



TriCo Regional Sewer Utility

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Board of Trustees Meeting Agenda

Monday, May 10, 2021 @ 6:00 p.m.

TriCo WRRF

7236 Mayflower Park Drive, Zionsville, IN 46077

1. Roll Call
2. Public Comment
3. Approval of Meeting Memorandum
 - a. Board Meeting, April 12, 2021
4. Approval of Claims Docket
5. Attorney's Report
6. Utility Director's Report
7. Committee Reports
 - a. Budget & Finance Committee
 - i. First Reading of the Sewer Use Ordinance 5-10-2021
 - ii. First Reading of User Rate Ordinance 5-10-2021-R
 - b. Personnel & Benefits Committee
 - i. Worker's Compensation Pay
 - ii. On Call Pay Policy
 - c. Capital & Construction Committee
 - i. Dedications
 1. Crossfields, Lamb Property Low Pressure Sewer, and Zotec Investments LLC Tech Village
 - ii. Surplus Equipment
8. Old Business
 - a. Strategic Planning Sessions Update
9. New Business
10. Adjourn

7236 Mayflower Park Drive, Zionsville, IN 46077



BOARD OF TRUSTEE MEETING

Monday April 12, 2021 6:00 p.m.
Memorandum

Mr. Mills called the meeting to Order at 6:04 p.m.

ROLL CALL

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

Mr. Pittman and Mr. Hand were absent.

PUBLIC COMMENT

There was no one present from the public.

APPROVAL OF MEETING MEMORANDUM

Ms. Merrill made a motion to approve the March 8, 2021 Board Meeting Memorandum. Mr. Ryerson seconded the motion and it was unanimously approved.

APPROVAL OF CLAIMS DOCKET

Ms. Sheeks said it was a large docket with \$2 million in expenses. Over \$800,000 was paid to the Plant Expansion project. \$176,000 for office furnishings, and \$164,000 for the equipment for the Lift Station 2 Odor Control Unit.

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

Mr. Mills asked Ms. Sheeks to explain the changes made to the financial statements. Ms. Sheeks said the statement is comparing the prior year's month to the current year's month to get a spending comparison. Mr. Kimbell had suggested the change.

Ms. Sheeks reminded Board members to log time spent on internal controls training on their pay sheets.

Mr. Hill asked about a repair made to a truck for \$22,000. Mr. Williams said the repair was made to the camera truck which would be over \$50,000 to replace. It had a major problem with the diesel block. Mr. Strong said the truck has an emissions control unit on it that was clogged with sludge because of the time the truck spends in idle. The emission control units are made to preform when trucks are getting lots of driving hours and can build up engine sludge when used in idol for longer periods of time like in TriCo's situation. Staff investigated several options and decided making the repair was the best choice.

ATTORNEY'S REPORT

Mrs. Poindexter had no report.

UTILITY DIRECTOR'S REPORT

Mr. Williams said the first strategic planning session was held on April 1, 2021. It was a four-hour session, the next meeting will be Wednesday, April 14, 2021 from 8:00 a.m. to noon and invited any interested Board members to attend. The main theme throughout the first session seemed to be growth, and what the Utility's best strategies for growth would be.

The Board has been sent the yearly internal control training. Once the training is completed Board members should return their forms to Ms. Sheeks and log their time on the pay logs. Those training acknowledgements stay on file should the State Board of Accounts inquire about them.

Mr. Williams said a new hire started with the Utility today. Tristin Gardner, he was the gentleman that Mr. Williams and Mr. Strong were interested in during interviews earlier in the year. So, when another position opened, he was contacted and was still interested in working for TriCo. He has six years' experience in the Air Force Reserves working on sewer and water projects. He also has experience lining sewers and working for a plumbing company.

Mr. Williams mentioned that there was an overflow at Lift Station 11. The Outfall Sewer project runs through that area and some upgrades are being made to Lift Station 11 as well. While onsite, TriCo's inspector noticed sewage coming up out of the ground. At first staff thought maybe a contractor hit the line while digging in the area. Excavation revealed a large rock had been in the original backfill and came to rest on top of the pipe, causing corrosion to the pipe wall. With the construction in the area it is believed the ground was disturbed enough that the rock shifted, and the damaged pipe was exposed. The repair was made the same night it was discovered. Today staff was doing work at that same lift station. There was a bypass pump with a large hose attached to it. One of the brackets came off and when the TriCo employee went to re-clamp the hose it popped off completely and blew sewage onto the ground creating an overflow. The lift station was shut down, the bypass was reconnected, and the site was cleaned.

Staff had a picnic on the new patio a couple of weeks ago. The event was well received and attended.

Mr. Williams said under new business there are two action items for the Board to consider.

Mr. McDonald said he noticed that help wanted signs had been purchased and asked about the need for them. Mr. Williams said when Mr. Hood moved to Florida, staff had signs printed to place in the right of way out in front of the building. There are many construction workers entering and leaving the site each day. The inspector on the site noticed the signs and informed the gentleman from Thorntown that we ended up hiring.

Ms. Merrill asked if the employee that started today was the one discussed last month that management had a lot of interest in but didn't have a position for at that time. Mr. Williams said yes, it is the same gentleman.

COMMITTEE REPORTS

Budget & Finance Committee

Ms. Merrill said the Budget and Finance Committee did not meet. Ms. Merrill said there are five Fridays in April and asked the committee members if they would rather meet on the 23rd as scheduled or move the meeting to the 30th. No decision was made. Mrs. Poindexter will be notified if a change in the meeting date is made.

Personnel & Benefits Committee

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

Capital & Construction Committee

Mr. Hill said the Capital and Construction Committee did not meet.

Old Business

There was no old business.

New Business

LS 2 Odor Control Unity Installation Contract

Mr. Merkle said this odor control unit is a smaller version of what TriCo uses at the plant. It has larger upfront costs, but the media should last 15 to 25 years reducing the maintenance costs. It is a biological system. This quote is for the installation of the unit. Nine contractors were asked to quote the project and two responded with quotes. Staff is recommending the contract be awarded to Maddox in the amount of \$74,775. Mr. Hill made a motion to award the Lift Station 2 Odor Control Unity Installation Contract to Maddox in the amount of \$74,775. Ms. Merrill seconded the motion and it was unanimously approved.

Mr. Hill asked Mr. Merkle if he has any concerns about only receiving two quotes or the thirty percent price difference between the quotes. Mr. Merkle said contractors are busy right now and don't have the time in their schedules for a smaller project like this one. Mr. Merkle said he feels good about the quote from Maddox. It will be just a little over budget. Mr. Merkle said there are a lot of moving parts with this project and that could explain the discrepancies between the two quotes. Mr. Hill asked about the timing of the project. Mr. Merkle said the deadline for completion is the end of July.

Mr. Mills asked if this is the large unit, he was shown the other day. Mr. Williams said it is the same unit and is a very large tank. Staff will be working with a landscape architect to discuss screening since it is a heavily travelled area.

Workers Compensation

Mr. Williams explained that the Utility had its first lost time accident in over 10 years. The accident did not originally meet the definition of a lost time accident because the employee returned to work, but later the employee was required to miss work for surgery. Indiana law does not require an injured employee be compensated for the first work week of a lost time injury unless and until an employee misses 21 days of work. This proposal would allow TriCo to reimburse an employee PTO hours used that first week after an injury if the employee does not miss at least 21 days of work. It was decided the Workers Compensation policy will go to the Personnel and Benefits

Committee for further discussion before being voted on by the Board. Mr. Ryerson asked that detailed language in the proposal be brought to the Committee for review.

Adjournment

Ms. Merrill made a motion to adjourn the meeting. Mr. McDonald seconded the motion and the meeting adjourned at 6:53 p.m.

The next Board of Trustees Meeting is scheduled for Monday, May 10, 2021 at 6:00 p.m.

Respectfully submitted,



Andrew Williams
Utility Director

Approved:

_____ as Presented
_____ as Amended

Michael McDonald, Secretary

Carl Mills, President

The TriCo Connection

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MONTHLY NEWSLETTER

FINANCIAL UPDATE- CINDY SHEEKS

In March 2021, total revenue was \$623,920. It was \$4,900 below the March 2020 actuals. YTD revenue of \$1,890,763 is 24.40% of the 2021 annual projections of \$7,748,500. Residential income was \$420,079 during the month, \$5,000 higher than March 2020. Commercial sales totaled \$180,520 in March 2021, \$4,700 lower than March 2020. YTD commercial sales total \$536,574 and continue to trend below projections, but warmer weather should lead to higher sales. YTD, Residential sales comprise 66.5% of the annual revenue, Commercial is 28.37%. The Other Revenue category (late fees, application fees, plan review fees) was \$10,262 in March and is \$44,274 YTD. The Other Income category (interest, gains on asset disposal, miscellaneous revenue) was \$13,058 during the month and is \$52,040 YTD.

Interceptor fees collected in March were \$23,700. EDU fees collected during March were \$41,664.

Total operating expenses were \$494,909 in March. YTD spending is 25.28% of the 2021 Operating Budget of \$5,753,081. It is \$10,021 higher than expenses in March 2020. Wages and benefits spending totaled \$210,608 during the month and YTD expenses are 26.71% of the annual budget. Administration spending was \$53,741 in March and YTD expenses is 22.77% of the annual budget. Treatment costs totaled \$156,518 and YTD expenses are 24.26% of the annual budget. Collection costs totaled \$74,042 in March and YTD expenses total 26.37% of the annual budget.

Net income in March was \$5,504 after depreciation and amortization of CIAC. March 2020 net income totaled \$57,627.

Spending Breakdown in March:

Wages	42.55%
Administration	10.85%
Treatment Costs	31.63%
Collection Costs	14.96%

Cash generated for March shows a decrease in all funds of \$1,464,728. Capital spending in March totaled \$1,471,803. The bond fund expenses in March were \$884,597 for plant expansion. Other spending during the month included neighborhood sewers, LS1 generator, LS2 odor control, plant repairs, Dodge Ram truck, plant outfall, LS 14 interceptor and Haver Way. Cash on hand as of March 31, 2021 was \$16,458,029. The balances in the funds are listed below:

Operating	\$5,244,001
Interceptor	\$-396,141
Plant Expansion	\$3,250,312
Operating Reserve	\$519,252
Reserve for Replacement	\$296,620
2020 Bond Funds	<u>\$7,543,985</u>
Total	\$16,458,029

The Operating, Interceptor, Plant Expansion and Reserve for Replacement funds decreased \$1,040,013 since January 1, 2021. Bond fund spending YTD is \$1,929,659.

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Calendar of Events

May 10	Board Meeting	6:00 p.m.
May 14	Staff DiSC Training	8:30 a.m.
May 26	P&B Meeting	7:30 a.m.
May 28	B&F Meeting	7:30 a.m.
June 7	C&C Meeting	4:30 p.m.

ENGINEERING & CONSTRUCTION - WES MERKLE

Staff completed 417 locates, 38 I&I inspections and 26 lateral inspections in April. There were no failed I&I inspections. A total of 2,154 locate requests were received and reviewed. Nate completed the majority of locates, which have picked up with increased construction activity in our service area. Brandon completed lateral and I&I inspections, assisted with locates, and assisted plant staff in the lab. Jeff observed construction on the Outfall Sewer project; the new main will be in service shortly. He worked with Ryan to update EDU statistics and he is troubleshooting flow meter data collection to check on wet weather flows from recent rain events. Eric and Ryan observed construction at the Haver Way lift station and sewer reconstruction project which is nearing completion. Eric followed up on multiple projects requiring punch list work and warranty repairs. Ryan secured remaining paperwork for dedication and repairs to private gravity sewers at Crossfields. He continues to work with property owners on easement needs for the Little Eagle Creek Interceptor Extension project. A preliminary plan review meeting was held with GRW for the final neighborhood sewer extension project.

Engineering and Collections staff are nearing completion of our years-long I&I reduction effort in Basin 8, which is located in the south-central part of our service area and includes Laurelwood and Crooked Stick. Staff worked with Crooked Stick golf club to investigate trouble spots and recently completed multiple repairs. We worked with Hamilton County Parks staff to make repairs at Coxhall Gardens; fountain drain repairs should soon be completed. At that point all known substantial I&I sources have been addressed in Basin 8. Flow metering data will then be used to confirm the impact to wet weather flows and upgrades to Lift Station 8 scheduled for next year.

PLANT EXPANSION PROJECT UPDATE - WES MERKLE

In the pretreatment building crews are finishing installation of two new screens and a new compactor/conveyor. Equipment startup and staff training are anticipated shortly. Work on the grit structure continued with additional concrete pours. Crews continued backfilling the VLRs, constructed drainage piping, and began laying out the effluent structure. Crews restarted installation of a 30" mixed liquor line from the new splitter structure towards the Orbal oxidation ditch, where installation is challenging because the pipe crosses so many buried utilities. Crews are installing equipment in Clarifiers 7, 8 and 9. UV equipment was installed and started up ahead of disinfection season, however troubleshooting remains on process controls. Work began in the blower building with demolition of the two original blowers and related piping. Electrical crews began installation in the new RAS-WAS pump building. Conduit installation continued on the transfer switch. Crews will soon install a temporary transfer switch that will handle existing power feeds while crews install and wire up the new transfer switch, main switch board, docking station, and MCC gear. Thieneman continues to slide on their schedule with completion anticipated this fall.



New Chemical Pumps



COLLECTIONS – AARON STRONG

Collections Staff had a productive month of April which included the completion of biannual lift station cleanings and near completion of the yearly manhole inspections. Staff inspected 342 manholes to bring our yearly total to 1,626 manholes inspected. The remaining manholes are largely located in main thoroughfares that will require traffic control to inspect. Inspections resulted in 28 contractor manhole repairs and 106 corrective action workorders that will be performed in-house. Inspection crews will transition to manhole repair and maintenance in the first weeks of May.

Staff has taken ownership of the upgraded Lift Station #11. The Lift Station received two new 36 HP Grundfos pumps driven by Danfoss VFD's. The new 750KW Kohler generator at Lift Station #1 has been installed and tested. This upgraded generator gives the Utility the ability to run both 385 HP wet weather pumps simultaneously in the event of a power outage; functionality we did not have until now. The upgrades to both Lift Stations will serve the utility well long into the future.

Dan and Brian sat for their Collections I and II exams, respectively. Results of the IWEA testing is expected within the month. Brian has procured his CDL-B permit and will be training with Dan in preparation for their upcoming state testing. Carter received his Pipeline Assessment Certification Program (PACP) credentials from NASCO. This training provides standardization and consistency in the field of CCTV camera pipeline inspection.

The Collections team welcomed Tristin Gardner as our newest member. Tristin comes to us with experience in pipeline rehabilitation from Insituform and Mr. Quick plumbing. Tristin is also an active member of the Air Force Reserve where he builds utility infrastructure for overseas military bases.

Employee Spotlight-Tristin Gardner



I am from Colorado grew up a military brat moving almost every 6-8 months. Went to college at CU Boulder then joined the Air Force and started out as a PJ Special Operations Rescue airmen. My daughter then was born and transitioned to Reserves Combat Engineer/Plumber. I'm a very athletic individual and love competition. I now live in Avon with my girl friend Taylor and my daughter and son.

SAFETY UPDATE - LOREN PRANGE

There were no injuries reported this month, and we are at 118 days without a loss time accident.

We had 12 attendees for the safety tailgate held on April 26th. We discussed Night work safety and the three-point rule.

The monthly fire extinguisher and emergency lights inspections were completed.

Thieneman Construction held a Safety Rodeo at our facility on May 5th. We had 7 employees receive the annual training on the proper use of a fire extinguisher.

Scot and Loren attended the April 15th IWEA Safety Committee meeting. The Committee discussed the Operators Challenge that will be held in Columbus on July 14th.

✓ | Site Safety

0 1 1 8

No. of days since the last lost time accident.

TREATMENT- SCOT WATKINS

Staff started biannual oil changes, but the weather has slowed the process a bit. Staff participated in the startup of the new chemical pumps and UV system. The IWEA Safety Committee performed a plant audit; we scored very well and expect to receive the Safety Award again this year. Staff also had the Hach WIMS software kick off meeting. This new lab software will make data collection much simpler and eliminate the need to enter data multiple times. Quality control will also be much simpler as well as access to lab data.

One hundred and thirty-four pump outs had been logged and accounted for almost 30,000 gallons of FOG being prevented from entering the system this month. Thirty-five inspections were logged.

The laboratory performed 294 CBOD5 tests, 242 Total Suspended Solids tests, 148 Phosphorus & Ammonia tests 54 e. Coli and 80 Total Nitrogen tests. Monthly Method Detection Limit studies were completed on TSS, Phosphorus and Ammonia. Testing from SAR2-COV with the City of Carmel is now complete. Second quarter Biosolids testing and Rule 6 storm water samples were collected. Bob attended a IWEA Core Conference, Lab Committee and two Wastewater Challenge meetings and performed a lab audit in South Henry RWD. Bob also sat for the IWEA Lab Certification Class I exam.

