



TriCo Regional Sewer Utility

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Board of Trustees Meeting Agenda

Monday, November 8, 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 October 11, 2021
4. Approval of Claims Docket
5. Attorney's Report
6. Utility Director's Report
7. Committee Reports
 - a. Budget & Finance Committee
 - b. Personnel & Benefits Committee
 - i. Holiday Schedule
 - ii. Laborer Position
 - iii. Pay Range Market/Performance Adjustment
 - iv. Salary Ordinance 11-8-2021
 - c. Capital & Construction Committee
 - i. Dedication
8. Old Business
9. New Business
10. Adjourn



BOARD OF TRUSTEE MEETING

Monday, October 11, 2021, 6:00 p.m.
Memorandum

Mr. Mills called the meeting to Order at 6:00 p.m.

ROLL CALL

Present: President Carl Mills, Vice President Steve Pitman, Treasurer Jane Merrill, Secretary Michael McDonald, members, Jeff Kimbell, Amanda Foley, and Eric Hand. Others in attendance were Utility Director Andrew Williams, Legal Counsel Anne Poindexter, Controller Cindy Sheeks and Administrative Assistant Maggie Crediford

Mr. Ryerson and Mr. Hill were absent.

PUBLIC COMMENT

There was no one present from the public.

APPROVAL OF MEETING MEMORANDUM

Ms. Merrill made a motion to approve the September 13, 2021 Board Meeting Memorandum. Mr. Kimbell seconded the motion, and it was unanimously approved.

APPROVAL OF CLAIMS DOCKET

Ms. Merrill asked about two refunds issued to customers for amounts around \$500. Ms. Sheeks said that some customers set an amount higher than their bill to be auto drafted from their checking accounts monthly. When a large credit balance accumulates, they are issued refunds.

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

ATTORNEY'S REPORT

Ms. Poindexter said she will be filing a \$115 lien in an upcoming mortgage foreclosure.

UTILITY DIRECTOR'S REPORT

Mr. Williams said he reached out to the Zionsville Mayor and Deputy Mayor to invite them for a tour of the facilities. He is waiting on a response.

Friday, October 29, 2021 will be the Annual Staff Chili Cookoff and pitch-in lunch. Mr. Williams invited the Board members to attend. The lunch begins at 11:00 a.m.

Mr. Williams said he spoke with the health insurance agent and is hoping to see renewal quotes by the end of the week. He will schedule a meeting with Personnel and Benefits once he has the quote.

AT&T will be moving the pedestal and lines that were hindering the work on the new driveway.

COMMITTEE REPORTS

Budget & Finance Committee

Ms. Merrill said Budget and Finance had a joint meeting with Capital and Construction but has no action items.

Personnel & Benefits Committee

Mr. Kimbell said Personnel and Benefits did not meet.

Capital & Construction Committee

Mr. Pittman said Capital and Construction met with Budget and Finance but has no action items.

Old Business

New Business

Mr. Mills said he noticed the camera truck televising in his neighborhood so he stopped and chatted with Carter Kaminski who mentioned he would like a smaller truck. Mr. Mills agreed that the current truck is quite big and when replaced could be replaced with a smaller truck. Mr. Williams said the truck had some costly repairs in 2021 and is scheduled to be replaced in 2023. Staff will look into a smaller sprinter style truck; however, it might be hard to find one with the shortage in vehicles. Mr. Williams bigger concern is the miles the tractor/camera have on them and if they need to be replaced.

Adjournment

Ms. Merrill made a motion to adjourn the meeting. Mr. Kimbell seconded the motion and the meeting adjourned at 6:10 p.m.

The next Board of Trustees Meeting is scheduled for Monday, November 8, 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 September 2021, total revenue was \$718,301. It is down slightly from August 2021, but \$27,000 above figures from September 2020. YTD revenue of \$5,884,177 is 76.92% of the 2021 annual projections of \$7,748,500. Residential income was \$429,829 during the month, \$11,058 higher than September 2020. Commercial sales totaled \$271,600 in September 2021, \$26,419 higher than September 2020. Commercial sales are \$120,120 higher in 2021 than the same time last year. YTD commercial sales total \$1,940,429 and above budget. Overall, residential sales comprise 59.07% of the annual revenue, commercial is 37.33%. The Other Revenue category (late fees, application fees, plan review fees) was \$16,872 in September and is \$132,650 YTD. The Other Income category (interest, gains on asset disposal, miscellaneous revenue) was \$9,314 during the month and is \$198,322 YTD.

