



TriCo Regional Sewer Utility

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

Board of Trustees Meeting Agenda

Monday, January 11, 2021 @ 6:00 p.m.

TriCo Water Resource Recovery Facility

7236 Mayflower Park Drive, Zionsville, IN 46077

1. Roll Call
2. Report from the Nominating Committee
3. Election of Officers
 - a. Committee Assignments
4. IWEA/WEF Awards
5. Public Comment
6. Approval of Meeting Memorandum,
 - a. Board Meeting December 14, 2020
 - b. Executive Session December 14, 2020
 - c. Executive Committee Meeting December 14, 2020
7. Approval of Claims Docket
8. Attorney's Report
9. Utility Director's Report
10. Committee Reports
 - a. Budget & Finance Committee
 - b. Personnel & Benefits Committee
 - c. Capital & Construction Committee
 - i. #1911 Lift Station 11 Equipment Installation
 - d. Executive Committee
11. Old Business
12. New Business
 - a. 2021 Goals and Objectives
13. Adjourn



BOARD OF TRUSTEE MEETING

Monday December 14, 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 Pittman, Treasurer Jane Merrill, Secretary Michael McDonald, members Barb Lamb, 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, Utility Engineer Ryan Hartman, Administrative Assistant Maggie Crediford, and the Clay Township Trustee Doug Callahan.

Mr. Hill attended the meeting virtually.

Public Comment

There was no one present from the public.

Mr. Mills moved the presentation for Ms. Lamb's Retirement from the Board to the front of the Agenda. Mr. Callahan thanked Ms. Lamb for her years of friendship and service on the Board of Trustees. Mr. Callahan presented Ms. Lamb with a plaque. Mr. Mills listed Ms. Lamb's contribution to the Board of Trustees, Mr. Williams thanked her for her service to the Utility and presented her with retirement gifts. All in attendance wished Ms. Lamb well on her retirement from service. Ms. Lamb thanked the Board members for their comradery, cooperation, and friendship over the years. Mr. Mills stated that Ms. Lamb will be greatly missed.

Approval of Meeting Memorandum

Ms. Merrill made a motion to approve the Board Meeting Memorandum from November 9, 2020. Mr. Pittman seconded the motion, and it was unanimously approved.

Approval of Claims Docket

Ms. Sheeks said last month there was a payment to Theineman in the amount of \$1.5 million that was lost. That check was reissued in this month's claims. The second interest payment on the bonds in the amount of \$267,000 was also paid. Mr. McDonald asked for clarification regarding the check for \$1.5 million that was lost. Mr. Williams said the payment was approved last month, the check was lost and voided. The check is being reissued this month. Mr. McDonald asked that the incident be noted for the State Board of Accounts. Ms. Sheeks said she has made the proper notations regarding the lost check and reissuance.

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 had no report.

Utility Director's Report

Mr. Williams reminded the Board of the presentation he made last month regarding an invention created by the Collections team. This device has received the IWEA award. Mrs. Poindexter has made a recommendation for a patent attorney. Loren Prange the Utility's Chief Operator received

the Operator of the Year Award. The Utility also received national recognition with the WEF Burke Safety Award.

Mr. Williams said his 360 Review revealed that many employees wanted the opportunity to review their direct managers. A second round of phone interviews were held between employees and Cici Conover for manager evaluations. Mr. Williams has scheduled conference calls with Ms. Conover so she can give the managers direct feedback from her conversations with the employees.

Mr. Williams reminded the Board of the Holiday pitch-in lunch at 11:00 a.m. on Thursday, December 17, 2020 and invited them all to attend.

Committee Reports

Personnel & Benefits Committee

Salary Step System COLA and Performance Adjustment

Ms. Lamb made a motion to approve a two percent adjustment to the salary system which means a two percent pay increase across the board for employees. One percent for cost of living and one percent for Utility performance in 2020. With the two percent adjustment and expected employee Step increases the Utility is looking at an increase of \$60,000 for 2021 in employee wages. Mr. Ryerson seconded the motion, and it was unanimously approved.

Salary Ordinance 12.14.2020

Ms. Lamb made a motion to approve Salary Ordinance 12.14.2020. Mr. Pittman seconded the motion, and it was unanimously approved.

Health Insurance Coverage

Ms. Lamb said the renewal quote for the current health insurance plan came in with a 21.7% increase. The committee reviewed alternative options and chose the proposed Anthem plan which comes with an increase of 8.66%. Deductibles and out of pocket maximums go up with this plan, but cost of coinsurance and prescriptions is more favorable. Ms. Lamb made a motion to approve Anthem Option 3 with RX Option 5, Blue 6 Plan. Mr. Kimbell seconded the motion, and it was unanimously approved.

Budget & Finance Committee

Operating Budget

Ms. Merrill made a motion to approve the 2021 Operating Budget as presented. Mr. Kimbell asked for clarification on why there is not a rate increase recommended. Mrs. Poindexter reviewed the requirements for the Utility to implement a rate increase. Mr. Williams explained that the budget is presented without consideration of a rate increase so the Board is approving a worst case scenario regarding revenue. Mr. McDonald seconded the motion, and it was unanimously approved.

Capital & Construction Committee

Capital Budget

Mr. Pittman made a motion to approve the Capital Budget with the recommendation from the C&C Committee for an increase in the line relocation budget to \$175,000. Ms. Merrill seconded the motion, and it was unanimously approved.

Locate Wire Repair

Mr. Pittman made a motion to award the Locate Wire Repair to TPI in the amount of \$45,000. Ms. Merrill seconded the motion, and it was unanimously approved.