Birthdays

Carter Kaminski May 5

Aaron Strong May 16

Anniversaries

Ryan Hartman May 4, 15 Years of Service

Shelly Keefe May 12, 7 Years of Service

Aaron Strong May 12, 13 Years of Service

Drew Williams May 23, 16 Years of Service

			TriCo Regional Sewer Utility			
			Register of Claims			
			For the period 4/7/21 - 5/17/21			
Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
4/8/21	15788	Operating	Carmel Welding	\$317.27	\$317.27	Equipment Repair
4/12/21	15789	Operating	Patricia Thompson	\$1.89	\$1.89	Refund-11669 Lenox Lane #102
4/12/21	15790	Operating	U.S. Postal Service	\$242.13	\$242.13	Postage - postcard mailer
4/13/21	15791	Interceptor	Lykins Contracting LLC	\$1,568.10	\$1,568.10	CIP-Proj 1802 Haver Way
4/13/21	15791	Interceptor	Lykins Contracting LLC	\$2,449.51	\$2,449.51	CIP-Proj 1802 Haver Way
4/19/21	15792	Operating	Carmel Utilities	\$14.27	\$14.27	LS1 Water
4/19/21	15792	Operating	Carmel Utilities	\$14.27	\$14.27	LS2 Water
4/19/21	15792	Operating	Carmel Utilities	\$29.02	\$29.02	LS26 Water
4/19/21	15793	Operating	LogMein USA, Inc.	\$4,248.30	\$4,248.30	Poly Huddle-Equipment
4/19/21	15794	Operating	Ascension Medical Group St. Vince	\$10.00	\$10.00	Richard Hoole
4/19/21	15795	Operating	AT&T Mobility	\$67.11	\$67.11	Trimble 02
4/19/21	15796	Operating	Kinetrex Energy	\$775.33	\$775.33	Natural Gas-Plant
4/22/21	15797	Operating	Silverthorne Homes	\$55.23	\$55.23	Refund-11512 Golden Willow Drive
4/27/21	15798	Operating	Daniel Rossman	\$197.12	\$197.12	Mileage reimbursement
4/27/21	15799	Operating	Brian Vaughn	\$125.44	\$125.44	Mileage reimbursement
4/28/21	15800	Operating	Zionsville Lions Park	\$3,000.00	\$3,000.00	Silver level sponsor - 2021
4/30/21	15805	Operating	Brandon Woolf	\$30.00	\$30.00	Cell Phone Reimb
4/30/21	15806	Operating	Eric Luis Delacruz	\$30.00	\$30.00	Cell Phone Reimb
4/30/21	15807	Operating	Jeffrey Martin	\$30.00	\$30.00	Cell Phone Reimb
4/30/21	15808	Operating	Nathan Crowder	\$30.00	\$30.00	Cell Phone Reimb
4/30/21	15809	Operating	Andrius Doniela	\$17.73	\$17.73	Refund-13120 Six Points Road
4/30/21	15810	Operating	Carol M Wilkins	\$21.62	\$21.62	Refund-9701 Sunwood Way
4/30/21	15811	Operating	Carpenter Relocation	\$8.33	\$8.33	Refund-2460 Gwinnett
4/30/21	15812	Operating	David or George Kosene	\$8.33	\$8.33	Refund-10890 Santa Anna
4/30/21	15813	Operating	Denise Cardenas	\$26.44	\$26.44	Refund-12258 Ams Run
4/30/21	15814	Operating	Gerrod Lambrecht	\$88.81	\$88.81	Refund-4585 Chase Oak Ct
4/30/21	15815	Operating	Ian or Lynne McCranor	\$17.87	\$17.87	Refund-625 E 111th St
4/30/21	15816	Operating	Jacob Thomas	\$58.07	\$58.07	Refund-10302 Carrollton
4/30/21	15817	Operating	James or Diana Holstein	\$31.92	\$31.92	Refund-1893 Hourglass Dr
4/30/21	15818	Operating	John McGowan	\$63.45	\$63.45	Refund-1386 Kingsgate
4/30/21	15819	Operating	Kay Bean	\$185.74	\$185.74	Refund-735 W Pine
4/30/21	15820	Operating	Kevvon Burdette	\$150.00	\$150.00	Refund-14280 Murphy Circle W
4/30/21	15821	Operating	Kim Wettersten	\$22.89	\$22.89	Refund-12974 Featherbell Blvd
4/30/21	15822	Operating	Laurie Ziesemer	\$24.57	\$24.57	Refund-3316 Annally Dr
4/30/21	15823	Operating	Naim Akmal	\$27.75	\$27.75	Refund-931 Wickham Ct #206
4/30/21	15824	Operating	Paul Kiley	\$24.12	\$24.12	Refund-3265 Autumn Ash Ct
4/30/21	15825	Operating	Phillip or Judith Stewart	\$16.31	\$16.31	Refund-397 Millridge
4/30/21	15826	Operating	Robin Vivaino	\$31.45	\$31.45	Refund-3588 Windward
4/30/21	15827	Operating	Ronald Bennett	\$45.20	\$45.20	Refund-1508 Evenstart
4/30/21	15828	Operating	Rob Lukemeyer	\$19.30	\$19.30	Refund-13461 Clifty Falls
4/30/21	15829	Operating	Simin Charkhzarrin or Asbaghi Nav	\$38.39	\$38.39	Refund-11513 Senie Lane
4/30/21	15831	Operating	Thanh Tran	\$26.55	\$26.55	Refund-11547 Willow Bend Dr
4/30/21	15832	Operating	Thomas or Jessica Stoughton	\$22.66	\$22.66	Refund-1795 Milford
4/30/21	15833	Operating	Thorne Rental Properties	\$45.88	\$45.88	Refund-10762 Central & 506 E 106th
4/30/21	15834	Operating	Yan Zhao	\$25.18	\$25.18	Refund-1578 Noric Court
4/30/21	15835	Operating	Zachary or Sara Airgood	\$32.04	\$32.04	Refund-1616 Megan Dr
4/30/21	15836	Operating	Hamilton County Treasurer	\$75.00	\$75.00	2021 Drainage fees
4/30/21	15836	Operating	Hamilton County Treasurer	\$75.00	\$75.00	2021 Drainage fees
4/30/21	15836	Operating	Hamilton County Treasurer	\$75.00	\$75.00	2021 Drainage fees
4/30/21	15836	Operating	Hamilton County Treasurer	\$75.00	\$75.00	2021 Taxes
4/30/21	15836	Operating	Hamilton County Treasurer	\$75.00	\$75.00	2021 Taxes
4/30/21	15837	Operating	Sudhansu S Yadav	\$129.51	\$129.51	Refund-12964 Petigru
4/30/21	15839	Operating	Amanda Foley	\$150.00	\$150.00	April board per diem
4/30/21	15840	Operating	Carl S. Mills	\$350.00	\$350.00	April board per diem
4/30/21	15841	Operating	Charles Ryerson	\$150.00	\$150.00	April board fees
4/30/21	15842	Operating	Eric Hand	\$100.00	\$100.00	April board per diem
4/30/21	15843	Operating	Jane B. Merrill	\$250.00	\$250.00	April board per diem
4/30/21	15844	Operating	Jeff Hill	\$100.00	\$100.00	April board per diem
4/30/21	15845	Operating	Jeffrey Kimbell	\$200.00	\$200.00	April board per diem
4/30/21	15846	Operating	Michael A. McDonald	\$250.00	\$250.00	April board fees
4/30/21	15847	Operating	Steve Pittman	\$50.00	\$50.00	April board fees
4/30/21	15853	Operating	ACE Technologies, LLC	\$9,462.82	\$9,462.82	Plant Support
4/30/21	15853	Operating	ACE Technologies, LLC	\$5,252.50	\$5,252.50	Collections Support
4/30/21	15854	Operating	AFLAC	\$429.40	\$429.40	Emp deferred Liability
4/30/21	15855	Operating	Altman, Poindexter & Wyatt, LLC	\$137.50	\$137.50	Legal fees
4/30/21	15856	Operating	Ascension Medical Group St. Vince	\$45.00	\$45.00	Tristin Gardner
4/30/21	15856	Operating	Ascension Medical Group St. Vince	\$110.00	\$110.00	Screening - Gardner
4/30/21	15857	Operating	Bee Green Lawn Care & Plant Hea	\$134.50	\$134.50	Lawn Care Treatment
4/30/21	15857	Operating	Bee Green Lawn Care & Plant Hea	\$90.00	\$90.00	Mulch PreEmergent Application
4/30/21	15857	Operating	Bee Green Lawn Care & Plant Hea	\$95.00	\$95.00	Plant Health Care
4/30/21	15858	Operating	Bio Chem, Inc.	\$4,298.33	\$4,298.33	Biosolid disposal
4/30/21	15859	Operating	Brown Equipment Company	\$168.48	\$168.48	Equipment repairs
4/30/21	15860	Operating	Carlisle Group Inc	\$4,162.50	\$4,162.50	Strategic planning
4/30/21	15861	Operating	Carmel Utilities	\$84,953.83	\$84,953.83	April flow to Carmel
4/30/21	15861	Operating	Carmel Utilities	\$1,074.00	\$1,074.00	April billing reads
4/30/21	15862	Operating	Carmel Fest 2021	\$450.00	\$450.00	CarmelFest 2021
4/30/21	15863	Operating	Cecilie A Conover	\$75.00	\$75.00	Consulting
4/30/21	15864	Operating	Current Publishing	\$36.74	\$36.74	Sale of Generator

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
4/30/21	15865	Operating	DataCom Connect, Inc	\$2,790.00	\$2,790.00	Plant R & M
4/30/21	15866	Operating	Doxim	\$5,405.98	\$5,405.98	Postage
4/30/21	15866	Operating	Doxim	\$3,918.47	\$3,918.47	Billing services
4/30/21	15867	Operating	Environmental Resource Associate	\$622.32	\$622.32	Sewer Sampling
4/30/21	15868	Operating	Fastenal Company	\$366.52	\$366.52	Plant R&M
4/30/21	15868	Operating	Fastenal Company	\$257.17	\$257.17	Safety
4/30/21	15868	Operating	Fastenal Company	\$112.28	\$112.28	Plant R&M
4/30/21	15869	Operating	Global Life	\$58.72	\$58.72	Insurance deductions
4/30/21	15870	Operating	Grainger	\$98.78	\$98.78	Plant R&M
4/30/21	15870	Operating	Grainger	\$16.82	\$16.82	LS1 R&M
4/30/21	15870	Operating	Grainger	\$22.98	\$22.98	LS1 R&M
4/30/21	15871	Operating	Gravelle Excavating	\$3,900.00	\$3,900.00	Lateral repairs
4/30/21	15872	Operating	Graybar Electric Company	\$794.10	\$794.10	Lift Station R & M
4/30/21	15873	Operating	Hach Company	\$11,607.95	\$11,607.95	CIP-Software for Lab
4/30/21	15873	Operating	Hach Company	\$1,092.00	\$1,092.00	Sewer Sampling
4/30/21	15873	Operating	Hach Company	\$2,153.00	\$2,153.00	Sewer Sampling
4/30/21	15873	Operating	Hach Company	\$2,281.04	\$2,281.04	Sewer Sampling
4/30/21	15874	Operating	IT Indianapolis	\$625.00	\$625.00	Redundant Firewall
4/30/21	15874	Operating	IT Indianapolis	\$239.99	\$239.99	New phone
4/30/21	15875	Operating	IUPPS	\$2,050.10	\$2,050.10	Monthly tickets
4/30/21	15876	Operating	Kirby Risk Corporation	\$1,060.00	\$1,060.00	Plant and LS R & M
4/30/21	15876	Operating	Kirby Risk Corporation	\$704.33	\$704.33	CIP-Proj 1910 Admin Office
4/30/21	15877	Operating	Laminique	\$2,400.00	\$2,400.00	CIP-Proj 1910 Admin Office
4/30/21	15878	Operating	Lionheart Critical Power Specialists	\$1,134.82	\$1,134.82	LS 14 R&M
4/30/21	15879	Operating	MacAllister Machinery	\$4,569.55	\$4,569.55	LS 1 Generator - Insurance reim
4/30/21	15880	Operating	Maco Press	\$152.20	\$152.20	Envelopes
4/30/21	15880	Operating	Maco Press	\$24.00	\$24.00	No Smoking Label
4/30/21	15880	Operating	Maco Press	\$551.60	\$551.60	Customer O&E
4/30/21	15881	Operating	Merrell Brothers, Inc.	\$10,191.03	\$10,191.03	Biosolid Disposal
4/30/21	15882	Operating	Meyer Truck Equipment	\$445.00	\$445.00	Truck Repairs
4/30/21	15883	Operating	Microbac Laboratories, Inc.	\$105.00	\$105.00	Sewer Sampling
4/30/21	15883	Operating	Microbac Laboratories, Inc.	\$290.00	\$290.00	Sewer Sampling
4/30/21	15884	Operating	Mission Mechanical	\$1,103.54	\$1,103.54	Plant R&M
4/30/21	15885	Operating	North Central Laboratories	\$667.24	\$667.24	Sewer Sampling
4/30/21	15886	Operating	Office Depot	\$203.97	\$203.97	Office Expense
4/30/21	15886	Operating	Office Depot	\$68.16	\$68.16	Office Expense
4/30/21	15887	Operating	Ogletree Deakins	\$600.75	\$600.75	Legal fees
4/30/21	15888	Operating	Pearson Ford, Inc.	\$1,213.77	\$1,213.77	Vehicle R & M
4/30/21	15888	Operating	Pearson Ford, Inc.	\$58.55	\$58.55	Vehicle R & M
4/30/21	15888	Operating	Pearson Ford, Inc.	\$1,031.96	\$1,031.96	2011 Ford F150
4/30/21	15888	Operating	Pearson Ford, Inc.	\$553.40	\$553.40	2005 Chevy C3500
4/30/21	15889	Operating	Red Wing Business Advantage Acc	\$963.94	\$963.94	Employee Boots
4/30/21	15890	Operating	Safety Resources, Inc.	\$770.00	\$770.00	Safety Services Jan-Mar
4/30/21	15891	Operating	Shred Monkey	\$40.00	\$40.00	Shredding
4/30/21	15892	Operating	Shrewsberry & Associates, LLC	\$11,550.00	\$11,550.00	Construction Obsv. Appaloosa Crossing
4/30/21	15892	Operating	Shrewsberry & Associates, LLC	\$600.00	\$600.00	Construction Obsv. Bellevue
4/30/21	15893	Operating	T&T Sales and Promotions	\$1,795.50	\$1,795.50	Staff Apparel
4/30/21	15893	Operating	T&T Sales and Promotions	\$465.00	\$465.00	Spring clothing/new hires
4/30/21	15894	Operating	Taylor Oil Company, Inc.	\$12.82	\$12.82	Fuel
4/30/21	15894	Operating	Taylor Oil Company, Inc.	\$6.89	\$6.89	Fuel
4/30/21	15894	Operating	Taylor Oil Company, Inc.	\$2,061.71	\$2,061.71	Fuel
4/30/21	15895	Operating	Utility Supply Company	\$506.88	\$506.88	Line Maintenance
4/30/21	15895	Operating	Utility Supply Company	\$506.88	\$506.88	Line Maintenance
4/30/21	15896	Operating	Vasey Commercial Heating & AC, I	\$189.80	\$189.80	Plant R&M
4/30/21	15896	Operating	Vasey Commercial Heating & AC, I	\$1,061.00	\$1,061.00	Plant R&M
4/30/21	15896	Operating	Vasey Commercial Heating & AC, I	\$528.00	\$528.00	Plant R&M
4/30/21	15896	Operating	Vasey Commercial Heating & AC, I	\$252.00	\$252.00	LS1 R&M
4/30/21	15896	Operating	Vasey Commercial Heating & AC, I	\$252.00	\$252.00	LS2 R&M
4/30/21	15896	Operating	Vasey Commercial Heating & AC, I	\$252.00	\$252.00	LS10 R&M
4/30/21	15896	Operating	Vasey Commercial Heating & AC, I	\$252.00	\$252.00	LS14 R&M
4/30/21	15896	Operating	Vasey Commercial Heating & AC, I	\$252.00	\$252.00	LS17 R&M
4/30/21	15896	Operating	Vasey Commercial Heating & AC, I	\$252.00	\$252.00	LS21 R&M
4/30/21	15896	Operating	Vasey Commercial Heating & AC, I	\$252.00	\$252.00	LS23 R&M
4/30/21	15896	Operating	Vasey Commercial Heating & AC, I	\$252.00	\$252.00	LS26 R&M
4/30/21	15896	Operating	Vasey Commercial Heating & AC, I	\$1,050.00	\$1,050.00	Plant R & M
4/30/21	15896	Operating	Vasey Commercial Heating & AC, I	\$333.80	\$333.80	Plant R & M
4/30/21	15897	Operating	Xylem Water Solutions USA Inc	\$2,431.00	\$2,431.00	LS R&M Repair Kit
4/30/21	15898	Reserve for R	Barth Electric Co., Inc.	\$187,934.58	\$187,934.58	CIP-Proj 2004 LS 1 Generator replaceme
4/30/21	15899	Reserve for R	IT Indianapolis	\$2,500.00	\$2,500.00	NAS Replacement
4/30/21	15900	Reserve for R	Pyramid Design & Construction Co.	\$79,898.00	\$79,898.00	CIP-Proj 1911 LS 11 Pump Replacement
4/30/21	15901	Reserve for R	Straeffer Pump & Supply, Inc.	\$17,858.00	\$17,858.00	CIP-Lift Stations -LS 1 Canopy repair - tre
4/30/21	15902	Interceptor	Current Publishing	\$631.00	\$631.00	CIP-Proj 2103
4/30/21	15903	Interceptor	GRW	\$21,000.00	\$21,000.00	CIP-Proj 2103 Design & Permit
5/4/21	15904	Operating	Maco Press	\$1,108.00	\$1,108.00	Logo mats
5/4/21	15905	Operating	Quench USA, Inc.	\$103.95	\$103.95	Water cooler rental
4/30/21	100041	Huntington Bc	Centier Bank	\$68,309.17	\$68,309.17	CIP-Proj 1902 Retainage
4/30/21	100042	Huntington Bc	Thieneman Construction, Inc.	\$571,366.57	\$571,366.57	CIP-Proj 1902 Plant Expansion
4/14/21	2021124	Operating	Duke Energy	\$19,997.57	\$19,997.57	Plant
4/6/21	2021125	Operating	Duke Energy	\$312.28	\$312.28	LS 21
4/6/21	2021126	Operating	Duke Energy	\$1,714.41	\$1,714.41	LS 1
4/7/21	2021128	Operating	Duke Energy	\$696.69	\$696.69	LS 26
4/8/21	2021129	Operating	Duke Energy	\$356.71	\$356.71	LS 19

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
4/6/21	2021130	Operating	Duke Energy	\$147.54	\$147.54	LS 5
4/13/21	2021131	Operating	Duke Energy	\$987.93	\$987.93	LS 17
4/14/21	2021132	Operating	Duke Energy	\$316.35	\$316.35	LS 16
4/15/21	2021133	Operating	Duke Energy	\$421.81	\$421.81	LS 23
4/13/21	2021134	Operating	Duke Energy	\$250.12	\$250.12	LS 11
4/12/21	2021135	Operating	Duke Energy	\$722.87	\$722.87	LS 14
4/20/21	2021139	Operating	Indianapolis Power and Light	\$510.38	\$510.38	LS 9
4/20/21	2021140	Operating	Indianapolis Power and Light	\$919.17	\$919.17	LS 10
4/20/21	2021141	Operating	Indianapolis Power and Light	\$103.35	\$103.35	LS 12
4/20/21	2021142	Operating	Indianapolis Power and Light	\$677.14	\$677.14	LS 8
4/20/21	2021143	Operating	Indianapolis Power and Light	\$128.23	\$128.23	LS 3
4/19/21	2021144	Operating	Indianapolis Power and Light	\$51.33	\$51.33	LS 18
4/20/21	2021145	Operating	Indianapolis Power and Light	\$73.33	\$73.33	LS 20
4/20/21	2021146	Operating	Indianapolis Power and Light	\$46.01	\$46.01	LS 22
4/20/21	2021147	Operating	Indianapolis Power and Light	\$62.22	\$62.22	LS 25
4/20/21	2021148	Operating	Indianapolis Power and Light	\$57.90	\$57.90	LS V V
4/21/21	2021149	Operating	Indianapolis Power and Light	\$78.34	\$78.34	LS 24
4/21/21	2021150	Operating	Indianapolis Power and Light	\$88.89	\$88.89	LS 27
4/6/21	2021160	Operating	Vectren Energy Delivery	\$537.24	\$537.24	Plant
4/6/21	2021161	Operating	ADP	\$61,840.02	\$61,840.02	Payroll PPE 4/2/21
4/6/21	2021162	Operating	Empower Retirement (Hoosier STA	\$8,966.61	\$8,966.61	401a, 457b, Roth
4/25/21	2021165	Operating	Vectren Energy Delivery	\$46.00	\$46.00	LS2 Gas
4/25/21	2021166	Operating	Vectren Energy Delivery	\$22.59	\$22.59	LS10 Gas
4/16/21	2021169	Operating	ADP	\$135.09	\$135.09	Workforce Now PPE 04/02
4/23/21	2021170	Operating	ADP	\$110.00	\$110.00	Workforce Now Time & Attendance
4/19/21	2021171	Operating	ADP	\$63,279.87	\$63,279.87	Payroll PPE 4/16/21
4/19/21	2021172	Operating	Empower Retirement (Hoosier STA	\$9,087.26	\$9,087.26	401a, 457b, Roth
4/21/21	2021173	Operating	Travelers	\$82.00	\$82.00	Commercial Property
4/12/21	2021174	Operating	Comcast	\$350.11	\$350.11	Internet back up
4/21/21	2021175	Operating	Comcast	\$211.73	\$211.73	Backup Internet
4/15/21	2021176	Operating	Republic Services #761	\$464.16	\$464.16	Trash service
4/22/21	2021178	Operating	Mutual of Omaha	\$4,061.86	\$4,061.86	Insurance - May 2021
4/30/21	2021179	Operating	ADP	\$137.30	\$137.30	Workforce Now Payroll 04/16/21
4/27/21	2021180	Operating	Anthem Blue Cross Blue Shield - H	\$39,087.05	\$39,087.05	H ins- May 2021
4/27/21	2021181	Operating	Duke Energy	\$294.49	\$294.49	LS 11 Final Bill
4/27/21	2021182	Operating	Indianapolis Power and Light	\$8,579.30	\$8,579.30	LS 2
5/17/21	2021183	Operating	Duke Energy	\$504.88	\$504.88	LS 23
5/4/21	2021184	Operating	Duke Energy	\$57.90	\$57.90	LS 6
5/6/21	2021185	Operating	Duke Energy	\$357.38	\$357.38	LS 21
5/6/21	2021186	Operating	Duke Energy	\$164.76	\$164.76	LS 5
5/10/21	2021187	Operating	Duke Energy	\$265.37	\$265.37	LS 19
5/7/21	2021188	Operating	Duke Energy	\$749.68	\$749.68	LS 26
5/13/21	2021189	Operating	Duke Energy	\$1,202.90	\$1,202.90	LS 17
5/14/21	2021190	Operating	Duke Energy	\$20,648.64	\$20,648.64	Plant
5/12/21	2021191	Operating	Duke Energy	\$729.84	\$729.84	LS 14
5/14/21	2021192	Operating	Duke Energy	\$296.64	\$296.64	LS 16
5/6/21	2021193	Operating	Duke Energy	\$2,178.78	\$2,178.78	LS 1
4/29/21	2021194	Operating	AT & T	\$1,471.50	\$1,471.50	Internet service
4/28/21	2021195	Operating	Citizens Energy Group	\$28.53	\$28.53	LS 17
4/28/21	2021196	Operating	Citizens Energy Group	\$96.26	\$96.26	Plant
4/30/21	2021197	Operating	Anthem Blue Cross and Blue Shield	\$389.13	\$389.13	Employee Vision Insurance
4/22/21	2021198	Operating	Napa Auto Parts	\$45.46	\$45.46	Equipment repair
4/22/21	2021198	Operating	Napa Auto Parts	\$43.19	\$43.19	Equipment repairs
4/22/21	2021198	Operating	Napa Auto Parts	\$27.41	\$27.41	Operating supplies
4/22/21	2021198	Operating	Napa Auto Parts	\$8.81	\$8.81	Vehicle R & M
4/22/21	2021198	Operating	Napa Auto Parts	\$67.56	\$67.56	Plant R & M
4/30/21	2021199	Operating	Wex Bank	\$143.80	\$143.80	Fuel
5/4/21	2021200	Operating	Republic Services #761	\$318.24	\$318.24	Trash pick up- May
5/4/21	2021201	Operating	LogMein USA, Inc.	\$730.63	\$730.63	Monthly phone charges
5/4/21	2021202	Operating	ADP	\$62,699.92	\$62,699.92	PPE 4/30/21
5/4/21	2021203	Operating	Empower Retirement (Hoosier STA	\$9,039.72	\$9,039.72	PPE 4/30/21 401a, 457b, Roth
4/15/21	2021204	Operating	AT & T	\$2,593.61	\$2,593.61	Cell phones
				\$1,501,410.07	\$1,501,410.07	
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						
			\$1,501,410.07			

