Main Project-Should begin construction and be completed in 2020.

Little Eagle Creek Interceptor Extension-Staff met with a developer that has 290 acres under contract. About 100 acres is zoned and ready for construction. The developer plans to break ground in early 2020 on about 240 homes. The interceptor needs to be extended to service the project. The Utility agreed to begin the project with the development so it does not risk extending the sewer and then waiting years for development to occur.

Lift Station 16- Steve Pittman's farm development (116<sup>th</sup> and Michigan Road). Mr. Pittman believes there is a good chance the project will move forward so staff is keeping it in the budget for 2020.

Future Sewer Extensions-Neighborhood sewer projects. TriCo has two to two and a half years to get existing unsewered neighborhoods in the territory served.

Mr. Williams discussed equipment replacement. The largest item being requested is a skid steer. It is a piece of equipment used for moving equipment around the plant. Staff is looking at a combination piece that would replace two current pieces of equipment at the plant.

Mr. McDonald asked where the Utility stands on SCADA security. Mr. Williams said he will ask Mr. Watkins to put a summary together regarding SCADA security.

#### **ILLEGAL SUMP PUMP CONNECTION-13065 AIRHART DRIVE**

Mr. Merkle said Airhart Drive is near Main Street and Shelbourne Road. The violation began in 2010. The homeowners, who are still the current owners, had an I&I inspection and the sump pump had an illegal connection. Somehow it was not addressed at the time. Staff realized it had not been addressed and performed another I&I inspection in July 2019. The homeowners were informed on site. Staff followed up with written correspondence giving the homeowners 30-days to get it resolved. The letter stated that if it did not get resolved their bill would be surcharged \$20 per month for 90 days, after which the issue would be brought before the Board. The homeowners have not resolved the illegal connection. They have not returned follow-up phone calls or retrieved certified mailings sent by the Utility. Staff is asking the Committee to recommend the Board



implement a \$100 per day fee until the sump pump connection is removed from the sewer system and rerouted to another location on the property.

Mrs. Poindexter recommended the Committee ask the Board to direct staff to send a new letter to the homeowners via regular mail and certified mail and call them to explain the property is in violation of state law as well as TriCo's requirements. Effective "x" date they will incur a \$100 per day fine and it is the Utility's hope they will get it resolved before that happens.

Mr. McDonald made a motion to recommend the Board direct staff to move forward per Mrs. Poindexter's recommendation regarding the illegal sump pump connection at 13065 Airhart Drive. Mr. Mills seconded the motion and it was approved unanimously.

### **FINANCIAL STATEMENTS**

Ms. Sheeks said commercial revenues are coming down as expected. Cash balances were over \$11.7 million at the end of October. Mr. Mills asked if more investment money could be moved to Merchants. Ms. Sheeks said she will see if they will accept more money.

Mr. Merkle said bids will be opened on December 17, 2019 for the Office Improvements and Plant Expansion Projects. Buzz Krohn will finalize numbers and put together terms for a bond, which will be brought back to this committee before the January Board Meeting to consider a proposed Bond Ordinance. Ms. Merrill said the Committee will not meet the week between Christmas and New Years and asked if there was an alternative date for the meeting. Mr. Williams said staff is considering moving the December Budget and Finance Meeting to the first week in January. Ms. Merrill said January 3, 2020 would be acceptable. It was agreed the next meeting will be January 3, 2020 at 7:30 a.m.

The meeting adjourned at 8:27 a.m.

Respectfully Submitted



Cindy Sheeks  
Controller



## MEMORANDUM

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**To:** Board of Trustees

**From:** Wes Merkle

**Date:** December 4, 2019

**Subject:** 13065 Airhart Blvd Illegal Sump Connection

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Staff discovered an illegally connected sump pump during a July I&I inspection of the subject property. The homeowners were immediately notified and given 30 days to make appropriate repairs, which were not done. Their sewer bills included a \$20 surcharge for the months of October and November. The homeowners have not responded to multiple attempts by staff to reach them. If repairs are not done the same surcharge will apply to their December bill as well.

Recommended Action: Direct to staff to send a new letter to the homeowner via regular mail and certified mail and call them to explain the property is in violation of state law as well as TriCo's requirements. Impose a \$100 per day fee starting January 1 until repairs are made and staff visually confirms the sump pump has been disconnected.



