



TriCo Regional Sewer Utility

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Board of Trustees Meeting Agenda

Monday, November 9, 2020 @ 6:00 p.m.
7236 Mayflower Park Drive, Zionsville, IN 46077

1. Roll Call
2. Public Comment
3. Approval of Meeting Memorandum
 - a. Board Meeting October 12, 2020
4. Approval of Claims Docket
5. Attorney's Report
6. Utility Director's Report
7. Committee Reports
 - a. Personnel & Benefits Committee
 - i. Holiday Schedule
 - b. Budget & Finance Committee
 - c. Capital & Construction Committee
 - i. Dedications
 1. Bear Creek South Sections 1A and 1B, Hamlet at Jacksons Grant Section 2, and Michigan Road Retail - Redd Road Sanitary Sewers
 - ii. Capital Budget
 - d. Office Construction Committee
8. Old Business
9. New Business
10. Office Tour
11. Adjourn



BOARD OF TRUSTEE MEETING

Monday October 12, 2020 6:00 p.m.

Memorandum

Mr. Mills called the meeting to Order at 6:07 p.m.

ROLL CALL

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

Eric Hand and Jeff Kimbell were absent.

PUBLIC COMMENT

There was no one present from the public.

APPROVAL OF MEETING MEMORANDUM

Ms. Merrill made a motion to approve the September 14, 2020 meeting memorandum, Mr. McDonald seconded the motion, and it was unanimously approved.

APPROVAL OF CLAIMS DOCKET

Mr. Williams said there was a payment made to Thieneman for a little over \$1.5 Million for the plant expansion. There were no other large expenditures for the month.

Ms. Lamb asked what was the COVID relief payment to employees? Mr. Williams said that Anthem Insurance issued the Utility a refund on premiums. Payments were then made to employees from that refund.

Mr. McDonald made a motion to approve the claims docket. Ms. Merrill seconded the motion, and it was unanimously approved.

ATTORNEY'S REPORT

Mrs. Poindexter said the Utility had a billing issue where a customer's automated monthly withdrawal was shut off and the system did not note who made the cancelation, why or when the request was made. The customer is very upset, despite receiving bills showing no payments were being made to his account. The customer did not reach out to the Utility to inquire why his account was incurring charges when he thought his payment was being auto drafted monthly. The account became past due enough that the Utility filed a lien against his property. Mrs. Poindexter noted that she believes filing a lien in this instance was proper, because notification was being sent to the customer that there were unpaid balances on his account. The customer has demanded that the lien be expunged. Mrs. Poindexter explained, expungement is an avenue available to individuals seeking to

have arrests or criminal convictions erased from their records. There is no expungement for liens. The lien has been released by the Utility. However, if his record is searched it will show a lien was filed and then released. There is no avenue to have it disappear once it has been filed. The customer claims the Utility besmirched his name by filing a lien when he believed an automatic payment was in place, even though he received monthly bills indicating there was a balance owed and it was accruing. Mrs. Poindexter said to achieve what the customer is asking for, she would need to file an action for declaratory judgment asking the court to declare that the lien is invalid although it was validly filed. Mrs. Poindexter did not recommend filing the action for declaratory judgment.

Mr. Pittman asked if the only place that record can be found is on title work if someone were interested in buying the property or a bank who would be making a loan against the property, and how having the lien on the record damages the customer. Mrs. Poindexter said it is public information can be searched by anyone searching records.

Ms. Merrill asked how long the lien was on the property. Mr. Williams said around a month or two. When the customer received the lien notice he reached out to the Utility at that point.

Mr. Ryerson asked how much the lien was for. Mr. Williams said \$180.00 which equates to around six months of bills.

Mr. Mills said the fact the lien was filed and closed quickly would not raise major red flags with a financial institution. Mr. Mills asked if the customer was receiving a bill every month. Mrs. Poindexter said yes, he was sent monthly bills which showed balances, however, he did not reach out and inquire why. Ms. Merrill noted the customer would have also been able to see the amount was not being deducted from his bank account either. Ms. Lamb asked if the Utility sends late notices. Mr. Williams said there is not a separate late notice sent, the next bill will reflect past due amounts.

Mr. McDonald said he does not receive paper copies of his TriCo bill, and he also would be upset if he found himself in a similar position. He asked if this issue in the billing software was an anomaly, and if compensation could be offered to the customer, and if so, what would it be. Mr. Williams said the customer has said the only acceptable remedy for him would be to have the lien expunged. The glitch in the software is something the software provider is aware of and does not have a remedy for. The Customer Service Department is looking into getting new billing software.

Mr. Pittman asked if the Utility reports late payments in a manner that would affect a customer's credit score. Mr. Williams said no. Mr. Pittman asked Mrs. Poindexter what would be achieved for the customer if an action for declaratory judgement is filed. Mr. Hill asked if it would just be an additional document on the record. Mrs. Poindexter said yes there would be the lien, the release of the lien and a declaratory judgment regarding the lien, there is no way to have a lien hidden or erased. Mr. Hill said he would not be in favor of pursuing a declaratory judgement, Mr. Ryerson agreed noting the result would not accomplish what the customer is requesting anyway. Ms. Lamb asked if the Utility could

provide him with written documentation explaining what occurred in the event the customer should have to explain the lien.

Mr. Mills asked Mr. McDonald if he receives any notification of his bill even though he does not receive a statement in the mail. Mr. McDonald says he receives an email with a statement attached. Mr. Williams said he will ask customer service once he was kicked off autopay if he then continued to receive an emailed statement or if that action would initiate a physical statement being mailed to his address.

There was no motion for Mrs. Poindexter to move forward in pursuit of a declaratory judgment on this matter.