Total operating expenses were \$449,488 in September. YTD spending is 72.67% of the 2021 Operating Budget of \$5,753,081. It is \$18,740 lower than expenses in September 2020. Wages and benefits spending totaled \$201,227 during the month and YTD expenses are 76.66% of the annual budget. Administration spending was \$54,142 in September and YTD expenses is 62.02% of the annual budget. Treatment costs totaled \$136,219 and YTD expenses are 71.48% of the annual budget. Collection costs totaled \$57,900 in September and YTD expenses total 75.11% of the annual budget.

Net income in September was \$154,621 after depreciation and amortization of CIAC. September 2020 net income totaled \$144,746.

Spending Breakdown in September:

Wages	44.77%
Administration	12.05%
Treatment Costs	30.31%
Collection Costs	12.88%

Interceptor fees collected in September were \$95,359, YTD is \$274,139. EDU fees collected during September were \$10,415 and \$545,291 YTD.

Cash generated for September shows a increase in all funds of \$346,488. Capital spending during the month totaled \$83,084. The bond fund expenses in September were \$19,252 for plant expansion. Additional capital spending during the month included neighborhood sewers, lab software, LS 2 odor control, new billing software, LS 14 and LS 11 improvements. Cash on hand as of September 31, 2021 was \$13,856,363. The balances in the funds are listed below:

Operating	\$6,745,468
Interceptor	\$-580,548
Plant Expansion	\$2,969,585
Operating Reserve	\$519,252
Reserve for Replacement	\$-126,217
2020 Bond Funds	<u>\$4,328,824</u>
Total	\$13,856,363

The Operating, Interceptor, Plant Expansion and Reserve for Replacement funds decreased \$426,518 since January 1, 2021. Bond construction fund spending YTD is \$5,144,820.

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Calendar of Events

November 8	Board Meeting	6:00 p.m.
November 17	P&B Meeting	7:30 a.m.
December 3	B&F Meeting	7:30 a.m.
December 6	C&C Meeting	4:30 p.m.

ENGINEERING & CONSTRUCTION - WES MERKLE

Staff completed 315 locates, 41 I&I inspections and 23 lateral inspections in October. There were no failed I&I inspections. Brandon completed most of the inspections. Nate completed most of the locates. A total of 2,019 locate requests were received and reviewed. Eric continued inspecting sewer installation at Ambleside.

Jeff downloaded flow meter data to analyze I&I progress. Ryan and Jeff continue evaluating Meridian Corridor sewers for possible improvements needed under Carmel's densification plan. Ryan has 14 private development projects either in plan review or approved and waiting for construction to begin. Wes continued work on capital and operating budgets as well as fund balance forecasts.

Progress continues on this year's neighborhood sewer project. Directional drilling work is underway in Countrywood. Installation of flushing stations, tie ins, and air release structures remains. Testing and restoration will follow. Sewers should be complete and in service in November. Eric, Jeff and Ryan are observing construction.

The new odor control system at Lift Station 2 went online in September. The supplier will complete testing to verify system performance mid-November. The installation contractor will soon complete heat tracing, insulating and jacketing of exposed water lines.

On the Little Eagle Interceptor Extension project, design engineer GRW plans to perform site survey work the first week of November. Staff has notified property owners. Design work will proceed with the creek alignment. Easement acquisition will follow.

PLANT EXPANSION PROJECT UPDATE - WES MERKLE

Struggles continue with the new screens and compactor/conveyor equipment, and UV disinfection equipment. Staff, as well as Thieneman, have been very frustrated with numerous performance issues. Equipment suppliers completed multiple site visits attempting to make corrections. Grit collection equipment was installed. Bypassing of the influent splitter structure will begin shortly to allow for completion of structural modifications and installation of a new protective coating system. Remaining pretreatment channels and new grit collection tanks will also be coated.

