



TriCo Regional Sewer Utility

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

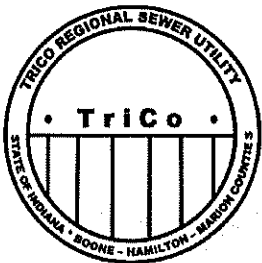
Board of Trustees Meeting Agenda

Monday, February 8, 2021 @ 6:00 p.m.

TriCo WRRF

7236 Mayflower Park Drive, Zionsville, IN 46077

- 1. Roll Call**
- 2. Public Comment**
- 3. IWEA/WEF Awards**
- 4. January 11, 2021 Board Meeting Memorandum Approval**
- 5. Appointment of At-Large Member to the Executive Committee**
- 6. Approval of Claims Docket**
- 7. Attorney's Report**
- 8. Utility Director's Report**
- 9. Committee Reports**
 - a. Budget & Finance Committee**
 - i. Transfer from Operating to Interceptor
 - ii. Void Stale Dated Checks
 - b. Personnel & Benefits Committee**
 - c. Capital & Construction Committee**
 - i. Dedications: Carmel Medical Arts Pavilion sanitary sewers.
 - ii. Little Eagle Creek Interceptor Extension Professional Services Agreement
 - iii. Long Brook, Bridlewood, and Countrywood Sewer Design Professional Services Agreement
- 10. Old Business**
- 11. New Business**
- 12. Adjourn**



BOARD OF TRUSTEE MEETING

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

Memorandum

The meeting was held virtually via GoToMeeting.

Mr. Mills called the meeting to Order at 6:02 PM.

ROLL CALL

Present: President Carl Mills, Vice President Steve Pitman, Treasurer Jane Merrill, members, Amanda Foley, Jeff Kimbell, Eric Hand, Chuck Ryerson and Jeff Hill. Others in attendance were Utility Director Andrew Williams, Legal Counsel Anne Poindexter, Engineering Manager Wes Merkle, Collection Superintendent Aaron Strong, Controller Cindy Sheeks and Administrative Assistant Maggie Crediford

Mr. McDonald joined the meeting at 6:06 PM.

Election of Officers

Ms. Merrill made a motion for the nomination of Carl Mill for President, Steve Pittman for Vice President, Michael McDonald for Secretary and Jane Merrill for Treasurer. The motion was seconded by Mr. Kimbell and approved unanimously.

Committee Assignments

Mr. Mills said the only changes in committee assignments will be Mr. Hand moving from Capital and Construction to Personnel and Benefits and Mr. Kimbell will now chair the Personnel and Benefits Committee. Amanda Foley will be on the Capital and Construction Committee.

Budget and Finance
Jane Merrill- Chair
Carl Mills
Michael McDonald

Personnel and Benefits
Jeff Kimbell- Chair
Chuck Ryerson
Eric Hand

Capital and Construction
Steve Pittman- Chair
Jeff Hill
Amanda Foley

Mr. Mills welcomed Ms. Foley back onto the Board and asked her to give the other members a brief background. Ms. Foley is an engineer and previously worked for the Engineering Department at the City of Carmel in stormwater management, site reviews and easements.

IWEA/WEF Awards

Mr. Williams informed the Board that the awards have not arrived. This item was moved to the February agenda.

Public Comment

There was no one present from the public.

Approval of Meeting Memorandum,

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

Mr. McDonald made a motion to approve the December 14, 2020 Executive Session meeting memorandum. Mr. Pittman seconded the motion, and it was approved unanimously.

Mr. McDonald made a motion to approve the December 14, 2020 Executive Committee Meeting memorandum. Mr. Hill seconded the motion, and it was approved unanimously. Mr. Ryerson said during the meeting it was discussed that the specific dollar amounts would be left out of the memorandum. Mr. Williams said since it is public record, they were left in to be transparent. Mrs. Poindexter said there needs to be some record of the amounts. Mr. Williams said staff felt this would be the cleanest record for the State Board of Accounts.

Mr. Mills lost his audio feed. Mr. Pittman took over the agenda and called for votes on the following items.

Approval of Claims Docket

Ms. Merrill made a motion to approve the claims docket. Mr. McDonald seconded the motion. Ms. Sheeks asked if the Board wanted to authorize Mr. Williams and Mr. Mills to sign the large checks approved at this meeting. Ms. Sheeks said Mr. Williams was given the authority to sign checks in April when the first shutdown began. Mr. Pittman said that was his recollection as well. Mrs. Poindexter said the checks would still need a signature from one Board member. Ms. Sheeks said Mr. Mills had indicated he could come into the office to sign the checks. Mr. Mills audio feed returned, and he verified he will be available to sign checks at the office in the morning. Mrs. Poindexter suggested amending the motion.

Ms. Merrill amended her motion approving the claims docket to include the authorization for Mr. Williams and Mr. Mills to sign the large, approved checks in the morning. Mr. McDonald amended his second of the motion as well and it was approved unanimously.

Attorney's Report

Mrs. Poindexter had no report.

Utility Director's Report

Mr. Williams said Mr. Hand pointed out some numbers in the selected stats sheet were not calculating properly and the necessary corrections have been made to the number of manholes and feet of sewers.

There is a new contact list for Board Members. Board members have a TriCo email that is listed on the website and forwarded to personal email accounts. Mr. Williams asked the Board members to let him know if they need to be refreshed on how to log into their TriCo email accounts.

Mr. Williams said staff is working on a calendar of events for each committee to plan for meeting topics throughout the year.

Mr. Williams asked if there would be interest in forming a strategic planning committee. There was no immediate response.

Ms. Merrill noted that according to the selected stats the Utility only had seven I&I failed inspections compared to 31 from 2019. It looks like the program is working. Mr. Williams indicated that there has been a substantial reduction in I&I thanks to the efforts by the staff.

Mr. Hill asked if employees are working in the office or virtual. Mr. Williams said staff is practicing social distancing but coming into the office every day. None of the employees have tested positive for COVID-19. Mr. Hill asked how employees are emotionally dealing with the pandemic and if everyone is staying engaged. He asked if there is anything the Board could do to assist with morale. Mr. Williams said he thinks it is going well, moving to the new building seemed to help.

Mr. Williams and Mr. Mills discussed the current pandemic leave ordinance believe the policy needs to be reviewed at the Personnel and Benefits Committee at their January meeting to see if TriCo needs to make any updates or extensions to the current policy.

Mr. Williams told the Board that the Utility almost had a lost time accident. An employee fell and broke his nose on a pipe but returned to work as soon as he was done at the doctor's appointment, so it did not reset the lost time accident clock. Mr. McDonald asked what the circumstances surrounding the accident were. Mr. Williams said the employee was helping move a large monitor and tripped over a pallet on the floor. Not clearing a path before moving the monitor led to the accident. Mr. McDonald commented that it is importance to report accidents and remain compliant and not focus on the record. Mr. Williams said that the clock can be a hinderance because he does not want employees to be afraid of it and he stresses that it is much more important to report accidents than worrying about resetting the clock.

Mr. Williams said an employee who was out on medical leave returned to work and seems to be doing well. He is phasing back into full time work. Staff is glad to have him back.

Committee Reports

Budget & Finance Committee

Ms. Merrill said the Budget and Finance Committee did not meet. She asked Ms. Sheeks to provide her with a report of what the Utility paid the City of Carmel monthly in 2020. Mr. Mills asked Ms. Sheeks to include the monthly payments from 2019 as well.