UTILITY DIRECTOR'S REPORT

Mr. Williams suggested moving the Budget and Finance meeting from the fourth Friday of the month to the fifth Friday which would give Personnel and Benefits the opportunity to meet before the 2021 budget discussion. Mr. Mills said he will be out of town on the fifth Friday in October, Mr. Mills suggested moving the meeting to the first Friday of November. It was agreed the Budget and Finance meeting would be moved to Friday, November 6, 2020 at 7:30 a.m.

Mr. Williams said the 2020 Employee Appreciation lunch was held in September at TopGolf in Fishers adhering to social distancing requirements. Employees were also given company golf umbrellas. Mr. Williams brought an umbrella for each of the Board members to pick up on their way out of the meeting.

Mr. Williams said under the C&C discussion Mrs. Poindexter corrected easement paperwork provided by Mr. Bosma and is properly attached to the document for signatures if approved.

Mr. Williams said the administrative office move is scheduled for the first week in November. If the Certificate of Occupancy is obtained, staff will be moving Monday, November 2, 2020. Mr. Merkle is doing a walk through for punch list items this week and the remaining finishes should be installed in the next week or so. Furniture delivery is anticipated for the last week of October.

Mr. Williams invited the Board members to attend an open house lunch at the plant between 11:15 and 11:45 a.m. on October 14, 2020 to see the progress of the projects thus far.

COMMITTEE REPORTS

Personnel & Benefits Committee

Ms. Lamb said the Personnel and Benefits Committee did not meet.

Budget & Finance Committee

Ms. Merrill said the committee met but had no action items, she encouraged the Board members to review the meeting memorandum to see what was discussed at the meeting. The November 6, 2020 Budget and Finance meeting will be at the new office.

Capital & Construction Committee

Mr. Pittman made a motion to approve all associated work and materials to install Cured in Place Pipe patches to BLD Services in the amount of \$61,250. Mr. Hill seconded the motion, and it was unanimously approved.

Mr. Pittman made a motion to adopt Resolution 10-12-2020. Ms. Merrill seconded the motion, and it was unanimously approved.

Mr. Williams said the minutes from the C&C meeting that was held just prior to this meeting will be typed and sent to the Board members later in the week so Board members not on C&C can review the discussion on the Capital Budget.

Office Construction Committee

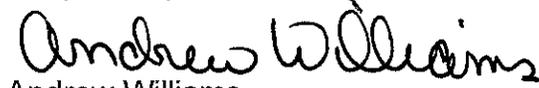
Mr. Pittman said the Committee did not meet and reminded the Board members to attend the open house lunch at the plant on October 14, 2020.

Adjournment

Ms. Lamb made a motion to adjourn the meeting. Ms. Merrill seconded the motion and the meeting adjourned at 6:30 p.m.

The next Board of Trustees Meeting is scheduled for Monday, November 9, 2020 at 6:00 p.m.

Respectfully submitted,


Andrew Williams
Utility Director

Approved:

_____ as Presented
_____ as Amended

Michael McDonald, Secretary

Carl Mills, President

The TriCo Connection

Volume 14 Issue 11 November 2020

MONTHLY NEWSLETTER



FINANCIAL UPDATE- CINDY SHEEKS

September 2020 - Total Revenue was \$715,169 which is \$10,624 below the projected revenue of \$725,793. Commercial sales totaled \$245,181 which is \$31,797 lower. It is \$10,000 lower than August and 11.48% lower than budgeted. Commercial sales are at 69.66% of the budget YTD. The Other Revenue and Other Income categories were both above projections in September. Overall, YTD revenue is 80.83% of budget.

Total operating expenses were \$468,228 in September which is 7.71% over the monthly budget of \$434,725 and 73.16% YTD. Wages and benefits spending totaled \$206,324 and were over budget by \$23,036 during the month and YTD 75.6% of budget. Administration spending was \$52,693 in September and under budget by \$10,694. YTD spending is 73.98% of budget. Treatment costs totaled \$147,964 which was over budget by \$19,114 and YTD spending is 73.98% of budget. Collection costs totaled \$61,247 in September which was \$2,047 over budget and YTD is 73.16% of budget. YTD operating expenses are 73.16% of budget.

Net income in September was \$144,745 after depreciation and amortization of CIAC and was under projections by \$42,753.

Spending Breakdown in September:

Wages	44.06%
Administration	11.25%
Treatment Costs	31.60%
Collection Costs	13.08%

Cash generated for September shows a decrease in operating, R4R, Plant Expansion and Interceptor funds by \$177,156. The bond fund expenses incurred in September but were paid in October for a total of \$1,717,238 for plant expansion. Other capital spending during the month included the administration office construction, plant outfall, Haver Way, plant roller assembly, neighborhood sewers, and LS 14 elimination. Total capital spending in September was \$2,296,429. Cash on hand as of September 30, 2020 was \$26,489,336. The balances in the funds are listed below:

Operating	\$5,533,522
Interceptor	\$14,376
Plant Expansion	\$4,548,701
Operating Reserve	\$519,252
Reserve for Replacement	\$370,511
2020 Bond Funds	\$15,502,974

The Operating, Interceptor, Plant Expansion and Reserve for Replacement funds decreased \$1,156,236 since January 1, 2020.

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Calendar of Events

November 9	C&C Meeting	5:00 p.m.
November 9	Board Meeting	6:00 p.m.
November TBD	P&B Meeting	7:30 a.m.
December 4	B&F Meeting	7:30 a.m.
December 7	C&C Meeting	4:30 p.m.