## PERSONNEL AND BENEFITS

Tuesday, November 19, 2019 at 7:30 a.m.

### Memorandum

Members Present: Committee Chair Barb Lamb, Members Chuck Ryerson and Jeff Kimbell. Others in attendance: Board Member Steve Pittman, Utility Director Andrew Williams, Controller Cindy Sheeks, Engineering Manager Wes Merkle, Plant Superintendent Scot Watkins, Collections Superintendent Aaron Strong, and Administrative Assistant Maggie Crediford.

Ms. Lamb called the meeting to order at 7:40 a.m.

Mr. Ryerson arrived at 7:45 a.m.

### **Public Comment**

There was no one present from the public.

### **Safety Update**

Mr. Williams said the Utility is nearing the 10-year mark with no lost time accidents. Ms. Lamb said TriCo should have a celebration for employees if the Utility gets to 10-years with no lost time accidents. Ms. Lamb feels TriCo's safety record reflects the emphasis the Utility puts on safety training and standards for employees.

### **2020 Holiday Schedule**

Ms. Lamb made a motion to recommend the Board of Trustees approve the proposed 2020 Holiday Schedule as presented. Mr. Kimbell seconded the motion and it was approved unanimously.

### **Dental and ST/LT Disability Insurance**

Mr. Williams explained some of the difficulty's employees have had with coverage provided by Principal Insurance. In 2018 TriCo used Mutual of Omaha and employees were satisfied with the coverage. For 2020 Mutual of Omaha came back with a quote lower than Principal. Mr. Williams recommends switching back to Mutual of Omaha for Dental, ST/LT Disability Insurance.

Ms. Lamb made a motion to recommend the Board of Trustees approve Mutual of Omaha for TriCo's 2020 Dental, ST/LT Disability Insurance provider. Mr. Ryerson seconded the motion and it was approved unanimously.

### **COLA Determination**

Mr. Williams said staff reached out to surrounding municipalities to see what factors into their 2020 salary ordinances. The Committee members reviewed the chart provided in the committee packet.

Mr. Kimbell clarified his understanding of TriCo's pay structure. The STEP System is to place employees into a reasonable/competitive pay scale for their respective positions. Ranges are from entry level experience or qualifications to expert level competency. Employees progress through the steps as their skills and competency level increases on the job. Employees stay within correctly valued ranges for their position adjusted by inflation. Mr. Kimbell asked if when moving to the STEP System did the conversation include being compared to other local municipalities each year.

Ms. Lamb explained the conversation for 2019 was to move to the STEP System so employees would have a general expectation of what their increases would be each year. In addition, the Board would consider and decide each year if they would approve a Cost of Living Adjustment. The Budget and Finance Committee was not comfortable tying the COLA to a specific indicator. The P&B Committee at the last meeting talked about using the CPI for the 2020 COLA. Members felt 1.5% was low for a Cost of Living Adjustment and suggested 2%.

Mr. Kimbell said in the private sector he can compensate employees better in years when business is good and less when business is down. He asked if municipalities provide bonuses if they have a really good year. Mr. Williams said utilities tied to cities do not. Utilities that do not receive tax dollars have more flexibility. Mr. Merkle said he is aware that Citizens pays bonuses.

Ms. Lamb said the committee was looking at what other municipalities in the area do because they all compete for employees.

Mr. Pittman addressed the committee and said he feels the Utility had a good year and performed better than expected. Mr. Pittman asked the Committee to consider recommending the Board of Trustees set TriCo's 2020 COLA at 3%. He wants to send a message to employees that the Board appreciates their hard work and believes the Utility is incredibly well run.

Ms. Lamb asked Mr. Pittman if he understands employees who are not at the top of their Step will also be receiving a 2.08-3% STEP increase. Mr. Pittman said he believes the Step is what people expect to receive when they walk in the door if they are doing their job. COLA is something above and different from that. Mr. Pittman said he had reached out to Mr. Mills to see if the Utility could afford a 3% COLA.

Mr. Kimbell said the 1% difference between a 2% and 3% COLA would not have much of an impact in one year but would be compounded over time. Mr. Kimbell asked if the STEP System allows for the positions to be reevaluated and reset over time. Ms. Lamb and Mr. Williams confirmed TriCo can reevaluate its pay scale at any time. He asked if TriCo gets ahead of the market at some point how would that affect the pay scale. Ms. Lamb said it would become stagnant until the market caught up.