Personnel & Benefits Committee

Mr. Kimbell said the Personnel and Benefits Committee did not meet.

Capital & Construction Committee

Mr. Pittman made a motion to award the #1911 Lift Station 11 Equipment Installation contract

to Pyramid Construction in the amount of \$85,898. The motion was seconded by Mr. Hand and approved unanimously. Ms. Merrill said she is excited to see that the updated Odor Control unit at Lift Station 2 is upcoming.

Mr. Mills asked if TriCo needs to schedule another meeting with the Mayor of Zionsville to discuss their capacity issues and if there is anything TriCo can do to help. It was decided that TriCo might reach out to Zionsville towards the end of February.

New Business

Mr. Mills asked the Personnel and Benefits Committee to revisit TriCo's Pandemic Leave Ordinance and compare it to what the federal pandemic leave requirements and benefits are and make a recommendation for 2021.


2021 Goals and Objectives

Mr. Mills asked Board members to review the draft of the 2021 Goals and Objectives provided in their meeting packets and let Mr. Williams know if they have any questions or additional suggestions. The Goals and Objectives will be brought back to the Board in February for final review.

Adjournment

Ms. Merrill made a motion to adjourn the meeting. Mr. Hand seconded the motion and the meeting adjourned at 6:43 PM.

Respectfully submitted,



Andrew Williams
Utility Director

Approved:

_____ as Presented
_____ as Amended

Michael McDonald, Secretary

Carl Mills, President

The TriCo Connection

Volume 15 Issue 2 February 2021

MONTHLY NEWSLETTER

COLLECTIONS– AARON STRONG

In the month of January, the Collection Staff got a jump on this year's cleaning and inspection cycle which includes Basins #1,3,4 and 6. Staff televised over 17,000 feet of sewer main in Basin #1 and found 3 major root intrusions coming from customers laterals. Homeowners have been notified that the roots have been removed and staff is looking into permanent solutions.

Rick and Daniel have embarked on this year's manhole inspections in the above-mentioned basins, completing 203 inspections in Basin #1. Inspections are performed on iPads and corrective action workorders are generated based on staff's evaluations of the structures.

Staff performs weekly Lift Station inspections and performs a 25-point inspection that is captured in our data asset management software. This month staff found a seal failure on pump #2 located at Lift Station #10 and a failed block heater that dumped all the back-up pumps engine coolant. With sub zero temperatures in the forecast staff has expedited the repair parts and will have the back-up pump in service before the subzero weather this weekend.

Staff is in the process of specifying the new work truck which will include an enclosed service van body. This new truck will primarily house all equipment necessary for manhole maintenance and repair. Quotes are being procured and staff hopes to take delivery in the coming months.

Collections Staff is close to taking ownership of Lift Station #27. Start-up has been completed and we are only awaiting permanent utility power. This addition will bring our total number of Lift Stations back up to 24 stations.

New Lift
Station
on
Whitley
Drive



Main switch
board
installation and
wiring



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Calendar of Events

February 8	C&C Meeting	5:30 p.m.
February 8	Board Meeting	6:00 p.m.
February 24	P&B Meeting	7:30 a.m.
February 27	B&F Meeting	7:30 a.m.

ENGINEERING & CONSTRUCTION - WES MERKLE

Staff completed 464 locates, 24 I&I inspections and 36 lateral inspections in January. There were no failed I&I inspections. A total of 1,353 locate requests were received and reviewed. Brandon assisted with locates as time allowed. Nate spent a lot of time on locates for multiple telecom installation projects along 106th Street and Mayflower Park Drive, where TriCo has up to seven force mains along roadways. Tone wire repairs are underway to ensure force mains are accurately located. Jeff continued to observe construction on the Outfall Sewer project. Eric observed construction at Troy Estates and a small low pressure sewer project along 300 South (146th Street) near the Willows.

Ryan observed construction on the Haver Way lift station and sewer reconstruction project. Lift station startup was successfully completed in January. I&I coordination work continued in Basins 1 (Home Place) and 8 (Crooked Stick). Staff received proposals for engineering services on the Little Eagle Creek Interceptor Extension project and the final neighborhood sewer extension project.

PLANT EXPANSION PROJECT UPDATE

Crews began removing and replacing protective channel liner systems in the pretreatment building. New screens and grit washers were assembled and set into place. The first wall pour on the grit structure was completed. At the VLRs, crews continued concrete finishing work, began equipment and bridge structure assembly, installed gates, and began hydrostatic testing. Equipment installation and yard piping continued at the new clarifiers and mixed liquor splitter structure. Concrete block wall construction, as well as roof framing, was completed for the new RAS-WAS pump building. Process piping installation was started in the basement. Crews started running conduit at multiple locations and began pulling wire for the main switch board, portable generator docking station, automatic transfer switch, and motor control centers. UV structure work was started.



Process piping underway in the new RAS pump building



Channel lining and Parshall Flume installation in pretreatment

FINANCIALS– CINDY SHEEKS

In December 2020, Total Revenue was \$658,442 which is \$32,828 above the projected revenue of \$625,613. Residential sales were \$421,584 which is \$5,376 over the projected budget (1.29%). Commercial sales totaled \$192,331 in December which is \$12,297 above the budget (6.83%). The Other Revenues category totaled \$20,080 in December, 28.86% above the monthly budget. The Other Income category was above projections in December by \$10,658 for a total of \$24,446.

Total Revenue in 2020 was \$8,431,944 which is \$490,584 above the projected total. Residential Sales totaled \$5,009,908 in 2020, 0.7% over budget. Commercial sales were 93.41% of the budget for a total of \$2,440,832, short of projections by \$172,168. Residential sales account for 59.42% of annual operating revenue, followed by commercial sales with 28.95%. Interest was 3.49% of the annual revenue for a total of \$293,920. Overall, the income was 6.18% over the projected budget. Interceptor fees totaled \$673,341 in 2020. EDU fees totaled \$817,147.

Total operating expenses were \$561,467 in December which is 21.93% over the monthly budget of \$460,467. Wages and benefits spending totaled \$247,823 and was over budget by \$53,994 during the month due to year-end adjustments for accrued PTO balances and the January 2021 payroll accrual. Administration spending was \$120,291 in December and over the monthly budget by \$52,404. Treatment costs totaled \$142,720 which was \$23,731 under the monthly budget. Collection costs totaled \$50,632 in December which was \$18,332 over budget.

YTD, operating expenses totaled \$5,494,725 which is 99.13% of the 2020 approved budget of \$5,542,677, and under budget by \$47,951. Wages and benefits spending in 2020 was over budget by \$56,783 (2.56%) for a total of \$2,277,310 and accounted for 41.45% of the operating expenses. The addition of the Operator position was the significant factor in this overage along with the year end PTO balance accrual. The Administration category spending totaled \$787,988 and was \$7,338 over budget (.94%). It comprised 14.34% of 2020 spending. Treatment spending was \$1,862,213 in 2020, under budget by \$72,286 (3.74%). It comprised 33.89% of the overall operating budget spending. Carmel Utilities was most of the spending in this category for a total of \$1,088,794. Collections department spending was \$567,212 in 2020, under budget by \$39,787 (6.55%). It comprised 10.32% of the overall spending.