Crews made substantial progress installing VLR equipment, process piping, gates, and electrical components. VLR startup is planned for mid-November. Mixed liquor lines feeding Clarifiers 4 and 5 were installed after the old mixed liquor splitter structure was demolished. Demolition of the original three clarifiers is underway. Crews began site grading, base aggregate placement for driveways, and forming sidewalks. Paving is planned for the second week of November. Thieneman continues to aim for substantial completion in December. Jeff, Ryan and Wes will observe construction through completion.

COLLECTIONS -AARON STRONG

Tristin and Daniel started biannual Lift Station cleanings with 12 stations thoroughly cleaned and sediment removed from around the pump volutes. Carter televised 33,000 feet of main to include a reinspection of Albany Place Section #2. Eco Infrastructure is currently televising in old Basin #4 and completed just over 22,000 feet of supplemental camera inspection.

TriCo Staff assisted in bypassing flow around Lift Station #19 in the Village of West Clay so that Culy Contracting could epoxy the structure to help mitigate future hydrogen sulfide damage. The bypass occurred over 3 days where collections staff monitored flows and oversaw the operation to completion.

TriCo hosted a hands-on ABB drive training where Collections and Plant Staff learned how to set up a variable frequency drive (VFD). VFD's are motor controllers that drive selected pumps around the Utility by varying the frequency and voltage supplied to pump motors.

Intermittent pump issues with pump #2 at Lift Station #2 have been traced to a broken check valve, a repair kit has been ordered and the pump is expected to be returned to service next week.

Tristin, Daniel, and Carter took the IWEA Collection System examinations, Tristin and Carter sat for their Class I and Daniel hopes to attain his Class II accreditation. Exams are offered biannually and the highest level of classification for the Collection System is IV.

TriCo Staff planted 23 new arborvitaes on the East side of Lift Station #2 to help block sight lines into the station while traveling westbound on 106th Street. Five additional trees will be placed near the southwest corner to help fill gaps in the existing tree line in the coming week.

EMPLOYEE CHILI COOKOFF

The Chili Cookoff has been a long standing TriCo tradition. Board member Steve Pittman joined the staff for the 2021 Fall Chili Cookoff. Shaun Odom took home the prize for best chili and Maggie Crediford won for the best dessert.



SAFETY UPDATE - LOREN PRANGE

We had one reportable injury to an employee who was rear ended in a utility vehicle.

We are at 300 days without a loss time accident.

We had 11 attendees for the safety tailgate held on September 28th. The topic was “Don’t be shocked by charged pipes” and “Know your colors, call before you dig”.

The monthly inspections of the fire extinguishers and emergency lights were completed.

During the plant expansion our staff can be exposed to safety hazards almost daily when sharing the same area as the contractor. Our staff communicates with the contractor when they see something that could cause an injury. Some examples of what we see could be simple housekeeping such as tools and debris in our walkway. Other hazards we see could be missing or damaged sidewalk or missing railing around a tank. Communication with the contractor has been key to keeping our employees safe.



TREATMENT- SCOT WATKINS

Staff discovered a leak in the plant well line; a contractor has been contacted and the repair has been scheduled. The second round of oil changes has been completed, drive belts on the Vertical Loop Reactor (VLR) and Orbal were replaced and both positive cavity pumps in the Biosolids building had their couplers replaced. A power disconnect in the Biosolids building was found to be damaged during an inspection, a power supply and overhead door failed in the Headworks; all were replaced by contractors and back into operation. The Ultraviolet (UV) system and new headworks screens were worked on by the manufacturer to try and get them working properly. Staff continued to train on the new HACH WIMS software and plan to go live in December.

One hundred and eight pump outs had been logged and accounted for over 29,000 gallons of FOG being prevented from entering the system this month. Staff is working with SwiftyComply on updates and the addition of new mapping feature to the software. Shaun and Scot attended the WITtec 2021, Indiana’s Industrial Operators Associations annual conference.