New Business

Surplus Equipment Disposal

Mr. Williams reviewed a list of surplus items the Utility would like to dispose of through the government auction site GovDeals. Ms. Merrill made a motion to declare the list of items surplus to be sold at auction. Mr. McDonald seconded the motion, and it was unanimously approved.

Mr. Mills made a motion to form a Nominating Committee for Board Officer positions with Ms. Merrill as the Chair. Mr. Pittman seconded the motion and it was unanimously approved.

Mr. Ryerson suggested Staff find a consultant and undertake a comprehensive strategic planning initiative. Mr. Kimbell and Ms. Merrill agreed. Mr. Mills suggested the P&B Committee help with this.

Mr. Williams said Amanda Foley will be returning to the Board in 2021 and that Mr. Ryerson was appointed to a four year term by the Township Trustee.

Mr. Williams said the Utility is providing the Carmel Utilities with samples from Lift Station 1 and TriCo's plant for Carmel's COVID-19 study.

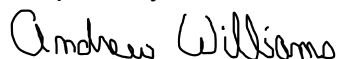
Mr. Williams said the Current in Carmel will be running a story on the Utility's relocation.

Mr. Mills invited the Board members to have dinner and stay for the Executive Session and Committee meeting which will begin ten minutes after the conclusion of the Board meeting.

Adjournment

Mr. Mills adjourned the meeting adjourned at 7:00 p.m.

Respectfully submitted,



Andrew Williams
Utility Director

Approved:

_____ as Presented
_____ as Amended

Michael McDonald, Secretary

Carl Mills, President



Executive Session of the Executive Committee

Monday, December 14, 2020 @ 6:45 P.M.
Memorandum

Mr. Mills called the meeting to Order

ROLL CALL

Present: President Carl Mills, Vice President Steve Pittman, Treasurer Jane Merrill, Secretary Michael McDonald, members, Barb Lamb, Eric Hand, Chuck Ryerson, and Legal Counsel Anne Poindexter.

The Committee discussed the job performance of the Utility Director and management staff in compliance with (IC5-14-1.5-6.1(b)(9)). Mr. Mills closed the Executive Session. It is certified that no matters other than the above job performance were discussed in the Executive Session.

Respectfully submitted,

Michael McDonald
Secretary



Executive Committee

Monday, December 14, 2020 @ 7:30 P.M.
Memorandum

Mr. Mills called the meeting to Order

ROLL CALL

Present: President Carl Mills, Vice President Steve Pittman, Treasurer Jane Merrill, Secretary Michael McDonald, members, Barb Lamb, Eric Hand, Chuck Ryerson, Legal Counsel Anne Poindexter and Utility Director Andrew Williams.

Mr. Mills indicated that the seven of the nine Board members are present. Ms. Merrill responded that there was a quorum.

Mr. Pittman stated that the Board had reviewed the staff's 360 evaluations of Mr. Williams and discussed the performance of the Utility over the past year. Mr. Pittman made a motion to give Mr. Williams a 3.4% increase which will bring his pay to \$126,400 for 2021. The motion was seconded by Ms. Merrill and it was unanimously approved.

Mr. Pittman commented on the many challenges in 2020 with the large plant expansion, the office construction, the relocation of the office and all while dealing with a pandemic. He indicated that the Board was very satisfied with the performance of the management staff throughout the year. Mr. Pittman made a motion to approve performance pay for the managers in the following amounts: Wes Merkle - \$5,000, Cindy Sheeks - \$3,000, Drew Williams - \$3,000, Ryan Hartman - \$2,000, Aaron Strong - \$2,000 and Scot Watkins - \$2,000. The motion was seconded by Ms. Merrill and it was unanimously approved.

Mr. Williams thanked the Board for its support throughout the year and for recognizing the additional efforts and time commitments made by the management team this year.

Mr. Mills adjourned the meeting.

Respectfully submitted,

Michael McDonald
 Secretary

The TriCo Connection

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MONTHLY NEWSLETTER

FINANCIAL UPDATE- CINDY SHEEKS

In November 2020, the Total Revenue was \$656,205 which is \$22,713 below the projected revenue of \$678,918. Commercial sales totaled \$201,868 which is \$29,644 lower than budget. It is \$24,456 lower than October and 12.80% lower than budgeted. YTD Commercial sales are at 86.05% of the annual budget. The Other Revenue totaled \$11,569, 25% below the monthly budget. Other Income categories were above projections in November by \$10,864 for a total of \$24,687. Overall, YTD revenue is 89.7% of the annual budget.

Total operating expenses were \$441,263 in November which is 3.51% under the monthly budget of \$457,325 and 91.04% of the annual budget. Wages and benefits spending totaled \$173,118 and was under budget by \$10,170 during the month and 94.53% of the annual budget. Administration spending was \$63,818 in November and under the monthly budget by \$15,070. YTD spending is 87.40% of annual budget. Treatment costs totaled \$151,553 which was over the monthly budget by \$10,703 and YTD spending is 89.50% of the annual budget. Collection costs totaled \$52,775 in November which was \$1,525 under budget and YTD is 87.88% of the annual budget. YTD operating expenses are 91.04% of annual budget.

Net income in November was \$112,746 after depreciation and amortization of CIAC and was under projections by \$5,278.