Mr. Williams said the overall impact to the budget would be \$15,000 for a 3% COLA vs. a 2% COLA. Mr. Pittman reminded the committee that TriCo has the lowest rates in the area and if needed rates could be increased in the future. Ms. Lamb agreed \$15,000 would not significantly impact the budget.

Ms. Sheeks said Carmel pays employees longevity pay. TriCo does not. There are benefits other municipalities give that may not show up in their salaries but are significant and beneficial to employees.

Mr. Pittman believes giving TriCo employees a 3% COLA in 2020 would send a message that the Board is proud of them, and in the future if productivity goes down a COLA does not have to be given.

Mr. Kimbell asked if the committee could recommend a 1.5% COLA based off the CPI with an additional discretionary adjustment.

Mr. Ryerson said he can see where in the first few Steps an employee's knowledge and expertise would grow exponentially but asked if that is the case as they get to the higher end of the STEP System. Ms. Lamb explained that the Committee first considered a six-step system but decided a ten-step system would spread the overall costs out over more years and have less of a financial impact on the Utility.

The Committee agreed to recommend a 3% adjustment but wanted it made clear that this was not establishing a precedent.

### **360 Review Update**

Mr. Williams said all employees met with the HR Consultant, Cici Conover, for the 2019 360 Review. Each employee was given a half hour to meet with her. Some employees took less time and others took the entire 30 minutes. Ms. Conover will be consolidating employee comments, analyzing results, and providing a report for the Board's review. Mr. Williams said the report should be done by the end of this week. He proposes the Executive Committee meet immediately following the Board of Trustees meeting on December 9, 2019. Hopefully that would be more convenient for Board Members.

### **Office Unification Update**

Mr. Williams said bids for the project will be opened on December 17, 2019. Mr. Callahan is still comfortable purchasing TriCo's interest in the current building in January. Staff has been stressing with the architects to keep the project on budget. The Office Improvements Committee is meeting on Thursday, November 21, 2019 at 12:30 p.m. in the administrative office conference room.

### **Other Business**

Ms. Lamb mentioned the next scheduled P&B meeting is December 26, 2019. The meeting may need to be rescheduled or cancelled since it the day after Christmas.

The meeting adjourned at 8:28 a.m.

Respectfully Submitted



Andrew Williams  
Utility Director



## MEMORANDUM

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**To:** Board of Trustees  
**From:** Andrew Williams  
**Date:** December 3, 2019  
**Subject:** Salary Range Adjustment

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The P&B Committee discussed how to handle the annual adjustments to the salary ranges. The use of the Consumer Price Index was discussed as a way to adjust for inflation. How to adjust the compensation due the performance of the Utility over the past year was also mentioned. The Committee wants to keep this annual salary range adjustment fluid and not tie it to any specific factor.

The Committee agreed to recommend a 1.5% COLA and a 1.5% performance adjustment, resulting in a 3% range adjustment for 2020.

**Recommended Action:** Approve a 3% salary range adjustment.



## MEMORANDUM

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**To: Board of Trustees**  
**From: Andrew Williams**  
**Date: December 4, 2019**  
**Subject: Salary Ordinance**

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The Salary Ordinance 12-9-19 reflects the proposed 3% salary range adjustment.

Recommended Action: Approve Salary Ordinance 19-9-19.



## Ordinance 12-9-2019

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

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

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

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

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

Effective December 28, 2019, the following amounts will be in force for exempt and non-exempt staff positions.

<b>POSITION TITLE</b>		
<b>Non-exempt Employees</b>	<b>Min. Hourly Rate</b>	<b>Max. Hourly Rate</b>
Chief Operator	\$ 29.05	\$ 37.13
Technical Specialist	\$ 29.05	\$ 37.13
Utility Billing Specialist	\$ 24.50	\$ 31.32
Pretreatment Coordinator	\$ 24.50	\$ 31.32
Laboratory Coordinator	\$ 24.50	\$ 31.32
Project Coordinator/Locator	\$ 22.94	\$ 29.32
Field Operation Specialist	\$ 22.94	\$ 29.32
District Inspector/Locator	\$ 22.94	\$ 29.32
Operator	\$ 22.94	\$ 29.32
Field Operations Technician	\$ 20.62	\$ 26.36
Administrative Assistant	\$ 20.62	\$ 26.36
Administrative Support Specialist	\$ 20.62	\$ 26.36
Customer Service Assistant	\$ 20.62	\$ 26.36
Billing Assistant	\$ 20.62	\$ 26.36
Laborer	\$ 15.00	\$ 20.00
Summer Intern	\$ 10.00	\$ 15.50
<b>Exempt Employees</b>	<b>Min. Hourly Rate</b>	<b>Max Hourly Rate</b>
Utility Director	\$ 49.73	\$ 63.55
Engineering Manager	\$ 45.10	\$ 57.65
Controller	\$ 38.29	\$ 48.94
District Engineer	\$ 36.75	\$ 46.98
Plant Superintendent	\$ 34.92	\$ 44.63
Collections Superintendent	\$ 33.22	\$ 42.46