The laboratory performed 308 CBOD5 tests, 231 Total Suspended Solids tests, 142 Phosphorus & Ammonia tests, 53 e. Coli tests and 52 Total Nitrogen tests. Monthly Method Detection Limit studies were completed on TSS, Phosphorus and Ammonia. Staff replaced influent and effluent sample tubing. Bob completed annual Discharge Monitoring Report – Quality Assurance (DMR-QA) testing. DMR-QA studies evaluate the analytical ability of the laboratories that perform self-monitoring analyses required by our NPDES permit. Bob attended an IWEA Laboratory Committee meeting.

Birthdays

Andrew Williams November 1
Eric Luis DelaCruz November 6

Anniversary

Maggie Crediford November 29, 4 years of service

			TriCo Regional Sewer Utility			
			Register of Claims			
			For the period 10/06/2021-11/04/2021			
Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
10/6/21	16983	Operating	Altman, Poindexter & Wyatt, LLC	\$3,750.00	\$3,750.00	Legal fees
10/6/21	16984	Operating	IT Indianapolis	\$10,594.50	\$10,594.50	October Services
10/7/21	16985	Operating	irth Solutions LLC	\$9,259.70	\$9,259.70	Utilisphre Subscription Fees Oct 21-Sep
10/8/21	16986	Operating	Brian Vaughn	\$62.72	\$62.72	Travel/Mileage-On Call 10/2, 10/6
10/8/21	16987	Operating	Indiana Water Environment Associa	\$65.00	\$65.00	CS-I Exam Tristin Gardner
10/8/21	16988	Operating	Indiana Water Environment Associa	\$65.00	\$65.00	CS-I Exam Carter Kaminski
10/8/21	16989	Operating	Indiana Water Environment Associa	\$65.00	\$65.00	CS-II Exam Daniel Rossman
10/8/21	16990	Operating	Kinetrex Energy	\$118.56	\$118.56	Plant Natural Gas
10/11/21	16991	Reserve for R	ACE Technologies, LLC	\$18,172.71	\$18,172.71	CIP-Plant SCADA
10/13/21	16992	Operating	Circlecity Trees	\$4,650.00	\$4,650.00	30 Arborvites
10/13/21	16993	Operating	John W Conarro	\$20.31	\$20.31	Refund-12657 Branford St
10/14/21	16994	Operating	Cindy Sheeks	\$30.27	\$30.27	Breakfast expenses
10/15/21	16995	Operating	Norman or Karen Blake	\$696.50	\$696.50	Refund- Overpayment 11179 Estancia
10/15/21	16996	Operating	Bub's Burgers & Ice Cream	\$914.51	\$914.51	Employee appreciation luncheon
10/18/21	16998	Operating	Material Handling Exchange, Inc	\$1,269.11	\$1,269.11	Shelving
10/19/21	16999	Interceptor	Troy A and Lindsay J Roberson	\$4,000.00	\$4,000.00	CIP-Proj 2103 Easement
10/19/21	17000	Interceptor	Zhao Kong	\$4,210.00	\$4,210.00	CIP-Proj 2103 Easement
10/22/21	17001	Operating	Carmel Utilities	\$29.02	\$29.02	LS 26 Water
10/22/21	17001	Operating	Carmel Utilities	\$37.36	\$37.36	LS 2 Water
10/22/21	17001	Operating	Carmel Utilities	\$14.27	\$14.27	LS 1 Water
10/25/21	17002	Operating	Daniel Rossman	\$123.20	\$123.20	Reim - mileage
10/26/21	17003	Operating	Aaron Strong	\$30.00	\$30.00	Reissue check 14531
10/26/21	17004	Operating	Jeff Hill	\$50.00	\$50.00	Reissue check 15388
10/26/21	17005	Operating	Kelly Ryan	\$15.00	\$15.00	Reissue ck 14524
10/26/21	17005	Operating	Kelly Ryan	\$44.61	\$44.61	Reissue check 14967
10/26/21	17006	Operating	Maggie Crediford	\$7.50	\$7.50	Reissue check 14525