Spending Breakdown in November:

Wages	39.23%
Administration	14.46%
Treatment Costs	34.35%
Collection Costs	11.96%

Cash generated for November shows a decrease in operating, R4R, Plant Expansion and Interceptor funds by \$1,282,790. The bond fund expenses in November were \$4,223,493 for plant expansion. Other capital spending during the month included the administration office construction, plant outfall, Haver Way, LS 11, and LS 14 elimination. Total capital spending in November was \$1,185,130. Cash on hand as of November 30, 2020 was \$21,489,031. The balances in the funds are listed below:

Operating	\$5,595,949
Interceptor	\$-288,956
Plant Expansion	\$4,032,369
Operating Reserve	\$519,252
Reserve for Replacement	\$350,937
2020 Bond Funds	\$11,279,481

The Operating, Interceptor, Plant Expansion and Reserve for Replacement funds decreased \$259,899 since January 1, 2020.

In This Issue

Financial Update	1
Construction & Engineering	2
Office & Plant Construction	2
Collections	3
Safety Update	4
Treatment	4
Birthdays & Anniversaries	4

Calendar of Events

January 11	C&C Meeting	5:30 p.m.
January 11	Board Meeting	6:00 p.m.
January 18	Holiday- Closed	All Day
January 20	P&B Meeting	7:30 a.m.
January 22	B&F Meeting	7:30 a.m.

ENGINEERING & CONSTRUCTION - WES MERKLE

Staff completed 475 locates, 29 I&I inspections and 12 lateral inspections in December. There were no failed I&I inspections. A total of 1,557 locate requests were received and reviewed. Brandon assisted with locates as time allowed. Nate spent a lot of time on locates and watch dogs for the Carmel fiber installation project along 106th Street. Jeff observed construction on the Outfall Sewer project, where the contractor had two crews working much of the month. He also helped with locates while Nate was out. Eric observed construction at Jackson's Grant Section 7 as well as testing at A-loft Hotel and Appaloosa Crossing. Restoration and punch list work continued on the Lift Station 14 and Neighborhood Sewer projects.

Ryan observed construction on the Haver Way lift station and sewer reconstruction project, and continued to oversee multiple other capital and private development projects. Tone wire repairs are expected to begin soon. I&I coordination work continued on College Avenue, Coxhall, Crooked Stick.

Recent communication with area developers indicates many private development projects will move forward in 2021. Early in the year we expect to begin design for the final neighborhood sewer extension project (Long Brook, Bridlewood, & Countrywood) and Lift Station 16 (Michigan Road/Sycamore Street) reconstruction. Projects at Lift Stations 8, 10 and 26, as well as the Little Eagle Creek interceptor extension, are expected to start design later in 2021.

PLANT EXPANSION AND OFFICE PROJECT UPDATES - WES MERKLE

On the plant project: Installation of the new screens and grit washers began in December in the pretreatment building. Crews continued concrete work on the grit structure. Work continued in the VLRs including concrete fillets, gates, pressure relief valves, and walkways. Crews continued installing equipment in all three new clarifiers. Backfilling and process piping installation continued in this area. Concrete block masonry walls were started for the new RAS-WAS pump building. Electrical work continued with installation of the main switch board, portable generator docking station, automatic transfer switch, and MCC gear in the VLR control building. Crews are working with plant staff on planning major shut downs for final installation and tie ins.

On the office project: Punch list work continues by various contractors. Control Tech replaced the lab HVAC system. Staff requested various furniture modifications from RJE; we await delivery and installation. Architects provided several solutions for acoustics in the open office, lobby, and training/board room, as well as interior décor. Staff will install several items. We are waiting to receive quotes for acoustical ceiling panels.



Backfilling new clarifiers



Plant-Yard piping installation

PROJECTS-WES MERKLE



New Haver Way Lift Station



Outfall sewer installation

COLLECTIONS – AARON STRONG

Collections Staff spent quality time cleaning and organizing the barn to include replacing the existing lighting with high efficiency LED fixtures. Manny televised 18,419 feet of sanitary sewer in the month of December and found a broken cleanout cap wedged in a customer's wye connection. The homeowner was notified of the obstruction and contracted to have the lateral cleaned, the cap pushed into the main where Manny was able to retrieve it at the downstream manhole with the camera.

BLD services installed 3 of the 6 CIPP liners scheduled on College Avenue as identified by flow monitoring and subsequent CCTV inspection. Heavy infiltration in the remaining 3 taps must be mitigated as not to fowl the liner during the installation process. Staff will reevaluate and investigate other options including traditional excavation and line grouting.

Staff winterized the Aquatech sewer cleaning truck and will utilize contract cleaners in the event an issue arises. Collections closed out the year by inventorying spare pump and control panel parts.

Daniel and Rick completed their CPR certifications and Dan continues to prepare for CDL testing.

SAFETY UPDATE - LOREN PRANGE

No injuries reported this month, and we are at 3969 days without a loss time accident.

No safety tailgates are being performed during social distancing. Safety training has continued thru Safety Plus Web online.

Plant staff reported two security lights not working on the Biosolids building. The staff inspected both lamps and replaced both bulbs.

In the biosolids building plant staff discovered an overhead light that had a loose lens cover. The cover was removed to prevent it from coming loose and potentially injuring someone.

The monthly fire extinguisher inspections were completed.

On December 1st several Trico employees completed their two-year CPR recertification training.

✓ Site Safety

3 9 6 9

No. of days since the last lost time accident.

TREATMENT- SCOT WATKINS

Staff assisted Thieneman with the non-potable water tie ins. The post aeration tank was taken down and cleaned. Staff also assisted SUN Electric with shutting down the power to the VLR for a two-hour period. The scraper son the Biosolids conveyor were replaced as part of the preventive maintenance program. Aqua Indiana's President and Engineer visited the site for a tour of the VLR's; they will be installing a new plant with this technology. Staff also re-certified their CPR/AED training.