Docket Report Information

For the period 4/7/21 - 5/17/21

CIP - Proj 1802 Haver Way	\$4,017.61
CIP - Proj 1902 Plant Expansion	\$639,675.74
CIP-Proj 1910 Admin Office	\$3,104.33
CIP - Proj 2103 Neighborhood Sewers	\$21,631.00
CIP-Software for Lab	\$11,607.95
CIP-Proj 2004 LS 1 Generator replacement	\$187,934.58
CIP-Proj 1911 LS 11 Pump Replacement	\$79,898.00
CIP-LS 1 Canopy repair - tree damage	<u>\$17,858.00</u>
	\$965,727.21
District Insurance	\$43,538.04
Treatment Flow to Carmel Utilities	\$84,953.83
Other Expenses	\$407,190.99
Total Claims	\$1,501,410.07

Selected Statistics 2021	January	February	March	April	2021 Monthly Average	2021 YTD	2020 Total Through April
Maintenance Information							
Lateral Inspections	36	26	17	26	26	105	106
Certified I&I Inspections	24	26	34	38	31	122	100
Failed I&I Inspections	0	0	0	0	0	0	7
Sewer Locates	464	384	421	417	422	1,686	2,301
Manholes Added	62	3	0	14	20	79	17
Total # of Manholes	5,948	5,951	5,951	5,965	5,954	5,965	5,903
Manholes Inspected	203	481	808	342	459	1,834	1,892
Feet of Sewer Added	28,089	1,234	11	1,776	7,778	31,110	5,343
Total Footage of Sewers	1,699,903	1,701,137	1,701,148	1,702,924	1,701,278	1,702,924	6,700,729
Feet of Sewer Televised	17,293	0	4,425	18,367	10,021	40,085	92,564
Feet of Sewer Cleaned	0	180	0	0	45	180	5,626
Overflows	0	0	1	2	1	3	1
Feet of LPFM Cleaned	6,617	0	0	0	1,654	6,617	6,617
LS 1 to Carmel Utilities							
Rainfall/Precipitation (inches)	0.87	1.14	4.06	3.45	2.38	9.52	14.38
Total Flow (gallons)	54,031,909	46,768,362	65,551,000	49,290,097	53,910,342	215,641,368	259,051,787
Max Daily Flow (gallons)	2,842,113	3,136,724	3,102,000	2,256,748	N/A	3,136,724	4,551,181
Average Daily Flow (gallons)	1,742,965	1,670,299	2,114,548	1,643,003	1,792,704	7,170,815	8,552,445
Min Daily Flow (gallons)	1,374,527	1,291,312	1,445,000	1,004,331	N/A	1,004,331	1,305,588
TriCo WRRF							
Total Flow (gallons)	83,802,321	63,901,000	78,069,000	64,278,000	72,512,580	290,050,321	344,953,074
Max Daily Flow (gallons)	3,314,154	2,995,000	5,351,000	3,116,000	N/A	5,351,000	7,015,000
Average Daily Flow (gallons)	2,703,301	2,282,179	2,518,354	2,142,600	2,411,609	9,646,434	11,394,555
Min Daily Flow (gallons)	2,354,511	1,988,000	2,053,000	1,926,000	N/A	1,926,000	2,192,000
Total Flow to Both Plants	137,834,230	110,669,362	143,620,000	143,620,000	133,935,898	505,691,689	604,004,861
Biosolids Handling (gallons)							
Wasted (Biosolids)	1,273,800	1,237,400	1,252,090	1,208,200	1,242,873	4,971,490	6,305,300
Dewatered	548,000	395,000	398,000	398,000	434,750	1,739,000	2,666,000
Digested Sludge Withdrawn	700,000	744,000	615,000	711,000	692,500	2,770,000	3,750,000
Customer Information						16,044	
New Sewer Service Accounts	7	34	-4	17	14	54	86
Permits Issued	25	18	31	22	24	96	93



BUDGET & FINANCE COMMITTEE

Friday, April 30, 2021 at 7:30 a.m.

Memorandum

This meeting was held virtually using GoToMeeting.

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

Members Present: Committee Chair Jane Merrill, members Michael McDonald and Carl Mills. Others in attendance were Utility Director Andrew Williams, Controller Cindy Sheeks, Pretreatment Coordinator Shaun Odom, Superintendent Scot Watkins and Administrative Assistant Maggie Crediford.

Public Comment

There was no one from the public.

Financial Statements

Ms. Sheeks said she submitted the reformatted reports which give a clearer picture of where the budget stands year to date. At the close of the first quarter, revenues and expenses should be at 25% of budget. Commercial revenues are still lagging at about 22.36% of budget, totaling \$2.4 million for the year. Overall revenues are at 24.4% of budget and expenses are at 25.28% of budget. Ms. Sheeks said there could be a bump in revenue when balanced billing is run for the year with people working from home. Residential consumption may have increased. Ms. Merrill said it looks like the budget is over primarily in repairs. Ms. Sheeks said that was due to the repair needed for the camera truck. Mr. Mills agreed that commercial revenue is a wild card and will depend on when people are back working in offices.

Sewer Use Ordinance

Mr. Williams said Mr. Odom has gone through the Sewer Use Ordinance and made updates. New software being utilized by the Utility allows haulers to upload pictures and data for grease cleanings. With the better efficiency in reporting the Utility needs to be able to get restaurants motivated if they are in violation. Currently, once notified restaurants have five days to make corrections, this will be reduced to 24 hours. Fees have been added, requiring a public hearing before approval. The first reading of the updated ordinance will be in May. The public hearing and second reading of the updated ordinance will be in June to take effect in July. Clarification was made regarding cleaning out grease traps so that a fee can be assessed for noncompliance. Ms. Merrill asked what section of the Ordinance Mr. Williams was referring to. Mr. Odom said Section 11.4 was added to the Ordinance. Section 11.3 previously allowed for five days to clean out devices in violation. Section 11.3 was split into two sections distinguishing between interior and exterior grease traps, and how often they should be cleaned and how long an establishment will have to come into compliance after a violation is made. Ms. Merrill said she did not see Section 11.4 in her packet information. Mr. Mills asked that a redline copy

of the whole ordinance be provided in the May Board of Trustees meeting packet for review.

Rate Review-User and EDU

Mr. Williams said there are two parts to this rate discussion. The first being EDU fees. Mr. Merkle has run through the numbers and believes at this time the Interceptor Fee is adequate to accommodate the service area. One more EDU increase of 5% will be needed to cover the plant expansion project. The second consideration is, does the Utility need to have a user rate increase as well. They are timed together so that one public hearing can be held, and decisions can be made to take effect on both EDU and User Rates in coordination with the July balanced billing cycle. The proposed 2021 User Rate increase was postponed due to the pandemic. Mr. Williams asked if the Committee wants to have a five percent rate increase for 2022 that would take effect in July 2021. Mr. Merkle believes the outstanding Capital Projects will come in on budget. Mr. Merkle said there is a need for a 5% increase in EDU fees. Ms. Merrill asked for clarification on whether a user rate increase is needed. Mr. Williams said the 2021 Budget does not reflect a rate increase mid-year 2021. If a five percent increase is implemented the Utility would look better financially by the end of the year. If the Utility can make it through the year without a user rate increase Mr. Williams would recommend not having one. The Committee decided to hold a special meeting on Thursday, May 6, 2021 at 8:00 a.m. to do an in-depth review of the budget and discuss if a user rate increase is needed.

Customer Service Updates

Ms. Sheeks said there is a property on Walnut Hills Drive that apparently paid for a sewer permit but never actually connected to the service. Back when the sewer permit was issued it was common practice to enter the customer into billing 90 days after the permit was issued, which is what happened in this case. The current resident requested a repayment for bills that were paid without the property being connected to the sewer system and a refund was issued. Past property owners must have been notified as well and are now also asking for refunds. The matter is being dealt with through legal counsel. The Committee decided not to discuss the issue and let it be handled by counsel.

IT Update

Mr. Williams said Mr. Watkins provided a memo with IT update highlights for the year. Mr. McDonald joined the meeting at 7:55 a.m. Mr. Williams said a new State law was passed requiring the State to establish a repository of cybersecurity incidents, so that anytime there is a cyber event with a state or government entity it must be reported within two days with details of the attack so the State can monitor trends. Mr. Williams was unsure when the law takes effect. Mr. McDonald said it is a good list of accomplishments. Ms. Merrill told Mr. McDonald about the special meeting to discuss user rates on May 6, 2021. Mr. McDonald asked for a virtual option because he cannot attend in person but would like to participate.

Mr. Williams mentioned a phone call he received regarding a potential service expansion opportunity. The Committee agreed Mr. Williams should follow up on the proposed opportunity to collect more information.

Adjournment

The meeting adjourned at 8:06 a.m.

Respectfully Submitted

Cindy Sheeks

Cindy Sheeks
Controller



BUDGET & FINANCE COMMITTEE

Thursday, May 6, 2021 at 8:00 a.m.

Memorandum

This meeting was held virtually via GoToMeeting

Ms. Merrill called the meeting to order at 8:00 a.m.

Members Present: Committee Chair Jane Merrill, member Carl Mills. Others in attendance were Utility Director Andrew Williams, Controller Cindy Sheeks, Engineering Manager Wes Merkle and Administrative Assistant Maggie Crediford.

Mr. McDonald attended the meeting virtually.

Public Comment

There was no one present from the public.

User Rate Fees

Ms. Sheeks said commercial revenues are slightly down, and residential revenue is on target for the year. Mr. Mills asked if residential usage readings would be up for the year when balanced billing numbers are run since people have been working from home. Ms. Sheeks said she would expect there to be a slight increase. Mr. Mills asked if the bump in residential flows would be enough to offset the decrease in commercial consumption. Mr. Williams said he spoke with John Duffy, the Utility Director at the City of Carmel, and they have seen an increase in residential water consumption during the pandemic. Mr. Williams said he is hoping commercial revenue goes up as the warm weather comes and commercial customers turn on cooling towers. Ms. Sheeks said there should be a bump in revenue with residential usage, but she doubts it would make up for a rate increase. Mr. McDonald said the Utility does not want to end up in a situation later where a larger than five percent increase will be required if a needed rate increase is postponed now. Ms. Merrill said she is not inclined to raise rates just to have money in the bank. Mr. Mills believes that the Utility will be fine through 2022 without a user rate increase at this time and is inclined not to do one. Ms. Sheeks said capital spending is also a consideration, there are expenses for planned projects that will be due this year. Mr. Merkle said projections showed if there is not a user rate increase next year money will be tight. Mr. Mills said it looks like cash would dip down to around \$1.6 million to 1.8 million in 2022. Mr. McDonald asked if there are other revenues to generate cash if there is a cash flow bind in the future. Mr. Mills said short term financing could be used. Ms. Sheeks said an off-cycle rate increase can be implemented if needed, staff just likes to keep rate increases tied to the balanced billing cycle. Mr. Williams said there are some projects that could be pushed into the future if the Utility becomes short on cash.

EDU/Interceptor Rates

Mr. Merkle said TriCo has over twenty thousand parcels in its service area. He presented a map showing the Utility's service area and some surrounding parcels. Properties listed in blue represent raw land and open farm ground. Properties in green are small farm or single-family residences, Yellow parcels are known projects, Orange shows neighborhood sewer projects. Light pink parcels are ones that are already connected to sewers. The light green shows allocated capacity. Light purple represents golf course/park space and subdivision common areas. Mr. Merkle said projections from 2019 are overall on target. Mr. Williams said the handouts show conservative, moderate, and aggressive development scenarios, per IDEM the Utility must keep a ten-percent capacity reserve. Mr. Merkle said there will be 2,200 to 4,500 EDU's of excess capacity which would accommodate additional density or additional service area. Mr. Mills asked if C&C discussed new projects that are coming in with higher densities. Mr. Merkle said yes and cited several planned projects as examples. Ms. Merrill asked if Zionsville is servicing Holiday Farms. Mr. Mills said they plan to. Mr. Williams said the proposed five percent EDU fee increase would be the last one needed, unless TriCo's service territory expands. The fee shows TriCo does not charge its current customers for servicing future development. Mr. Williams said staff would like to implement the EDU fee increase at the same time as the revisions to the Sewer Use Ordinance take effect.

Mr. Mills made a motion to recommend the Board of Trustees approve a five percent EDU rate increase to take effect July 1, 2021. Mr. McDonald seconded the motion, and it was unanimously approved.

The meeting Adjourned at 8:26 a.m.

Respectfully Submitted

Cindy Sheeks

Cindy Sheeks
Controller



MEMORANDUM

To: Board of Trustees

From: Shaun Odom

Date: May 6, 2021

Subject: Sewer Use Ordinance Changes

The attached document contains all the requested changes to the Utility's current Sewer Use Ordinance (SUO); words marked in red are to be removed while the words in blue are requested additions.

The last update to the SUO was in 2014 and many of the sections are no longer applicable to the operation of our Fats, Oils and Grease (FOG) Program. These changes are required to effectively enforce the requirements and maintain compliance.

Recommended Action: Staff recommends that the changes be made to the SUO.

SEWER USE ORDINANCE
NO. ~~6-9-2014~~ 5-10-2021

This Ordinance replaces Ordinances ~~NO. 6-9-2014 11-14-2011, 7-13-87B, FOG Ordinance 05-09-11, and INFLOW AND INFILTRATION-ORDINANCE 12-08-08.~~

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TRICO
REGIONAL SEWER UTILITY (HEREIN REFERRED TO AS THE "UTILITY")

This Ordinance regulates the connection to and use of public and private sewers and drains, the installation and connection of building sewers, and the discharge of waters and wastes into the sewerage system of the TRICO REGIONAL SEWER UTILITY and provides rates and charges for violations thereof.

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SECTION 1-General Provisions

1.1 Definitions

Unless otherwise defined in this Ordinance in Section 13, terms shall be as adopted in the latest edition of Standard Methods for the Examination of Water and Wastewater, published by the American Public Health Association, and American Water Works Association, and the Water Environment Federation and as set forth in 40 CFR 136. Waste constituents and characteristics shall be measured by Standard Methods unless a mutually agreed upon acceptable alternative method is adopted, or in such other method established by state or federal regulatory agencies. Monitoring and metering will be carried out by customarily accepted methods.

1.2 Regulations of the Board of Trustees

The Board of Trustees may adopt and enforce such reasonable regulations not in conflict herewith as it may be deemed necessary for the safe, economical, and efficient management of the Utility's sewerage system and for the construction and use of building (or house) lateral sewers and connections to the sewerage system, which regulations may include limitations of or prohibition of introduction of or infiltration by storm water, surface water, and ground water into the sewerage system.

SECTION 2-General Sewer Use & Connection

2.1 Required Sewerage System Connection

The owner of all houses, buildings, or properties used for human occupancy, employment, recreation or other purposes, situated within the Utility and abutting on any street, alley, or right-of-way in which there is now located a public sanitary sewer of the Utility is hereby required at his expense to install a suitable sanitary facility therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of this Ordinance and the Utility's connection policy, provided that said public sewer is within three hundred (300) feet of the property line.

Any person constructing a new house or other building for occupancy, employment, recreation, industrial or commercial activity within the Utility and abutting on any street, alley, or easement in which there is now located public sanitary sewer, or along or across which there is access to such a sewer, must connect to such a sewer in accord with applicable ordinances and regulations, and shall not discharge sewage elsewhere than into the sewerage system.

2.2 Separate Sewer Requirement

A separate and independent building (or house) lateral sewer shall be required for every building (or house); except where one building (or house) stands at the rear of another or an interior lot and no private sewer is available or can be constructed to the rear building (or house) through an adjoining alley, court, yard, or driveway and the property owner adds a covenant to his deed pledging not to sell either building separately. In such cases, the building (or house) lateral sewer from the front building (or house) may be extended to the rear building (or house) and the whole considered as one building (or house) lateral sewer.

2.3 Right to Reject Waste

The Utility shall have the right to reject waste and prohibit the introduction of rejected waste into the sewerage system or the Utility may require pretreatment of the waste, when the strength or character of the waste, in the sole operation and discretion of the Utility, is such that it could cause damage to or interfere with the operation of the sewerage system.

2.4 Use of Old Building (or House) Lateral Sewer for a New Building (or House)

For initial connection to the sewer system new 6-inch laterals in conformance with Utility standards shall be constructed at property owner's expense from the building sewer as it exits the building to the lateral's connection at the property line. All septic tanks and piping outside the building must be abandoned.

In cases where building additions, patios, porches, and paved driveways have been constructed atop the existing pipe leaving the building and replacement with a new line is not cost effective, then with approval of the Utility Engineer, the existing pipe may be inspected, and air tested to determine its acceptability and if in suitable conditions approved for usage. The Property Owner shall bear the cost of all testing and shall pay the Utility for any necessary inspection fees.

2.5 Connection of Downspouts, Drains, etc.

No person shall connect or reconnect roof downspouts, footing drains, areaway drains, driveways, parking lots, or other sources of surface, runoff, or groundwater, to a building (or house) lateral sewer or building (or house) drain which is in turn connected directly or indirectly to the sewerage system.

Whenever a property owner has plumbing facilities in his basement serving showers, toilets, washing machines, etc., there shall not be any floor drains or footing drains connected to said plumbing that may convey ground water seepage into the sewer system.

The property owner shall provide dedicated plumbing and pumping systems for sewage. The plumbing shall not be interconnected with sump pumps, footing drains and floor drains.

2.6 Inspection: Supervision of Connection

The applicant for the building (or house) lateral sewer permit shall notify the Utility or its designated representative when a building (or house) lateral sewer is ready for inspection and connection to the sewerage system. The connection shall be made under the supervision of the inspector or his representative using materials and techniques conforming to the requirements of the Utility. The applicant shall not cover or bury the sewer until the inspection is completed and the connection approved.

2.7 Inflow and Infiltration Reduction Program

The implementation and operation of this program shall be defined in the "Policy Document to Reduce Inflow and Infiltration (I/I) from the Sanitary Sewer Collection and Treatment System" as approved by the Board of Trustees of the TriCo Regional Sewer Utility.

2.8 Submittal of Plans and Specifications for New Construction

Plans and Specifications for any sewer, lift station or force main to be connected to the Utility's Sewer System, must be submitted for review to the Utility in advance of scheduled construction. The submitted Plans and Specifications must comply with the Utility's design criteria and any state or county design requirements, as applicable, and their releases or approvals before construction can commence.

The construction of the said released Plans and Specifications must be performed under general supervision of the Design Engineer.

2.9 Submittal of Plans and Specifications & Required Testing for Existing Sewers

Any entity wanting to abandon and re-connect existing sewers to the Utility sewer system must submit the following information for review by the Utility; Plans and Specifications for the Facility, results of the infiltration tests performed after construction and flow tests showing the non-existence of infiltration/inflow.

2.10 Additional Testing

If the information is not sufficient to determine the acceptability of the sewer system the Board or Utility Director may require the performance of additional testing including televising of the system, pressure testing of sewer joints, smoke testing, flow testing or any other test deemed necessary. The entity requesting approval/acceptance of the sewer shall bear the entire cost of additional testing.

2.11 Extensions Outside of the Utility

A person shall not directly or indirectly make any connections with or openings into the sewerage system for purpose of serving any areas outside the territory of the Utility without first securing specific approval of the Board adding the real estate and property to be served to the Utility's territory and authorizing such connection.

SECTION 3 - Discharge Prohibitions

3.1 General Prohibitions

No User shall introduce or cause to be introduced into the POTW any pollutant or wastewater which causes or could potentially cause or interference with the operation or performance of the POTW. These general prohibitions apply to all Users of the POTW even if they are not subject to categorical pretreatment standards or any other national, state, or local pretreatment standards or requirements.

3.2 Right to Prohibit New Connections

The Utility shall have the right to prohibit new connections when excess capacity of the sewerage system is deemed insufficient by the Board to accommodate the expected flow, BOD and/or Suspended Solids loading from the prospective sewer user and for any other reason.

3.3 Damaging, Defacing, etc., Sewerage Works Property

A person shall not maliciously, willfully, or recklessly break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is a part of the Utility sewerage system.

3.4 Prohibition of Discharge to Natural Outlets

It shall be unlawful to discharge to any natural outlet within any territory of the Utility, any sewage or other polluted water except where suitable treatment has been provided in accordance with subsequent provisions of this ordinance.

3.5 Privies, Septic Tanks, Cesspools, etc.

Except as otherwise provided by the Board, the Utility, or the State of Indiana or any of its agencies, a person shall not construct or maintain a privy, septic tank, cesspool or other facility intended or used for the disposal of wastewater; except that existing septic tank systems and fields may be repaired and maintained in accordance with applicable laws and ordinance.

3.6 Prohibition of Unpolluted Waters

Unpolluted water, including, but not limited to city water, cooling water, process water or blowdown from cooling tower or evaporative coolers shall not be discharged through direct or indirect connection to the sewerage system.

3.7 Prohibition of Dilution

No user shall ever increase the use of process water or, in any way, attempt to dilute a discharge as partial or complete substitute for adequate treatment to achieve compliance with the limitations contained in the federal categorical pretreatment regulations or with any other pretreatment standard set by the or specified within this Ordinance.

3.8 Specific Prohibitions

No User shall introduce or cause to be introduced into the POTW the following pollutants, substances or wastewater or create the following potential conditions:

- (1) Any substances or pollutants which by reason of their nature or quantity create a fire or explosive hazard to the POTW or to the operation of the POTW, including but not limited to; waste streams with a closed cup flashpoint of less than 140° F, (60° C), using the test methods specified in 40 CFR 261.21. Examples of these pollutants include, but are not limited to; gasoline, benzene, naphtha, fuel oil,

kerosene, toluene, xylene, ethers, alcohols, ketones, aldehydes, peroxides, chlorates, perchlorates, bromates, carbides, hydrides or other flammable or explosive liquid, solid, or gas which the Utility or the Control Authority has notified the user is a fire or explosion hazard to the POTW.