The 2020 Total Operating Income (net of amortization and depreciation) was \$1,740,610. It was \$542,631 over the projected income of \$1,197,978. The \$940,000 received for the sale of the administration building was the reason for the large increase and helped offset the decline in commercial revenue.

Cash generated for December shows a decrease in Operating, Reserve for Replacement, Plant Expansion, and Interceptor funds by \$255,493. The bond fund expenses in December were \$1,805,837 for the plant expansion. Other capital spending during the month included the Administration Office construction, Plant Outfall, Haver Way Sewer and Lift Station, LS 11, and LS 14 Elimination. Total capital spending in December was \$2,072,742. YTD Capital spending was \$19,130,863. Cash on hand as of December 31, 2020 was \$19,427,702. Over \$14,000,000 was spent on the plant expansion project and over \$1,976,000 was spent on the construction of the Administration Building during 2020.

The balances in the funds are listed below:

Operating	\$5,027,386 (increased \$715,092 in 2020 and includes the 300K trans to R4R)
Interceptor	\$32,034(decreased \$226,957 in 2020 and rec'd 300K transfer from PE)
Plant Expansion	\$3,764,230(decreased \$935,105 in 2020 including 300K transfer to Interceptor)
Operating Reserve	\$519,252 \$1,673,148 transferred to Debt Service Reserve fund
Reserve for Replacement	\$611,156(received \$300,000 transfer from operating)
2020 Bond Funds	\$9,473,644(closed on \$22,000,000 bond issue)

As was expected, the cumulative balance between The Operating, Interceptor, Plant Expansion and Reserve for Replacement funds decreased this year due to the many projects. The starting balance was \$9,950,197 and decreased \$515,391 since January 1, 2020 with an ending balance of \$9,434,806.

SAFETY UPDATE - LOREN PRANGE

No injuries reported this month, and we are at 3994 days without a loss time accident.

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

Trico added two new MSA air monitors to our confined space entry program. They will be replacing two older units.

Plant staff added two new step ladders to replace aging older ones. Plant staff use them around the plant for preventive maintenance.

The monthly fire extinguisher inspections were completed.

Trico is communicating with Carmel's fire department about fire extinguisher training for our staff. They are undergoing some personnel changes and will schedule training with us as soon as they can.

**TREATMENT- SCOT WATKINS**

Staff assisted Thieneman's electrical sub, Sun Electric, with three scheduled power outages. The temporary power outages effected all parts of the facility and was coordinated with the plant staff. Thieneman damaged a few conduits while backfilling that took out a few actuators; Sun Electric was able to make a quick repair and get all the equipment back up and running. The eastern inner rotor bearing on the Orbal had failed, damaging the shaft. A replacement shaft was installed with new bearings and aeration disks to get the unit back into proper operation. Staff replaced the seals on the belt filter press and rebuilt the polymer pump as routine preventative maintenance.

In the FOG program, 101 pump outs had been logged and accounted for over 42,000 gallons of FOG being prevented from entering the system this month. Thirty-one inspections were logged and one under-slab inspection was performed for a new establishment. Shaun and Scot sat for and passed the Indiana Industrial Operators Association (IIOA) Industrial Environmental Manager (IEM) Masters certification exam.

The laboratory performed 294 CBOD5 tests, 231 Total Suspended Solids tests and 141 Phosphorus & Ammonia tests. Monthly Method Detection Limit studies were completed on TSS, Phosphorus and Ammonia. Testing from SAR2-COV continues with Carmel Utilities two times a week. Bob has signed up for the IWEA's Laboratory Analyst Certification exam this April.