10/26/21	17007	Operating	Linda Martin	\$300.00	\$300.00	Refund-1105 Aqueduct Way
10/31/21	17009	Operating	Ben Li	\$24.05	\$24.05	Refund-3464 Golden Gate
10/31/21	17010	Operating	Roberta Aine	\$33.30	\$33.30	Refund-11812 Auburn
10/31/21	17011	Operating	Hanna Inc	\$32.64	\$32.64	Refund
10/31/21	17012	Operating	Lester or Gwendolyn Fleener	\$17.94	\$17.94	Refund-10825 Cornell
10/31/21	17013	Operating	Karen E Fuller	\$15.47	\$15.47	Refund-13068 Portsmouth
10/31/21	17014	Operating	Christina Shinaver	\$32.90	\$32.90	Refund-10429 Charter
10/31/21	17015	Operating	Jeff Lehman	\$35.68	\$35.68	Refund-3863 Branch Creek Ct
10/31/21	17016	Operating	Jan Terhune	\$29.04	\$29.04	Refund-11011 Willowmere Dr
10/31/21	17017	Operating	Betty F Slawin Trustee	\$21.19	\$21.19	Refund-10835 Park Ave N
10/31/21	17018	Operating	Mark of Elizabeth Urbanowski	\$28.07	\$28.07	Refund-1445 Polo Chase Ct
10/31/21	17019	Operating	Ann Bowyer	\$34.41	\$34.41	Refund-3989 Ivory Ct
10/31/21	17020	Operating	Jackie Gray	\$21.09	\$21.09	Refund-13352 Bellshire Lane
10/31/21	17021	Operating	Luke Lechner	\$21.63	\$21.63	Refund-14174 Heather Knoll Pkwy
10/31/21	17022	Operating	Andrea Martin	\$26.90	\$26.90	Refund-13457 Rock Creek
10/31/21	17023	Operating	Fatima Skimin	\$27.75	\$27.75	Refund-11820 Harvard Lane
10/31/21	17024	Operating	Sam Yeary	\$80.19	\$80.19	Refund-9780 Haverstick
10/31/21	17025	Operating	Voski Prop LLC	\$67.02	\$67.02	Refund-1102 E 104th St
10/31/21	17026	Operating	Kathleen Boyle	\$31.34	\$31.34	Refund-2035 Fahey
10/31/21	17027	Operating	Jason Vankirk	\$44.06	\$44.06	Refund-9868 Sunnymede Lane
10/31/21	17028	Operating	Darvin Barnes	\$24.28	\$24.28	Refund-13390 Rock Creek
10/31/21	17029	Operating	Tammie McDermott	\$60.00	\$60.00	Refund-3180 Winnings Lane
10/31/21	17030	Operating	Janine Zee-Cheng or Marilia Christ	\$20.89	\$20.89	Refund-2097 Rhettsbury
10/31/21	17031	Operating	Esha Khullar	\$27.75	\$27.75	Refund-11779 Yale
10/31/21	17032	Operating	Amy Miller	\$15.45	\$15.45	Refund-11149 Shag Bark
10/31/21	17033	Operating	Ronald Bennett	\$135.60	\$135.60	Refund-1508 Evanstar
10/31/21	17034	Operating	Robert of Brooke Mikan	\$32.04	\$32.04	Refund-11519 Willow Ridge
10/31/21	17035	Operating	Charles of Jessica Bodden	\$40.36	\$40.36	Refund-14473 Carlow Run
10/31/21	17036	Operating	Joshua Uffman	\$24.89	\$24.89	Refund-1232 Frenzel Pkwy
10/31/21	17037	Operating	JRP Investments LLC	\$27.75	\$27.75	Refund-1057 Timber
10/31/21	17038	Operating	Mark Shepler	\$19.74	\$19.74	Refund-12771 Apsley Lane
10/31/21	17039	Operating	Scott Riley or Shannon Risacher	\$35.15	\$35.15	Refund-4824 Autsin Trace
10/31/21	17040	Operating	Brandon Woolf	\$30.00	\$30.00	Oct cell phone
10/31/21	17041	Operating	Eric Luis Delacruz	\$30.00	\$30.00	Cell phone - October 2021
10/31/21	17042	Operating	Jeffrey Martin	\$30.00	\$30.00	Cell phone Oct 2021
10/31/21	17043	Operating	Nathan Crowder	\$30.00	\$30.00	October cell phone
10/31/21	17044	Operating	Amanda Foley	\$200.00	\$200.00	Board fees
10/31/21	17045	Operating	Carl S. Mills	\$400.00	\$400.00	October board fees