(2) Wastewater having a pH less than 6.0 or more than 9.0, or otherwise causing corrosive structural damage to the POTW or equipment; damage or hazards to the personnel of the POTW; or interference with any treatment process.

(3) Solid or viscous substances in an amount which could cause obstruction of the flow in the POTW resulting in interference with the operation of the POTW. Examples of such instances include but are not limited to Fats, Oils, and Greases (FOG), ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, un-ground garbage, whole blood, paunch manure, hair and fleshing, entrails, paper, dishes, cups, milk containers, and aluminum cans.

(4) Pollutants, including oxygen demanding pollutants (BOD, etc.) released in a discharge at a flow rate and/or pollutant concentration which either singly or by interaction with other pollutants will cause interference in the POTW.

(5) Heat in wastewater that could inhibit biological activity in the POTW treatment plant resulting in interference or damage, or wastewater which causes the temperature at the introduction into the treatment plant to exceed 104° F (40° C).

(6) Petroleum, oil, non-biodegradable cutting oil, or products of mineral oil origin, in amounts that could cause interference or pass-through.

(7) Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems.

(8) Trucked or hauled pollutants, except:
(a) with the written permission of the POTW;
(b) at discharge points designated by the Utility Director.

(9) Any danger to life or safety of personnel.

(10) A nuisance or hindrance of the effective maintenance or operation of the sewer system, such as through having an unusually strong or unpleasant odor.

(11) Air pollution by the release of toxic or unusually malodorous gases or malodorous gas-producing substances.

(12) A pollutant from any source of non-domestic wastewaters that could pass through or cause interference with the operation or performance of the POTW regardless of the user's subjectivity to national categorical standards or state, local, or any other national pretreatment standard or requirement.

(13) The wastewater treatment plant's effluent or any other product of the treatment process, residues, sludges, or scum, to be unsuitable for reclamation, disposal, or to interfere with the reclamation process, or to fail to meet any of the limitations set by any Federal or State agency or the terms of the Utility's NPDES Permit.

(14) Discoloration or any other condition that interferes with control of the treatment process.

(15) Storm water, surface water, groundwater, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water, and unpolluted wastewater, unless specifically authorized by the Utility Director.

(16) Sludges, screening, or other residues from the pretreatment of industrial wastes.

(17) Medical wastes, except as specifically authorized by the Utility Director in a wastewater discharge permit.

(18) Wastewater causing, alone or in conjunction with other sources, the treatment plant's effluent to fail a toxicity test.

(19) Any wastes containing detergents, surface-active agents (surfactants), or other substances which may cause excessive foaming in the POTW or receiving stream.

(20) Wastewater, alone or in conjunction with other sources, containing mercury in amounts that result in the POTW violating any portion of its NPDES permit.

(21) Any waters or wastes containing phenols or other taste-producing or odor-producing substances, in concentrations exceeding limits which may be established by the Utility Director as necessary, after treatment of the composite sewage, to meet the requirements of the state, federal, or other public agencies of jurisdiction of discharge to the receiving waters.

(22) Unusual concentrations of inert suspended solids, such as, but not limited to fuller's earth, lime slurries and lime residues; or of dissolved solids, such as, but not limited to, sodium chloride and sodium sulfate.

(23) Radioactive wastes.

SECTION 4 - Limitations on Wastewater Strength

4.1 Authority to Determine Appropriate User Limits

The Utility and specifically, the Utility Director shall have the legal authority to establish and enforce specific limits on prohibited substances as stated in this section. Prohibited substances have constituents and characteristics which singly or in combination may damage structures, impair the operation of the wastewater treatment plants that serve the Utility, interfere with treatment process or impair the quality of the Receiving Stream(s) or its tributaries. Prohibited substances include, but are not limited to, the following constituents and characteristics, with maximum concentration as shown in table 4.2 Limitations.

4.2 Limitations

A person shall not discharge any wastewater containing concentration in excess of:

Parameter	Daily Maximum/Monthly Average	Limitation
Temperature	Maximum at point of discharge to the sewerage system.	150°F/65.5° C
Ammonia	Daily Maximum	15 mg/L
Arsenic	Daily Maximum	0.07 mg/L
Biochemical Oxygen Demand (BOD)	Daily Maximum	200 mg/L
Cadmium	Daily Maximum	0.05 mg/L
Chlorinated Hydrocarbons	Daily Maximum	0.02 mg/L
Copper	Daily Maximum	2 mg/L
Cyanide Amenable to Chlorination (CN,A)	Daily Maximum	0.02 mg/L
Cyanide Amenable to Chlorination (CN,A)	Monthly Average	0.08 mg/L
Cyanide, Total (CN,T)	Daily Maximum	0.64 mg/L
Cyanide, Total (CN,T)	Monthly Average	0.24 mg/L
Hexavalent Chromium (Cr, VI)	Daily Maximum	0.25 mg/L
Hexavalent Chromium (Cr, VI)	Monthly Average	0.09 mg/L
Lead	Daily Maximum	0.22 mg/L
Mercury	Daily Maximum	0.00002 mg/L (20 ng/L)
Molybdenum	Daily Maximum	1 mg/L
Nickel	Daily Maximum	0.50 mg/L
Oil & Grease (animal & vegetable)	Daily Maximum	150 mg/L
Oil & Grease (mineral & petroleum)	Daily Maximum	100 mg/L
PCB's	Daily Maximum	0.00 mg/L

Phenolic Compounds	Daily Maximum	1.0 mg/L
pH	Daily Maximum	9.0 mg/L
pH	Daily Minimum	6.0 mg/L
Phosphates	Daily Maximum	10 mg/L
Selenium	Daily Maximum	0.35 mg/L
Silver	Daily Maximum	0.10 mg/L
Suspended Solids	Daily Maximum	200 mg/L
Total Toxic Organics	Daily Maximum	1.40 mg/L
Zinc	Daily Maximum	2.50 mg/L

SECTION 5 - Fats, Oils & Grease (FOG) Requirements

5.1 All FOG facilities **shall**:

Interceptors shall be required at all restaurants and commercial facilities when, in the opinion of the Utility, they are necessary to contain grease, flammable wastes or sand and other harmful inert materials. All interceptors shall be approved by the Utility and shall be readily and easily accessible for cleaning and inspection.

- (a) have a FOG pretreatment device properly installed that is acceptable to the Utility and in accordance with this Ordinance,
- (b) install and maintain FOG pretreatment devices as directed by the Utility at the User's expense,
- (c) operate the device in compliance with the Utility's discharge limits,
- (d) be permitted to operate and maintain an existing FOG pretreatment device provided these are in proper operating condition as set forth with this Ordinance,
- (e) have FOG pretreatment devices with adequate retention time at actual peak flow between the influent and effluent baffles to allow for any solids to settle or accumulate and floatable grease-derived materials to rise and accumulate and prevent discharge limit violations,
- (f) connect all garbage disposals to a pretreatment device prior to entering the sewer,
- (g) assume all responsibility in the sizing, plumbing configuration of the FOG pretreatment device and be responsible for what is or is not plumbed into its FOG pretreatment device,
- (h) locate FOG pretreatment devices in easily accessible areas for inspection by the Utility and for proper maintenance by the User.

5.2 Other Types of Facilities Needing Acceptable FOG Pretreatment Devices

FOG pretreatment devices, acceptable to the Utility and in compliance with this Ordinance, are required to be installed and maintained at:

- (a) facilities that will be expanded or renovated to include a FOG facility,
- (b) newly constructed facilities that could or will include FOG facilities,
- (c) new multiuse facilities.

5.3 Properly Operating FOG Equipment

If the facility does not have plumbing connections to a FOG pretreatment device that functions to bring the User in compliance with the requirements of the Utility, the facility shall modify their current plumbing to prevent the introduction of FOG into the sewer as prohibited by this Ordinance.

5.4 All grease traps shall:

- (a) Upon request by the Utility inspector, be immediately opened by the facility staff for inspection,
- (b) be serviced and emptied of accumulated waste content no less than twice per week,
- (c) include flow regulators,
- (d) not be shared by multiple facilities,
- (e) not have an accumulation of floatable FOG and /or Settled Solids that exceed twenty five percent (25%) of its total volume,

5.5 All grease interceptors shall:

- (a) comply with Utility's Exterior Interceptor/Separator Detail,
- (b) ~~include a Tee outlet with a height of 18 inches above the interceptor's base~~
- (c) not have an accumulation of floatable FOG and /or Settled Solids that exceed twenty five percent (25%) of its total volume,
- (d) be serviced and ~~emptied~~ complete evacuation performed no less than once every ~~90 days~~ 12 weeks.

5.6 All Oil Water Separators shall:

- (a) comply with Utility's Exterior Interceptor/Separator Detail,
- (b) ~~include a Tee inlet with a height of 20 inches above the interceptor's base,~~
- (c) not have settled oils or solids accumulated in excess of twenty percent (20%) of the wetted height of the oil-water separator, and no floating oil and grease in the oil-water separator should be accumulated in excess of five percent (5%) of the wetted height of the oil-water separator,
- (d) be serviced and ~~emptied~~ complete evacuation performed no less than ~~once~~ every ~~90 days~~ 12 weeks.

5.7 The Utility may allow:

- (a) the use of automatic removal systems if prior written approval by the Utility is obtained,
- (b) a grease trap to be installed in the facility if a grease interceptor cannot be installed readily in a FOG facility, at the owner's expense, on a trial basis. However, if the grease trap does not allow the ~~discharge to meet FOG discharge limits~~ facility to remain in

compliance with all maintenance and discharge requirements in this Ordinance, the facility will be required to install and maintain a grease interceptor in compliance with this Ordinance,

- (c) a grease interceptor and oil-water separator to be used by more than one facility if the capacity of the device is such that all the limits are met as established through this Ordinance.

5.8 The User of a grease interceptor, grease trap and/or oil-water separator shall:

- (a) maintain the device at the User and/or Owner's expense,
- (b) maintain the apparatus so to not allow wastewater discharge concentration from the pretreatment device to exceed any of the Utility's discharge requirements,
- (c) service and empty the apparatus as frequency as needed to maintain an acceptable waste limit as described in this Ordinance,
- (d) clean the apparatus immediately if the solid waste and grease or oil reaches the allowable limit within the Ordinance,
- (e) remove all waste (floating FOG and settled solids) from the apparatus and have it hauled away and disposed of in accordance with state standards,
- (f) completely evacuate the apparatus anytime the discharge exceeds BOD, COD, TSS, FOG, pH, or other pollutant levels established by the Utility,
- (g) not introduce, or cause, permit, or suffer the introduction of any surfactant, solvent or emulsifier into a grease interceptor. Surfactants, solvents, and emulsifiers are materials which allow the grease to pass from the grease interceptor into the collection system, and include but are not limited to enzymes, soap, diesel fuel, kerosene, turpentine, and other solvents,
- (h) be responsible for increased maintenance and cleaning beyond the maintenance requirements of this Ordinance if needed, to maintain an acceptable FOG level,
- (i) not allow waste/water to be returned to the apparatus once pumped,
- (j) open the ~~apparatus-device~~ for the Utility ~~in order to gain access for~~ to preform inspections,
- (k) require its staff to properly dispose of grease/waste so it is not reintroduced back into the sanitary sewer system,

5.9 The Utility may:

- (a) extend the ninety (90) calendar day grease interceptor pump out frequency, and/or the twice a week grease trap cleaning frequency if the User petitions the Utility for such modifications and provides a completed Modification Request Form with a modification

fee as specified within the Ordinance,

- (b) shorten the ninety (90) calendar day grease interceptor pump out frequency, and/or the twice a week grease trap cleaning when, in the opinion of the Utility, such frequency is insufficient to ensure the Utility's discharge levels,
- (c) ~~determine that if garbage disposal is a factor in the prohibited discharge of FOG, then the garbage disposal shall be connected to the grease trap, or grease interceptor, or removed from the facility.~~ Require the complete removal of garbage disposals from any FOG facility,

5.10 FOG Reporting Requirements

All businesses and industry shall provide, on demand, to the Utility, sufficient information to determine if it is a FOG facility.

The owner of the building shall notify the Utility, in writing, of changes regarding the facility's occupant, building usage, and/or new construction within thirty (30) days of the date the change takes place.

5.11 All FOG facilities shall:

- (a) maintain written FOG pretreatment device maintenance records for three (3) years on a continuously rolling calendar. All such records shall be always available for inspection by the Utility. These records shall include: Facility's name and physical location; date and time of cleaning service; name of grease hauling company; name and signature of grease hauling company agent performing said service; established service frequency and type of service (full pump out or onsite treatment); number and size of each pretreatment device serviced; approximate amount of grease and solids removed from each pretreatment device; total volume of waste removed from each pretreatment device; destination of removed waste; signature and date of FOG facility personnel confirming service completion,
- (b) report, ~~in writing, their FOG pretreatment device maintenance records to the Utility quarterly,~~ all FOG pretreatment device maintenance and required information including cleaning records and photos after each service using the software designated by the Utility within 24 hours following service completion,
- (c) report to the Utility, in writing, any accidental discharge within 24 hours of event.

5.12 FOG Inspections

All FOG pretreatment devices may be inspected by the Utility as necessary including scheduled and unscheduled visits to assure compliance with this Ordinance. Each FOG facility shall allow any Utility official or agent of the Utility bearing proper identification, access to all parts of the premises for the purpose of inspection, observation, record examination, measurement, sampling and testing in accordance with this Ordinance. Any refusal to allow the Utility official or agent entry to or upon the facility's premises for purposes of inspection, sampling effluents, and inspecting and copying records, or performing other such duties by this Ordinance shall constitute a violation of this Ordinance and result in a Notice of Violation being issued and additional fees being added to this facility's sewer bill.

The refusal of any FOG facility to immediately open an interior pretreatment device for both scheduled and unscheduled inspections shall constitute a violation of this Ordinance and result in a Notice of Violation being issued and additional fees being added to this facility's sewer bill .

~~The refusal of any FOG facility, to allow the Utility's official entry to or upon the facility's premises for purposes of inspection, sampling effluents, and inspecting and copying records, or performing other such duties by this Ordinance shall constitute a violation of this Ordinance. The Utility's official shall inspect FOG facilities during both scheduled and unscheduled visits.~~

5.13 Management of FOG Facilities

It is facility owner's responsibility to:

- (a) verify that all employees and/or tenants are informed about the FOG program and Best Management Practices to assist the Utility with compliance,
- (b) train new management on the reporting requirements to ensure compliance,
- (c) properly maintain FOG Pretreatment Device(s).

5.14 Changes in Ownership

Any FOG facility with a change in ownership will be recognized as a new FOG facility and shall comply with the Utility's discharge limits in accordance with this Ordinance.

If the FOG facility changes names but keeps the same owner, the facility will continue with the fee structure from the previous facility name. It is the facility owner's duty to inform the Utility of any facility name change within thirty (30) days. If a facility name changes and they do not inform the Utility of such changes within thirty (30) days, they may be subject to fees. Facilities are exempt from this if, and only if, the ownership changes as well.

If a change in a business occurs, the property owner shall inform the Utility of the change within thirty (30) days and inform the Utility of the new type of business that is currently operating at said location.

5.15 A NOV shall be issued to a User for:

- (a) failure to properly maintain the grease interceptor, grease trap or oil-water separator in accordance with the provisions of this Ordinance,

- (b) failure to maintain a record of pumping activities,

- ~~(c)~~ failure to open any interior pretreatment device for inspection,

- ~~(d)~~ failure to ~~provide~~report cleaning logs, files, records, or allow access for inspection or monitoring activities,

- ~~(d)~~(e) any other failure to comply with the requirements or conditions of this Ordinance.

5.16 The NOV shall include:

- (a) a violation description,
- (b) number of days to correct deficiencies and/or violations,
- (c) explanation of fees due because of the violation – see Section 11 for applicable Fees.

5.17 Violations, Disputes & Modifications

All sampling and monitoring after a violation of this Ordinance shall be at the violator's expense.

All non-compliance issues are to remain on record for an 18-month rolling calendar for the purpose of determining the level for the Notice of Violation. Therefore, all violations will be in effect for 18 months starting the day of initial violation. On the day after the 18th month, the violation will then be removed if all outstanding violation fees have been paid in full.

If a facility wishes to dispute a violation and/or fee it must be done in writing to the Utility via letter, email, or fax within 30 days of any notice of violation or notification of fee, whichever is later. All disputes shall be reviewed by the Board.

If a User has reasons to believe a specific limit or requirement of this Ordinance does not, or should not apply to their FOG facility, the User must submit a Modification Request Form, information supporting the Modification Request Form, and a Modification Request Form fee of fifty dollars (\$50) to the Utility to be considered for review. Any modification must be approved by the Utility's FOG Committee in written form before implementation.

SECTION 6 - Industrial Wastewater Discharges

6.1 Requirement for Grease, Oil and Sand Interceptors

Such interceptors shall be provided at ~~(a) all restaurants, and at (b)~~ all industrial or commercial enterprises when, in the opinion of the Utility, they are necessary to contain grease, flammable wastes or sand and other harmful inert materials. All interceptors shall be approved by the Utility and shall be readily and easily accessible for cleaning and inspection.

6.2 Liability for Maintenance of Pretreatment and Other Equipment

Where pretreatment or flow-equalizing facilities are required or utilized for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the user at his expense and shall at all reasonable times be open to inspection and testing by the Utility.

6.3 Pretreatment Standards

When pretreatment is necessary, the pretreated wastes must meet:

- (a.) state pretreatment standards as established in 327 IAC 5-18-8.
- (b.) pretreatment standards for prohibited discharges, as established in 327 IAC 5-18-2; and national categorical pretreatment standards incorporated by reference in 327 IAC 5-18-10.

6.4 Requirement for a Significant Industrial User to obtain an Industrial Waste Permit (IWP)

It shall be unlawful for any Significant Industrial User to discharge any waste stream to the Utility's Collection System or Sewage Treatment Plant without an Industrial Waste Permit (IWP) issued by the Indiana Department of Environmental Management. Any violation of the terms and/or conditions of an industrial user permit shall be deemed a violation of this Ordinance. Obtaining an IWP permit does not relieve an Industrial User of its obligation to obtain other permits required by federal, state, or local laws.

6.5 Significant Industrial Users Monitoring Program

The Utility shall implement a program of monitoring the discharge from all Significant Industrial Users

(SIU's) that discharge into the Collection System or Sewage Treatment Plant. The Utility shall:

1. Measure the volume of flow and sample and analyze the discharge from each SIU, no less than twice per calendar year, for all parameters contained in the Industrial Wastewater Pretreatment (IWP) permit issued to the SIU by the Control Authority (CA), with the exception of Total Toxic Organics (TTO), which shall be sampled and analyzed no less than once per calendar year.
2. For each parameter, including flow, utilize the sample type (e.g., 24-hour composite or grab) specified in the IWP permit issued by the Control Authority.
3. Collect samples at the sample location specified in the IWP Permit issued by the Control

Authority.

4. Utilize the analytical methods contained in the IWP Permit issued by the Control Authority.
5. Sample and analyze the discharge from any Industrial User (IU), including an SIU with an IWP permit issued by the Control Authority, for any parameter, as necessary to:
 - a. achieve and/or maintain compliance with the requirements of the NPDES permit; and/or
 - b. determine compliance with the requirements of this Ordinance and with the Utility's Sewer Use Ordinances (SUO's).
6. Record and maintain all sampling and analytical data at the Sewage Treatment Plant.

6.6 Significant Industrial Users Inspection Protocol

The Utility shall implement a program of inspecting all SIU's in accordance with the following minimum requirements:

1. conduct inspections for each SIU, no less than once annually.
2. during each inspection conducted pursuant to item 6.5, evaluate areas including, but not limited to, the following:
 - (a) pretreatment system(s).
 - (b) spill reporting and response procedures.
 - (c) sampling location; and
 - (d) disposal of sludge and other waste streams not regulated by the IWP permit issued by the Control Authority.
3. The Utility shall inspect any Industrial User, including an SIU with an IWP permit issued by the CA, as necessary to:
 - (a) achieve and/or maintain compliance with the requirements of the NPDES permit; and/or
 - (b) determine compliance with the requirements of the Utility's Sewer Use Ordinances (SUO's).
4. The Utility shall, for each inspection conducted, complete a report, utilizing an inspection report form that is at least equivalent to the form that is available from the IDEM Pretreatment Group.

6.7 Recordkeeping for Significant Industrial Users

The Utility shall establish a file for each SIU that includes, but is not necessarily limited to:

1. A copy of the IWP permit issued by the Control Authority.
2. Information and data pertaining to and resulting from the sampling and analysis required pursuant to Section 6.5. Such information and data shall, for each sample or measurement taken, include, but not necessarily be limited to:
 - (a) the date, exact place and time of sampling or measurement.