Birthdays

Cody Cain February 5

Bob Roudebush February 16

Cindy Sheeks February 29

			TriCo Regional Sewer Utility			
			Register of Claims			
			For the period 12/31/20 - 1/31/21			
Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
12/31/20	15445	Operating	Merrell Brothers, Inc.	\$10,972.40	\$10,972.40	Biosolid disposal
12/31/20	15446	Operating	Black Tie Courier	\$550.00	\$550.00	Courier service
1/8/21	15447	Operating	Boone County Recorder	\$350.00	\$350.00	14 lien releases
1/10/21	15448	Operating	Matt Starr	\$29.12	\$29.12	Mileage 1/6/21
1/11/21	15449	Operating	Maggie Crediford	\$181.50	\$181.50	Reim-name plates
1/13/21	15450	Operating	Tim W Withers	\$35.15	\$35.15	Refund-1122 Clairborne Ct
1/13/21	15451	Operating	Vladimir Fokin	\$55.50	\$55.50	Refund-1153 Aqueduct
1/13/21	15452	Operating	Michael Garvey	\$49.53	\$49.53	Refund-12430 Bellingrath
1/13/21	15453	Operating	Red Door Property Management	\$27.75	\$27.75	Refund-12420 Brookline
1/13/21	15454	Operating	Pentagon Properties	\$93.04	\$93.04	Refund-13515 Shakamac
1/13/21	15455	Operating	Cynthia Miles	\$19.83	\$19.83	Refund-10916 Yorktown Crossing
1/13/21	15456	Operating	Neal Simon	\$32.04	\$32.04	Refund-11559 Summit Circle
1/13/21	15457	Operating	Tanya Schnelzer	\$21.57	\$21.57	Refund-12303 Gaskin Way
1/13/21	15458	Operating	Brian or Lisa Richter	\$48.03	\$48.03	Refund-10155 Orchard Park
1/13/21	15459	Operating	Brittnay Poore	\$27.75	\$27.75	Refund-10862 Lexington Dr
1/13/21	15460	Operating	Teresa Van Niekerk	\$25.75	\$25.75	Refund-10871 Diamond Dr
1/13/21	15461	Operating	Emily Bryan	\$33.10	\$33.10	Refund-290 Pokagon
1/13/21	15462	Operating	Kimberly Russell	\$21.66	\$21.66	Refund-2216 Moon Shadow Lane
1/13/21	15463	Operating	Jimm Pomeroy	\$32.33	\$32.33	Refund-3212 Homestretch
1/13/21	15464	Operating	Jonathan Kremer	\$11.50	\$11.50	Refund-11556 Willow Bend
1/13/21	15465	Operating	Marcia Baulieu	\$7.75	\$7.75	Refund-10320 New Jersey St
1/13/21	15466	Operating	Patricia Perry	\$23.85	\$23.85	Refund-14155 Langham
1/13/21	15467	Operating	Michael Stoughton	\$61.34	\$61.34	Refund-12644 Treaty Line
1/13/21	15468	Operating	Ryan or Carolyn Lynch	\$17.04	\$17.04	Refund-12753 Apsley Lane
1/13/21	15469	Operating	John or Anne McKay	\$27.75	\$27.75	Refund-2273 Blisland St
1/13/21	15470	Operating	Courageous Realty LLC	\$22.66	\$22.66	Refund-530 Vista Drive
1/13/21	15471	Operating	Michael Shaner	\$27.37	\$27.37	Refund-11223 Heritage View Lane
1/13/21	15472	Operating	Alpa Mistry	\$31.00	\$31.00	Refund-348 Castle Rock
1/13/21	15473	Operating	Vue Property Group	\$68.46	\$68.46	Refund-10205 N College
1/15/21	15474	Operating	Kinetrex Energy	\$1,654.16	\$1,654.16	Natural Gas-Plant
1/19/21	15475	Plant Expansion	Clark Excavation & Utility	\$399,810.16	\$399,810.16	CIP-Proj 1906 Plant Outfall
1/20/21	15480	Operating	AT&T Mobility	\$66.32	\$66.32	Trimble 02
1/20/21	15481	Operating	Carmel Utilities	\$13.85	\$13.85	LS 2 Water
1/20/21	15481	Operating	Carmel Utilities	\$28.17	\$28.17	LS 26 Water
1/20/21	15481	Operating	Carmel Utilities	\$13.85	\$13.85	LS 2 Water
1/21/21	15483	Operating	Kevin or Dana Hill	\$2,914.13	\$2,914.13	Refund-10646 Walnut Creek Dr W
1/27/21	15484	Operating	Liberty National	\$157.92	\$157.92	Watkins - Nov/Dec
1/29/21	15485	Operating	Continental Utility Solutions, Inc.	\$16,610.00	\$16,610.00	CUSI support - 2021
1/29/21	15486	Operating	Matt Starr	\$203.84	\$203.84	Mileage - Comm fails
2/2/21	15487	Operating	AFLAC	\$429.40	\$429.40	Employee Deferred Liability
1/31/21	15488	Operating	Aaron Strong	\$30.00	\$30.00	Jan Cell Phone Reimbursement
1/31/21	15489	Operating	Brandon Woolf	\$30.00	\$30.00	Jan Cell Phone Reimbursement
1/31/21	15490	Operating	Eric Luis Delacruz	\$30.00	\$30.00	Jan Cell Phone Reimbursement
1/31/21	15491	Operating	Jeffrey Martin	\$30.00	\$30.00	Jan Cell Phone Reimbursement
1/31/21	15492	Operating	Nathan Crowder	\$30.00	\$30.00	Jan Cell Phone Reimbursement
1/31/21	15493	Operating	Amanda Foley	\$100.00	\$100.00	Board Member Fees
1/31/21	15494	Operating	Carl S. Mills	\$250.00	\$250.00	Board Member Fees
1/31/21	15495	Operating	Charles Ryerson	\$150.00	\$150.00	Board Member Fees
1/31/21	15496	Operating	Eric Hand	\$200.00	\$200.00	Board Member Fees
1/31/21	15497	Operating	Jane B. Merrill	\$150.00	\$150.00	Board Member Fees
1/31/21	15498	Operating	Jeff Hill	\$100.00	\$100.00	Board Member Fees
1/31/21	15499	Operating	Jeffrey Kimbell	\$100.00	\$100.00	Board Member Fees
1/31/21	15500	Operating	Michael A. McDonald	\$150.00	\$150.00	Board Member Fees
1/31/21	15501	Operating	Steve Pittman	\$100.00	\$100.00	Board Member Fees
1/31/21	15502	Operating	ACE Technologies, LLC	\$4,152.50	\$4,152.50	Collections Support
1/31/21	15503	Operating	Alderson Commercial Group, Inc	\$55,000.00	\$55,000.00	CIP - Proj 1910
1/31/21	15504	Operating	Alliance of Indiana Rural Water	\$600.00	\$600.00	Annual Membership
1/31/21	15505	Operating	Altman, Poindexter & Wyatt, LLC	\$797.50	\$797.50	Legal Fees
1/31/21	15506	Operating	Ascension Medical Group St. Vince	\$1,800.00	\$1,800.00	Employee Health Assessments 2021
1/31/21	15507	Operating	Bedell Home Services	\$2,250.00	\$2,250.00	Line repairs - 11394 St Andrews Lane
1/31/21	15508	Operating	BL Anderson Company, Inc.	\$431.33	\$431.33	Pumphead-Plant R&M
1/31/21	15508	Operating	BL Anderson Company, Inc.	\$940.00	\$940.00	Lift Station R&M
1/31/21	15509	Operating	Bullseye Fence Design Inc	\$750.00	\$750.00	CIP-Proj 1910 Office Admin
1/31/21	15510	Operating	Carmel Utilities	\$789.75	\$789.75	Hydrant usage
1/31/21	15511	Operating	Carmel Utilities	\$93,126.03	\$93,126.03	Flow to Carmel
1/31/21	15511	Operating	Carmel Utilities	\$1,042.80	\$1,042.80	January Reads
1/31/21	15512	Operating	Clarke Power Services, Inc	\$525.00	\$525.00	Annual service on Fire Pump
1/31/21	15513	Operating	Culy Contracting, LLC	\$3,305.00	\$3,305.00	LS R&M