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
10/31/21	17046	Operating	Charles Ryerson	\$100.00	\$100.00	October board fees
10/31/21	17047	Operating	Eric Hand	\$250.00	\$250.00	October board fees
10/31/21	17048	Operating	Jane B. Merrill	\$150.00	\$150.00	October board fees
10/31/21	17049	Operating	Jeff Hill	\$50.00	\$50.00	October board fees
10/31/21	17050	Operating	Jeffrey Kimbell	\$200.00	\$200.00	October board fees
10/31/21	17051	Operating	Michael A. McDonald	\$250.00	\$250.00	October board fees
10/31/21	17052	Operating	Steve Pittman	\$200.00	\$200.00	October board fees
10/31/21	17053	Interceptor	GRW	\$2,569.75	\$2,569.75	CIP-Proj 2101
11/3/21	17055	Operating	Anne M McNevin	\$425.44	\$425.44	Refund- 650 Arthur Drive
11/3/21	17056	Operating	ACE Technologies, LLC	\$110.00	\$110.00	LS R & M
11/3/21	17057	Operating	Action Equipment Sales Co., Inc.	\$94.60	\$94.60	Equipment repairs
11/3/21	17057	Operating	Action Equipment Sales Co., Inc.	\$134.10	\$134.10	Equipment repairs
11/3/21	17057	Operating	Action Equipment Sales Co., Inc.	\$104.60	\$104.60	Equipment repairs
11/3/21	17058	Operating	AFLAC	\$429.40	\$429.40	Insurance
11/3/21	17059	Operating	Altman, Poindexter & Wyatt, LLC	\$1,237.50	\$1,237.50	Legal fees
11/3/21	17060	Operating	Amazon Capital Services	\$58.26	\$58.26	Office supplies
11/3/21	17060	Operating	Amazon Capital Services	\$145.96	\$145.96	Vehicle repairs
11/3/21	17061	Operating	Bee Green Lawn Care & Plant Hea	\$65.00	\$65.00	Bed Maintenance
11/3/21	17061	Operating	Bee Green Lawn Care & Plant Hea	\$556.51	\$556.51	Aeration/seeding
11/3/21	17061	Operating	Bee Green Lawn Care & Plant Hea	\$134.50	\$134.50	Lawn Care treatment
11/3/21	17061	Operating	Bee Green Lawn Care & Plant Hea	\$90.00	\$90.00	Mulch Pre Emergent
11/3/21	17062	Operating	Bio Chem, Inc.	\$3,962.26	\$3,962.26	Operating Supplies Plant - Alum Sulfate
11/3/21	17063	Operating	BL Anderson Company, Inc.	\$597.50	\$597.50	Lift Station R & M
11/3/21	17064	Operating	Black Tie Courier	\$500.00	\$500.00	Courier fees
11/3/21	17065	Operating	Connect Electric Inc	\$2,372.00	\$2,372.00	Plant R & M
11/3/21	17066	Operating	Dell Marketing L.P.	\$1,113.43	\$1,113.43	Computer
11/3/21	17067	Operating	Doxim	\$3,931.82	\$3,931.82	Billing fees
11/3/21	17067	Operating	Doxim	\$5,901.52	\$5,901.52	Postage
11/3/21	17068	Operating	Eco Infrastructure Solutions, Inc.	\$1,144.88	\$1,144.88	Televising
11/3/21	17068	Operating	Eco Infrastructure Solutions, Inc.	\$3,332.16	\$3,332.16	Televising
11/3/21	17068	Operating	Eco Infrastructure Solutions, Inc.	\$6,910.00	\$6,910.00	Televising
11/3/21	17069	Operating	Fastenal Company	\$155.24	\$155.24	Plant R & M
11/3/21	17069	Operating	Fastenal Company	\$323.03	\$323.03	Plant R & M
11/3/21	17069	Operating	Fastenal Company	\$273.64	\$273.64	Plant R & M