- (b) the name of the person(s) who performed the sampling or measurement.
 - (c) the sample type utilized.
 - (d) the date(s) and time(s) analyses were performed.
 - (e) the analytical techniques or methods used; and
 - (f) the results of such measurements and analyses.
- 3. Copies of all inspection reports required pursuant to Section 6.6 and
 - 4. Copies of all documents (including correspondence and discharge monitoring reports) relating to the SIU and/or the IWP permit issued by the CA.

6.8 Retention of Records

The Utility shall retain, at the wastewater treatment plant, all records required pursuant to Section 6.7, for a minimum of three (3) years and shall make such records available for inspection and copying by IDEM or the U.S. EPA in accordance with 327 IAC 5-16-5(d). This period of retention shall be extended during any unresolved litigation regarding the discharge of pollutants by the industrial user of the operation of the pretreatment program or when requested by IDEM or the U.S. EPA.

6.9 Right to Deny

The Utility has the right to accept or deny any new or increased discharges from any direct or indirect dischargers.

6.10 Right to Impose Fees for Pretreatment Program

If necessary, the Utility reserves the right to offset costs incurred for administering a pretreatment program.

6.11 Indirect Dischargers and Industrial Users

The Utility requires indirect and industrial users to comply with all applicable pretreatment standards and requirements.

SECTION 7 - Compliance Monitoring

7.1 Right of Entry

The Utility Engineer, Utility Director, Inspector, or other duly authorized representative of the Utility, upon reasonable notice to any person who is owner, tenant, or occupant of any real estate, is empowered to enter upon presentation of proper credentials all premises for the purposes of inspection, observation, measuring, sampling, and testing water, sewage and industrial waste.

7.2 Submission of Time Schedule

When the Utility finds that any violation of this Ordinance has occurred, the Utility may require the user to submit for approval a detailed time schedule of specific actions, acceptable to the Board, which the users shall take to prevent or correct a violation of requirements.

SECTION 8 - Administrative Enforcement Remedies

8.1 Administrative Enforcement Remedies

The Utility Director shall have the legal authority to issue Notice of Violations, Cease and Desist orders, establish Time Schedules (Compliance Schedules), as outlined in the Enforcement Response Plan.

8.2 Confidential Information

Any confidentiality request must be asserted at the time of submission of the information or data. When requested and demonstrated by the user furnishing a report that the information should be held confidential, the portions of a report that might disclose trade secrets or secret processes must not be made available for inspection by the public but must be made available immediately upon request to governmental agencies for uses related to the NPDES program or pretreatment program, and in enforcement proceedings involving the person furnishing the report. Wastewater constituents and characteristics and other effluent data will not be recognized as confidential information and will be made available to the public without restriction.

8.3 Entry for Inspections

In order to execute inspections and otherwise determine compliance with the Utility's ordinances, the Utility Engineer, Utility Director or his duly authorized representative shall have the right to enter any house, building, or property that is connected to the public sanitary sewer of the Utility for the purpose of performing his/their duties. No entry shall be made unless prior notice of the need to inspect is provided to the owner of the said house, building, or property. If the Utility Engineer, Utility Director, or his duly authorized representative have been refused access to any house, building, property, or any part thereof, then the Utility may, as provided in Indiana Code 13-26-5-4(d), make application to any judge of the county in which the property in question is located for the issuance of an order compelling the property owner or occupant to permit entry for the purposes stated therein. Any such application shall identify specifically the premises upon which entry is sought and the purpose for which entry is desired.

8.4 Administrative Orders (AO)

An Administrative Order is notification to the Industrial User to undertake or to cease specified activities by a specified deadline. It is the first formal response to significant noncompliance (unless factors necessitate escalated enforcement actions). It may contain administrative fines, consent

orders, compliance orders, show cause hearings, termination of service. In addition, it specifies the name of the parties involved, statement of the facts, the requirement to ensure compliance and the enforcement associated with any future non-compliance. The different types of Administrative Orders are Consent Orders, Show Cause Hearings, Compliance Orders, Emergency Suspensions, Termination of Service Orders.

8.5 Consent Orders

The Utility may enter into an agreement through a Consent Order with an Industrial User responsible for noncompliance. The Order shall include specific actions to be taken by the Industrial User to correct the noncompliance within a time specified by the document.

8.6 Show Cause Hearings

The Utility's POTW staff may meet to discuss the cause and effect of any violation, as well as the enforcement action to be taken against an Industrial User. The Industrial User may present its case as to why the violation occurred and why further enforcement should not be applied. Corrective actions to be undertaken by the Industrial User may also be a part of this meeting.

8.7 Compliance Orders

The Utility may issue and establish a Compliance Order for an Industrial User. A Compliance Order is a formal time and management schedule contained in an Enforcement Order, established for the non-compliant Industrial User to achieve compliance. It is established for existing Industrial Users to meet the categorical pretreatment standards or local standards. It contains increments of progress in the form of dates for the commencement and completion of major events leading to compliance. In addition, all compliance orders shall contain the following:

1. Monitoring requirements with the location for monitoring.
2. How the data will be used for evaluating compliance.
3. Enforcement associated with non-compliance.
4. Closure date after which Industrial User will be considered either non-compliant with the established compliance order or evaluated for compliance.

8.8 Issuance of Cease-and-Desist Orders

When the Utility finds that a discharge of wastewater has been taking place or is likely to take place in violation of this Ordinance, or reasonably appears to present an imminent endangerment to the health and welfare of the public, the environment, and/or which threatens to interfere with the operation of the POTW, the Utility, or Utility Director, may issue a "Cease and Desist" Order to halt or prevent any discharges of pollutants to the POTW. This Order may or may not include timetables or corrective actions.

8.9 Termination of Service

The Utility Director or the Board may terminate an Industrial User's privilege to discharge non-domestic wastewater into the Utility's sewer system if an Industrial User presents imminent endangerment to the health or welfare of persons, or the environment; or threatens to interfere with the POTW's operations; or as an escalating enforcement action to a significant violation when a

noncompliant Industrial User fails to respond adequately to previous enforcement actions. Termination of service may be accomplished by physical severance of the Industrial User's connection to the collection system, issuance of an Administrative Order (Cease and Desist Order) which compels the Industrial User to immediately terminate its discharge, or through a court ruling.

8.10 Emergency Suspension

The Utility Director or the Board may immediately suspend a User's discharge, after informal notice to the user, whenever suspension is necessary to stop an actual or threatened discharge that reasonably appears to present or cause an imminent or substantial endangerment to the health or welfare of persons. After notice to the User and their opportunity to respond, the Utility Director may immediately suspend a User's discharge which threatens to interfere with the operation of the POTW or presents an endangerment to the environment. Any User notified of a suspension of its discharge shall immediately stop or eliminate its contribution. In the event of a User's failure to immediately comply voluntarily with the suspension order, the Utility Director may take any steps necessary, including immediate severance of the sewer connection to prevent or minimize damage to the POTW, its receiving stream, or endangerment to any individuals. The Utility Director may allow the User to recommence its discharge when the User has demonstrated to the satisfaction of the Utility Director that the period of endangerment has passed.

8.11 Cost Recovery

The Utility may recover costs from an Industrial User for expenses incurred as the result of the Industrial User's non-compliance. Costs may include items such as labor, mileage, laboratory, the repair and or the replacement of damaged sewer system parts, professional services, and any other related expenditure by the Utility.

8.12 Administrative Appeals

Any User affected by any decision, action or determination including Cease and Desist Orders, action of the Utility Director, interpreting or implementing the provisions of this Ordinance, any permit issued herein, or any action, decision or regulation of the Board adopted pursuant hereto, may file with the Board a written request for review and reconsideration within ten (10) days of such a decision, action or determination, setting forth in detail the facts supporting the User's request for reconsideration.

The appeal shall be heard by the Board at its next regularly scheduled meeting. The Utility Director's decision, action, or determination shall remain in effect during such period of reconsideration.

8.13 Enforcement Response Plan and Guide

The Utility may develop an Enforcement Response Plan and an Enforcement Response Guide in order to meet future IDEM requirements. Such plan and guide will contain other provisions, restrictions and requirements which shall be in effect upon passage.

8.14 Referral to EPA or the State (IDEM).

The Utility may refer violations to the State or EPA for criminal prosecution. Circumstances that may trigger EPA or State referrals include, but are not limited to, evidence of willfulness, evidence of negligence, and/or bad faith shown by the User. Referral to EPA or the State (IDEM) shall not be a bar against, or a prerequisite for, taking any other action against the User.

SECTION 9 - Judicial Enforcement Remedies

9.1 Injunction

When the Utility finds that a discharge of wastewater is in violation of any part of this Ordinance, or otherwise causes or threatens to cause a condition of pollution or nuisance, the Board, on behalf of the

Utility may petition a court for the issuance of a preliminary or permanent injunction or both in restraining the continuance of such a discharge.

9.2 General Fees; Continuing Violations

The commission of any act prohibited by this Ordinance or by lawful order of the Utility Director or lawful order or regulation of the Board, or the failure to perform any lawful order of the Utility Director or lawful order or regulation of the Board shall be a violation of this Ordinance. Except as otherwise provided in Section 11, the rate or charge for violation shall be a fee of no more than one thousand dollars (\$1,000). In the case of discharges into the sewerage system in violation of this Ordinance, any valid order, or regulation of the Board; each day of violation constitutes a separate offense.

SECTION 10-Reporting Requirements

10.1 Accidental Discharges

A User shall notify the Utility Director immediately upon accidentally discharging chemicals, corrosive substances, or anything deleterious to the sewerage system or treatment process, or wastewaters in violation of this Ordinance, to enable countermeasures to be taken by the Utility to minimize damage to the sewerage system, treatment processes and the receiving stream.

This notification shall be followed within seven (7) days of the date of occurrence by a detailed written report, signed by the user, describing the causes of the accidental discharge and the measures being taken to prevent future similar occurrence.

10.2 Changes to the Property

The owner of the building shall notify the Utility, in writing, of changes regarding the facility's occupant, building usage, and/or new construction within thirty (30) days of the date the change takes place.

10.3 Falsifying of Information

A person shall not knowingly make or submit to the Utility a false statement, representation, record, report, plan, or other document required to be filed hereunder or under a duly adopted regulation of the Board, or voluntarily filed with the intent that the Utility rely thereon, or falsify, tamper with, or knowingly render inaccurate any monitoring, testing, measuring or timing device required or installed under these regulations. A person shall not during any monitoring or surveillance period, alter industrial processes or other activities for the purpose of rendering samples drawn or measurements taken during said monitoring or surveillance unrepresentative or uncharacteristic of normal operations, flows or concentrations or pollutants.

SECTION 11 - Fees

All Notices of Violation and Fees are to remain on record for an 18-month rolling calendar for the purpose of determining the level for the Notice of Violation. Therefore, all violations will be in effect for 18 months starting the day of initial violation. On the day after the 18th month, the violation will then be removed if all outstanding violation fees have been paid in full and no further violations of the same type have occurred.

11.1 No FOG Pretreatment Device at a FOG Facility:

Violation	NOV issued and 30 days to install a pretreatment device. No fee.
Failure to Install	2 nd NOV with a \$500 fee with an additional 15 days to install the pretreatment device.
Failure to install after additional 15-day deadline	3 rd NOV with a \$1,000 fee and a \$100 fee per day of violation starting the day after the 15th day deadline ends

11.2 Violation of Cleaning Schedule for Grease Traps, Interceptors, or Oil-Separators:

1st Violation	NOV with a \$100 fee and 24 hours to clean the device
2nd Violation	NOV with a \$200 fee and 24 hours to clean the device
3rd Violation	NOV with a \$400 fee and 24 hours to clean the device
4th Violation	NOV and Board review for enforcement

11.3 Violation of Pretreatment Device Capacity of Grease Trap, for Interceptor or Oil Water Separator Exceeded the Utility Specified Limit:

1st Violation

- NOV with a **\$200** fee and 5 business days to clean the device

Failure to clean the device within 5 business days:

- NOV with a **\$500** fee and 5 additional business days to clean the device

Failure to clean the device after the second 5-day deadline:

- NOV with an additional **\$500** fee and **\$100** fee per day of noncompliance

2nd Violation

- NOV with a **\$400** fee and 5 business days to clean the device

Failure to clean the device within 5 business days:

- NOV with a **\$500** fee and a **\$100** fee per day starting the day after the additional 5 days of noncompliance

3rd Violation

- NOV with a **\$1,000** fee and 5 business days to clean the device

Failure to clean the device within 5 business days:

- NOV with a **\$500** fee and a **\$100** fee per day starting the day after the additional 5 days of noncompliance

4th Violation

- NOV and Board review for enforcement

11.4 Violation for Pretreatment Device Capacity Interior Grease Trap Exceeded the Utility Specified Limits:

1st Violation

- NOV with a **\$200** fee and 24 hours to clean the device

Failure to clean the device within 24 hours:

- NOV with a **\$500** fee and additional 24 hours to clean the device

Failure to clean the device after 48 hours:

- NOV with an additional **\$1000** fee and **\$100** fee per day of noncompliance

2nd Violation

- NOV with a **\$400** fee and 24 hours to clean the device

Failure to clean the device within 24 hours:

- NOV with a **\$500** fee and a **\$100** fee per day of noncompliance

3rd Violation

- NOV with a **\$1,000** fee and 24 hours to clean the device

Failure to clean the device within 24 hours:

- NOV with a **\$1000** fee and a **\$100** fee per day of noncompliance

4th Violation

- NOV and Board review for enforcement

11.5 Failure to Report an Accidental FOG Discharge:

- A. NOV with a **\$100** fee per day from the date of discharge.

11.6 Samples Determined to be Over the Limit of FOG Discharge:

1st Violation	NOV with a \$200 fee and 5-business days 48 hours to clean the device.
2nd Violation	NOV with a \$400 fee and 5-business days 48 hours to clean the device.
3rd Violation	NOV with a \$1,000 fee and 5-business days 48 hours to clean the device.
4th Violation	NOV and Board review for enforcement.

11.7 Failure to **Maintain** or Falsifying **Cleaning** Logs, Files ~~and~~ **or** Other Records:

1st Violation	NOV with a \$100 fee
2nd Violation	NOV with a \$200 fee
3rd Violation	NOV with a \$400 fee
4th Violation	NOV and Board review for enforcement.

11.8 Failure to Provide ~~Quarterly Cleaning~~ Reports to the Utility:

Violation	NOV and 5-business days 48 hours to submit the report.
Failure to provide the report within the 5-business days 48 hours	NOV and <u>with</u> a \$100 fee and an additional 5-business days 48 hours to submit the report.
Failure to submit the report within the additional 5-business days 48 hours	NOV with a \$200 fee and a \$100 fee per day starting the day after the additional 5 days of noncompliance.

11.9 Refusal **to Open** Pretreatment **Device** or **Allow Entry** for Inspection:

1st Violation	NOV with a \$500 fee
2nd Violation	NOV with a \$1,000 fee
3rd Violation	NOV and Board review for enforcement.

11.10 FOG Modification Fee:

The Modification Request Form fee is fifty dollars (\$50)

11.11 Inflow and Infiltration Fees:

1. Initial inflow and infiltration inspection-No charge.

2. Re-inspection, if necessary- \$100.00. Such charge(s) are due and payable upon invoice.
3. For all customers, a \$20 per month sewer surcharge shall be imposed beginning thirty (30) days after the sale of the property if the I/I certification of compliance is not on file with the Utility, thirty (30) days after the documented deadline for the completion of inspection or thirty (30) days following notice of scheduled inspection, whichever is sooner.

Non-Compliance

4. The \$20 per month surcharges shall be in addition to all other fees or charges levied by the Board of Trustees, for a failed inspection, failure to schedule an inspection, or failure to make repairs or otherwise, as set forth within this Ordinance.

11.12 Industrial Users Limits Violation Fees

For violations of limitations set forth in Section 4.2 of this Ordinance, the Utility has the legal authority to impose a fine of at least \$1,000 per day, per violation, in accordance with 40 CFR 403.8(f)(1)(vi)(A), but no more than \$2,500 per day, per violation for a first violation and no more than \$7,500 per day, per violation for subsequent violations.

SECTION 12 - Miscellaneous Provisions

12.1 Special Agreements

Special agreements and arrangements between the Board and any person within the Utility's territory may be established by the Board within the terms and intent of this Ordinance when, in the opinion of the Board, unusual or extraordinary circumstances compel special terms and conditions whereby an unusual wastewater may be accepted for treatment, subject to payment of applicable fees.

12.2 Effective Date

The provisions of this Ordinance shall be in full force and in effect forthwith upon its passage and signing by the Board of Trustees.

12.3 Severability

The invalidity of any section, clause, sentence or provision of this Ordinance shall not affect the validity of any other part of this Ordinance which can be given effect without such invalid part or parts.

12.4 Plans and Specifications

All construction shall be designed and constructed in accordance to Utility details, specifications and Utility approved plans.

12.5 Testing & Certification

All sewers shall be properly tested for infiltration in accordance with the procedure required by current state and/or Utility standards (whichever are more stringent). When construction is completed, the Design Engineer shall certify to the Board that the Facilities have been constructed in accordance with the Plans & Specifications and have passed the appropriate Infiltration/Exfiltration/Deflection Tests.

12.6 Inspection & Inspection Fee

All new Facilities shall be inspected by the Utility's Inspector during construction of the Facilities to insure conformance to the Plans and Specifications and an acceptable system. This Inspection must include presence of the Inspector when the Infiltration Test is performed so he can attest to proper performance of the test. At least 48 hours' notice of commencement of testing is required.

A fee shall be assessed to cover the cost of review of Plans and Specifications and inspection of the new Facilities. Such charge is due and payable at the time the Plans and Specifications are submitted for review. Current fees for this service are outlined in the Utility's rate ordinance.

12.7 Utility Details and Specifications

All plans and construction shall be in compliance with the Utility's sanitary sewer details and specifications.

SECTION 13 - SPECIFIC DEFINITIONS

13.1 ACT or THE ACT. The Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 USC 1251 *et seq.*

13.2 ADMINISTRATIVE ORDER (AO). Is a notification to the Industrial User to undertake or to cease specified activities by a specified deadline. It is the first formal response to significant noncompliance (unless factors necessitate escalated enforcement actions). It may contain administrative fines, consent orders, compliance orders, show cause hearings, termination of service. In addition, it specifies the name of the parties involved, statement of the facts, the requirement to ensure compliance and the enforcement associated with any future non-compliance. The different types of Administrative Orders are Consent Orders, Show Cause Hearing, Compliance Orders, Emergency Suspensions, Termination of Service Orders.

13.3 AMMONIA-NITROGEN. Dissolved ammonia including $\text{NH}_{3(\text{aq})}$ **and** NH_4^+ , usually expressed as $\text{NH}_3\text{-N}$.

13.4 BENEFICIAL USES. These include, but are not limited to, domestic, municipal, agricultural, and industrial use, power generation, recreation, aesthetic enjoyment, navigation, and the preservation and enhancement of fish, wildlife and other aquatic resources or reserves, and other uses, tangible or intangible, as specified by state or federal law.

13.5 BOARD. The Board of Trustees of the TRICO REGIONAL SEWER UTILITY. It is the governing body of the Utility.

13.6 BIOCHEMICAL OXYGEN DEMAND. (BOD) of sewage, sewage effluent, polluted waters or industrial wastes shall mean the quantity of dissolved oxygen in milligrams per liter required during stabilization of the decomposable organic matter by aerobic biochemical action under standard laboratory procedures for five (5) days at 20 degrees Celsius. The value of the 5-day test for Biochemical Oxygen Demand, as described in the latest edition of "Standard Methods for the Examination of Water and Wastewater."

13.7 CATEGORICAL STANDARDS. National Categorical Pretreatment Standards or Pretreatment Standards.

13.8 CHEMICAL OXYGEN DEMAND. (COD) of sewage, sewage effluent, polluted waters or industrial wastes is a measure of the oxygen equivalent of that portion of the organic matter in a sample that is susceptible to oxidation by a strong chemical oxidant. The value of the test for Chemical Oxygen Demand, as described in the latest edition of "Standard Methods for the Examination of Water and Wastewater."

13.9 COMPATIBLE POLLUTANTS. Wastewater having or containing, (a) measurable biochemical oxygen demand, (b) suspended solids, (c) pH, (d) fecal coliform bacteria, or (e) additional pollutants identified or defined in the National Pollutant Discharge Elimination System (NPDES) Permit for the treatment plant that was designed to treat the pollutants.

13.10 COMPLIANCE ORDERS. These types of orders establish formal time and management schedules in an enforcement order, for non-compliant Industrial Users to achieve compliance. It is established for existing Industrial Users to meet the categorical pretreatment standards or local standards. It contains increments of progress in the form of dates for the commencement and completion of major events leading to compliance.

13.11 CONSENT ORDER. A formal agreement established between the Utility and an Industrial User responsible for noncompliance. Such documents shall include specific actions to be taken by the Industrial User to correct the noncompliance within a time specified by the document.

13.12 CONSTITUENTS AND CHARACTERISTICS. The chemical, physical, bacteriological, and radiological properties, including volume, flow rate and such other properties which serve to define, classify or measure the contents, quality, quantity and strength of wastewater.

13.13 CONTROL AUTHORITY (CA). Unless otherwise stated directly, means the Commissioner of the Indiana Department of Environmental Management.

13.14 COST RECOVERY. Costs such as labor, mileage, laboratory, the repair and or the replacement of damaged sewer system parts, professional services and any other related expenditure by the Utility that are incurred as a result of an Industrial User's non-compliance.