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
1/31/21	15514	Operating	Dell Marketing L.P.	\$1,247.37	\$1,247.37	Computer Expense
1/31/21	15514	Operating	Dell Marketing L.P.	\$524.98	\$524.98	2 Monitors
1/31/21	15516	Operating	Doxim	\$3,855.87	\$3,855.87	Billing Services
1/31/21	15516	Operating	Doxim	\$5,287.38	\$5,287.38	Postage
1/31/21	15517	Operating	Eco Infrastructure Solutions, Inc.	\$2,951.52	\$2,951.52	Televising
1/31/21	15517	Operating	Eco Infrastructure Solutions, Inc.	\$474.96	\$474.96	Televising
1/31/21	15518	Operating	Environmental Resource Associates	\$618.32	\$618.32	Sewer Sampling
1/31/21	15519	Operating	Evoqua Water Technologies LLC	\$11,545.45	\$11,545.45	Shaft-Orbal-Plant R&M
1/31/21	15520	Operating	Fastenal Company	\$341.30	\$341.30	Plant R&M
1/31/21	15520	Operating	Fastenal Company	\$289.19	\$289.19	Plant R&M
1/31/21	15520	Operating	Fastenal Company	\$168.60	\$168.60	Plant R&M
1/31/21	15520	Operating	Fastenal Company	\$420.00	\$420.00	Line Maintenance
1/31/21	15520	Operating	Fastenal Company	\$143.47	\$143.47	Plant R&M
1/31/21	15520	Operating	Fastenal Company	\$742.69	\$742.69	Bottled Water
1/31/21	15520	Operating	Fastenal Company	\$17.14	\$17.14	Plant R&M
1/31/21	15521	Operating	Grainger	\$48.08	\$48.08	Plant R&M
1/31/21	15521	Operating	Grainger	\$95.78	\$95.78	Plant R&M
1/31/21	15522	Operating	Hach Company	\$2,768.30	\$2,768.30	Sewer Sampling
1/31/21	15523	Operating	Indiana Department of Environment	\$9,500.00	\$9,500.00	Base Fee & Flow Fee Permits
1/31/21	15524	Operating	Irrigation Plus	\$880.00	\$880.00	Dumpster Rental
1/31/21	15525	Operating	IT Indianapolis	\$9,366.90	\$9,366.90	Computer Expense
1/31/21	15525	Operating	IT Indianapolis	\$5,040.00	\$5,040.00	Computer Expense
1/31/21	15525	Operating	IT Indianapolis	\$3,580.96	\$3,580.96	Computer Expense
1/31/21	15525	Operating	IT Indianapolis	\$2,910.00	\$2,910.00	Computer Expense
1/31/21	15526	Operating	IUPPS	\$1,452.55	\$1,452.55	Locates
1/31/21	15527	Operating	KOORSEN FIRE & SECURITY	\$240.00	\$240.00	Security Service Call
1/31/21	15527	Operating	KOORSEN FIRE & SECURITY	\$12,800.00	\$12,800.00	CIP-Proj 1910 Admin Office
1/31/21	15527	Operating	KOORSEN FIRE & SECURITY	\$3,925.00	\$3,925.00	CIP-Proj 1910 Admin Office
1/31/21	15527	Operating	KOORSEN FIRE & SECURITY	\$2,752.00	\$2,752.00	CCTV Install
1/31/21	15528	Operating	MacAllister Machinery	\$4,569.55	\$4,569.55	LS 1 Tree Damage-Insurance Reimb
1/31/21	15529	Operating	Maco Press	\$55.06	\$55.06	Drop Box Yard Sign
1/31/21	15529	Operating	Maco Press	\$101.62	\$101.62	Front Entrance Door Decal
1/31/21	15529	Operating	Maco Press	\$143.00	\$143.00	Now Hiring Signs
1/31/21	15530	Operating	Merrell Brothers, Inc.	\$10,191.03	\$10,191.03	Biosolid Disposal
1/31/21	15531	Operating	NCL of Wisconsin, Inc.	\$49.60	\$49.60	Sewer Sampling
1/31/21	15532	Operating	Office Depot	\$289.49	\$289.49	Office Expense
1/31/21	15532	Operating	Office Depot	\$272.96	\$272.96	Office Expense
1/31/21	15532	Operating	Office Depot	\$60.00	\$60.00	Office Expense
1/31/21	15532	Operating	Office Depot	\$223.99	\$223.99	Office Expense
1/31/21	15532	Operating	Office Depot	\$137.32	\$137.32	Office Expense
1/31/21	15532	Operating	Office Depot	\$54.99	\$54.99	Office Expense
1/31/21	15533	Operating	Office Keepers	\$1,035.00	\$1,035.00	Monthly Cleaning-January
1/31/21	15534	Operating	OmniSite	\$1,932.00	\$1,932.00	2021 LS Wireless Service
1/31/21	15534	Operating	OmniSite	\$272.97	\$272.97	2021 LS 11 Wireless Service
1/31/21	15535	Operating	Praxair Distribution, Inc.	\$32.82	\$32.82	Cylinder Rental
1/31/21	15536	Operating	Quench USA, Inc.	\$99.00	\$99.00	Water Cooler Rental
1/31/21	15537	Operating	Red Wing Business Advantage Account	\$197.99	\$197.99	Boots-Wes
1/31/21	15538	Operating	RJE Interiors, Inc	\$5,637.91	\$5,637.91	CIP-Proj 1910
1/31/21	15539	Operating	Safety Plus, Inc.	\$1,188.00	\$1,188.00	Online Safety Training-12 Month Period
1/31/21	15540	Operating	Safety Resources, Inc.	\$770.00	\$770.00	Contract Safety Services Oct-Dec
1/31/21	15541	Operating	Shrewsbury & Associates, LLC	\$225.00	\$225.00	Construction Obsv-Bellevue
1/31/21	15542	Operating	Simplifile	\$630.00	\$630.00	Filing Fees
1/31/21	15543	Operating	SITECH of Indiana, LLC	\$205.34	\$205.34	Batteries
1/31/21	15544	Operating	Swift Comply	\$3,150.00	\$3,150.00	FOG SaaS Essentials
1/31/21	15545	Operating	Taylor Oil Company, Inc.	\$1,215.27	\$1,215.27	Fuel Charges
1/31/21	15546	Operating	USA BlueBook	\$1,812.59	\$1,812.59	Plant R&M
1/31/21	15546	Operating	USA BlueBook	\$237.67	\$237.67	Sewer Sampling
1/31/21	15547	Operating	Utility Supply Company	\$137.63	\$137.63	Line Maintenance
1/31/21	15548	Operating	Vasey Commercial Heating & AC, Inc.	\$921.00	\$921.00	Plant R&M
1/31/21	15549	Operating	Xylem Water Solutions USA Inc	\$4,076.00	\$4,076.00	LS R&M
1/31/21	15550	Plant Expansion	Clark Excavation & Utility	\$225,702.90	\$225,702.90	CIP-Proj 1906 Plant Outfall
1/31/21	15551	Plant Expansion	GRW	\$1,132.50	\$1,132.50	CIP-Proj 1906 Outfall Constr Admin
1/31/21	15552	Interceptor	GRW	\$1,125.00	\$1,125.00	CIP-Proj 2003 Future Sewers
1/31/21	15553	Interceptor	Lykins Contracting LLC	\$323,941.51	\$323,941.51	CIP-Proj 1802 Haver Way
1/31/21	15554	Interceptor	MS Consultants, Inc	\$1,470.00	\$1,470.00	CIP-Proj 1802 Haver Way
1/31/21	15555	Reserve for R	Connect Electric Inc	\$855.33	\$855.33	CIP-UPS Replacement
1/31/21	15556	Reserve for R	Detection Instruments Corporation	\$5,340.92	\$5,340.92	CIP-Odor Loggers
1/31/21	15557	Reserve for R	Control Tech	\$22,944.00	\$22,944.00	CIP-Annual Plant Improvements
1/31/21	15558	Operating	Black Tie Courier	\$500.00	\$500.00	Courier service
1/31/21	15559	Operating	Liberty National	\$58.72	\$58.72	Employee Deferred Liability
2/4/21	15560	Operating	Brady Kahl	\$60.32	\$60.32	Refund-1106 Birnam Woods
2/4/21	15561	Operating	Gayle Garber or Bruck Loewenthal	\$18.28	\$18.28	Refund - Gwynmere Run