ENGINEERING & CONSTRUCTION - WES MERKLE

Your Engineering Department had yet another very busy month. Eric, Jeff, and Ryan kept very busy observing construction at multiple jobsites: Lift Station 14 (Austin Oaks) Parallel Force Main, Outfall Sewer, Neighborhood Sewer projects, and multiple private development projects. Thankfully the Lift Station 14 and Neighborhood Sewer projects are wrapping up which will ease the inspection workload in the coming weeks. Haver Way project construction should begin soon.

I'm very proud of this group! Everyone did a terrific job packing up their old offices and getting their new offices set up - all while maintaining their already heavy workloads. All ten flat file cabinets were emptied into a storage container ahead of the move; those cabinets contained over 30 years of record drawings for all our past projects. Cleaning up many years of project files and other accumulated materials consumed a lot of staff time.

Staff completed 604 locates, 51 I&I inspections and 34 lateral inspections in October. There were no failed I&I inspections. A total of 2,307 locate requests were received and reviewed. Brandon worked in the lab one weekend and he continued to assist Nate with locates as time allowed. Nate got our new locate ticket management system online at the end of October. He worked with Ryan to get tone wire repaired at multiple locations ahead of a large fiber optic line project by the City of Carmel, which allowed us to confidently locate force mains at these locations now and going forward.

PLANT EXPANSION AND OFFICE PROJECT UPDATES - WES MERKLE

On the plant project: Crews continued installing equipment in all three new clarifiers as well as the mixed liquor splitter. Crews also set precast concrete for the secondary effluent structure and scum pump station. Backfilling and process piping installation is underway in the area. Numerous concrete pours were completed on construction of the new VLRs. Only a few concrete pours remain. Once VLR concrete work is complete, crews will shift over to building the new grit structure and modifying the influent splitter. The new emergency/backup generator was delivered and installed on its concrete foundation. The 2-megawatt generator was sized to power the entire plant, including all new process equipment, and contains a 2,900 horsepower engine. Overall the work continues on schedule. There have been several issues with material delivery delays due to the pandemic, however staff worked with Thieneman to find acceptable alternatives to keep the work moving forward.

On the office project: Alderson and its subcontractors substantially completed work for the office building. Some punch list items remain. The temporary office trailer on the south side of the building will be removed from the site in November, with restoration work in the area to follow. Zionsville completed building inspections prior to issuing a certificate of occupancy. Thieneman completed site work for the new office. New furnishings were delivered and installed. Some items did not come in yet and loaner furnishings were provided, other items arrived damaged and parts will be replaced. A/V equipment and window blinds will be complete shortly. Landscaping is underway and will be complete mid-November. IT wiring installation, equipment relocation, and SCADA equipment relocation are all complete. Security camera system upgrades, which includes new cameras for the office and parking lots, will be installed in the coming weeks. A new HVAC system for the lab will be installed in December. Closing out the office construction contract and coordinating multiple vendors consumed a lot of time but we got through it!

COLLECTIONS – AARON STRONG

Collections Staff completed biannual lift station cleanings to include washing down valve vaults and verifying drains are operating unimpeded. Manny had a great month of camera inspection with just over 50,000 feet of gravity main completed in the month of October bringing the yearly total to nearly 284,000 feet. Eco Infrastructure is currently televising in Basin 9, once completed the contractor will upload all video inspection into POSM, our video inspection software suite. TriCo crews started camera inspection of interceptors in the year 2 cleaning and inspection cycle. This CCTV inspection is a difficult proposition due to the high velocity and flow rate found in interceptors. Traditionally, Interceptors are thought to be self-cleaning by design, however sediment build up is still possible. Deploying the CCTV camera and tractor would require costly bypass pumping, primarily in rear easements, where access can be difficult. Staff purchased a pole camera to perform spot inspections on interceptor segments identified by Engineering as being most susceptible to sediment build up based on interceptor slope. Main plugs will be deployed long enough to get photos of the main up to 400' downstream to determine if maintenance cleaning is needed.

TriCo's wet weather pump #4 at Lift Station #1 has been repaired and returned to service by Xylem, the pump received a complete rebuild including upper, lower seals and wear rings. Clarke Power completed yearly generator preventative maintenance just in time for winter weather. Taylor Oil was deployed to the plant and lift stations to fuel all portable and pad mounted generators and pumps. Collections staff has verified that all heating blocks in these units are on and up to temperature.

Staff has taken possession of a spare control panel that will service as a temporary at Lift Station #11 while ACE Technologies retrofits the decommissioned panel from Lift Station #4 with VFD's. The panel will then serve as part of our emergency management plan in the event we have a catastrophic panel failure.

BLD Services is currently installing CIPP liners to combat infiltration in Basin #1, with 9 of the 23 liners installed against the contract to date. BLD expects to have the remaining liners installed before years end.

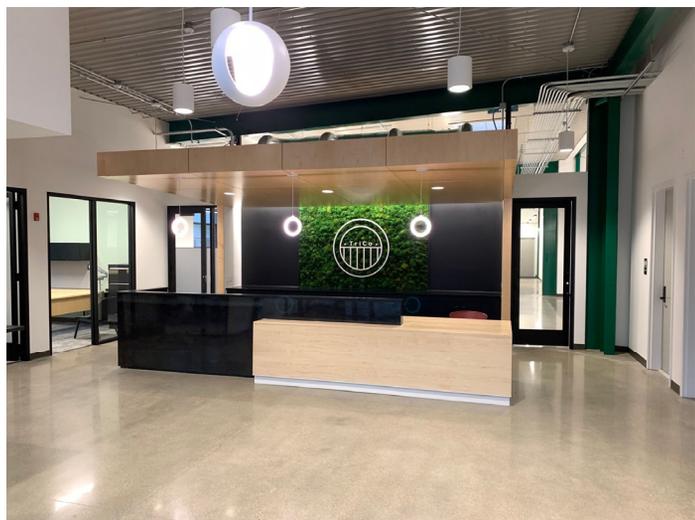
Congratulations to Manny Sanchez for earning his IWEA Collections I accreditation.