13.15 DIRECT DISCHARGE. The discharge of treated or untreated wastewater directly to the Waters of the State.

13.16 DISSOLVED SOLIDS. Those solids in water that are in a solution.

13.17 UTILITY. The municipal corporation established by order of IDEM dated June 3, 1975 to provide sewer service under the name TRICO REGIONAL SEWER UTILITY.

13.18 DOMESTIC DISCHARGER. A User that discharges wastewater to the sewerage system that originates from predominately, the human metabolism and household activities.

13.19 EFFLUENT. The water, together with any wastes, that may be present flowing out of a drain, sewer, receptacle or outlet.

13.20 ENVIRONMENTAL PROTECTION AGENCY or EPA or USEPA. The United States Environmental Protection Agency.

13.21 *FECAL COLIFORM BACTERIA.* Any of a number of organisms common to the intestinal tract of man and animals, whose presence in sanitary sewage is an indicator of pollution.

13.22 *FLOATABLE FOG.* Oil, fat or grease in a physical state, such that it will separate by gravity from wastewater by treatment in a pretreatment facility approved by the Utility.

13.23 *FOG.* (All Fats, Oils and Grease, Petroleum Products and By-Products.) Fats, Oils and Grease as found in food service facilities include but are not limited to, any substance such as vegetable or animal product that is used in, or is a by-product of, the cooking or food preparation process, and that turns or may turn viscous or solidifies with a change in temperature or other conditions. Petroleum, Oils and Grease as found in auto service facilities include but are not limited to any substance such as petroleum oil, non-biodegradable cutting oil or products of mineral oil origin that is used in, or is a by-product of, an automotive process. These substances are detectable and measurable using analytical test procedures established in 40 CFR 136, as may be amended from time to time.

13.24 *FOG Committee.* Utility Engineer, Plant ~~Supervisor~~Superintendent and Pretreatment ~~Compliance Specialists~~Coordinator.

13.25 *FOG Facility.* Any non-domestic User or combination of Users that generates FOG.

13.26 *FOG Management Program.* The program as set forth in this Ordinance.

13.27 *FOG Pretreatment Device.* Includes oil-water separators, grease traps, grease interceptors.

13.28 *GARBAGE.* Solid wastes from the domestic and commercial preparation, cooking and dispensing of food, and from the handling, storage, and sale of produce.

13.29 *GREASE INTERCEPTOR.* An outdoor, watertight receptacle utilized to intercept, collect, and restrict the passage of grease and food particles into the POTW to which the receptacle is directly or indirectly connected, and to separate and retain grease and food particles from the wastewater discharged by a facility. An interceptor shall have a capacity of at least 1,000 gallons to serve one or more fixtures and shall be located outside the building.

13.30 *GREASE TRAP.* An indoor, watertight receptacle utilized to intercept, collect, and restrict the passage of grease and food particles into the POTW to which the receptacle is directly or indirectly connected, and to separate and retain grease and food particles from the wastewater discharged by a facility. A maximum of four (4) fixtures shall be connected to a grease trap.

13.31 *INCOMPATIBLE POLLUTANTS.* Any pollutants not classified as compatible pollutants.

13.32 INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT or IDEM. The state agency that is responsible for administering environmental programs in the State of Indiana.

13.33 INDIRECT DISCHARGER. A non-domestic discharger introducing pollutants into a POTW, regardless of whether the discharge is physically within or without the territory of the Utility.

13.34 INDUSTRIAL USER. This term refers to any user including an indirect discharger and does not apply to any User who contributes only domestic wastewater that originates from the human metabolism and household activities.

13.35 INDUSTRIAL WASTES. Any solid, liquid, or gaseous substance or form of energy discharged, permitted to flow into or enter the sewerage system or ground from an industrial, manufacturing, commercial or business process or from the development, recovery or processing of any natural resources carried on by any person and shall further mean any waste from an industrial user, but not including sanitary sewage or storm water.

13.36 INFILTRATION. The water other than wastewater that enters the sewerage system directly or via private sewers, building drains and building sewers connected therewith, from the ground, through such means as, but not limited to, defective pipe joints, connections, or manhole walls.

13.37 INFLOW. Water other than wastewater that enters the sewerage system from sources including but not limited to, cellars, yard areas, foundation drains, sump pumps, drains from springs and swampy areas, manhole areas, cross connections between storm and sanitary sewers, catch basins, cooling towers, storm water, surface runoff, street water or drainage.

13.38 INSPECTOR. A person authorized by the Board or the Utility Director to perform inspection duties assigned to him by either the Board or Utility Director.

13.39 INTERFERENCE. A discharge that, alone or in conjunction with a discharge or discharges from other sources, does one (1) of the following:

- (1) Inhibits or disrupts the POTW, its treatment processes or operations, its sludge processes, or its selected sludge use or disposal methods.
- (2) Causes a violation of any requirement of the POTW's NPDES permit, including an increase in the magnitude or duration of a violation.
- (3) Prevents the use of the POTW's sewage sludge or its sludge disposal method selected in compliance with the following statutory provisions, regulations, or permits issued thereunder or more stringent state or local regulations:
 - (a) Section 405 of the Clean Water Act (33 U.S.C. 1345).
 - (b) The Solid Waste Disposal Act (SWDA) (42 U.S.C. 6901), including:
 - (A) Title II, more commonly referred to as the Resource Conservation and Recovery Act (RCRA); and
 - (B) the rules contained in any state sludge management plan prepared

- pursuant to Subtitle D of the SWDA (42 U.S.C. 6941).
(c) The Clean Air Act (42 U.S.C. 7401).
(d) The Toxic Substances Control Act (15 U.S.C. 2601).

13.40 LATERAL SEWER. The extension from the building or dwelling drain to the sewerage system or other place of disposal.

13.41 MAY. May means that the act referred to is both permissible and approved, but not required.

13.42 MEDICAL WASTE. Isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.

13.43 MODIFICATION REQUEST FORM. A form provided by the Utility for the User to complete in order to be considered for a FOG modification.

13.44 NATIONAL CATEGORICAL PRETREATMENT STANDARDS or **PRETREATMENT STANDARDS.** Any regulation containing pollutant discharge limits promulgated by the EPA in accordance with § 307(b) and (c) of the Act (33 USC 1347), which applies to a specific category of industrial users.

13.45 NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM PERMIT or **NPDES PERMIT.** A permit issued under the National Pollutant Discharge Elimination System for discharge of wastewaters to the Waters of the United States pursuant to § 402 of the Act (33 USC 1342), or Pub. L. 92-500.

13.46 NON-DOMESTIC DISCHARGER. A User that discharges wastewater to the sewerage system that does not originate strictly from the human metabolism and household activities.

13.47 NON-COMPLIANCE. A violation or failure to comply with this Ordinance.

13.48 NOTICE OF VIOLATION (NOV). A written document provided to the User describing any violation or failure of compliance to this Ordinance.

13.49 NUISANCE. Any substance that is injurious to health or offensive to the senses or an obstruction to the free use of property so as to interfere with the comfort or enjoyment of life or property.

13.50 OIL-WATER SEPARATOR. A device which utilizes the difference in density between oil, petroleum products or chemical products, and water for removal.

13.51 pH. The measure of the relative acidity or alkalinity of water and is defined as the negative logarithm (base 10) of the hydrogen ion concentration.

13.52 PASS THROUGH. A discharge proceeding through a POTW into Waters of the Sewer Use Ordinance No. 5-10-2021

State in quantities or concentrations that, alone or in conjunction with a discharge or discharges from other sources, are a cause of a violation of any requirement of the POTW's NPDES permit, including an increase in the magnitude or duration of a violation.

13.53 PERSON. Any individual, firm, company, association, society, corporation, group, or other entity.

13.54 POLLUTION. An alteration of the quality of water by waste, contaminants or pollutants to a degree which renders such water unfit for beneficial use.

13.55 PRETREATMENT STANDARDS. (a.) state pretreatment standards as established in 327 IAC 5-18-8; (b.) pretreatment standards for prohibited discharges, as established in 327 IAC 5-18-2; and (c.) National Categorical Pretreatment Standards incorporated by reference in 327 IAC 5-18-10.

13.56 PUBLICLY OWNED TREATMENT WORKS (POTW). A treatment works owned by the State, a municipality, or a regional sewer Utility, except that it does not include pipes, sewers or other conveyances not connected to a facility providing treatment. The term includes any devices and systems used in the storage, treatment, recycling and reclamation of municipal sewage or compatible industrial wastes. The term also includes sewers, pipes and other conveyances only if they convey wastewater to a POTW treatment plant. "POTW" also means the municipality or regional sewer Utility that has jurisdiction over the indirect discharges to and the discharges from such treatment works.

13.57 PUBLIC SEWER. A sewer owned by the Utility. These definitions are part of the public sewer:

(a) Collector sewer shall mean a sewer whose primary purpose is to collect wastewaters from individual point source discharges.

(b) Interceptor sewer shall mean a sewer whose primary purpose is to transport wastewater from collector sewers to a treatment facility.

(c) Force main shall mean a pipe in which wastewater is carried under pressure.

(d) Pumping station shall mean a station positioned in the public sewer system at which wastewater is pumped to a higher level.

13.58 RECEIVING STREAM. The waterbody or waterbodies identified by the Indiana Department of Environmental Management as the receptor for a wastewater discharge.

13.59 SANITARY SEWAGE. Sewage such as, and having the characteristics of, domestic sewage from dwellings (including apartment houses and hotels), office buildings, factories, industry, or institutions, free from storm and surface water and industrial wastes.

13.60 SANITARY SEWER. A sewer intended to carry only sanitary or sanitary and industrial waste waters from residences, commercial buildings, industrial plants and institutions.

13.61 SETTLED SOLIDS. Particles of debris and fine matter heavy enough to settle out of wastewater. These particles of debris and fine matter can be a collection of hard materials including but not limited to dirt, ground stone, debris from sandblasting or other such grinding, swarf from metalworking, edible and inedible particles of food, disposable diapers, dental floss, sanitary napkins, prophylactics, rags and any other solid substances.

13.62 SEWER. A pipe or conduit laid for carrying sanitary sewage or other liquids, and solids suspended or entrained therein.

13.63 SEWERAGE SYSTEM. The network of publicly owned sewers and appurtenances used for collection, transporting, and pumping wastewater to the wastewater treatment plant (5) that serves the Utility.

13.64 SHALL. The act referred to is mandatory.

13.65 SHOW CAUSE HEARING. is when an Industrial User and the Utility POTW staff meet to discuss the cause and effect of the violation, as well as the enforcement action to be taken against the Industrial User. The Industrial User may present its case as to why the violation occurred and why further enforcement should not be applied. Corrective actions to be undertaken by the Industrial User can also be a part of this meeting.

13.66 SIGNIFICANT INDUSTRIAL USER or SIU. Means the following:

- (a) Industrial Users subject to categorical pretreatment standards under 327 IAC 5-18-10,
- (b) An Industrial User that:
 - (1) discharges an average of twenty-five thousand (25,000) gallons per day or more of process wastewater (excluding sanitary, noncontact cooling and boiler blowdown wastewater) to the POTW;
 - (2) contributes a process waste stream that makes up five percent (5%) or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant; or
 - (3) is designated as a Significant Industrial User by the Control Authority or Utility on the basis that the industrial user has a reasonable potential to: (A.) adversely affect the POTW's operation; (B.) violate a pretreatment standard; or (C.) violate a requirement of 327 IAC 5-19-3.
- (c) The Control Authority may, on its own initiative or in response to a petition received from an Industrial User or a POTW and in accordance with 327 IAC 5-19-3(6), determine that an Industrial User is not a Significant User if it does not meet (b.3) criteria listed above.

13.67 SLUG. Any discharge of water or wastewater which, in concentration of any given constituent or in quantity of flow, exceeds, for any period of duration longer than ten (10) minutes, more than three (3) times the average twenty-four-hour (24-hour) concentration of flows during normal operation, and adversely affects the POTW.

13.68 STANDARD INDUSTRIAL CLASSIFICATION or **SIC**. A United States government system for classifying industries by a four-digit code.

13.69 STANDARD METHODS. The laboratory procedures set forth in the latest edition, at the time of analysis, of *Standard Methods for the Examination of Water and Wastewater*, prepared and published jointly by the American Public Health Association, the American Water Works Association, and the Water Environment Federation.

13.70 STATE. The State of Indiana.

13.71 STORM SEWER. A sewer intended to carry only storm waters, surface runoff, street wash waters and drainage.

13.72 STORM WATER. Water resulting from rain, melting or melted snow, hail, or sleet.

13.73 TERMINATION OF SERVICE. To revoke an Industrial User's privilege to discharge non-domestic wastewater into the Utility's sewer system.

13.74 SUSPENDED SOLIDS. Solids which either float on the surface of or are in suspension in water, sewage, or other liquid and which are removable by laboratory filtration. Their concentration shall be expressed in milligrams per liter. Quantitative determinations shall be made in accordance with procedures set forth in Standard Methods.

13.75 TOTAL SUSPENDED SOLIDS. (TSS) The value of the test for Total Suspended Solids, as described in the latest edition of *Standard Methods for the Examination of Water & Wastewater*.

13.76 TOXIC AMOUNT. Concentrations of any pollutant or combination of pollutants which, upon exposure to or assimilation into any organism, will cause adverse effects such as cancer, genetic mutations and physiological manifestations, as defined in standards issued pursuant to § 307(a) of the Act, 33 USC 1317(a).

13.77 TOXIC POLLUTANT. Any pollutant or combination of pollutants listed as toxic in regulations promulgated by the Administrator of the EPA under the provisions of § 307(a) of the Act, 33 USC 1317(a), or that has a deleterious impact on the operation of the POTW.

13.78 UNPOLLUTED WATER. Water of quality equal to or better than the effluent IDEM criteria in effect, or water that would not cause violation of receiving water quality standards and would not be benefitted by discharge to the sanitary sewers and wastewater treatment facilities provided.

13.79 USER. A person, including both the Owner and Occupant of real estate who introduces into or discharges into the sewerage system, any substance whatever.

13.80 UTILITY DIRECTOR. An individual appointed by the Utility to have management control and authority over operations of the Utility. The term can also refer to any individual designated to perform duties on behalf of the Utility Director as his authorized deputy, agent or representative.

13.81 WASTE. Sanitary sewage and all other waste substances, liquid, solid, gaseous, or radio-active, associated with human habitation, or of human or animal origin, or from any producing, processing, manufacturing, or industrial operation of whatever nature, including such waste placed within containers of whatever nature prior to, and for purposes of, disposal.

13.82 WASTEWATER. The water-carried waste from residences, business buildings, institutions, and industrial establishments, singular or in any combination, together with such ground, surface and storm waters as may be present.

13.83 WASTEWATER TREATMENT PLANT (WWTP). Any arrangement of devices and structures used by the Utility for treatment and disposing of sewage, sludge, and other sewage constituents and products. Same as a POTW.

13.84 WATERS OF THE STATE. All streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural, or artificial, public or private, which are contained within, flow through, or border upon the State or any portion thereof.



MEMORANDUM

To: Board of Trustees

From: Andrew Williams

Date: May 6, 2021

Subject: Proposed Revision to Section 6

The Board is being asked to conduct the First Reading of User Rate Ordinance 5-10-2021-R at the Board meeting. While updating the Utility Wide Connection Fee amount in Section 6 of the Ordinance, I realized that now would be a good time to update the wording in this section that has been discussed among staff for a few years. High efficiency plumbing units reduce volume, but the Utility must still have capacity to handle the BOD and suspended solids loading.

The proposed revisions are shown in green below.

Section 6. Utility Wide Connection Fee

Prior to receiving a permit to connect to ~~the Utility sewer works for the Utility~~, the owner, lessee or developer of any real estate within the Utility shall pay to the Utility a connection fee of Two Thousand Eighty-Three Dollars (\$2,083.00) per EDU. ~~(based upon 310 GPD).~~ Wherever practical the Utility shall utilize Indiana Administrative Code 327 IAC 3-6-11 to determine estimated average daily flow, based upon 310 gallons per day per EDU, and the proposed use of the real estate to be served. The minimum connection fee per parcel is one EDU. estimated average daily flow in thousands of gallons per day for the real estate to be served by the Utility shall be determined based upon the proposed use of the real estate to be served and shall then be calculated using the number and type of units or premises to be located on the real estate and the applicable equivalent user contribution multiplies as set forth by the Indiana Administrative Code 327 IAC 3-6-11.

The owner, lessee or developer of the real estate may submit data to the Utility which purports to provide a more accurate estimation of the average daily flow (for example from water bills or other actual data setting forth flow from similar facilities). BOD, suspended solids, and other wastewater loadings may similarly be considered. Upon receipt and review of the data provided, the Utility, may, in its absolute discretion, ~~but is not required to~~ agree to an EDU amount that is other than the amount determined as specified above. The Utility may review real estate's usage from time to time; if real estate is found to exceed the previously agreed amount, then upon notice by the Utility, the owner, lessee or developer of said real estate shall promptly pay Utility the difference in EDUs at the current rate. Any change in use or additions, renovations or alterations of said real estate may trigger review of usage by the Utility.

Residential lots previously containing a dwelling that was connected to the Utility's sanitary sewers and having paid a monthly sewer service billing are exempt from the connection charge in the event the dwelling is demolished, and new residential dwelling built on the same real estate.



MEMORANDUM

To: Board of Trustees

From: Andrew Williams

Date: May 6, 2021

Subject: First Reading of Ordinance 05-10-2021-R

The 2021 User Rate Ordinance proposes a 5% increase to the Utility Wide Connection Fee (sometimes referred to as the EDU fee). The new rate would be \$2083.00. The increase would facilitate all plant capacity improvements through the buildout of the current service area.

The B&F Committee also evaluated the need for an increase in the user treatment rate and base rate. The Committee determined an increase is not needed at this time.

Recommended Action:

Conduct the First Reading of the User Rate Ordinance 5-10-2021-R and authorize the publication of Ordinance and Public Hearing Notice.

ORDINANCE NO. 05-10-2021-R

An ordinance establishing Utility wide schedule of monthly user rates, late fees, connection fees, interceptor fees, application fees, reinspection fees and charges to be collected from the owners of property served by the sewage works of the Utility and matters connected therewith, replacing Ordinance 05-11-2020,

WHEREAS, based upon the Utility's Capital Project Master Plan, it is advisable to update fees previously established pursuant to Ordinance 05-11-2020; and

WHEREAS, the Board of Trustees desires to increase the Utility Wide Connection Fee,

Now, therefore, be it ordained by the Board of Trustees of TriCo Regional Sewer Utility, Indiana:

Section 1. Schedule of Monthly User Charges,

Metered Users: User Charge

(1) Treatment Rate:

Per 1,000 gallons of sewage flow, if measured
or per 1,000 gallons of water usage if sewage
flow is not measured..... \$2.86

(2) Base Rate – per month, as follows:

5/8	inch water meter.....	\$13.45
3/4	inch water meter*	\$13.45
3/4	inch water meter.....	\$16.93
1	inch water meter*	\$13.45
1	inch water meter.....	\$26.55
1 1/4	inch water meter.....	\$39.71
1 1/2	inch water meter.....	\$52.81
2	inch water meter.....	\$92.21
3	inch water meter.....	\$205.99
4	inch water meter.....	\$354.78
6	inch water meter.....	\$801.15
8	inch water meter.....	\$1,423.41

*Residential customers with a 3/4-inch meter or 1-inch meter shall be charged a base charge for a 5/8 inch meter.

Unmetered Users: User Charge

Residential:

Single family residence/unit.....	\$33.51
Apartment or trailer court/unit.....	\$25.13
Duplexes	\$67.03

Triplexes.....	\$100.54
<u>Commercial:</u>	
Retail establishment:	
First 3 employees	\$33.51
Each additional employee	\$8.37
Gasoline service station:	
With car wash facilities	\$75.46
W/O car wash facilities	\$50.30
Restaurants, drive-ins and taverns with eating and/or drinking facilities:	
First 2 employees	\$33.51
Each additional employee	\$11.05
Laundromats – per washer	\$24.41
Car wash, manual – per bay	\$75.46
Professional Office:	
First 2 employees	\$33.51
Each additional employee	\$11.05
<u>Government/Institutional:</u>	
School/student:	
First 25 students	\$33.51
Each additional student	\$1.33
Churches, lodges and veteran's organizations w/o eating and/or drinking facilities:	
For each 200 members or fraction thereof ..	\$33.51
Government offices:	
First 3 employees	\$33.51
Each additional employee	\$8.37
<u>Industrial (sanitary flow only):</u>	
First 3 employees	\$33.51
Each additional employee	\$8.37

For the service rendered to the TriCo Regional Sewer Utility, said Utility shall be subject to the same rates and charges herein above provided, or to rates and charges established in harmony therewith.

In order to recover the cost of monitoring industrial wastes, the Utility shall charge the user the actual cost of the monitoring. This charge will be reviewed and revised on the same basis as all other rates and charges in the ordinance.

Section 2. The Return Check Charge for NSF (Non-Sufficient Funds) shall be charged in the amount of \$30.00 per check.

Section 3. Any current charges on the monthly user invoice that remain unpaid after the listed due date shall be assessed a late fee. The late fee assessed will be 10% of the unpaid current charges. This fee will be added to the following month's user invoice.