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
2/4/21	15562	Operating	Suntree Enterprises LLC	\$14.80	14.8	Refund-10871 Cornell St
2/4/21	15563	Operating	William A Sanders	\$42.34	42.34	Refund-13722 Royal Saddle
2/4/21	15564	Operating	Ron or Suzanne Mencias	\$11.16	11.16	Refund-10558 Elizabeth Ct
2/4/21	15565	Operating	Indiana Municipal Power Agency	\$1,929.80	1929.8	Refund-11660 N College
2/4/21	15566	Operating	Thorne Rental Properties	\$21.28	21.28	Refund-10606 Central Ave
2/4/21	15567	Operating	Henry Fan	\$6.52	6.52	Refund-11717 Yale Dr
2/4/21	15568	Operating	Shannon Andrews	\$6.58	6.58	Refund-12474 Carmel Garden
2/4/21	15569	Operating	Eric or Jody Johnson	\$23.46	23.46	Refund-11569 Weeping Willow Dr
2/4/21	15570	Operating	teve Weinstein	\$16.86	16.86	Refund-2482 Silver Oaks
2/4/21	15571	Operating	Anand Ramakrishnan	\$215.17	215.17	Refund-13773 Amblewind
2/4/21	15572	Operating	Ashley Patterson	\$16.31	16.31	Refund-2598 Congress St
2/4/21	15573	Operating	Doug or Julie Bowen	\$167.50	167.5	Refund-10596 Jumper Lane
2/4/21	15574	Operating	Meredith Langhorst	\$27.75	27.75	Refund-12004 Leighton Ct
2/4/21	15575	Operating	Onyx + East	\$94.34	94.34	Refund - 12954 12956 12956 12960 Petig
2/4/21	15578	Interceptor	TSW Utility Solutions, Inc	\$4,900.00	4900	CIP- Proj 2003 Neighborhood Sewers
1/31/21	100032	Huntington Bc	Centier Bank	\$64,693.75	\$64,693.75	CIP-Proj 1902 Dep to account 103323074
1/31/21	100033	Huntington Bc	GRW	\$12,208.50	\$12,208.50	CIP-Proj 1902 Plant Exp Bond Proceeds
1/31/21	100033	Huntington Bc	GRW	\$13,040.00	\$13,040.00	CIP-Proj 1902 Plant Exp Bond Proceeds
1/31/21	100034	Huntington Bc	Thieneman Construction, Inc.	\$582,243.75	\$582,243.75	CIP-Proj 1902 Plant Exp
1/16/21	20200636	Operating	Jive Communications, Inc	\$681.51	\$681.51	Phone charges
12/31/20	20200637	Operating	Citizens State Bank	\$1,115.96	\$1,115.96	Lockbox fees
1/1/21	20200638	Operating	ADP	\$221.56	\$221.56	Workforce now payroll
12/31/20	2020700	Operating	PNC Bank	\$5,547.54	\$5,547.54	CC Expenses December 2020
1/15/21	2021001	Operating	Vectren Energy Delivery	\$46.00	\$46.00	LS 2 Gas
1/15/21	2021002	Operating	Vectren Energy Delivery	\$17.63	\$17.63	LS 10 Gas
1/15/21	2021003	Operating	Vectren Energy Delivery	\$908.07	\$908.07	Plant Gas
1/15/21	2021004	Operating	Anthem Blue Cross Blue Shield - H	\$36,256.28	\$36,256.28	H ins-Feb 2020
1/21/21	2021005	Operating	Indianapolis Power and Light	\$45.25	\$45.25	LS 22
1/21/21	2021006	Operating	Indianapolis Power and Light	\$70.36	\$70.36	LS 20
1/21/21	2021007	Operating	Indianapolis Power and Light	\$51.54	\$51.54	LS 18
1/21/21	2021008	Operating	Indianapolis Power and Light	\$118.31	\$118.31	LS 3
1/21/21	2021009	Operating	Indianapolis Power and Light	\$576.32	\$576.32	LS 8
1/21/21	2021010	Operating	Indianapolis Power and Light	\$94.84	\$94.84	LS 12
1/21/21	2021011	Operating	Indianapolis Power and Light	\$813.47	\$813.47	LS 10
1/21/21	2021012	Operating	Indianapolis Power and Light	\$410.15	\$410.15	LS 9
1/21/21	2021013	Operating	Indianapolis Power and Light	\$56.20	\$56.20	LS VV
1/21/21	2021014	Operating	Indianapolis Power and Light	\$50.11	\$50.11	LS 25
1/21/21	2021015	Operating	Indianapolis Power and Light	\$63.07	\$63.07	LS 24
1/21/21	2021016	Operating	Indianapolis Power and Light	\$5,577.10	\$5,577.10	LS 2
1/12/21	2021017	Operating	ADP	\$90,695.06	\$90,695.06	Payroll PPE 1/1/21
1/11/21	2021018	Operating	Empower Retirement (Hoosier STA	\$9,360.88	\$9,360.88	Roth, 401a, 457b PPE 1/8/21
1/22/21	2021019	Operating	ADP	\$260.54	\$260.54	Payroll/Time & Attendance fees
1/25/21	2021020	Operating	AT & T	\$2,915.22	\$2,915.22	Internet Service
1/28/21	2021021	Operating	Mutual of Omaha	\$3,690.85	\$3,690.85	Insurance - Feb 2021
1/29/21	2021022	Operating	Citizens State Bank	\$20.00	\$20.00	Bank fee
1/29/21	2021023	Operating	Anthem Blue Cross and Blue Shield	\$345.68	\$345.68	Employee Vision Insurance
1/29/21	2021024	Operating	AT&T Mobility	\$2,172.67	\$2,172.67	Employee & Lift Station mobile service
1/29/21	2021025	Operating	Republic Services #761	\$305.06	\$305.06	Plant Trash Service
1/29/21	2021026	Operating	Quadient Finance USA, Inc.	\$596.08	\$596.08	Postage Equipment Rental
1/29/21	2021027	Operating	Wex Bank	\$27.56	\$27.56	Fuel
1/31/2021	2021028	Operating	Citizens State Bank	\$1,145.48	\$1,145.48	Lockbox fees
				\$2,152,764.79	\$2,152,764.79	
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						
			\$2,152,764.79			

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

	\$2,152,764.79
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Docket Report Information

CIP - Proj 1910 Office Improvements	\$78,112.91
CIP - Proj 1802 Haver Way	\$325,411.51
CIP - 1902 Plant Expansion	\$672,186.00
CIP-Proj 1906 Outfall Plant Outfall	\$626,645.56
CIP - Proj 2003 Neighborhood Sewers	\$1,125.00

\$1,703,480.98

District Insurance	\$40,292.81
Treatment Flow to Carmel Utilities	\$93,126.03

Other Expenses	\$315,864.97
Total Claims	\$2,152,764.79

Selected Statistics 2021	January	2021 Monthly Average	2021 YTD	2020 Total Through January
Maintenance Information				
Lateral Inspections	36	36	36	22
Certified I&I Inspections	24	24	24	32
Failed I&I Inspections	0	0	0	1
Sewer Locates	464	464	464	561
Manholes Added	62	62	62	0
Total # of Manholes	5,948	5,948	5,948	5,886
Manholes Inspected	203	203	203	269
Feet of Sewer Added	28,089	28,089	28,089	0
Total Footage of Sewers	1,699,903	1,699,903	1,699,903	1,671,814
Feet of Sewer Televised	17,293	17,293	17,293	23,972
Feet of Sewer Cleaned	0	0	0	2,999
Overflows	0	0	0	0
Feet of LPFM Cleaned	0	0	0	6,617
LS 1 to Carmel Utilities				
Rainfall/Precipitation (inches)	0.87	0.9	0.9	5.03
Total Flow (gallons)	54,031,909	54,031,909	54,031,909	72,650,726
Max Daily Flow (gallons)	2,842,113	N/A	2,842,113	3,594,037
Average Daily Flow (gallons)	1,742,965	1,742,965	1,742,965	2,343,572
Min Daily Flow (gallons)	1,374,527	N/A	1,374,527	1,801,105
Michigan Road WWTP				
Total Flow (gallons)	83,802,321	83,802,321	83,802,321	89,875,000
Max Daily Flow (gallons)	3,314,154	N/A	3,314,154	7,015,000
Average Daily Flow (gallons)	2,703,301	2,703,301	2,703,301	2,899,194
Min Daily Flow (gallons)	2,354,511	N/A	2,354,511	2,192,000
Total Flow to Both Plants	137,834,230	137,834,230	137,834,230	162,525,726
Biosolids Handling(gallons)				
Wasted (Biosolids)	1,273,800	1,273,800	1,273,800	1,825,900
Dewatered	548,000	548,000	548,000	435,000
Digested Sludge Withdrawn	700,000	700,000	700,000	1,376,000
Customer Information			15,997	
New Sewer Service Accounts	7	7	7	32
Permits Issued	25	25	25	40



BUDGET & FINANCE COMMITTEE

Friday, January 29, 2021 at 7:30 a.m.