One hundred and nineteen pump outs had been logged and accounted for almost 45,000 gallons of FOG being prevented from entering the system this month. Thirty-two inspections were logged.

The laboratory performed 327 CBOD5 tests, 256 Total Suspended Solids tests and 163 Phosphorus & Ammonia tests. Monthly Method Detection Limit studies were completed on TSS, Phosphorus and Ammonia. Standard Operating Procedures (SOP)'s and all Quality Assurance / Quality Control (QA/QC) charts have been updated. Plant staff successfully completed all quarterly QA/QA testing. Bob attended an IWEA lab committee and Core Conference meeting.

Birthdays

Eric Luis DelaCruz January 6

Rick Hoole January 10

Kelly Ryan January 14

Wes Merkle January 31

Anniversaries

Wes Merkle January 14 , 7 Years of Service

Brandon Woolf January 27, 1 Year of Service

			TriCo Regional Sewer Utility			
			Register of Claims			
			For the period 12/09/20 - 12/31/20			
Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
12/10/20	15352	Operating	Cindy Sheeks	\$1,200.00	\$1,200.00	Safety awards
12/11/20	15353	Operating	Rick Hoole	\$28.75	\$28.75	Mileage - 12/7
12/15/20	15354	Operating	Christian or Sara Grethlien	\$23.86	\$23.86	Refund-661 Birdsong Lane
12/15/20	15356	Operating	JWC Environmental Inc	\$3,232.80	\$3,232.80	Motor Controller-PC2240 - LS R&M
12/16/20	15357	Operating	AT&T Mobility	\$66.83	\$66.83	Trimble 02
12/16/20	15358	Operating	Kinetrex Energy	\$906.91	\$906.91	Plant Gases
12/17/20	15359	Operating	Shelly Keefe	\$4.55	\$4.55	Mileage - 12/14
12/17/20	15360	Operating	Water Environment Federation	\$1,553.00	\$1,553.00	2021 Dues
12/18/20	15361	Operating	Carmel Utilities	\$13.85	\$13.85	LS 1 Water
12/18/20	15362	Operating	Cindy Sheeks	\$23.98	\$23.98	Mileage
12/18/20	15363	Operating	Cody Cain	\$194.71	\$194.71	Jean reimbursement
12/18/20	15364	Operating	Michael A. McDonald	\$50.00	\$50.00	Nov 2020 prep date
12/21/20	15365	Operating	Daniel Rossman	\$100.00	\$100.00	Cold Weather clothing
12/22/20	15366	Operating	Brandon Woolf	\$90.67	\$90.67	Thermal gear
12/22/20	15367	Interceptor	Indianapolis Power and Light	\$6,549.75	\$6,549.75	CIP-Proj 1802 New service connection
12/22/20	15368	R4R	Duke Energy	\$4,381.10	\$4,381.10	CIP-Proj 1911 R4R
12/22/20	15369	Operating	AFLAC	\$644.10	\$644.10	Employee Deferred Liability
12/22/20	15370	Operating	Carmel Utilities	\$13.85	\$13.85	LS 2
12/22/20	15370	Operating	Carmel Utilities	\$28.17	\$28.17	LS 26
12/28/20	15371	Operating	Ryan Hartman	\$520.00	\$520.00	Dependent care reimbursment -2020
12/29/20	15372	Operating	Jeffrey Martin	\$2,478.00	\$2,478.00	Payroll - J Martin 3/13-12/25
12/29/20	15373	Operating	Wes Merkle	\$95.06	\$95.06	Mileage, office hooks
12/30/20	15374	Operating	Robert Roudebush	\$140.73	\$140.73	Wellness reimbursement
12/30/20	15375	Operating	Emmanuel Sanchez	\$45.02	\$45.02	Wellness reimbursement