Section 4. A Reinspection fee of \$100.00 shall be charged to the property owner for each reinspection if a property fails an inspection or requires more than two inspections.

Section 5. An application fee of One Hundred Fifty Dollar (\$150.00) per EDU, up to a maximum of Three Thousand Dollars (\$3,000.00) per permit, is due and payable at the time of submittal or issuance of the connection permit. Requested revisions to previously issued permits shall be considered a new permit and shall be subject to the application fee of \$150.00.

Section 6. Utility Wide Connection Fee

Prior to receiving a permit to connect to the sewer works for the Utility, the owner, lessee or developer of any real estate within the Utility shall pay to the Utility a connection fee of Two Thousand Eight-Three Dollars (\$2,083.00) per EDU (based upon 310 GPD). The estimated average daily flow in thousands of gallons per day for the real estate to be served by the Utility shall be determined based upon the proposed use of the real estate to be served and shall then be calculated using the number and type of units or premises to be located on the real estate and the applicable equivalent user contribution multiplies as set forth by the Indiana Administrative Code 327 IAC 3-6-11.

The owner, lessee or developer of the real estate may submit data to the Utility which purports to provide a more accurate estimation of the average daily flow (for example from water bills or other actual data setting forth flow from similar facilities). Upon receipt and review of the data provided, the Utility, may in its absolute discretion, but is not required to agree to an EDU amount that is other than the amount determined as specified above.

Residential lots previously containing a dwelling that was connected to the Utility's sanitary sewers and having paid a monthly sewer service billing are exempt from the connection charge in the event the dwelling is demolished, and new residential dwelling built on the same real estate.

Section 7. Utility Wide Interceptor Fee

In addition to the connection charge set forth above based upon EDU's there is also due prior to the receipt of a permit, an interceptor fee of Four Thousand Seventy-five Dollars (\$4,075.00) per acre. Residential lots previously containing a dwelling that was connected to the Utility's sanitary sewers and having paid a monthly sewer service billing are exempt from the interceptor fee in the event the dwelling is demolished, and new residential dwelling built on the same real estate. Lots and parcels that are part of a Utility neighborhood sewer extension project in which local sewer charges are assessed by ordinance are also exempt.

Section 8. Prior Connection, Interceptor, and Application Fees

The connection, interceptor, application fees and reinspection fees established under the Ordinance shall preempt and supersede and wholly replace the connection, interceptor, application and reinspection fees previously established under Ordinance 05-11-2021, and any other prior Ordinances of the Utility as the same may be amended from time to time by the Utility. Nothing in the Ordinance shall be construed as limiting the applicability of the Utility's various use ordinances or other definitions or terms contained in other Ordinances, exception only the specific interceptor, connection, application, and reinspection fees set forth therein.

Section 9. The invalidity of any section, clause, sentence, or provision of this Ordinance shall not affect the validity of any part of this Ordinance which can be given effect without such invalid part or parts.

Section 10. The revised rates shall become effective for service received July 1, 2021 and thereafter.

PASSED AND ADOPTED by the Board of Trustees of the TriCo Regional Sewer Utility on the ____ day of _____, 2021.

BOARD OF TRUSTEES:	Approve	Oppose	Abstain
_____ Carl Mills President	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Steve Pittman Vice President	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Michael McDonald Secretary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Jane Merrill Treasurer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Eric Hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Jeffrey Kimbell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Charles Ryerson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Jeffery Hill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Amanda Foley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____

Andrew Williams
Utility Director



PERSONNEL AND BENEFITS

Wednesday, April 28, 2021 at 7:30 a.m.
Memorandum

Mr. Kimbell called the meeting to order at 7:34 a.m.

Members Present: Committee Chair Jeff Kimbell, and member Eric Hand. Others in attendance were Utility Director Andrew Williams and Administrative Assistant Maggie Crediford.

Mr. Ryerson was absent.

Public Comment

There was no one present from the public.

Safety Update

Mr. Williams said the Utility has reset the lost time accident clock and is now back up to 111 days. Staff has restarted their in-person Tailgate Safety training sessions. The sessions are 10-minute-long safety training sessions once a week. Mr. Prange has been making sure things at the plant are in compliance. Staff has been working with the contractors to insure they are installing safety measures around the work site and reminding the contractors that there need to be designated pathways and access to all the buildings. TriCo had its safety inspection and passed with no comments. This would be expected given that Mr. Watkins and Mr. Prange are very active in the IWEA Safety Committee.

Mr. Hand asked if there is a safety checklist the collections staff uses when working out in the field. For instance, what do they do to assess if access to a control panel is safe? Mr. Williams said there is not a formal checklist. Staff participates in safety training which includes an electrical course. Safety issues at lift stations are corrected when found. There are limitations when panels are accessed. When the door is opened one half is the control panel and the other half is the power side which should not be opened unless there are specific reasons to be working on that side of the panel. Mr. Hand said he recalled that one of the new hires has an electrical background. Mr. Williams said yes, he was a lineman for Thorntown and his experience has been beneficial already when working with higher voltages. Mr. Hand suggested having him do some electrical training in one of the Tailgate sessions. Mr. Williams said employees take Arc Flash training and are issued the rubber gloves and facemasks for use when accessing the power side of a panel.

Workers Compensation Pay

Mr. Williams said by following Indiana State Law the Utility does not cover the first five days of an employee's injury. Management believes that if there is an injury on the job it is reasonable that the Utility would pay an employee for those missed days. If they are off work beyond 21 days, Worker's Compensation Insurance does go back and cover those first five days. Mr. Kimbell asked what happens in the 20-day gap. This is covered by the insurance. Mr. Williams presented a form that an employee would need to sign stating that they would get their first five days off covered up front by the Utility, but if they are out 21-days or more they would reimburse the Utility for those days with a reduction in PTO or could reimburse the money paid to them. Ms. Sheeks said she can set up a special pay code in ADP so it can be tracked. Mr. Kimbell asked if this policy addresses the issue of an employee being paid up front by TriCo and later rejecting the repayment back to the Utility if they are out 21 days or more. Mr. Williams said when an employee agrees to a reduction in PTO days it eliminates that issue.

On Call Pay Policy Clarification

Mr. Williams said it was brought to his attention that field staff members do not always clock in for time spent at home dealing with issues and alarms. Per the Fair Labor Standards Act, TriCo must pay hourly employees for their time working while away from the office. Ms. Sheeks said most employees have a mobile app on their phones that allows them to clock in remotely. Mr. Kimbell asked how often an employee needs to work from home. Mr. Williams said each week there is one person on call, so they are expecting phone calls. Windstorms and thunderstorms can cause lapses in power and alarms may go off which employees need to reset remotely. Ms. Sheeks said employees who are on call receive an extra \$2.77 per hour to compensate for their on-call time and they receive mileage if they must drive in. Mr. Williams said the update will make it clear for employees when to log their time to ensure the Utility remains in compliance with the Fair Labor Standards Act.

Mr. Williams informed the Committee that there was a leak in a force main at the plant on Sunday. He was leaving about 6:00 p.m. and noticed water on the driveway that should not have been there. When he investigated, he noticed a small geyser off the edge of the pavement. It ended up being a leak in the LS 11 force main, but that evening the leak stopped on its own due to a large rag plugging the hole. Staff and the contractor were on location until about 12:00 a.m. trying to locate the leak. The contractor was able to locate the crack in the pipe the following day and replace the bad section of pipe. Mr. Kimbell asked how far down the pipe was from the ground's surface. Mr. Williams said five to six feet.

Staff Updates

Mr. Williams said one of the new employees is a US Airforce Reservist. He will have duty days the Utility will need to recognize. He will need two weeks off for his annual duty requirement. The law states that TriCo must provide him the ability to take those days off work without penalty. Some employers compensate employees the difference in their normal wage and their military service wage. Mr. Williams asked if the committee had any opinion as to if TriCo should revisit its current policy regarding military service. The Committee did not.

Mr. Williams mentioned a phone call he received regarding a potential service expansion opportunity. This matter is still just in the inquiry stage but could impact the Utility's staffing needs in the future.

Adjournment

The meeting adjourned at 7:40 a.m.

Respectfully Submitted,



Andrew Williams
Utility Director



MEMORANDUM

To: Board of Trustees

From: Andrew Williams

Date: May 4, 2021

Subject: Worker's Compensation

This matter was discussed at the April 12th Board Meeting and was referred to the P&B Committee. The Committee discussed this matter at their April meeting and recommends the following addition to the worker's compensation coverage section of the Employee Handbook:

III. BENEFITS AND SERVICES

A. 1. a. WORKERS COMPENSATION INSURANCE SUPPLEMENT

TriCo carries worker's compensation insurance on all employees to provide coverage for injuries and illnesses arising out of and in the course of employment. State compliant coverage does not include pay for the first seven calendar days of a leave unless the leave extends beyond 21 days. TriCo will pay the employee's regular salary for the first five (5) workdays when an employee is absent due to a worker's compensation covered injury, provided:

- 1) A physician acceptable to TriCo certifies that the employee is unable to work, AND;
- 2) The employee requests the payment and agrees to that upon being paid Worker's Compensation benefits by the insurance policy, will either;
 - a. Reimburse TriCo an equivalent amount, OR
 - b. Will agree to the deduction of PTO hours equivalent to the insurance payment.

Requested Action: Recommend approval of the addition to the Employee Handbook.



MEMORANDUM

To: Board of Trustees
From: Andrew Williams
Date: May 4, 2021
Subject: On Call Pay

TriCo's Employee Handbook addresses Overtime Pay and the On-Call Program, but there is a gray area regarding the handling of telephone calls or automated alarms after hours. The P&B Committee discussed this matter and agreed to recommend approval of the following clarification.

Add the following paragraph to section "K. Overtime".

An employee who is required to report to a work site on a call-in basis shall be paid for a minimum of two (2) hours, including overtime and premium pay on holidays, if applicable. Responding to telephone calls, text messages and automated alarms through the internet from home or another off-site location does not qualify for two-hour minimum pay. This work time shall be logged and submitted in 10-minute increments.

Requested Action: Recommend the Board approve the above addition.



CAPITAL & CONSTRUCTION MEETING

Monday, May 3, 2021 at 4:30 p.m.

Memorandum

Mr. Pittman called the meeting to order at 4:37 p.m.

Members Present: Committee Chair Steve Pittman, members Amanda Foley and Jeff Hill, Board member Eric Hand. Others in attendance were Utility Director Andrew Williams, Engineering Manager Wes Merkle, District Engineer Ryan Hartman, Collections Superintendent Aaron Strong and Administrative Assistant Maggie Crediford. Legal Counsel Scott Wyatt attended via telephone.

Public Comment

There was no one present from the public.

Dedications

Mr. Pittman said the recommended action by staff is to accept the dedication of sanitary sewers from Crossfields, Lamb Property Low Pressure Sewer Main, and Zotec Investments LLC Tech Village. Mr. Pittman asked where the Lamb Property Low Pressure Sewers are located. Mr. Hartman said it is a five-acre parcel at 300 S in Zionsville. It is a single-family residence that was split into four lots. It is south of Brookhaven neighborhood. There were no other questions.

Surplus Equipment and Generator Sale

Mr. Pittman said the recommended action by staff is to declare the existing plant generator and related equipment as surplus equipment contingent on the completion of decommissioning as determined by staff. There were no questions or comments.

EDU Study Update

Mr. Merkle passed out handouts for discussion. The last update was in November of 2019, before the Board awarded the construction project for the plant expansion. In early 2021 staff was asked to update the information. Staff utilized GIS data to compile the report and map. There are over 22,000 parcels in TriCo's service area making the previous reports difficult to organize. Mr. Merkle directed the Committee members to a map provided (see attachment). Blue parcels show undeveloped properties, green parcels are occupied but have the potential to increase in density over time. Mr. Merkle directed the committee members to review the table provided (see attachment). Allocated capacity shows parcels TriCo has already committed to serve but are only partially built out. Planned projects are projects that TriCo knows about shown on the map by parcels highlighted in yellow. Unsewered neighborhoods are shown in orange. The bulk of the map is in pink, light purple or light green: light green are allocated capacity parcels, pink parcels are connected to sewer, and purple parcels do not have sewer service or never will, which includes things such as parks, golf courses, etc. The table includes

conservative, moderate, and aggressive growth projections. Allocated parcels were counted as 100% in all categories because TriCo has already committed to serve them. Under other categories we assume that not every project will go forward and not all land will actually develop. Aggressive projections assume a higher percentage of parcels will developed.

Mr. Hill asked how the Utility views a property like Asherwood Estates that is redeveloping from a private single family residence and golf course, and how it compares to a property like Twin Lakes Golf Course. Does the Utility expect a property like Twin Lakes to redevelop and how is that accounted for in the projections? Mr. Merkle said in the documents presented the assumption is that Twin Lakes will not be developed and is not accounted for in allocation projections. Asherwood Estates is a known project. There are existing EDU's currently tied to the property and will stay with the property because they are not tearing down the home. It is not clear what will be done with the current home and outbuildings on the property. Mr. Hill asked if the Utility could pivot if something were to change with a property like Twin Lakes and accommodate more EDU's if development occurs. Mr. Merkle said staff does the best at projecting growth with the information it has at hand, but it is always subject to change. Mr. Merkle said the biggest unknown is density, and how parcels will end up developing. At the end of this year TriCo will have 5.72 million gallons per day capacity at the WRRF and 3.08 million gallons at Carmel's plant as well. The Utility is in good shape according to the current projections. Using 10 percent as reserve capacity and backing out projected EDU's, there will be 2,200 to 4,500 EDU's of excess capacity which would accommodate additional density or additional service area. Mr. Pittman asked with the additional capacity can the Utility accommodate the aggressive growth projections. Mr. Merkle said yes. Mr. Pittman asked if the aggressive projections include any additional service area that might be acquired. Mr. Merkle said the projections only include TriCo's current service area. Mr. Hand asked if additional service area becomes available would there be timing issues regarding servicing new territory and balancing that with current service area buildout, if opportunities arise will the Utility allocate the reserve capacity or will some be held back for buildout of the current area. Mr. Merkle replied that it would depend on the opportunity and what the Board decides to do.

Mr. Pittman presented handouts showing the 12-month rolling average for single family building permits in central Indiana (see attachment). Westfield north of 146th Street has seen a tremendous amount of growth. Mr. Williams said he has been approached by a local developer in Zionsville inquiring about the possibility of having his development served by TriCo. The property is currently outside TriCo's service area.

Capital Projects

#1802 Haver Way Lift Station- 96th Street and Keystone Parkway, substantial completion has been reached, everything is online and in service. Testing and restoration work remain.

#1902 TriCo WRRF Expansion- There have been many challenges working with Thieneman. They continue to slide on the schedule. There have been several false starts on equipment startups, which are starting to cause issues for the plant staff, not one major equipment startup has gone correctly. There are many issues outstanding. The UV disinfectant equipment was not fully checked out before installation which led to an equipment failure. The UV disinfectant equipment was supposed to be online several weeks ago and limit reporting to IDEM for E-Coli starts on April 1. Plant staff is upset by the amount of their time being consumed by issues caused by Thieneman's negligence and incompetence. Mr. Merkle's patience is running thin with them. The number two and three guys at Thieneman have met with staff promising to make changes. Ken Thieneman, the owner, is supposed to be spending some time on the job site mentoring the site supervisor. Staff is considering adding a second inspector to help oversee the project. Mr. Hill asked how long it has been since the staff's meeting with Thieneman leadership. Mr. Merkle said two weeks. Mr. Williams said after that meeting is when Thieneman proposed bringing Ken Thieneman on site to help supervise. They were supposed to be having scheduling meetings every Monday with staff so staff is aware of what will be happening for the week, however when the time came for the first scheduling meeting with staff Thieneman cancelled the meeting. Mr. Williams said he met with Mr. Merkle and Mr. Watkins and was provided a detailed list of issues that he will be going over with Ken Thieneman when he is onsite. Mr. Williams is going to request weekly meetings with Mr. Thieneman to be sure he is following through and coming on site each week and updating Mr. Williams on what he is doing to resolve the issues. The contract stipulates a \$2,000 per day fine for late installation on the UV system, currently the amount is up to \$60,000 plus in late fees. Mr. Pittman asked if staff is keeping TriCo's legal counsel team apprised of the issues with Thieneman and keeping detailed documentation regarding the issues. Mr. Merkle said he is. Mr. Merkle said Thieneman has lost some key employees during the project and that could be contributing to some of these issues, however that does not negate the need to have the issues resolved. Mr. Williams said staff has noticed Thieneman has a habit of blaming issues on vendors as well, but when the vendors are asked, they have said they were following the direction of Thieneman. Mr. Merkle said he has been most disappointed with their lack of integrity.

#1906 Eagle Creek Outfall Sewer Project – The parallel main is in service, staff is pressing the general contractor Clark to finish testing and restoration work. Clark has had some staffing issues.

#1911 Lift Station 11 Upgrades - Work is complete and the new equipment is operational.

#2002 Lift Station 2 - Staff is waiting for the contractor to begin work. Completion is expected by the end of June. There is discussion about adding additional landscaping as well.

#2004 Lift Station 1 - A new generator has been installed to replace the one that was damaged when a tree fell on it. Training and testing are scheduled for this week. The new generator is in service.

#2101 Little Eagle Creek Interceptor Extension - Continuing to work with property owners to obtain easements. Two are very reluctant to let TriCo on their properties to even do survey work.

#2103 Long Brook, Bridlewood, 500 South, US421 and Countrywood Sewer Extension - Design is complete and permits have been filed and the projects have been noticed for bidding. Letters have gone out to neighbors to inform them of the timing for the projects, construction for the projects will be bid separately to keep costs down.

Rezoning status for the Little Creek Interceptor Extension project – Zionsville's Town Council wants to rezone the property to be served by the proposed sewer extension. This is anticipated to be the first of several development projects in that area. A zoning change is assumed to be an attempt to stop development, however it has been said that the developer will file plats soon and that will preserve their rights under existing zoning, regardless of a later zoning change.

If the developer stops their project then the Utility may want to stop or postpone the sewer extension project until others are ready to move forward. Mr. Merkle said development around the Hamilton County Airport is a factor on how and when a sewer extension project to that area could move forward as well. Mr. Hill asked for clarification on which parcels in that area are requesting sewer service. Mr. Merkle reviewed the parcels with the committee. Mr. Pittman asked how staff feels about moving sewers forward without a confirmed project. Mr. Merkle does not like the idea of putting unutilized pipe into the ground, at the same time, regarding this area it would be good to get pipes in the ground to be ready when development moves forward. Mr. Pittman asked if it is beneficial to move forward with acquiring easements and then nothing happens unless development moves forward because easement acquisitions can be time consuming. Mr. Hand asked if acquiring the easements ahead of development serves the best interest of the community by having sewers available when a need arises. Mr. Williams said ideally sewers would go in along with development so that the developer is responsible for building the sewers on their property, which reduces costs to the Utility. Ms. Foley asked if TriCo would have cause to file for eminent domain without a project. Mr. Williams and Mr. Merkle said they would need to consult with legal counsel to answer that question.

Other Business

Mr. Williams said there was an overflow from a force main at the plant on Sunday, April 25. There is a lot of buried utility infrastructure in this area. Collections and Engineering worked with contractor TPI to identify the source. Staff and the contractor were on site until around 12:00 a.m. and could not locate where on the force main because the leak had stopped. Upon returning to the site the next day it was discovered that a rag lodged itself into the cracked pipe, plugging the leak, which was a result of a poorly constructed and deteriorated connection from the original plant lift station to the Lift Station 11 (Old 106th Street) force main. The section of pipe was removed and replaced by TPI.

Mr. Williams mentioned a phone call he received regarding a potential service opportunity. The Committee agreed Mr. Williams should follow up on the proposed opportunity to collect more information.

Adjournment

The meeting adjourned at 6:15 p.m.

Respectfully Submitted

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

Wes Merkle
Engineering Manager



MEMORANDUM

To: Capital and Construction Committee

From: Wes Merkle

Date: May 3, 2021

Subject: EDU Study Update

Over the past few months staff reviewed available permitting and GIS data, as well as existing and proposed project information, and updated growth projections for our service area. The attachments illustrate our findings.

In November 2019, staff conservatively projected 6,653 EDUs to service area buildout. Since then TriCo permitted 596 new EDUs, although a portion of those EDUs are for projects still under construction or not yet occupied, and therefore are not yet generating flow. Note that TriCo has added on average 550 EDUs per year over the last 10 years.

Staff now conservatively projects future growth at approximately 6,038 EDUs to service area buildout. Moderate and aggressive growth projections are also shown in the attached summary. Future growth is only reduced by a fraction of the large number of EDUs added because many planned projects moved forward, while new planned projects were added, and only a few were cancelled.

Once our plant expansion project is complete, anticipated near the end of 2021, TriCo's plant will increase from 3.05 to 5.72 MGD (million gallons per day), which accommodates conservative, moderate and aggressive growth projections, and additional capacity to accommodate higher density development or redevelopment, or additional service area.

