



## BOARD OF TRUSTEE MEETING

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Monday August 9, 2021, 6:00 p.m.

### Memorandum

Ms. Merrill called the meeting to Order at 6:01 p.m.

#### **ROLL CALL**

Present: Treasurer Jane Merrill, Secretary Michael McDonald, members, Jeff Kimbell, Eric Hand, and Amanda Foley. Others in attendance were Utility Director Andrew Williams, Legal Counsel Scott Wyatt, Engineering Manager Wes Merkle, Controller Cindy Sheeks and Administrative Assistant Maggie Crediford

Carl Mills and Steve Pittman were absent. Mr. Ryerson was not in attendance during roll call.

#### **PUBLIC COMMENT**

There was no one present from the public.

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

##### **Executive Session July 12, 2021**

Mr. Kimbell made a motion to approve the July 12, 2021 Executive Session Meeting Memorandum. Mr. McDonald seconded the motion, and it was unanimously approved.

##### **Board Meeting, July 12, 2021**

Ms. Foley made a motion to approve the July 12, 2021 Board of Trustees meeting memorandum. Mr. Kimbell seconded the motion, and it was unanimously approved.

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

Ms. Sheeks said a large payment in the amount of \$816,000 was made to Thieneman for the WRRF Plant Expansion project. There was one large refund in the amount of \$2700 because a customer accidentally paid TriCo their mortgage payment. Mr. McDonald made a motion to approve the claims docket. Mr. Kimbell seconded the motion, and it was unanimously approved.

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

Mr. Wyatt had no report. Ms. Merrill asked if there has been any additional correspondence from the customer that threatened litigation. Mr. Williams said there has not.

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

Mr. Williams said he is working with the Huntington Insurance representative to get information on health insurance options. He has a meeting with him in the morning to review the scope of information the Utility is looking for and to arrange a time for him to present information to the Personnel and Benefits Committee for discussion. Mr. Kimbell said his expectation is that the representative will present his initial recommendations to the committee and then return for a later discussion after receiving input from staff and the committee.

Mr. Williams said he met with Allyson Gutwein the executive director of the Zionsville Chamber of Commerce. She came to the Utility and met with Mr. Williams to get an understanding of what the Utility does for the community. She offered to help facilitate meetings between TriCo and the Town of Zionsville if needed. Mr. Williams said he and Mr. Merkle have an upcoming meeting with HSE Utility to discuss their future intentions in Union Township.

Mr. Williams said the Employee appreciation lunch will be held on Friday September 17, 2021 at Lions Club Park in Zionsville. Board members will be sent invitations when the details of the event are decided, all are welcome and encouraged to attend.

Mr. Ryerson arrived at 6:08 p.m.

## **COMMITTEE REPORTS**

### **Budget & Finance Committee**

Ms. Merrill said Budget and Finance did not meet.

### **Personnel & Benefits Committee**

Mr. Kimbell said Personnel and Benefits did not meet.

### **Capital & Construction Committee**

#### **Dedications**

Ms. Foley made a motion to approve the sanitary sewer dedication of Jackson's Grant Section 7. Mr. Kimbell seconded the motion, and it was unanimously approved.

#### **Manhole Repair Contract**

Ms. Foley made a motion to award the 2021 Manhole Repair Contract to Culy Contracting in the amount of \$28,500. Mr. McDonald seconded the motion, and it was unanimously approved.

#### **Asset Management System Contract**

Ms. Foley said the current software was implemented in 2016. Staff has been evaluating the software and have had ongoing issues. Staff has concluded after researching the current software and other software platforms available in the industry, switching to Cartegraph Operations Management System would be in the best interest of the Utility. Ms. Foley made a motion to approve the agreement with Cartegraph for the installation of the OMS Plus Software subject to Staff agreeing with the vendor on satisfactory scope and terms. Mr. Kimbell seconded the motion.

Mr. Kimbell asked if this includes the accounting software or if the software's are compatible. Ms. Sheeks said the billing software is separate from the asset management software but there may be some integration possible relating to workorders and following and creating notes on parcel numbers. Ms. Merrill said the software appears to be very comprehensive. Mr. Ryerson asked what the annual subscription cost is for the software that is being replaced. Mr. Merkle answered just under \$20,000 per year. Mr. Williams said Cartegraph is more expensive, however it provides the information needed for the Utility to properly manage its assets and the current software was not able to deliver the services promised. The Utility switched from Cartegraph to Hyperweb and lost several needed functions. Cartegraph will provide the structure needed to optimize the staff and keep maintenance items on schedule. Ms. Merrill asked how

long the contract runs. Mr. Williams said one year and then it is renewable each year after. Mr. Merkle said the contract allows for an up to three-percent increase in fees to Cartegraph each year. The motion was unanimously approved.