Memorandum

The meeting was held virtually via GoToMeeting

Ms. Merrill called the meeting to order at 7:31 AM

ROLL CALL

Members Present: Committee Chair Jane Merrill, members Michael McDonald, Carl Mills and Board member Eric Hand. Others in attendance were Legal Counsel Anne Poindexter, Utility Director Andrew Williams, Controller Cindy Sheeks, and Administrative Assistant Maggie Crediford.

PUBLIC COMMENT

There was no one in attendance from the public.

FINANCIAL STATEMENTS

Ms. Sheeks asked the committee members if they had received the revised spending analysis. They confirmed they had. Ms. Sheeks said the Utility ended the year strong without overspending the budget and revenues came in over projections. Ms. Sheeks said Mr. Mills signed a large check to Clark Excavating for \$399,810.16 for the Plant Outfall Project. It was not received before the last Board meeting and needed to be paid in a timely manner. Ms. Merrill said she was consulted and agreed the payment should be made before the February Board meeting. Ms. Sheeks said the Utility ended the year with \$19 million in the bank. Mr. McDonald asked how much of the \$19 million is allocated to for spending. Ms. Sheeks said it is projected if all planned projects and spending move forward in 2021 and 2022 it is projected the Utility's cash on hand will be down to around \$2 million.

TRANSFER FROM OPERATING TO INTERCEPTOR FUND

Ms. Merrill said there is currently a negative balance in the Interceptor Fund and money needs to be transferred into it. Ms. Sheeks said the last time the Interceptor Fund was negative money was borrowed from the Plant Expansion Fund and asked if it should be borrowed from that fund as well this time for consistency purposes. Mr. Mills, Mr. McDonald and Ms. Merrill said they liked the idea of being consistent with fund transfers. The Committee will recommend the Board approve a transfer of funds from the Plant Expansion Fund to the Interceptor Fund.

VOID STALE DATED CHECKS

Staff is requesting to void 14 checks from 2018 that have never been cashed for a total of \$396.43. Mr. Mills made a motion to recommend the Board authorize Staff to request the 14 checks be voided. Mr. McDonald seconded the motion, and the Committee will make the recommendation to the Board.

OTHER BUSINESS

Mr. Williams said five interviews were conducted for the open Field Operations Specialist position. Two candidates stood out to Mr. Williams and Mr. Strong. One has 22 years' experience working for the City of Thorntown and can work with high voltage electricity. The other has training from the Air Force in civil engineering and helped build military bases overseas including the installation of wastewater infrastructure. Mr. Williams will be asking the Personnel and Benefits Committee if there is room in the budget to add an additional employee to the staff and hire both candidates. It is rare in this industry that there would be an opportunity to hire two very qualified people. The cost for an additional employee would be roughly \$50,000 in salary and an additional \$25,000 in benefits. Mr. McDonald asked how large the staff needs to be to trigger additional employer responsibility regulations. Mr. Williams and Ms. Sheeks said 50 full time employees triggers additional regulations, they will research if there is any impact for a 25th employee. Mr. Mills said if there is enough money to add an additional employee, he believes it is worth considering. Ms. Merrill agreed it would be a shame to let a highly qualified candidate get away. Mr. Hand asked Mr. Williams if he has a feel for the stability of the rest of the staff. Mr. Williams said he has not heard of anyone intending to leave the Utility.

ADJOURNMENT

The meeting adjourned at 7:51 AM.

Respectfully Submitted

Cindy Sheeks

Cindy Sheeks
Controller



MEMORANDUM

To: Budget of Trustees, Drew Williams,
Anne Poindexter

From: Cindy Sheeks

Date: February 4, 2021

Subject: Transfer from Plant Expansion to Interceptor
fund

Per the State Board of Accounts, the Board shall pass a resolution authorizing a temporary transfer from Plant Expansion to Interceptor fund, so the fund is not in a negative balance at year end. As of December 31, 2020, the balance in the interceptor fund is **\$-267,965.57**.

Requested Action: Approve Resolution 02.08.21 Temporary Transfer from Plant Expansion to Interceptor Fund

RESOLUTION NO. 02.08.2021

RESOLUTION OF THE TRICO REGIONAL SEWER UTILITY

**CONCERNING A TEMPORARY LOAN FROM THE PLANT EXPANSION
FUND TO THE INTERCEPTOR FUND**

WHEREAS the Board of Trustees of the TriCo Regional Sewer Utility is aware that balance of the Interceptor Fund has fallen below zero due Capital Improvement expenditures, and

WHEREAS the Board of Trustees is aware of excess cash available in the Plant Expansion fund to transfer to the Interceptor fund, and

WHEREAS the Board of Trustees desires to transfer \$300,000 from the Plant Expansion fund to the Interceptor Fund on December 31, 2020, and

WHEREAS the funds shall be repaid as soon as the unencumbered cash balance is available in the Interceptor fund.

**NOW THEREFORE BE IT RESOLVED BY THE TRICO REGIONAL SEWER
UTILITY BOARD OF TRUSTEES AS FOLLOWS:**

One-time transfer of \$300,000 from the available cash balance of the Plant Expansion fund to the Interceptor fund.

SO RESOLVED this 8th day of February 2021. TriCo Regional Sewer Utility by its Board of Trustees.

Carl Mills, President

Steve Pittman, Vice President

Jane Merrill, Treasurer

Michael McDonald, Secretary

Jeff Hill

Eric Hand

Amanda Foley

Jeff Kimbell

Charles Ryerson



MEMORANDUM

To: Board of Trustees
From: Cindy Sheeks
Date: February 8, 2021
Subject: Void Stale dated checks

Per the State Board of accounts, the Utility may void state dated checks if they remain uncashed on December 31 two years after issue date. Below is the list of checks to void totaling \$396.43.

01/31/2018	11084	Cyro Pecora Jr	\$15.54
05/31/2018	11526	Kathleen Martel	\$32.00
06/21/2018	11624	Margaret McFarland	\$15.54
06/21/2018	11627	Kim Tapp	\$5.40
06/21/2018	11632	Bradley Miller	\$21.00
06/21/2018	11640	April Rhymaun	\$26.11
06/22/2018	11643	Marlene J Peters	\$13.99
07/30/2018	11804	Timothy Oliver	\$30.00
09/30/2018	12053	Applewood Homes LLC	\$32.39
09/30/2018	12071	Rebecca Jude	\$21.29
09/30/2018	12076	Tina Hallett	\$16.85
11/30/2018	12340	Jason C Long	\$103.95
12/31/2018	12432	Jeff C Weersma	\$16.09
12/31/2018	12446	Jaron Meyers	\$46.28
			\$396.43

Requested Action: Void the outstanding refund checks.



PERSONNEL AND BENEFITS

Wednesday, February 3, 2021 at 7:30 a.m.

Memorandum

Mr. Kimbell called the meeting to order at 7:32 a.m.

Roll Call

Members Present: Committee Chair Jeff Kimbell, members Chuck Ryerson and Eric Hand. 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 the Safety Update included in the packet is from December. In early January, the Utility had a reportable accident involving a staff member who tripped and broke their nose; however, it was not considered a lost time accident because he was back at work the same day. Mr. Williams said according to the worker's comp insurance company, if there was not a day of work missed, the incident does not count as lost time even though it is reportable. Mr. Williams said he has stressed with the staff that he does not encourage anyone who is injured to come back to work just to keep the days without a lost time accident clock moving forward.