12/31/20	15376	Operating	Aaron Strong	\$30.00	\$30.00	Dec Cell Phone Reimb
12/31/20	15377	Operating	Brandon Woolf	\$30.00	\$30.00	Dec Cell Phone Reimb
12/31/20	15378	Operating	Emmanuel Sanchez	\$10.26	\$10.26	Mileage
12/31/20	15379	Operating	Eric Luis Delacruz	\$30.00	\$30.00	Dec Cell Phone Reimb
12/31/20	15380	Operating	Jeffrey Martin	\$30.00	\$30.00	Dec Cell Phone Reimb
12/31/20	15381	Operating	Matt Starr	\$59.80	\$59.80	Mileage reimbursement
12/31/20	15382	Operating	Nathan Crowder	\$30.00	\$30.00	Dec Cell Phone Reimb
12/31/20	15383	Operating	Barbara Lamb	\$100.00	\$100.00	Board fees - Dec 2020
12/31/20	15384	Operating	Carl S. Mills	\$200.00	\$200.00	Board fees - Dec 2020
12/31/20	15385	Operating	Charles Ryerson	\$100.00	\$100.00	Board fees - Dec 2020
12/31/20	15386	Operating	Eric Hand	\$200.00	\$200.00	Board fees - Dec 2020
12/31/20	15387	Operating	Jane B. Merrill	\$100.00	\$100.00	Board fees - Dec 2020
12/31/20	15388	Operating	Jeff Hill	\$50.00	\$50.00	Board fees - Dec 2020
12/31/20	15389	Operating	Jeffrey Kimbell	\$100.00	\$100.00	Board fees - Dec 2020
12/31/20	15390	Operating	Michael A. McDonald	\$100.00	\$100.00	Board fees - Dec 2020
12/31/20	15391	Operating	Steve Pittman	\$200.00	\$200.00	Board fees - Dec 2020
12/31/20	15392	Operating	All Seasons Landscape Manageme	\$740.00	\$740.00	CIP-Proj 1910 Admin Office-Landscaping
12/31/20	15393	Operating	Altman, Poindexter & Wyatt, LLC	\$935.00	\$935.00	Legal fees
12/31/20	15393	Operating	Altman, Poindexter & Wyatt, LLC	\$247.50	\$247.50	Legal fees
12/31/20	15393	Operating	Altman, Poindexter & Wyatt, LLC	\$105.00	\$105.00	Legal fees
12/31/20	15394	Operating	Amazon Capital Services	\$321.86	\$321.86	Stage Ninja Retractable cable reel
12/31/20	15395	Operating	AT & T	\$14.78	\$14.78	Old service pro-rated - Plant
12/31/20	15396	Operating	Bio Chem, Inc.	\$4,138.03	\$4,138.03	Biosolids Disposal
12/31/20	15396	Operating	Bio Chem, Inc.	\$4,078.12	\$4,078.12	Alum-Plant Chemicals
12/31/20	15397	Operating	Blackline	\$6,591.69	\$6,591.69	CIP-Proj 1910 Office consolidation
12/31/20	15398	Operating	BLD Services, LLC	\$11,000.00	\$11,000.00	Sewer line repairs
12/31/20	15399	Operating	Brehob Corporation	\$731.19	\$731.19	Plant R&M
12/31/20	15400	Operating	Carmel Utilities	\$1,042.80	\$1,042.80	December reads
12/31/20	15400	Operating	Carmel Utilities	\$91,076.00	\$91,076.00	Flow to Carmel
12/31/20	15401	Operating	Carmel Utilities	\$42.73	\$42.73	Stormwater fees
12/31/20	15402	Operating	Cecilie A Conover	\$1,425.00	\$1,425.00	HR Consulting
12/31/20	15403	Operating	Clarke Power Services, Inc	\$525.00	\$525.00	Lift Station R & M
12/31/20	15404	Operating	Connect Electric Inc	\$2,492.00	\$2,492.00	CIP-Proj 1910 Admin Office-Exhaust Fan,
12/31/20	15405	Operating	Crown Moving and Storage	\$2,409.00	\$2,409.00	CIP-Proj 1910 Admin Office - O & I Move
12/31/20	15406	Operating	CuraLinc, LLC	\$295.00	\$295.00	EAP Services