### **#2103 Easements for 500 South and Long Brook Sewer Extensions**

Ms. Foley said there are four easements needed to complete the subject project, two easements for the 500 South project and two for Long Brook. Staff has contacted or attempted to contact all property owners. Two of which staff is uncertain agreements can be met. One is unresponsive and the other has unreasonable compensation expectations. Staff sent statutory offers to both property owners on July 13, 2021. The property at 500 South is time sensitive as there is a property owner up the line with a failed septic system. Ms. Foley made a motion to direct Staff and legal counsel to continue easement acquisition efforts for the subject properties and proceed with condemnation of easements if agreements cannot be reached with property owners. Mr. Kimbell seconded the motion. Ms. Merrill asked where 500 South is located. Mr. Merkle said 500 South is a cross street on Michigan Road right before crossing over Little Eagle Creek near Austin Oaks subdivision. Ms. Merrill asked if there has been any action from legal counsel yet. Mr. Wyatt said no legal action has been taken yet. Mr. Wyatt said Mrs. Poindexter has concerns that before any condemnation is filed all of the Utility's i's are dotted and t's are crossed when it comes to making a uniform easement acquisition offer. Legal counsel is working with staff still to address that. This motion just authorizes staff and legal counsel to move forward if agreements cannot be met. Mr. Williams is hoping contact from legal counsel will bring the parties to the table to negotiate. Mr. Hand asked if the properties on 500 South are east or west of where the line would come out of Austin Oaks. Mr. Merkle said east. The motion was unanimously approved.

### **#2103 Neighborhood Sewer Extension 136<sup>th</sup> Street Service**

Mr. Merkle summarized a handout given to the Board prior to the meeting requesting the extension of sanitary sewers to multiple properties along 136<sup>th</sup> Street between Ditch Road and Town Road just outside the Estates at West Clay, precipitated by several property owners' requests for service. Mr. Merkle said this project was originally slated for this fall, but TPI said they would add the work onto their contract using the same unit prices. GRW proposed to complete design work and permitting for \$7,000. There will not be firm quantities until design is complete. Using TPI's unit pricing staff estimates construction cost will be \$35,000 or less. One property owner has a failed septic system.

Ms. Foley made a motion to extend sanitary sewer service along 136<sup>th</sup> Street and approve a change order with TPI Utility Construction in an amount not to exceed \$35,000. Mr. Kimbell seconded the motion. Mr. Hand asked, if these proposed seven properties had been in the initial neighborhood project consideration, would that have lowered TPI's price. So, in effect, are these seven getting a better deal now than what they would have later on, and how would that get passed on to property owners in the original project bid? Mr. Merkle said sewer projects are bid by individual sewers, in this project there were four different neighborhoods, so there were four different bid tabs. TPI used the same unit price across all the neighborhoods. The cost would have been the same if it was included in the original quote as it is by adding it on now. When homeowners want to connect to sewers, they pay the Utility's Interceptor fee. The Utility doesn't divide the project costs per homeowner. Acreage determines a property's connection fee. The

motion was unanimously approved.

### **New Business**

Mr. Merkle presented pictures showing the progress of the WRRF plant expansion project.

### **Adjournment**

Mr. Kimbell made a motion to adjourn the meeting. Mr. McDonald seconded the motion. The meeting adjourned at 6:30 p.m.

The next Board of Trustees Meeting is scheduled for Monday, September 13, 2021 at 6:00 p.m.

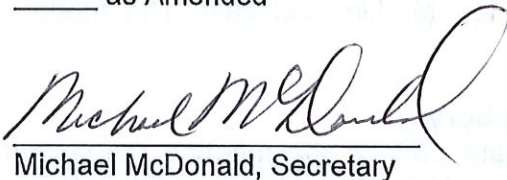
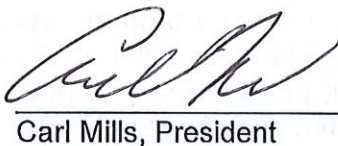
Respectfully submitted,



Andrew Williams  
Utility Director

Approved:

X as Presented  
\_\_\_\_\_ as Amended

  
Michael McDonald, Secretary  
Carl Mills, President