NEW OFFICE

7236 MAYFLOWER PARK DRIVE

ZIONSVILLE, IN

TriCo has moved into the new office located at the Utility's Water Resource Recovery Facility in Zionsville. The unification of all TriCo employees into one building has been planned for several years and thanks to the support of the Board of Trustees and diligent work by staff this has been achieved. The move was completed in November 2nd and the staff is working hard to organize the new space. The first public meetings will be the November 9th C&C Committee and Board Meetings starting at 5 p.m. A ribbon cutting is being schedule for later this month.



SAFETY UPDATE - LOREN PRANGE

No injuries reported this month and we are at 3894 days without a loss time accident.

Safety training has continued thru Safety Plus Web online.

On August 24th TRICO completed training at the WRRF. Team members trained on several topics that included Hazardous Communication, Global Harmonizing system and Bloodborne Pathogens.

Preventive maintenance was completed on the belt press emergency stops. Each emergency stop switch was tested for function. Two air monitors being used for confined space recently failed calibration and were taken out of service. Both units received new sensors and were put back into service. The Utility requires the staff to calibrate each unit before being used.

This practice helps find problems before they are used in the field.

✓
Site Safety

3

8

9

4

No. of days since the last lost time accident.

TREATMENT- SCOT WATKINS

The WRRF staff assisted ACE Technologies with the installation of the new radar level sensors throughout the plant. Staff completed biannual oil changes. TCI relocated the plant lift station force-main, staff assisted in isolating flow. Graves worked on odor control three-year warranty items which included but not limited to re-coating three manholes, repairing a motor coupler and other miscellaneous issues. During an inspection, the inner Orbal gear reducer bearing was found to be failing. Staff is researching the best way to handle this issue.

One hundred and nine pump outs had been logged and accounted for over 35,000 gallons of FOG being prevented from entering the system this month.

The laboratory performed 307 CBOD5 tests, 242 Total Suspended Solids tests, 156 Phosphorus & Ammonia tests and 53 e. Coli tests. Monthly Method Detection Limit studies were completed on TSS, Phosphorus and Ammonia. Biannual Biosolids metals testing was completed. Cody completed and passed all proficiency testing. Bob attended the IWEA Laboratory and Core Conference meetings and created a "Don't Rush to Flush" brochure.



Clarifier Piping Installation



VLR 5 Elevated Slab Concrete Pour

Birthdays

Drew Williams November 1

Eric Luis DelaCruz November 6

Anniversary

Maggie Crediford November 29, 3 Years of Service

TriCo Regional Sewer Utility
Register of Claims
For the period 10/7/2020 - 11/05/2020