Mr. Hand said it is the employee's choice to come back to work after an injury unless the injury poses further danger to the employee or other employees they might be working with, at that point he would expect management to step in and decide if an injured employee will return to work.

Mr. Williams said the Utility must report the incident on the OSHA log because the employee went to the doctor and received treatment. Mr. Ryerson emphasized it is important that employees report any accident to management because if symptoms of the accident do not present themselves immediately workman's comp might question if the injury happened at work.

Mr. Hand said the report mentions that a loose lens was removed from an overhead light at the biosolids building. He asked if that lens was just removed or if it had been replaced, and requested it be replaced if it has not already been. Mr. Ryerson said lighting fixtures that have protective lenses do so because if the bulb shatters it can injure someone if hot shattered glass falls on them. He agreed that if the lens has not yet been replaced it needs to be. Mr. Williams said he will follow up on the lens with staff.

Mr. Hand said the report discusses monthly fire extinguisher inspections. He asked if there is other equipment like defibrillators that are current on their service inspections as well. He asked if the Utility has Ambu bags on site in the event someone needs CPR. Mr. Williams

said there are not. Ms. Crediford said she would get with Mr. Prange and order some. Mr. Williams said the defibrillator has recently been inspected and the batteries have been replaced once. Mr. Ryerson said emergency lighting batteries in the buildings should be tested monthly. Annually the lights are supposed to undergo deep discharge testing which is removing the power for at least 90 minutes to be sure the lights last at least that long. Each unit should be numbered so there is a log showing that every unit has been tested. Mr. Williams said he would have Mr. Prange add those items to the regularly scheduled maintenance rotation.

Pandemic PTO Policy Update

Mr. Williams said most of the Pandemic PTO used in 2020 was a result of parents who needed to stay home with their children when schools closed. There were a couple of people who used part of their time because someone in their household was exposed or tested positive for the virus. None of the staff members have tested positive for COVID-19 at this time. The Committee discussed the positive test results dropping in the area, the distribution of vaccines, and the opening of schools and businesses. Due to the general uncertainty of the governments future response, the Committee recommends the continuation of Pandemic Leave policy and allow the use of hours currently in employee banks. No additional hours will be added at this time. The Committee will revisit the matter in the fall or sooner should the need arise.

Staffing

Mr. Williams said interviews were conducted for the open Field Operations Specialist position. An employment offer has been extended and accepted by a candidate with 23 years of experience in the industry. There was another qualified candidate interviewed that Mr. Williams thought might be beneficial to hire if a staffing need existed. After consultation with the managers, it was decided that a new position is not needed at this time. Now that all staff is in one location, the Managers will work together to share staffing resources.

Strategic Planning Process

Mr. Williams showed the committee results from the Utility's last strategic planning sessions in 2012. The committee discussed options and decided that it would be a good start to have the Board and employees do a self-assessment to identify where strengths and weaknesses are. Mr. Ryerson will reach out to a couple of people he knows that do strategic planning consulting and Mr. Williams will check with Ms. Conover, the Utility's HR consultant, to see if she would know anyone who specializes in strategic planning.

Mr. Williams provided the Committee with a summary of the responsibilities of the P&B Committee and a rough schedule of when different tasks were performed each year.

Adjournment

The meeting adjourned at 8:42 a.m.

Respectfully Submitted,



Andrew Williams, Utility Director



CAPITAL & CONSTRUCTION MEETING

Monday, January 11, 2021 at 5:30 p.m.

Memorandum

The meeting was held virtually via GoToMeeting.

Mr. Pittman called the meeting to order at 5:35 PM.

Roll Call

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

Public Comment

There was no one in attendance from the public.

Lift Station #11 Equipment Installation

Mr. Pittman said staff recommends awarding the Lift Station #11 Equipment Installation contract to Pyramid Design and Construction in the amount of \$89,898. Mr. Merkle said the project was originally quoted in early December but came in well above budget. Staff adjusted the scope as well as the budget and rebid the project. Pyramid's last project with the Utility was re-piping the valve vault at Lift Station #1 in 2015. The project was very successful. Mr. Merkle looks forward to working with them again.

Mr. Hill asked if when the scope of work was modified and the project was rebid, was it modified for everyone who had initially bid on the project. Mr. Merkle said it was. Mr. Hill asked if the time frame played into skewed pricing. Mr. Merkle said timing might have been a challenge in that the Utility was asking for the project to be done in the winter which is weather dependent. Mr. Merkle said staff reworked the electrical scope and will use its own bypass pumping equipment versus having the contractor rent the equipment which will reduce costs.

Mr. Hand asked why the bid received is lower than the budget increase. Mr. Merkle said other items purchased for the project will bring the total project cost to \$165,000 and \$170,000 for the total project.

The Committee will recommend the Board award the Lift Station #11 Equipment Installation Contract to Pyramid Design and Construction in the amount of \$89,989.

Capital Project Updates

#1802 Haver Way Sewer Improvements- A new gravity sewer and force main have been installed on Whitley Drive. Piping and underground electric are complete. Lift station completion and start up are planned for January 21, 2021.

#1902 WRRF Expansion- 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 shutdowns for final installation and tie ins. The project is ahead of schedule and projected to finish under the contract bid amount.

#1906 Eagle Creek Outfall Sewer Expansion (located between TriCo WRRF and Eagle Creek to the west)- crews continued open cut sewer installation from Bennett Parkway to the plant, where a new splitter structure was installed. Vectren relocated a gas main along Zionsville Road. A second crew continued open cut installation east of Zionsville Road. While completion is due in April, the general contractor expects to finish the work in the next month or two.

#1910 Office Unification- 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.

Mr. Pittman asked if there is a budget for the acoustical improvements. Mr. Merkle said he has received one quote for \$9,000. Mr. Merkle is looking into other options as well.

#1911 Lift Station #11 Pump and Control Panel Replacement- New pumps have been delivered. ACE Technologies is modifying the control panel from decommissioned Lift Station #4 for reuse. Duke Energy is ready to upgrade the electric service. If the contract is awarded by the Board this month, installation of pumps, piping, and electrical equipment is anticipated in February or March.

#2002 Lift Station #2 (106th/Spring Mill Road) Odor Control System Replacement- Staff will receive quotes for installation of the new odor control system in late January. Equipment will be delivered by February and installed at that time. Mr. Merkle expects to have a contract before the Board in February for the installation of the new equipment.

#2004 – Lift Station #1 Repairs- The generator supplier notified staff that delivery has been pushed back to February.

#2102 – Lift Station #16 Reconstruction- This month staff plans to issue a request for proposals to engineering firms for design services, pending development at Michigan Road and Sycamore Street moving forward.

#2103 – Long Brook, Bridlewood & Countrywood Sewer Extension- Staff will be meeting with GRW shortly to discuss the scope of work. This should be the final neighborhood sewer project. All areas have homeowners requesting service for immediate connection. Mr. Pittman said he has spoken to property owners in Countrywood and they seemed excited about the option to connect to sewers.

Other Business

Mr. Pittman gave a brief overview of the wastewater capacity issues the Town of Zionsville is having and asked that staff consider assisting if asked by Zionsville. Mr. Hand said he had discussions with a couple Boone County Commissioners and let them know that TriCo is willing to assist with the situation if needed.

Adjournment

The meeting adjourned at 5:54 PM

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'Wes Merkle', written in a cursive style.

Wes Merkle
Engineering Manager