11/3/21	17070	Operating	Fluid Waste Services, Inc.	\$3,917.50	\$3,917.50	Plant R&M
11/3/21	17070	Operating	Fluid Waste Services, Inc.	\$2,980.00	\$2,980.00	Lift Station R & M
11/3/21	17071	Operating	Grainger	\$627.50	\$627.50	Lift Station R & M
11/3/21	17072	Operating	Graybar Electric Company	\$253.76	\$253.76	Lift Station R & M
11/3/21	17073	Operating	Gripp, Inc.	\$129.90	\$129.90	Battery
11/3/21	17074	Operating	Harris Computer Systems	\$2,720.00	\$2,720.00	Training fees
11/3/21	17074	Operating	Harris Computer Systems	\$223.32	\$223.32	CIP-Impresa software installation
11/3/21	17074	Operating	Harris Computer Systems	\$15,985.00	\$15,985.00	CIP-Impresa software installation
11/3/21	17075	Operating	IT Indianapolis	\$10,594.50	\$10,594.50	IT Support
11/3/21	17076	Operating	Kebway LLC	\$647.30	\$647.30	TriCo Banners
11/3/21	17077	Operating	Kirby Risk Corporation	\$281.75	\$281.75	Plant R & M
11/3/21	17077	Operating	Kirby Risk Corporation	\$114.56	\$114.56	Plant R & M
11/3/21	17077	Operating	Kirby Risk Corporation	\$741.48	\$741.48	Plant R & M
11/3/21	17077	Operating	Kirby Risk Corporation	\$192.63	\$192.63	Lift Station R & M
11/3/21	17078	Operating	MacAllister Machinery	\$1,333.64	\$1,333.64	Repairs to Kubota
11/3/21	17079	Operating	Merrell Brothers, Inc.	\$1,598.20	\$1,598.20	Plant R & M
11/3/21	17079	Operating	Merrell Brothers, Inc.	\$11,748.77	\$11,748.77	Biosolid disposal
11/3/21	17079	Operating	Merrell Brothers, Inc.	\$1,694.94	\$1,694.94	Lift station R & M
11/3/21	17080	Operating	Microbac Laboratories, Inc.	\$105.00	\$105.00	Sewer sampling
11/3/21	17081	Operating	Nature Turf Services	\$150.00	\$150.00	Plant R & M
11/3/21	17082	Operating	NCL of Wisconsin, Inc	\$444.29	\$444.29	Lab supplies
11/3/21	17082	Operating	NCL of Wisconsin, Inc	\$850.67	\$850.67	Lab supplies
11/3/21	17083	Operating	Office Depot	\$179.69	\$179.69	Office Expense
11/3/21	17083	Operating	Office Depot	\$75.00	\$75.00	Office Expense
11/3/21	17083	Operating	Office Depot	\$52.98	\$52.98	Office supplies
11/3/21	17083	Operating	Office Depot	\$69.85	\$69.85	Office supplies
11/3/21	17083	Operating	Office Depot	\$20.59	\$20.59	Office supplies
11/3/21	17084	Operating	Office Pride	\$2,165.00	\$2,165.00	Office cleaning
11/3/21	17085	Operating	Professional Garage Door Systems	\$5,071.83	\$5,071.83	Explosion Proof Heavy Industrial door
11/3/21	17086	Operating	Quench USA, Inc.	\$103.95	\$103.95	Water cooler rental
11/3/21	17087	Operating	Red Wing Business Advantage Acc	\$224.99	\$224.99	Shoes
11/3/21	17088	Operating	RJE Interiors, Inc	\$2,971.39	\$2,971.39	CIP-Proj 1910
11/3/21	17089	Operating	Safety Resources, Inc.	\$770.00	\$770.00	Safety Training
11/3/21	17090	Operating	Simplifile	\$180.00	\$180.00	Filing fees
11/3/21	17091	Operating	T&T Sales and Promotions	\$3,198.00	\$3,198.00	Fall clothing