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
12/31/20	15407	Operating	Davis Wholesale Supply	\$332.71	\$332.71	Operating Supplies - LS
12/31/20	15408	Operating	Doxim	\$5,246.27	\$5,246.27	Postage
12/31/20	15408	Operating	Doxim	\$3,829.28	\$3,829.28	Billing service
12/31/20	15409	Operating	Eco Infrastructure Solutions, Inc.	\$1,466.64	\$1,466.64	TV-2020
12/31/20	15410	Operating	Element Materials Technology Dale	\$792.20	\$792.20	Sewer sampling
12/31/20	15411	Operating	Fastenal Company	\$220.90	\$220.90	Plant R&M
12/31/20	15411	Operating	Fastenal Company	\$60.00	\$60.00	Short paid invoice
12/31/20	15412	Operating	FerrellGas	\$12.01	\$12.01	Rental 12/1/20-11/30/21
12/31/20	15412	Operating	FerrellGas	\$12.00	\$12.00	Rental - rack 12/1/20-11/30/21
12/31/20	15412	Operating	FerrellGas	\$141.35	\$141.35	Plant R & M
12/31/20	15413	Operating	Flag & Banner Co Inc	\$2,563.00	\$2,563.00	CIP-Proj 1910 Admin Office
12/31/20	15414	Operating	Fluid Waste Services, Inc.	\$1,122.50	\$1,122.50	Plant R&M
12/31/20	15415	Operating	GCI Slingers, LLC	\$12.52	\$12.52	Equipment repairs
12/31/20	15416	Operating	Grainger	\$336.36	\$336.36	Safety
12/31/20	15417	Operating	Harris Computer Systems	\$48,000.00	\$48,000.00	Consulting fees - billing software upgrade
12/31/20	15418	Operating	IT Indianapolis	\$844.00	\$844.00	Office 365
12/31/20	15418	Operating	IT Indianapolis	\$1,865.20	\$1,865.20	Business Continuity
12/31/20	15418	Operating	IT Indianapolis	\$2,606.66	\$2,606.66	Managed threat response
12/31/20	15418	Operating	IT Indianapolis	\$4,824.10	\$4,824.10	Monthly fees
12/31/20	15418	Operating	IT Indianapolis	\$73.99	\$73.99	PC SSD-SATA III 6 Gb/s
12/31/20	15418	Operating	IT Indianapolis	\$114.29	\$114.29	Leviton 49255 QuickPort Patch
12/31/20	15418	Operating	IT Indianapolis	\$2,629.93	\$2,629.93	KVM Workstation
12/31/20	15419	Operating	Jacob-Dietz Inc	\$1,151.35	\$1,151.35	Annual Fire Extinguisher Inspections
12/31/20	15420	Operating	Liberty National	\$88.08	\$88.08	Payroll deductions
12/31/20	15421	Operating	MacAllister Machinery	\$4,569.55	\$4,569.55	Insurance-Tree Damage Ins Reimb-LS 1
12/31/20	15422	Operating	Merrell Brothers, Inc.	\$524.94	\$524.94	Lift Station Disposal
12/31/20	15423	Operating	Mission Mechanical	\$2,424.95	\$2,424.95	CIP-Proj 1910 Office consolidation
12/31/20	15424	Operating	Nalco Water Pretreatment Solutions	\$166.01	\$166.01	Sewer Sampling
12/31/20	15425	Operating	Nature Turf Services	\$50.00	\$50.00	Plant Mowing - November
12/31/20	15426	Operating	NCL of Wisconsin, Inc.	\$596.39	\$596.39	Sewer sampling
12/31/20	15427	Operating	Office Depot	\$57.35	\$57.35	Office Expense
12/31/20	15427	Operating	Office Depot	\$77.26	\$77.26	Office Expense
12/31/20	15427	Operating	Office Depot	\$80.68	\$80.68	Office Expense
12/31/20	15427	Operating	Office Depot	\$19.39	\$19.39	Office Expense
12/31/20	15427	Operating	Office Depot	\$50.32	\$50.32	Office Expense
12/31/20	15428	Operating	Office Keepers	\$1,035.00	\$1,035.00	December office cleaning
12/31/20	15430	Operating	Praxair Distribution, Inc.	\$32.18	\$32.18	Cylinder Rental
12/31/20	15431	Operating	Progressive	\$3,526.00	\$3,526.00	Car insurance policy 1/29/21-1/29/22
12/31/20	15432	Operating	Red Wing Business Advantage Acc	\$197.99	\$197.99	Shoes - Crowder
12/31/20	15433	Operating	Simplifile	\$4,980.00	\$4,980.00	Recording fees
12/31/20	15434	Operating	SITECH of Indiana, LLC	\$4,225.00	\$4,225.00	Trimble
12/31/20	15435	Operating	Taylor Oil Company, Inc.	\$982.65	\$982.65	Fuel
12/31/20	15436	Operating	TPI Utility Construction	\$11,500.00	\$11,500.00	Line repairs
12/31/20	15437	Operating	United Training Commercial LLC	\$3,500.00	\$3,500.00	Training
12/31/20	15438	Operating	Utility Supply Company	\$167.65	\$167.65	Line Repair
12/31/20	15439	R4R	American Pump Repair & Service In	\$35,400.00	\$35,400.00	CIP-Proj 1911 LS 11 Control panel
12/31/20	15440	Interceptor	GRW	\$955.00	\$955.00	CIP-Proj 1901 LS 14 Const. Admin
12/31/20	15441	Interceptor	MS Consultants, Inc	\$1,150.00	\$1,150.00	CIP-Proj 1802 Haver Way
12/31/20	15442	Interceptor	TPI Utility Construction	\$29,475.00	\$29,475.00	CIP-Proj 1901 LS 14 Parallel forcemain
12/31/20	15443	Interceptor	TSW Utility Solutions, Inc	\$50,098.22	\$50,098.22	CIP-Proj 2003 Neighborhood sewers
12/31/20	15444	Plant Expansion	GRW	\$1,867.50	\$1,867.50	CIP-Proj 1906 Outfall Const Admin
12/31/20	100029	Bonds	Centier Bank	\$178,166.56	\$178,166.56	CIP-Proj 1902 Dep to account 103323074
12/31/20	100030	Bonds	GRW	\$11,955.48	\$11,955.48	CIP-Proj 1902 Plant Exp Bond Proceeds-0
12/31/20	100030	Bonds	GRW	\$12,160.00	\$12,160.00	CIP-Proj 1902 Plant Exp Bond Proceeds-0
12/31/20	100031	Bonds	Thieneman Construction, Inc.	\$1,603,499.10	\$1,603,499.10	CIP-Proj 1902 Plant Exp
12/16/20	20200586	Operating	Jive Communications, Inc	\$678.12	\$678.12	Phone system
12/14/20	20200587	Operating	Empower Retirement (Hoosier STA	\$8,655.49	\$8,655.49	401a, 457b, Roth
12/14/20	20200588	Operating	ADP	\$60,131.66	\$60,131.66	Payroll PPE 12/14/20
12/11/20	20200589	Operating	ADP	\$137.30	\$137.30	Workforce Now Bundle
12/30/20	20200590	Operating	Anthem Blue Cross and Blue Shield	\$345.68	\$345.68	Employee Vision Insurance
12/16/20	20200591	Operating	IPL	\$5,771.81	\$5,771.81	LS 2
12/16/20	20200592	Operating	IPL	\$106.53	\$106.53	LS 3
12/16/20	20200593	Operating	IPL	\$436.10	\$436.10	LS 8
12/16/20	20200594	Operating	IPL	\$305.19	\$305.19	LS 9