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
10/9/2020	15119	Operating	Emmanuel Sanchez	\$6.84	\$6.84	Mileage
10/12/2020	15120	Operating	Nature Turf Services	\$200.00	\$200.00	September Mowing
10/20/2020	15121	Operating	IUPPS	\$2,428.20	\$2,428.20	Locates
10/20/2020	15122	Operating	Joe Hood	\$28.75	\$28.75	Travel/Mileage - On Call
10/20/2020	15123	Operating	Kinetrex Energy	\$26.20	\$26.20	Natural Gas - Plant
10/20/2020	15124	Operating	Pulte Group 1050	\$205.37	\$205.37	Refund-476 Heritage Terrace
10/20/2020	15125	Operating	AFLAC	\$429.40	\$429.40	Emp Deferred Comp
10/20/2020	15126	Operating	AT&T Mobility	\$112.71	\$112.71	Trimble 01& Trimble 02
10/20/2020	15127	Operating	Carmel Utilities	\$13.85	\$13.85	LS 1 Water
10/20/2020	15127	Operating	Carmel Utilities	\$13.85	\$13.85	LS 2 Water
10/20/2020	15127	Operating	Carmel Utilities	\$28.17	\$28.17	LS 26 Water
10/21/2020	15128	Operating	Community Occupational Health Se	\$149.00	\$149.00	Drug Test
10/21/2020	15129	Reserve for Repl	GRW	\$6,210.97	\$6,210.97	CIP-Proj 1911 LS11 Improvements
10/21/2020	15130	Plant Expansion	GRW	\$1,916.25	\$1,916.25	CIP-Proj 1906 Outfall Const Admin
10/21/2020	15131	Interceptor	GRW	\$910.00	\$910.00	CIP-Proj 2003 Future Sewers
10/21/2020	15131	Interceptor	GRW	\$555.00	\$555.00	CIP-Proj 1901 LS14 Constr. Admin
10/21/2020	15132	Operating	Fanling Tao or Qiuling Min	\$144.10	\$144.10	Refund-823 Ivy Lane
10/28/2020	15134	Operating	AT & T	\$698.93	\$698.93	Office Internet
10/28/2020	15134	Operating	AT & T	\$20.00	\$20.00	New plant service
10/28/2020	15134	Operating	AT & T	\$698.93	\$698.93	Plant Internet
10/28/2020	15134	Operating	AT & T	\$96.73	\$96.73	Plant phone
10/30/2020	15135	Operating	Aaron Strong	\$30.00	\$30.00	Cell Phone Reimbursement
10/30/2020	15136	Operating	Brandon Woolf	\$30.00	\$30.00	Cell Phone Reimbursement
10/30/2020	15137	Operating	Eric Luis Delacruz	\$30.00	\$30.00	Cell Phone Reimbursement
10/30/2020	15138	Operating	Jeffrey Martin	\$30.00	\$30.00	Cell Phone Reimbursement
10/30/2020	15139	Operating	Nathan Crowder	\$30.00	\$30.00	Cell Phone Reimbursement
10/30/2020	15140	Operating	Pulte Group 1050	\$376.50	\$376.50	Refund-476,12905,12994,11210,3443
10/30/2020	15141	Operating	Stan J Hollingsworth	\$30.00	\$30.00	Refund-10355 Winchester Pl
10/30/2020	15142	Operating	Susanna Stauffer	\$25.18	\$25.18	Refund-2040 Suda Dr
10/30/2020	15143	Operating	Frank or Susan Vallone	\$24.03	\$24.03	Refund-10707 Morrystown
10/30/2020	15144	Operating	Steven Levine	\$33.44	\$33.44	Refund-12764 Norfolk
10/30/2020	15145	Operating	Rodger P Pinto	\$16.17	\$16.17	Refund-1141 Clay Spring Dr
10/30/2020	15146	Operating	Jana S Raymer	\$24.32	\$24.32	Refund-11667 Shadowwood Ct
10/30/2020	15147	Operating	Tony McCabe	\$25.50	\$25.50	Refund-10410 N Delaware
10/30/2020	15148	Operating	Nancy Mince	\$26.32	\$26.32	Refund-14160 Ledgewood
10/30/2020	15149	Operating	Scott or Jill Bennett	\$60.00	\$60.00	Refund-14490 Baldwin Lane
10/30/2020	15150	Operating	Gavin Hart	\$31.27	\$31.27	Refund-10698 Torry Pines Circle
10/30/2020	15151	Operating	Nicholas Plopper	\$29.04	\$29.04	Refund-11180 Westfield
10/30/2020	15152	Operating	Rita Wulke	\$6.52	\$6.52	Refund-14278 Carlow Run
10/30/2020	15153	Operating	Dan Huber	\$16.02	\$16.02	Refund-11406 Zanardi Ct
10/30/2020	15154	Operating	Judi Culy	\$25.72	\$25.72	Refund-13395 Bellshire Lane
10/30/2020	15155	Operating	Laura Krall	\$22.32	\$22.32	Refund-617 Hamshire Ct
10/30/2020	15156	Operating	Chanda Mundil	\$33.47	\$33.47	Refund-2784 West High Grove Circle
10/30/2020	15157	Operating	Arthur Pizzello	\$19.57	\$19.57	Refund-11730 Yale Dr
10/30/2020	15158	Operating	Sam Nicholas	\$18.03	\$18.03	Refund-11755 Beckham Ct #206
10/30/2020	15159	Operating	Mark or Patricia Bartlett	\$24.03	\$24.03	Refund-9620 Bramblewood Way
10/30/2020	15160	Operating	James D Holstein	\$68.26	\$68.26	Refund-1893 Hourglass Dr
10/30/2020	15161	Operating	Jessica Young	\$14.40	\$14.40	Refund-11705 Yale Dr
10/30/2020	15162	Operating	Tim Horoho	\$24.80	\$24.80	Refund-3313 Homestrech
10/30/2020	15163	Operating	Kimberly Carlton	\$978.80	\$978.80	Refund-2115 E 110th St
10/30/2020	15164	Operating	Ronald Bennett	\$22.60	\$22.60	Refund-1508 Evenstar Blvd
10/30/2020	15165	Operating	John or Brittany Holton	\$37.18	\$37.18	Refund-3324 Shelborne Woods Parkway
10/30/2020	15166	Operating	Don or Lori Strack	\$27.75	\$27.75	Refund-1552 Jensen Dr
10/30/2020	15167	Operating	Z Mark LLP C/O Noshy Hanna	\$27.75	\$27.75	Refund-10838 Gettysburg
10/30/2020	15168	Operating	Barbara Kurtz	\$10.00	\$10.00	Refund-11725 Brockford
10/30/2020	15169	Operating	Century 21 Scheetz	\$31.82	\$31.82	Refund-3350 Shelborne
10/30/2020	15170	Operating	John Workman	\$31.45	\$31.45	Refund-1031 Deer Lake
10/30/2020	15171	Operating	KDK Group LLC	\$18.50	\$18.50	Refund-10251 Tammer Dr
11/5/2020	15173	Plant Expansion	Clark Excavation & Utility	\$766,984.18	\$766,984.18	CIP -Proj 1906 Sewer outfall
11/5/2020	15174	Reserve for Repl	BL Anderson Company, Inc.	\$1,197.74	\$1,197.74	Plant Lever Sensors-R4R
11/5/2020	15175	Reserve for Repl	Straeffer Pump & Supply, Inc.	\$11,980.00	\$11,980.00	CIP-Proj 1911 R4R
11/5/2020	15176	Interceptor	MS Consultants, Inc	\$3,085.00	\$3,085.00	CIP - Proj 1802 Haver Way
11/5/2020	15177	Interceptor	TPI Utility Construction	\$97,200.00	\$97,200.00	CIP - Proj 1901 LS 14
11/5/2020	15178	Interceptor	TSW Utility Solutions, Inc	\$125,559.45	\$125,559.45	CIP - Proj 2003 Neighborhood sewers
11/5/2020	15179	Operating	Barbara Lamb	\$150.00	\$150.00	Board meeting fees
11/5/2020	15180	Operating	Carl S. Mills	\$100.00	\$100.00	Board meeting fees
11/5/2020	15181	Operating	Charles Ryerson	\$100.00	\$100.00	Board meeting fees
11/5/2020	15182	Operating	Jane B. Merrill	\$150.00	\$150.00	Board meeting fees
11/5/2020	15183	Operating	Jeff Hill	\$100.00	\$100.00	Board meeting fees