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

Wednesday, January 1, 2020 - New Year's Day  
Monday, January 20, 2020 - Martin Luther King Jr. Day  
Monday, May 25, 2020 – Memorial Day  
Saturday, July 4, 2020 – Independence Day  
Monday, September 7, 2020 – Labor Day  
Thursday, November 26, 2020 – Thanksgiving  
Friday, December 25, 2020 – Christmas Day

For all other holidays declared in the TriCo 2020 Holiday Schedule, personnel working will be paid time and one half for the hours worked in addition to receiving the 7.5 hours of Holiday pay.

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

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

An employee may not carry over more than 30 days (225 hours) of PTO from one anniversary year to the next. Should the total accumulated PTO exceed 30 days (225 hours) on the employee's anniversary date, TriCo will pay the employee a rate equivalent to 50% of the employee's current rate of pay for the days over 30 (225 hours) and any remaining time/compensation will be forfeited. This payment will be made with the paycheck containing the employee's anniversary day. Upon termination of employment, an employee will be paid for all accrued unused PTO.

Employees that waive district offered health insurance will receive \$2,000 per year as set forth in the Health Insurance Waiver policy.

In the event of a conflict between this ordinance and previous ordinances, the most recent ordinance terms will prevail. Executed this 9<sup>th</sup> day of December 2019.

**TriCo Regional Sewer Utility** by its Trustees:

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

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

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

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

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

By: \_\_\_\_\_  
Jeffrey Kimbell

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

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

By: \_\_\_\_\_  
Charles Ryerson



## MEMORANDUM

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**To: Board of Trustees**

**From: Andrew Williams**

**Date: December 3, 2019**

**Subject: Holiday Schedule**

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The Utility historically observes 13 holidays. The proposed 2020 Holiday Schedule has 12 set holidays and one floating holiday

New Year's Day	Wednesday, January 1
Martin Luther King Jr. Day	Monday, January 20
Primary Election Day	Tuesday May 5
Memorial Day	Monday, May 25
Independence Day (Observed)	Friday, July 3
Labor Day	Monday, September 7
General Election Day	Tuesday, November 3
Thanksgiving Day	Thursday, November 26
Day after Thanksgiving	Friday, November 27
Christmas Eve	Thursday, December 24
Christmas Day New Year's Eve	Friday, December 25
Floating Holiday	Thursday, December 31

**Recommended Action:** Approve the 2020 Holiday Schedule.



## MEMORANDUM

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**To:** Board of Trustees

**From:** Andrew Williams

**Date:** December 4, 2019

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

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Last year TriCo switched to Principal since they provided the lowest quote for Dental, Life and ST/LT Disability Insurance. Our experience with Principal regarding a ST/LT Disability claim was not good. There have also been a few complaints about the dental coverage. Therefore, in addition to the renewal quote from Principal, we received quotes from Mutual of Omaha, Guardian, and Hartford. Guardian and Hartford were not competitive. The annual costs are shown in the table below.

Mutual of Omaha has the lowest cost and we believe better service. There is a \$1,663 savings over Principal's renewal rates and a \$805 saving over our current rates. I recommend we select Mutual of Omaha.

**Recommended Action:** Switch the Dental, Life and ST/LT Disability Insurance Coverage to Mutual of Omaha.



## CAPITAL & CONSTRUCTION MEETING

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Monday, December 2, 2019 at 4:30 p.m.

### Memorandum

Members Present: Committee Chair Steve Pittman, Members Marilyn Anderson and Eric Hand. Others in attendance: Board Member Carl Mills, Legal Counsel Anne Poindexter, Utility Director Andrew Williams, Engineering Manager Wes Merkle, Utility Engineer Ryan Hartman, Collections Superintendent Aaron Strong, and Administrative Assistant Maggie Crediford.