[illegible]

Docket Report Information

CIP- Proj 1911 LS 11	\$39,781.10
CIP - Proj 1910 Office Improvements	\$17,220.64
CIP - Proj 1802 Haver Way	\$7,699.75
CIP - 1902 Plant Expansion	\$1,805,781.14
CIP-Proj 1906 Outfall Final Design	\$1,867.50
CIP - Proj 2003 Neighborhood Sewers	\$50,098.22
CIP- Proj 1901 LS 14 Elimination	\$30,430.00
	<hr/>
	\$1,952,878.35
District Insurance	\$40,587.81
Treatment Flow to Carmel Utilities	\$91,076.00
Other Expenses	\$346,299.71
Total Claims	\$2,430,841.87

Selected Statistics 2020	January	February	March	April	May	June	July	August	September	October	November	December	2020 Monthly Average	2020 YTD	2019 Total Through December
Maintenance Information															
Lateral Inspections	22	17	32	35	29	21	17	22	21	34	27	12	24	289	466
Certified I&I Inspections	32	34	20	14	17	77	79	43	43	51	22	29	38	461	633
Failed I&I Inspections	1	5	1	0	0	0	0	0	0	0	0	0	1	7	31
Sewer Locates	561	608	555	577	423	474	383	548	619	604	508	475	528	6,335	5,865
Manholes Added	0	12	0	5	3	15	-4	2	6	0	12	4	5	55	38
Total # of Manholes	5,886	5,898	5,898	5,903	5,906	5,921	5,917	5,919	5,925	5,925	5,937	5,941	N/A	5,898	5,886
Manholes Inspected	269	568	1,051	4	7	0	2	18	0	0	0	4	160	1,923	1,978
Feet of Sewer Added	0	4,324	0	1,019	831	4,954	-1,585	10,188	-3,089	0	4,514	4,913	2,172	26,069	43,935
Total Footage of Sewers	1,671,814	1,676,138	1,675,879	1,676,898	1,677,729	1,682,683	1,681,098	1,691,286	1,688,197	1,688,197	1,692,711	1,697,624	N/A	1,675,879	1,671,814
Feet of Sewer Televised	23,972	16,128	50,319	2,145	41,262	33,246	10,042	44,797	11,265	50,586	39,343	18,419	28,460	341,524	240,011
Feet of Sewer Cleaned	2,999	0	716	1,911	0	2,175	525	1,852	1,743	0	2,697	0	1,218	14,618	11,902
Overflows	0	0	0	1	0	2	0	0	0	1	0	0	0	4	4
Feet of LPFM Cleaned	6,617	0	0	0	53,760	0	6,887	0	0	0	0	0	5,605	67,264	0
LS 1 to Carmel Utilities															
Rainfall/Precipitation (inches)	5.03	2.22	5.01	2.12	5.85	2.42	3.19	2.41	0.18	6.97	3.39	1.81	3.4	40.6	44.69
Total Flow (gallons)	72,650,726	63,405,245	71,958,853	51,036,963	52,742,038	46,077,825	46,988,281	48,429,206	37,706,967	41,291,011	47,398,373	57,260,651	53,078,845	636,946,139	705,288,706
Max Daily Flow (gallons)	3,594,037	4,551,181	4,238,402	2,259,300	3,189,681	1,817,363	1,900,602	2,244,671	1,406,333	2,290,427	2,520,929	2,097,945	N/A	4,551,181	4,142,014
Average Daily Flow (gallons)	2,343,572	2,186,388	2,321,253	1,701,232	1,701,356	1,535,928	1,515,751	1,562,232	1,256,899	1,331,968	1,579,946	1,847,118	1,740,304	20,883,643	22,853,675
Min Daily Flow (gallons)	1,801,105	1,732,672	1,753,183	1,305,588	1,231,340	1,336,026	1,305,919	1,356,525	1,139,359	1,331,968	1,265,143	1,606,584	N/A	1,139,359	1,131,771
Michigan Road WWTP															
Total Flow (gallons)	89,875,000	78,930,000	91,107,150	85,040,924	97,194,437	87,218,417	91,979,836	92,866,276	81,378,109	88,096,958	88,036,271	78,600,665	87,527,004	1,050,324,043	967,112,000
Max Daily Flow (gallons)	7,015,000	3,950,000	386,839	3,175,904	4,529,799	3,389,293	3,650,226	3,982,489	2,879,588	4,268,686	3,605,580	3,000,697	N/A	7,015,000	6,199,000
Average Daily Flow (gallons)	2,899,194	2,721,724	2,938,940	2,834,697	3,135,304	2,907,281	2,967,091	2,995,686	2,712,604	2,841,837	2,934,542	2,535,505	2,868,700	34,424,405	31,832,419
Min Daily Flow (gallons)	2,192,000	2,292,000	2,500,000	2,631,688	2,841,935	2,711,031	2,535,229	2,607,942	2,529,722	2,387,083	1,891,579	2,361,786	N/A	1,891,579	1,751,000
Total Flow to Both Plants	162,525,726	142,335,245	163,066,003	136,077,887	149,936,475	133,296,242	138,968,117	141,295,482	119,085,076	129,387,969	135,434,644	135,861,316	140,605,849	1,687,270,182	1,672,400,706
Biosolids Handling(gallons)															
Wasted (Biosolids)	1,825,900	1,417,900	1,457,700	1,603,800	1,359,400	1,330,200	1,501,400	1,402,100	1,587,900	1,690,100	1,696,900	1,344,300	1,518,133	18,217,600	25,086,200
Dewatered	435,000	707,000	912,000	612,000	558,000	516,000	624,000	531,000	630,000	737,000	1,001,000	606,000	655,750	7,869,000	7,813,000
Digested Sludge Withdrawn	1,376,000	787,000	826,000	761,000	652,000	673,000	749,000	758,000	756,000	794,000	656,000	682,000	789,167	9,470,000	8,778,770
Customer Information													Billed Accts	15,990	
New Sewer Service Accounts	32	18	18	18	33	24	18	24	23	10	5	24	21	247	337
Permits Issued	40	20	23	11	12	23	18	21	23	30	27	15	22	263	370



CAPITAL & CONSTRUCTION MEETING

Monday, December 14, 2020 at 5:30 p.m.

Memorandum

Mr. Pittman called the meeting to order at 5:32 p.m.

Roll Call

Members Present: Committee Chair Steve Pittman, and Eric Hand. Member Jeff Hill attended via phone. Others in attendance were Board Member Jane Merrill, Legal Counsel Anne Poindexter, Utility Director Andrew Williams, Engineering Manager Wes Merkle, Controller Cindy Sheeks, and Administrative Assistant Maggie Crediford

Public Comment

There was no one present from the public.