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
11/5/2020	15184	Operating	Jeffrey Kimbell	\$50.00	\$50.00	Board meeting fees
11/5/2020	15185	Operating	Michael A. McDonald	\$100.00	\$100.00	Board meeting fees
11/5/2020	15186	Operating	Steve Pittman	\$150.00	\$150.00	Board meeting fees
11/5/2020	15187	Operating	ACE Technologies, LLC	\$9,102.50	\$9,102.50	Plant Support
11/5/2020	15187	Operating	ACE Technologies, LLC	\$1,947.88	\$1,947.88	Collections Support
11/5/2020	15188	Operating	Alderson Commercial Group, Inc	\$132,227.31	\$132,227.31	CIP- Proj 1910 Office consolidation
11/5/2020	15189	Operating	Black Tie Courier	\$525.00	\$525.00	Courier fees
11/5/2020	15190	Operating	BLD Services, LLC	\$28,000.00	\$28,000.00	Lateral rehab
11/5/2020	15191	Operating	Carmel Utilities	\$1,066.20	\$1,066.20	October billing reads
11/5/2020	15192	Operating	Clarke Power Services, Inc	\$545.00	\$545.00	LS 8 Generator Maintenance
11/5/2020	15192	Operating	Clarke Power Services, Inc	\$545.00	\$545.00	Generator Maintenance-4045DF150-Barn
11/5/2020	15192	Operating	Clarke Power Services, Inc	\$410.00	\$410.00	LS 10 Generator Maintenance
11/5/2020	15192	Operating	Clarke Power Services, Inc	\$935.00	\$935.00	Generator Maintenance-4BT3.9GC2-Barn
11/5/2020	15192	Operating	Clarke Power Services, Inc	\$665.00	\$665.00	LS 1 Generator Maintenance
11/5/2020	15193	Operating	DataCom Connect, Inc	\$24,855.00	\$24,855.00	CIP-Proj 1910
11/5/2020	15194	Operating	Doxim	\$3,829.65	\$3,829.65	October mailing
11/5/2020	15194	Operating	Doxim	\$5,244.65	\$5,244.65	Postage
11/5/2020	15195	Operating	Drapery Street	\$9,141.00	\$9,141.00	CIP-Proj 1910 Admin Office
11/5/2020	15196	Operating	Fastenal Company	\$428.40	\$428.40	Plant R&M
11/5/2020	15196	Operating	Fastenal Company	\$268.25	\$268.25	Plant R&M
11/5/2020	15197	Operating	Grainger	\$155.00	\$155.00	Plant R&M
11/5/2020	15197	Operating	Grainger	\$349.73	\$349.73	Plant R&M
11/5/2020	15197	Operating	Grainger	\$37.25	\$37.25	Lift Station R&M
11/5/2020	15198	Operating	irth Solutions LLC	\$8,990.00	\$8,990.00	Utilitiesphere fixed subscription fees 10/20-9/21
11/5/2020	15199	Operating	IT Indianapolis	\$2,606.66	\$2,606.66	November Agreement Managed Thread Response
11/5/2020	15199	Operating	IT Indianapolis	\$844.00	\$844.00	Office 365
11/5/2020	15199	Operating	IT Indianapolis	\$4,824.10	\$4,824.10	Agreement-Managed services
11/5/2020	15199	Operating	IT Indianapolis	\$1,865.20	\$1,865.20	November business continuity
11/5/2020	15199	Operating	IT Indianapolis	\$8,475.00	\$8,475.00	Plant remodel move
11/5/2020	15200	Operating	JWC Environmental, LLC	\$3,232.80	\$3,232.80	Motor Controller-PC2240 - LS R&M
11/5/2020	15201	Operating	KnowBe4, Inc.	\$690.30	\$690.30	1/31/2021-1/30/2022 Training Renewal
11/5/2020	15202	Operating	KorTerra, Inc.	\$2,500.00	\$2,500.00	Tickets
11/5/2020	15203	Operating	MacAllister Machinery	\$4,569.55	\$4,569.55	LS 1 Insurance repairs
11/5/2020	15204	Operating	Maco Press	\$133.71	\$133.71	Purchase orders
11/5/2020	15204	Operating	Maco Press	\$1,088.03	\$1,088.03	Billing insert - Don't Rush to Flush
11/5/2020	15205	Operating	Merrell Brothers, Inc.	\$12,045.14	\$12,045.14	Biosolid disposal
11/5/2020	15206	Operating	Microbac Laboratories, Inc.	\$87.00	\$87.00	Sewer sampling
11/5/2020	15207	Operating	Nalco Water Pretreatment Solutions	\$332.02	\$332.02	Sewer Sampling
11/5/2020	15208	Operating	Office Depot	\$29.95	\$29.95	Office Supplies
11/5/2020	15208	Operating	Office Depot	\$34.99	\$34.99	Office Supplies
11/5/2020	15208	Operating	Office Depot	\$3.60	\$3.60	Notebook
11/5/2020	15208	Operating	Office Depot	\$150.43	\$150.43	Mouse - wireless
11/5/2020	15208	Operating	Office Depot	\$55.89	\$55.89	Office Supplies
11/5/2020	15208	Operating	Office Depot	\$5.99	\$5.99	Office Supplies
11/5/2020	15208	Operating	Office Depot	\$152.58	\$152.58	Files
11/5/2020	15209	Operating	Praxair Distribution, Inc.	\$31.36	\$31.36	Gases
11/5/2020	15209	Operating	Praxair Distribution, Inc.	\$31.68	\$31.68	Plant R&M
11/5/2020	15210	Operating	Professional Garage Door Systems	\$877.00	\$877.00	Repair overhead doors
11/5/2020	15210	Operating	Professional Garage Door Systems	\$2,234.20	\$2,234.20	Plant R & M
11/5/2020	15211	Operating	Quality Repair Service Inc.	\$1,409.80	\$1,409.80	Lift Station #14 R & M
11/5/2020	15212	Operating	Quench USA, Inc.	\$99.00	\$99.00	Water Cooler Rental
11/5/2020	15212	Operating	Quench USA, Inc.	\$319.95	\$319.95	Cooler 11/20-3/21 + removal fee
11/5/2020	15213	Operating	Republic Services #761	\$346.22	\$346.22	Plant Trash
11/5/2020	15214	Operating	Safety Resources, Inc.	\$770.00	\$770.00	Safety services
11/5/2020	15215	Operating	Shrewsbury & Associates, LLC	\$8,775.00	\$8,775.00	Const Obsv - Bellevue
11/5/2020	15216	Operating	Simplifile	\$290.00	\$290.00	FilingFees
11/5/2020	15217	Operating	Straeffler Pump & Supply, Inc.	\$2,680.00	\$2,680.00	Control Panel
11/5/2020	15218	Operating	T&T Sales and Promotions	\$295.00	\$295.00	Clothing
11/5/2020	15219	Operating	Taylor Oil Company, Inc.	\$14.77	\$14.77	Fuel
11/5/2020	15219	Operating	Taylor Oil Company, Inc.	\$1,679.24	\$1,679.24	Fuel
11/5/2020	15219	Operating	Taylor Oil Company, Inc.	\$54.46	\$54.46	Fuel
11/5/2020	15219	Operating	Taylor Oil Company, Inc.	\$1,465.36	\$1,465.36	Fuel
11/5/2020	15220	Operating	Ultimate Technologies Group	\$14,833.62	\$14,833.62	CIP-Proj 1910 AV system
11/5/2020	15220	Operating	Ultimate Technologies Group	\$10,712.34	\$10,712.34	CIP - Proj 1910 Audio system
11/5/2020	15221	Operating	Vasey Commercial Heating & AC, I	\$115.90	\$115.90	Plant R&M
11/5/2020	15221	Operating	Vasey Commercial Heating & AC, I	\$233.00	\$233.00	Plant R&M
11/5/2020	15222	Operating	Xylem Water Solutions USA Inc	\$15,968.96	\$15,968.96	Lift Station R&M
11/5/2020	15223	Operating	Carmel Utilities	\$82,767.24	\$82,767.24	Flow to Carmel
11/5/2020	100022	Huntington Bond	Centier Bank	\$161,472.82	\$161,472.82	CIP-Proj 1902 Plant Exp Retainage
11/5/2020	100023	Huntington Bond	GRW	\$12,480.00	\$12,480.00	CIP-Proj 1902 Plant Exp Bond proceeds
11/5/2020	100023	Huntington Bond	GRW	\$10,789.40	\$10,789.40	CIP-Proj 1902 Plant Exp bond proceeds
11/5/2020	100024	Huntington Bond	Thieneman Construction, Inc.	\$1,453,255.30	\$1,453,255.30	CIP-Proj 1902 Plant Expansion Bond Proceeds
10/8/2020	20200498	Operating	Citizens State Bank	\$1,130.18	\$1,130.18	Lockbox fees