Mr. Pittman called the meeting to order at 4:35 p.m.

### **PUBLIC COMMENT**

There was no one present from the public.

### **DEDICATIONS**

Mr. Pittman asked committee members if they had questions or concerns about the staff's recommendation to accept the dedication of Nottingham sanitary sewers. No one had any questions or concerns. The Committee will recommend the Board of Trustees accept the dedication of Nottingham sanitary sewers.

### **2020 CAPITAL BUDGET**

Mr. Merkle reviewed updates to the capital budget since was presented at the October C&C meeting. Bids will be opened for the Plant Expansion and Office Improvements projects on December 17, 2019. Projects 2001 (Little Eagle Creek Extension) and 1905 (Lift Station 16, Michigan Road and 116<sup>th</sup> Street/Sycamore) are expected to move forward in 2020. Neighborhood sewer projects are expected to take three more years to complete. Smaller amount of money has been set aside each year to service estate lots if the Utility is asked for service. Staff has had inquiries from estate lot owners who would prefer to connect to sewer instead of installing new septic systems.

Mr. Hand asked if money allocated for estate lot projects includes single family homes that are not part of a subdivision but are not considered estate lots. Mr. Merkle said it is for properties that are not included in a platted subdivision. Staff determined interceptor fees collected will be enough to cover these projects.

Mr. Merkle asked the Committee to delay approving the Capital Budget until January. The Budget and Finance Committee is not approving the Operating Budget until bids are opened on December 17 and Mr. Krohn has time to review bid results and structure the bond and repayment. Both the operating and capital budgets will be updated as needed.

Ms. Anderson asked if the Budget and Finance Committee has reviewed the Capital Budget as it stands. Mr. Williams and Mrs. Poindexter said they have.

Mr. Mills arrived at 4:45 p.m.

Mr. Hand asked if there are projects in the vicinity of the plant in Indianapolis that TriCo would need to help Citizens with or is there something Citizens could not service. Mr. Merkle said from time to time trading happens depending on who has sewers in the area and what is being developed. In the Michigan Road area, Citizens has the south side of 96<sup>th</sup> Street well covered with sewer service.

Mr. Pittman said he received a call from Citizens regarding the Bradley property located north along Michigan Road. Citizens is trying to work with HSE to service that property.

### **SYSTEM DEVELOPMENT UPDATE**

The committee packet included an update on information presented in October. This included an overview of where things stand in the service area. The overview projects future growth, determining capacity needed at the plant and when it needs to be built. In the last ten years TriCo averaged 520 EDUs (equivalent of one home) per year. In the last twelve months, the Utility has added 741 EDUs. If the Utility continues at that growth rate, it will be unable to allocate new capacity after two and a half years. There is a two-year construction timeline for the Plant Expansion project.

Mr. Merkle reviewed a table with four categories: allocated capacity (capacity that has been committed but is not yet sending us flow), planned projects (projects known to the Utility in various stages of design, but have not been allocated capacity), raw land (no known project, just acres available and assigned an estimated density; 1.5 units per acre for residential properties and 3 units per acre for commercial properties), and unsewered parcels (estate lots in the territory). Not all allocated capacity was included in the total buildout numbers on the chart because not all allocated capacity is online. Some parcels are still in the development stages. Mr. Merkle said the Utility can meet the aggressive growth projection in the table with the permitted capacity it has from IDEM, 5.72 million gallons per day at TriCo's plant and 3.08 million gallons per day allocated to TriCo at Carmel's plant.

Mr. Hand asked if developers must provide the Utility a timeline when allocated capacity will be needed based on different phases of proposed projects or is capacity allocated to the total project upfront. Mr. Merkle said capacity is usually allocated per phase of a project. For instance, phase one of a project can be under allocated capacity while other phases of the project would be listed under planned projects.

Mr. Merkle said if bid results for the Plant Expansion and Office Improvements projects come in as expected, staff will recommend moving forward with construction at the January meeting. Mr. Merkle said the mandatory pre-bid meeting for both projects is happening tomorrow. Staff will know at that time how many contractors are interested in bidding on the projects.