**TriCo Regional Sewer Utility
Growth/EDU Projection Summary**

revised 04/30/2021

		Allocated Capacity	Planned Projects	Raw Land	Under Developed	Unsewered Parcels	Total EDUs
Carmel	Single-family residential	888	269	755	1,896	13	3,821
	Multi-family, Commercial, Mixed-Use, Institutional, etc	152	2,630	195	708	0	3,685
Zionsville	Single-family residential	42	393	566	303	76	1,380
	Multi-family, Commercial, Mixed-Use, Institutional, etc	116	561	175	483	0	1,335
Indianapolis	Single-family residential	0	0	0	0	22	22
	Multi-family, Commercial, Mixed-Use, Institutional, etc	85	325	63	57	20	550
Westfield	Single-family residential	0	0	0	0	0	0
	Multi-family, Commercial, Mixed-Use, Institutional, etc	0	16	0	0	0	16
Total Potential EDUs		1,283	4,178	1,754	3,447	131	10,793

Scenario 1 - Conservative Growth Projection

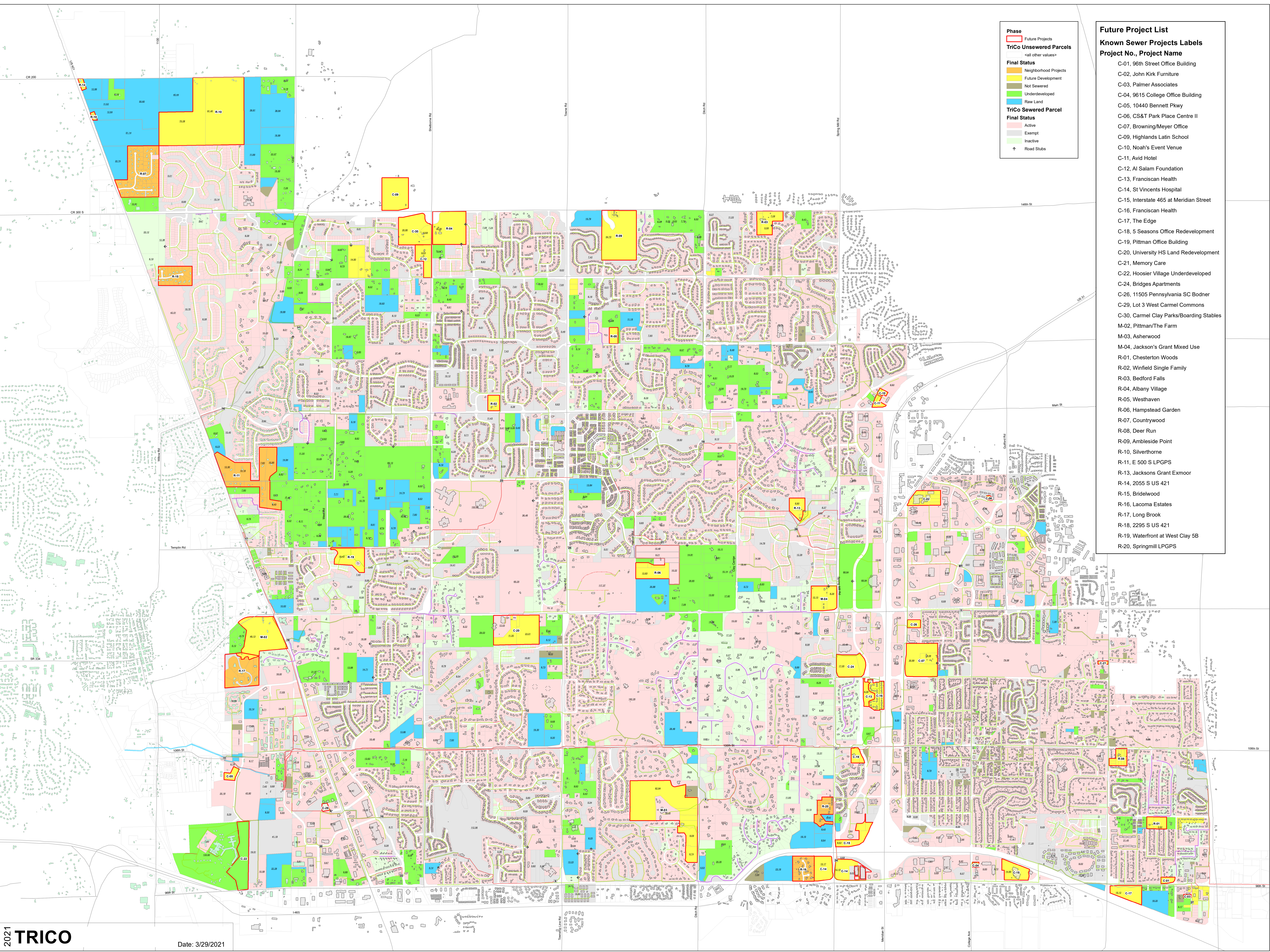
Percentage of total potential EDUs by category	100	50	50	50	50	
Total EDUs to Buildout	1,283	2,089	877	1,724	66	6,038

Scenario 2 - Moderate Growth Projection

Percentage of total potential EDUs by category	100	65	60	60	65	
Total EDUs to Buildout	1,283	2,716	1,052	2,068	85	7,204

Scenario 3 - Aggressive Growth Projection

Percentage of total potential EDUs by category	100	80	70	70	80	
Total EDUs to Buildout	1,283	3,342	1,228	2,413	105	8,371



Phase
Future Projects

Trico Unsewered Parcels
<all other values>

Final Status
Neighborhood Projects
Future Development
Not Sewered
Underdeveloped
Raw Land

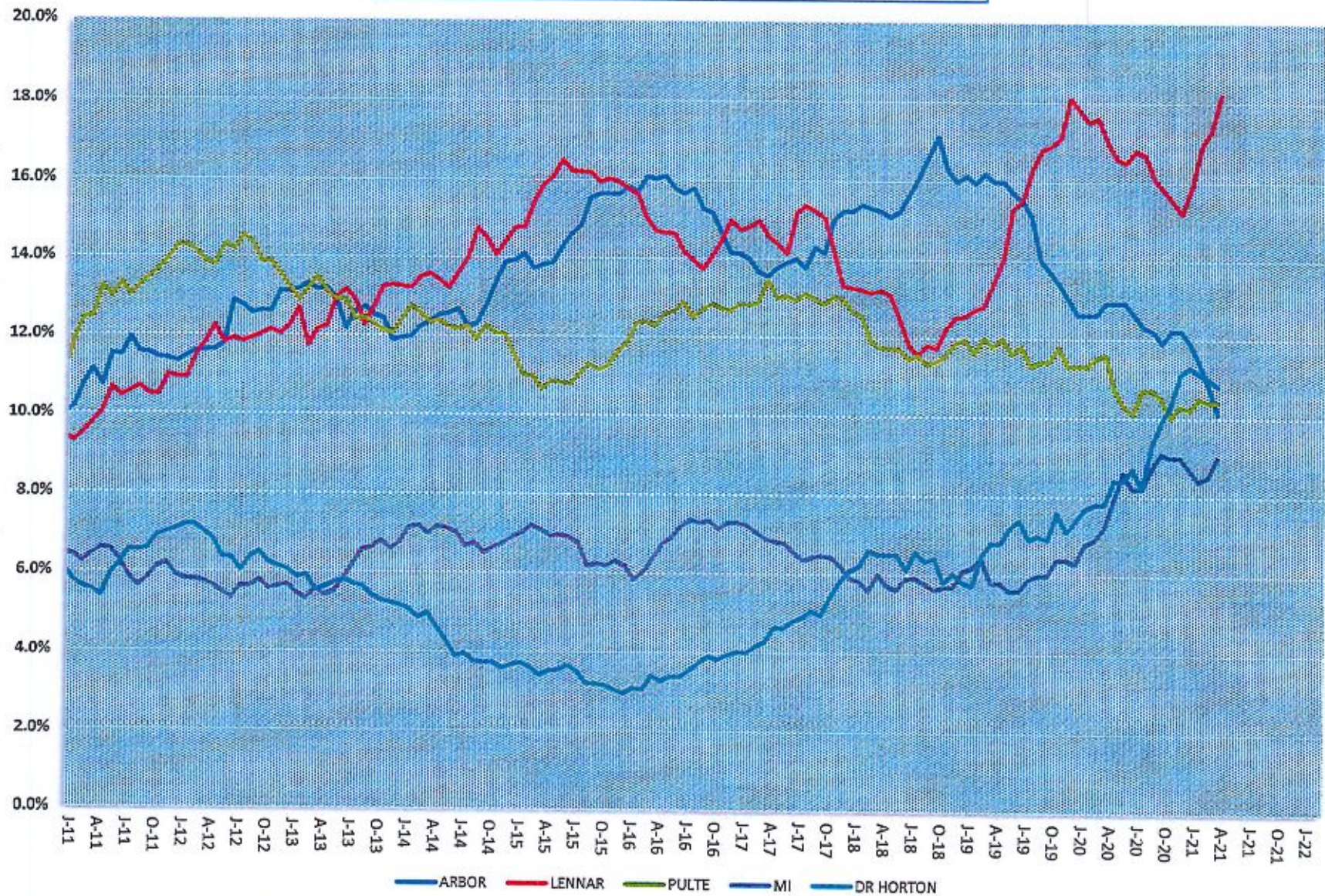
Trico Sewered Parcel
Final Status
Active
Exempt
Inactive
Road Stubs

- Future Project List**
- Known Sewer Projects Labels**
Project No., Project Name
- C-01, 96th Street Office Building
 - C-02, John Kirk Furniture
 - C-03, Palmer Associates
 - C-04, 9615 College Office Building
 - C-05, 10440 Bennett Pkwy
 - C-06, CS&T Park Place Centre II
 - C-07, Browning/Meyer Office
 - C-09, Highlands Latin School
 - C-10, Noah's Event Venue
 - C-11, Avid Hotel
 - C-12, Al Salam Foundation
 - C-13, Franciscan Health
 - C-14, St Vincents Hospital
 - C-15, Interstate 465 at Meridian Street
 - C-16, Franciscan Health
 - C-17, The Edge
 - C-18, 5 Seasons Office Redevelopment
 - C-19, Pittman Office Building
 - C-20, University HS Land Redevelopment
 - C-21, Memory Care
 - C-22, Hoosier Village Underdeveloped
 - C-24, Bridges Apartments
 - C-26, 11505 Pennsylvania SC Bodner
 - C-29, Lot 3 West Carmel Commons
 - C-30, Carmel Clay Parks/Boarding Stables
 - M-02, Pittman/The Farm
 - M-03, Asherwood
 - M-04, Jackson's Grant Mixed Use
 - R-01, Chesterton Woods
 - R-02, Winfield Single Family
 - R-03, Bedford Falls
 - R-04, Albany Village
 - R-05, Westhaven
 - R-06, Hampstead Garden
 - R-07, Countrywood
 - R-08, Deer Run
 - R-09, Ambleside Point
 - R-10, Silverthorne
 - R-11, E 500 S LPGPS
 - R-13, Jacksons Grant Exmoor
 - R-14, 2055 S US 421
 - R-15, Bridelwood
 - R-16, Lacoma Estates
 - R-17, Long Brook
 - R-18, 2295 S US 421
 - R-19, Waterfront at West Clay 5B
 - R-20, Springmill LPGPS

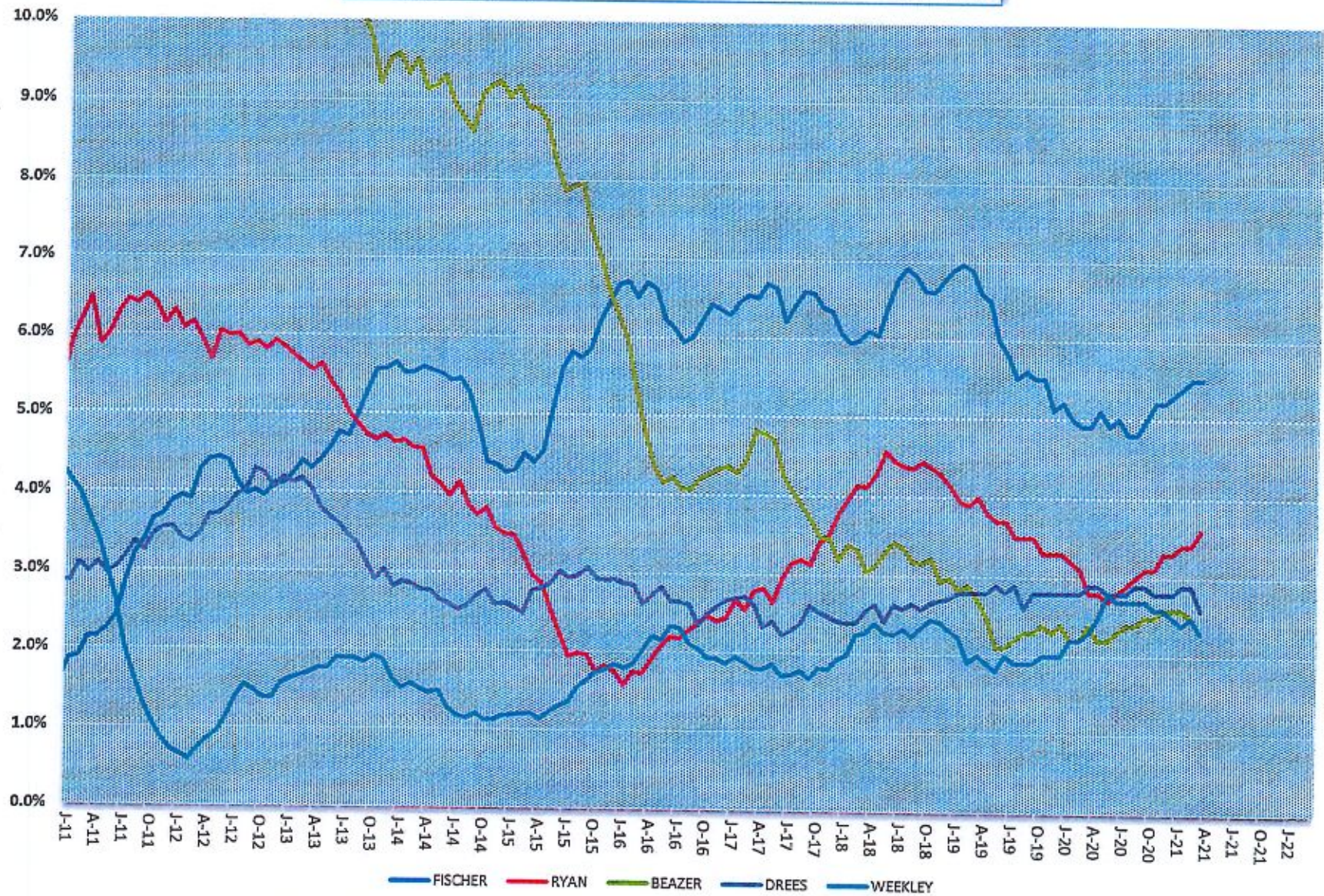
Year over Year Comparison of Indianapolis Builders - March 2021
Single Family Permits Only

Builder	2020		2021		Unit	Pct. Unit	Pct. Share
	Permits	Share	Permits	Share	Change	Change	Change
Lennar	266	15.1%	558	23.4%	292	109.8%	55.1%
Ryan	46	2.6%	88	3.7%	42	91.3%	41.4%
Fischer	71	4.0%	118	4.9%	47	66.2%	22.9%
MI Homes	144	8.2%	234	9.8%	90	62.5%	20.1%
Pulte	186	10.6%	277	11.6%	91	48.9%	10.1%
Drees	56	3.2%	63	2.6%	7	12.5%	-16.8%
Weekley	53	3.0%	55	2.3%	2	3.8%	-23.3%
WP / Horton	203	11.5%	205	8.6%	2	1.0%	-25.4%
Beazer	58	3.3%	49	2.1%	-9	-15.5%	-37.6%
Arbor	233	13.2%	176	7.4%	-57	-24.5%	-44.2%
10 Builders Listed	1316	74.6%	1823	76.4%	507	38.5%	2.4%
Market Total	1763	100.0%	2385	100.0%	622	35.3%	

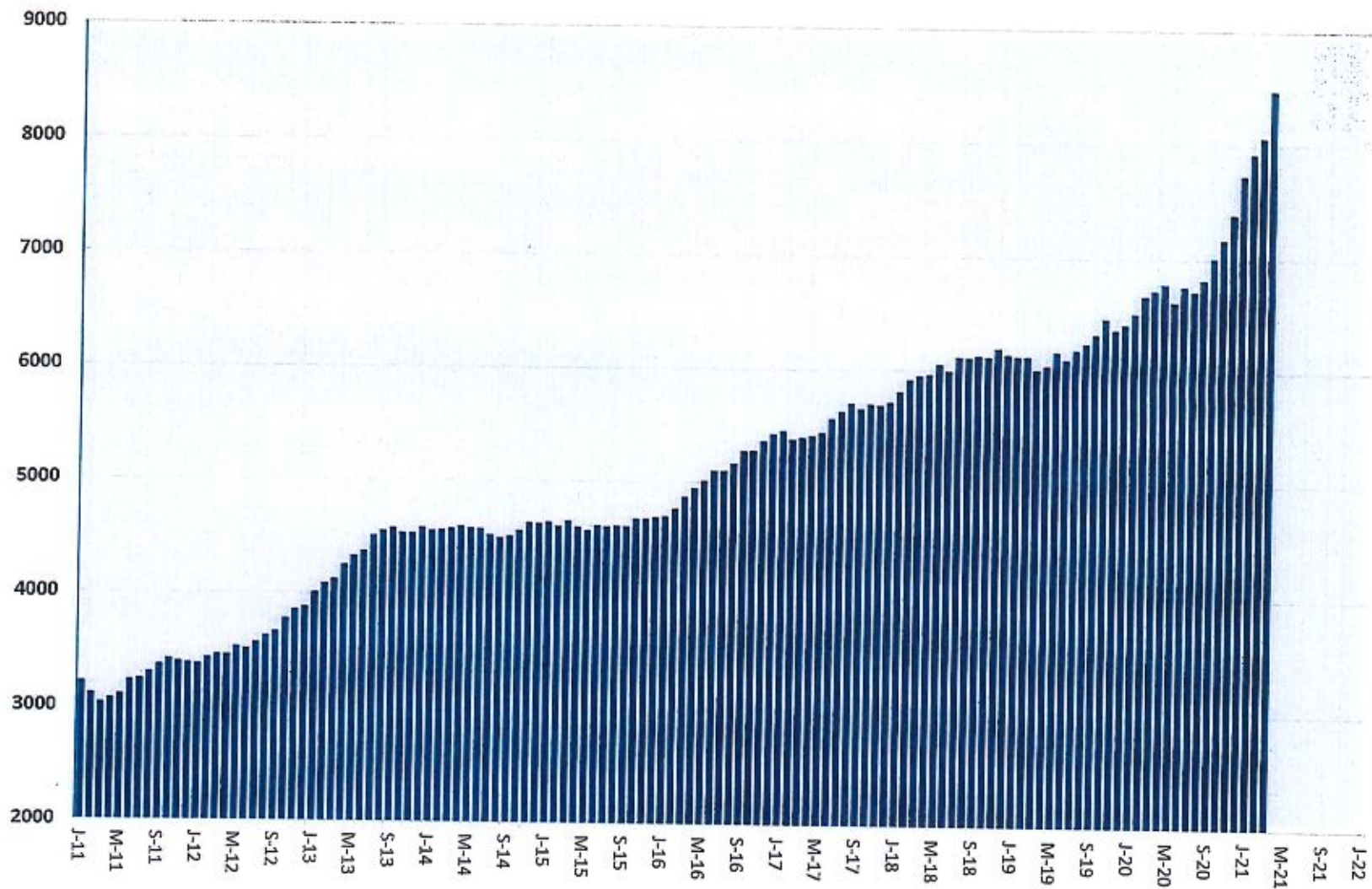
Rolling Avg. of Market Share - Top 5 - 3/30/21



Rolling Avg. of Market Share - Second 5 - 3/30/21



12 Month Rolling Average of SF Permits





MEMORANDUM

To: Board of Trustees
From: Wes Merkle
Date: May 5, 2021
Subject: Dedications

Crossfields sanitary sewers are complete and ready for dedication. The Crossfields gravity sewers were originally private and only served part of the neighborhood. Staff worked with property owners to secure easements, bill of sale, and reimbursement for needed repairs that have been completed by TriCo. This sewer system is separate from the low pressure mains installed in 2019 that serve the rest of the neighborhood.

Lamb Property Low Pressure Sewer, and Zotec Investments LLC Tech Village are also complete and ready for dedication.

Staff recommends acceptance of these sewers.

Recommended Action: Accept the dedication of Crossfields, Lamb Property Low Pressure Sewer Main, and Zotec Investments LLC Tech Village sanitary sewers.



MEMORANDUM

To: Board of Trustees
From: Wes Merkle
Date: May 5, 2021
Subject: Surplus Equipment

By late-May crews expect to complete installation and startup of the new plant generator, automatic transfer switch, and motor control center gear. The existing plant generator will then be taken offline and prepared for sale and removal from the site. Staff requests the Committee and the Board declare the generator and related equipment as surplus upon its decommissioning. Staff will then begin the bidding process to sell the generator.

Recommended Action: Declare the existing plant generator and related equipment as surplus equipment contingent upon completion of decommissioning as determined by staff.