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
10/9/2020	20200501	Operating	PNC Bank	\$3,946.64	\$3,946.64	CC Expenses September 2020
10/14/2020	20200502	Operating	Citizens State Bank	\$20.00	\$20.00	Incoming wire fee
10/20/2020	20200503	Operating	ADP	\$114.40	\$114.40	Workforce Now
10/21/2020	20200505	Operating	Duke Energy	\$20,642.73	\$20,642.73	Plant
10/21/2020	20200506	Operating	Duke Energy	\$264.10	\$264.10	LS 21
10/21/2020	20200507	Operating	Duke Energy	\$1,076.79	\$1,076.79	LS 1
10/21/2020	20200508	Operating	Duke Energy	\$55.46	\$55.46	LS 6
10/21/2020	20200509	Operating	Duke Energy	\$470.03	\$470.03	LS 26
10/21/2020	20200510	Operating	Duke Energy	\$192.85	\$192.85	LS 19
10/21/2020	20200511	Operating	Duke Energy	\$123.40	\$123.40	LS 5
10/21/2020	20200512	Operating	Duke Energy	\$951.60	\$951.60	LS 17
10/21/2020	20200513	Operating	Duke Energy	\$257.49	\$257.49	LS 16
10/21/2020	20200514	Operating	Duke Energy	\$344.81	\$344.81	LS 23
10/21/2020	20200515	Operating	Duke Energy	\$197.41	\$197.41	LS 11
10/21/2020	20200516	Operating	Duke Energy	\$879.37	\$879.37	LS 14
10/24/2020	20200517	Operating	Vectren Energy Delivery	\$46.77	\$46.77	LS 2 Gas
10/24/2020	20200518	Operating	Vectren Energy Delivery	\$17.00	\$17.00	LS 10 Gas
10/19/2020	20200520	Operating	ADP	\$60,885.08	\$60,885.08	Payroll PPE 10/16/20
10/19/2020	20200521	Operating	Empower Retirement (Hoosier STA	\$8,573.30	\$8,573.30	401a, 457b, Roth
10/22/2020	20200523	Operating	Mutual of Omaha	\$3,654.71	\$3,654.71	Insurance - Nov 2020
10/16/2020	20200524	Operating	ADP	\$141.72	\$141.72	Workforce Now Bundle
10/26/2020	20200525	Operating	Anthem Blue Cross Blue Shield - H	\$33,366.26	\$33,366.26	H Ins- November
10/26/2020	20200526	Operating	AT&T Mobility	\$2,037.58	\$2,037.58	Cell phones
11/1/2020	20200527	Operating	Anthem Blue Cross and Blue Shield	\$338.36	\$338.36	Employee Vision Insurance
10/26/2020	20200528	Operating	Napa Auto Parts	\$23.49	\$23.49	Auto repairs
10/26/2020	20200528	Operating	Napa Auto Parts	\$112.29	\$112.29	Vehicle repairs
10/26/2020	20200528	Operating	Napa Auto Parts	\$21.55	\$21.55	Vehicle repairs
10/26/2020	20200528	Operating	Napa Auto Parts	\$32.81	\$32.81	Vehicle repairs
10/27/2020	20200529	Operating	Citizens Energy Group	\$80.17	\$80.17	Plant
10/29/2020	20200530	Operating	Citizens Energy Group	\$46.01	\$46.01	LS 17
10/30/2020	20200531	Operating	Citizens State Bank	\$20.00	\$20.00	Bank fee
10/30/2020	20200532	Operating	ADP	\$137.30	\$137.30	Workforce Now
11/5/2020	20200533	Operating	Jive Communications, Inc	\$677.90	\$677.90	Telephone service
10/31/2020	20200534	Operating	Wex Bank	\$82.09	\$82.09	Fuel
				\$3,222,068.41	\$3,222,068.41	
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						
			\$3,222,068.41			