Mr. Hand noted the table presented represents TriCo's current service area and asked if staff has considered areas outside the current territory the Utility might be asked to serve. Mr. Merkle said if the Utility is asked to service a larger territory there is the availability to add more tankage at the plant. Mr. Hand asked if there is a short-term contingency plan if the Utility is asked to service an outside area. Mr. Merkle said in the near future the need for capacity will not change substantially. Approximately 700 additional acres could be served through the existing Austin Oaks Lift Station to the plant.

### **BYRUM PROPERTY SERVICE**

Mr. Merkle provided the Committee with a memorandum regarding the anticipated request from Mr. Byrum and Citizens for a wholesale sewer agreement. Mr. Williams said in September Mr. Byrum's attorney, Mr. Keith Beall, informed TriCo of a purchase agreement with a private school contingent on water and sewer service. Abundant staff and committee time have been spent discussing this property. Mr. Merkle drafted a list of conditions under which TriCo would consider providing sewer service to the property. Mr. Williams asked if the memo could be presented to Citizens for consideration. The Committee agreed Mr. Williams could present the proposed stipulations to Citizens with the understanding that even if the terms are agreeable, a formal request would still need to go before TriCo's full Board of Trustees for approval.

### **CAPITAL PROJECT UPDATES**

Mr. Merkle said staff is working on acquiring easements for the Haver Way Lift Station at 96<sup>th</sup> Street and Keystone Boulevard. The Austin Oaks Lift Station 14 Parallel Force Main project should begin construction early next year and run through fall of 2020. An appraisal has been ordered for easements needed to begin the Eagle Creek Outfall Sewer project. Bidding will proceed when easements are secured.

Neighborhood sewer projects are wrapping up. Mains have been tested and are available for connection. Restoration work is wrapping up in the neighborhoods.

Staff met with the developer in relation to the Little Eagle Interceptor project to discuss timing. The developer has approximately 100 acres zoned and ready for construction to begin next year. Additional property will be rezoned and developed in the future. Staff will issue an RFP for engineering design services once they are confident the developer is moving forward.

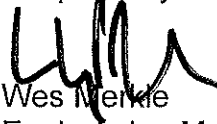
### **OTHER BUSINESS**

Mr. Mills said the Budget and Finance Committee has a meeting scheduled for January 3, 2020. Mr. Mills suggested pushing that meeting to January 6, 2020 at 4:30 p.m. to meet jointly with Capital and Construction so the two committees could review the bids and bond structure proposal. Committee members agreed a joint meeting is a good idea. Mr. Williams will ask the other members of the Budget and Finance Committee if they can attend a joint meeting on January 6, 2020 and update the schedule if it works for everyone.



The meeting adjourned at 5:22 p.m.

Respectfully Submitted,

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

Wes Merkle  
Engineering Manager



## MEMORANDUM

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**To:** Board of Trustees

**From:** Wes Merkle

**Date:** December 4, 2019

**Subject:** Dedications

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Nottingham sanitary sewers are complete and ready for dedication. Staff and the C&C Committee recommend acceptance of these sewers.

Recommended Action: Accept the dedication of Nottingham sanitary sewers.



## Office Improvements Committee Meeting

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Thursday, November 21, 2019 at 12:00 p.m.

### Memorandum

#### **Roll Call**

Members Present: Committee Chair Steve Pittman, Members Carl Mills and Jeff Kimbell. Others in attendance: Board President Marilyn Anderson, Utility Director Andrew Williams, Engineering Manager Wes Merkle, Controller Cindy Sheeks and Administrative Assistant Maggie Crediford.

Mr. Pittman called the meeting to order at 12:20 p.m.

#### **PUBLIC COMMENT**

There was no one present from the public.

#### **OFFICE UNIFICATION PROJECT STATUS UPDATE**

Mr. Merkle said the project is out to bid. In the past month, final plans were received from the architect. Mr. Merkle presented drawings to the committee. Staff sent the architects comments on the drawings. Blackline has done a good job responding to staff comments and questions and are working through the details. There will be addenda sent out with bids. Blackline had a handful of contractors reach out to them asking if the project will move forward.

Site design work for the office project is included with the plant expansion. GRW has been working with Blackline to provide cost estimates for the project. The timing of site design work for the office will allow earthwork to begin while waiting for the engineer to get through submittal reviews. Site work includes paving, grading, etc. Bids will be opened for both projects on December 17, 2019.