Capital Budget

Mr. Pittman said staff's request is for the C&C committee to recommend the Board approve the 2021 proposed Capital Budget.

Mr. Merkle said there have been a few minor changes since the committee last reviewed the proposed budget. The Annual Repairs and Replacement line was increased to \$175,000. The budget for Project #1911 was also increased. Upgrades to Lift Station 11 were quoted and the bids came in a lot higher than expected.

Mr. Hill said staff's memo noted a handful of projects deferring funds from 2020 into 2021 reducing the 2020 budget and increasing the 2021 budget. However, the number decreased more than it was increased. Mr. Hill asked if there is money being further deferred or if the Utility has received price favorability on a particular project that would cause the discrepancy. Mr. Merkle said the money pushed from 2020 to 2021 are projects that did not move along as quickly as projected. So, the completion of work moves from 2020 to 2021 but there should not be a discrepancy in the dollar amounts. Mr. Pittman asked for clarification on where Mr. Hill saw the discrepancy. Mr. Hill said it appears the 2020 budget went down around \$2 million but the 2021 budget was only increased by \$1.5 million. Mr. Merkle said he would need to review the previously distributed budgets to see where the discrepancy is. Mr. Merkle said he believes everything represented in the 2021 budget presented is correct.

The committee will recommend the Board of Trustees approve the proposed 2021 Capital Budget.

Locate Wire Repairs

Mr. Pittman said staff is asking the committee to recommend awarding the locate wire repairs contract to TPI Utility Construction in the amount of \$45,000. There was no

discussion. The committee will recommend the Board award the contract to TPI in the requested amount,

Capital Project Updates

#1802 Haver Way project near 96th Street and Keystone Parkway work is underway, and completion of the project is projected for May 2021.

#1901 Lift Station 14 Parallel Force Main located along Michigan Road from Austin Oaks to Ansley Park work is substantially complete and the new force main is in service. Punch list items are expected to be complete shortly.

#1902 Plant Expansion Project is on schedule. Equipment is being delivered. Electrical work continues. The project is expected to finish below budget. Mr. Hand asked if there will be delays with the remaining concrete pours as the weather is getting colder. Mr. Merkle said with cold weather there are procedures in place for certain temperature ranges, once temperatures become unfavorable for the proper setting concrete will not be delivered.

#1906 Eagle Creek Outfall Sewer Expansion is progressing nicely. The Utility is working with Vectren to relocate a gas main along Zionsville Road to complete the project.

#1910 Office Relocation project is substantially complete, and the staff is relocated to the new building. Punch list items are being completed.

#1911 Lift Station 11 Pump and Control Panel Replacement quotes came in much higher than expected. Staff will do value engineering on the project and get new quotes.

#2002 Lift Station 2 Odor Control System Replacement. Staff will receive quotes for installation in January and the equipment will be delivered and installed in February.

#2003 Neighborhood Sewer Extension Project. All the low-pressure lines are live in the four neighborhoods. Ms. Merrill asked which four neighborhoods. Mr. Merkle said Lakewood Gardens, Williams Creek Manor, Timber Ridge and Woodhaven.

#2004 Lift Station 1 Repairs. The generator supplier said delivery has been pushed back to February and installation will follow.

Adjournment

The meeting adjourned at 5:55 p.m.

Respectfully Submitted



Wes Merkle
Engineering Manager



MEMORANDUM

To: Board of Trustees
From: Andrew Williams
Date: December 30, 2021
Subject: 2021 Goals and Objectives

During previous planning sessions, the Board used our Purpose, Vision and Mission as the basis to identify the following Goals as priorities.

- Goal** Effective Long-Term Planning Implementation
- Goal** Operate in an environmentally sensitive manner
- Goal** Maintain a professional staff and work environment
- Goal** Control Operating Costs

As shown on the attached draft of the 2021 Goals, Objectives have been added to each Goal. These will be discussed at the Board meeting and revisions can be made.

The Objective to complete Strategic Planning Sessions was added as a result of discussions at the December Board Meeting. This will help to refine our Goals and Objectives going forward.



TriCo Regional Sewer Utility

DRAFT 2021 Goals & Objectives

- Goal** Conduct Effective Long-Term Planning & Implementation
- Objective** Conduct Strategic Planning Sessions
 - Objective** Develop a constructive working relationship with the new Zionsville administration.
 - Objective** Increase communication with appointing authorities focusing on increasing their awareness of TriCo's service-oriented & fiscally responsible operations.
- Goal** Maintain a professional staff and work environment
- Objective** Continue training focused on communications and team building.
 - Objective** Ensure all employees schedule and participate in training programs & opportunities.
 - Objective** Fill the vacant Field Specialist Position with an experienced and highly knowledgeable candidate.
- Goal** Maintain Overall Integrity of the Budget
- Objective** Closely watch plant expansion to remain on budget and schedule.
 - Objective** Monitor development in the service area and adjust project schedules to reduce capital expenditures until needed.
 - Objective** Keep the Budget & Finance Committee informed in a timely manner and gain Board approval of significant changes.
 - Objective** Identify and communicate cost reduction strategies to the staff and Board.
- Goal** Provide a Balance of Service & Accountability to All Stakeholders
- Objective** During social distancing requirements, implement new methods of customer and stakeholder outreach & education regarding the services provided by TriCo.
 - Objective** Celebrate the Utility's 45th Anniversary with an Open House at the new office.
 - Objective** Continuous IT Security Improvements to enhance the security posture for TriCo.