Docket Report Information

CIP - Proj 1910 Office Improvements	\$191,769.27
CIP - Proj 1802 Haver Way	\$3,085.00
CIP - 1902 Plant Expansion	\$1,637,997.52
CIP-Proj 1906 Outfall Final Design	\$768,900.43
CIP-Proj 2003 Future Sewer	\$126,469.45
CIP- Proj 1901 LS 14 Elimination	\$97,755.00
CIP-Proj 1911 LS11 Improvements	\$18,190.97
	<hr/>
	\$2,844,167.64
District Insurance	\$33,704.62
Carmel August Flow	\$82,767.24
Other Expenses	\$261,428.91
Total Claims	\$3,222,068.41



PERSONNEL AND BENEFITS

Wednesday, October 28, 2020 at 7:30 a.m.
Memorandum

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

Roll Call

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

Public Comment

There was no one present from the public.

Safety Update

Mr. Williams said he anticipates restarting tailgate training sessions when all the employees are under one roof. The Utility has been fortunate in that it has not had an employee test positive for Covid-19. Mr. Williams said the CDC is updating proximity recommendations and he is keeping an eye on that.

Ms. Lamb questioned if it is safe to resume in person tailgate training sessions. Mr. Williams said there is enough room in the new facility to conduct trainings with the proper social distancing, and currently the plant staff is displaced and scattered about, it will be easier to host the sessions when everyone is in the same building. Ms. Lamb cautioned getting employees into groups together because the positive Covid-19 levels are at their highest.

Health Insurance Renewal

Mr. Williams said the health insurance renewal quote came back from Anthem at 21.7%. The insurance agent requested a rate consideration and Anthem informed her that TriCo is max. rated. Meaning that they raised us as much as the law allows. The insurance agent is shopping other options. Anthem gave other options from the current plan, but the difference is when the premiums go down the deductibles go up. Mr. Merkle is looking into a small business plan being offered through the Zionsville Chamber of Commerce. Ms. Lamb said when the insurance numbers come in she would like to see the exact dollar amount the insurance rate will increase for each employee so it can be considered when discussing and considering a cost of living increase. Ms. Lamb said she does not want the lowest paid employee who has a family should not end up worse than they are this year. It may be that they do not see an increase, but she does not want anyone to lose income. Ms. Lamb would like for the cost of living recommendation to be at least

what the lowest paid employee will need to cover the increase in insurance premiums. The Committee decided to move the November meeting up to discuss insurance plans when the new quotes are received, the date is to be determined.

Ms. Lamb asked about dental insurance numbers. Mr. Williams said the dental will remain the same. Mr. Ryerson asked what the maximum benefit in the dental insurance is. Mr. Williams said \$1,000 per year in dental work. Mr. Ryerson said his company just changed their maximum because dental work is so expensive. Mr. Williams said he would investigate what increasing the maximum would cost. Ms. Lamb said the City of Carmel also increased their dental coverage maximum from \$1,000 to \$2,000 a year.

Cost of Living Adjustment Consideration

Mr. Williams said most employees will receive a pay increase based on the STEP system. Without a COLA the Utility will see a \$28,800 increase in salaries for 2021. There are a few employees at the top of their STEP, so if there is no COLA for 2021, they will not receive any increase in pay.

Mr. Ryerson asked what the COLA is. Ms. Lamb said the Midwest CPI is 1.3% for September 2020. Ms. Lamb asked Mr. Williams if he felt there would be any room for a performance increase. A 1.5% performance increase was given in 2020. Mr. Williams said there was a decrease in commercial revenue. Ms. Sheeks has stated that the financial statement shows the Utility is at what was anticipated when budgeting for 2020 including the \$500,000 from the sale of the office building that was not included in the 2020 Operating Budget.

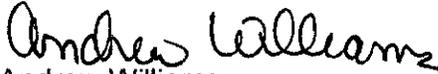
Ms. Lamb asked if Mr. Williams could come back to the P&B Committee after meeting with the B&F Committee with a number if any that could be contributed to the Utility's 2020 performance. Mr. Williams said he would. The Committee will take a cost of living recommendation under consideration when insurance rates are available and have been reviewed and the B&F Committee makes a recommendation on the Utility's 2020 performance.

Office Unification Update

The Utility is still scheduled to move into the new office on Monday, November 2. All future Committee and Board meetings will be held in the new office building.

The meeting adjourned at 8:32 a.m.

Respectfully Submitted


Andrew Williams
Utility Director