Mr. Merkle reviewed proposed budget items with the committee. There are items in the proposal that could be rescheduled or postponed if needed, one being improvements to the biosolids building.

Mr. Merkle said the proposed biosolids building addition will have a bay to hold the vector truck. The vector truck needs to be stored in a temperature-controlled bay. It is more cost effective to build onto the biosolids building rather than onto the main building. Adding a bay to the main building would require the relocation of several underground utilities which would be costly. The biosolids building is a standard steel frame building that would be easily added onto. Mr. Williams stated the biosolids building is already heated. There is plumbing in that building and the press runs all year.

The main parking lot will be set back 15 feet from the building to accommodate landscaping, which will consist of grass and traditional landscaping around the building.

The south half of the shop area will remain the same. The north half of the shop will be converted to office space. The existing office space is being remodeled and squared off at the front. The lab area will remain unchanged throughout construction. It needs to remain functional during the renovations. Most plant staff members will be relocated to a double wide trailer to use as office space during construction. The trailer will sit to the south side of the building.

When the building is complete, the reception area will have exposed concrete flooring that will be sealed for shine and easy cleaning. A training room/board room will be to the right when you enter the reception area. There will be a small refreshment stand in the reception area. A conference room will be to the left. Restrooms will also be in the lobby area. There will be a staff break room next to the training room. The shop doors will be converted to store front windows. There will be a patio just outside the breakroom for staff members.

Mr. Pittman asked if the sealed concrete floor is continuous. Mr. Merkle said the conference rooms will be carpeted. Mr. Williams said the sealed concrete floors will continue down the hallways but there will be carpeting in workspaces.

Mr. Merkle said in most spaces the ceilings will be twelve to eighteen feet high. Mr. Pittman asked if staff have concerns or have considered noise transmission. Mr. Merkle said some interior walls will be insulated for noise absorption. There are components on the HVAC system for noise control. Mr. Mills asked if Mr. Merkle was referring to white noise. Mr. Merkle said yes. Mr. Mills said his office is struggling with white noise and open concept offices.

There will be three separate residential sized HVAC systems. This will create zone heating and cooling to allow for better temperature control. The smaller units will be less expensive than a commercial system and easier to maintain.

Mr. Mills asked why the shower area in the back of the building does not have access from the men's room. Mr. Merkle said the shower is rarely used but must be provided. The shower area is its own room and it will be accessible to everyone. It can be used as a changing area as well. There is a single stall women's restroom in the back of the building as well. Mr. Williams said the locker area is for coats and boots, it is not a changing area. The backdoor to the building leads into the locker area.

The driveway is being shifted, allowing for better visibility when leaving the site. The front parking lot will have around three dozen spaces. There will be two security gates leading to the back part of the site. To the back of the building will be a parking lot with around sixteen spots for Utility vehicles. Four shop bays will be on the back side of the building. The existing retention pond will be reduced in size.

Landscaping will be decided towards the end of the project. Mr. Mills said he would like to see trees added to the landscape plans not just bushes and shrubs. Mr. Merkle said there may not be enough room to accommodate trees along the front of the building.

Mr. Kimbell reviewed the timing of the project. If bids are received in December and if the Board approves the project in January, he asked when contractors will break ground. Mr. Merkle said contract, bond and insurance paperwork should be done after Board approval. Mr. Kimbell asked if the office expansion will be included in the bond issuance. Mr. Mills said the intention is to pay cash for much of the office expansion. Mr. Williams said the goal is to approve the office contract in January along with the sale of the current office space to the Clay Township Trustee, which will help fund the project. Mr. Mills said he would expect to have a bond closing by the end of March 2020.

### **OTHER BUSINESS**

Mr. Pittman asked if the Utility requires contractors to provide new homeowners, who purchase homes with low-pressure sewer systems, information on what they are purchasing. Mr. Pittman is concerned that homeowners do not realize they are purchasing a system that they must maintain. He asked if the Utility could come up with a document that could be provided to homeowners at the time of closing explaining the system. Mr. Pittman was recently speaking with a salesperson in a community that has low-pressure sewers and when asked about the maintenance the sales personnel did not know anything about it, which raised concern. Mr. Merkle said staff is putting together information addressing homeowner responsibility with low-pressure sewer systems. Documents should be available in about two weeks.

The meeting adjourned at 12:58 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Wes Merkle', written over a horizontal line.

Wes Merkle  
Engineering Manager