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
11/3/21	17091	Operating	T&T Sales and Promotions	\$1,780.00	\$1,780.00	Lunch bags/Hand sanitizer
11/3/21	17092	Operating	Taylor Oil Company, Inc.	\$13.85	\$13.85	Fuel
11/3/21	17092	Operating	Taylor Oil Company, Inc.	\$2,056.73	\$2,056.73	Fuel
11/3/21	17092	Operating	Taylor Oil Company, Inc.	\$14.95	\$14.95	Fuel
11/3/21	17093	Operating	Tony Collins	\$315.00	\$315.00	CPR Training
11/3/21	17094	Operating	Truck PM Plus Indianapolis	\$241.03	\$241.03	Vehicle repairs
11/3/21	17094	Operating	Truck PM Plus Indianapolis	\$684.89	\$684.89	Vehicle repairs
11/3/21	17095	Operating	Vasey Commercial Heating & AC, Inc.	\$1,050.00	\$1,050.00	Plant R & M
11/3/21	17095	Operating	Vasey Commercial Heating & AC, Inc.	\$1,050.00	\$1,050.00	Plant R & M
11/3/21	17096	Operating	Xylem Water Solutions USA Inc	\$2,209.00	\$2,209.00	Plant R & M
11/3/21	17097	Operating	The Bryant Company c/o Dorothy L	\$17.58	\$17.58	Refund-970 Foxfire Circle
10/31/21	100059	Huntington Bank	Centier Bank	\$33,595.50	\$33,595.50	CIP-Proj 1902 Plant Exp
10/31/21	100060	Huntington Bank	GRW	\$4,805.20	\$4,805.20	CIP-Proj 1902 Constr Observation
10/31/21	100060	Huntington Bank	GRW	\$12,000.00	\$12,000.00	CIP-Proj 1902 Construction Observation
10/31/21	100061	Huntington Bank	Thieneman Construction, Inc.	\$302,359.49	\$302,359.49	CIP-Proj 1902 Plant Exp
10/6/21	2021477	Operating	PNC Bank	\$8,775.50	\$8,775.50	CC Expenses September 2021
10/21/21	2021479	Operating	CenterPoint Energy/Vectren Energy	\$91.15	\$91.15	Plant Gas
10/8/21	2021480	Operating	ADP	\$138.93	\$138.93	Workforce Now Bundle
10/15/21	2021481	Operating	ADP	\$122.85	\$122.85	Workforce Now Time and Attendance
10/18/21	2021482	Operating	ADP	\$63,460.41	\$63,460.41	Payroll PPE 10/16/21
10/18/21	2021483	Operating	Empower Retirement (Hoosier STA	\$8,490.11	\$8,490.11	401a, Roth, 457b
10/21/21	2021484	Operating	CenterPoint Energy/Vectren Energy	\$47.38	\$47.38	LS 2
10/24/21	2021485	Operating	CenterPoint Energy/Vectren Energy	\$18.38	\$18.38	LS 10
10/21/21	2021486	Operating	Comcast	\$214.79	\$214.79	Backup Internet
10/21/21	2021487	Operating	Indianapolis Power and Light	\$111.97	\$111.97	LS 3
10/21/21	2021488	Operating	Indianapolis Power and Light	\$466.79	\$466.79	LS 8
10/21/21	2021489	Operating	Indianapolis Power and Light	\$383.33	\$383.33	LS 9
10/21/21	2021490	Operating	Indianapolis Power and Light	\$789.06	\$789.06	LS 10
10/21/21	2021491	Operating	Indianapolis Power and Light	\$90.40	\$90.40	LS 12
10/20/21	2021492	Operating	Indianapolis Power and Light	\$178.70	\$178.70	LS 18
10/21/21	2021493	Operating	Indianapolis Power and Light	\$74.43	\$74.43	LS 20
10/21/21	2021494	Operating	Indianapolis Power and Light	\$44.94	\$44.94	LS 22
10/22/21	2021495	Operating	Indianapolis Power and Light	\$100.58	\$100.58	LS 24
10/21/21	2021496	Operating	Indianapolis Power and Light	\$51.48	\$51.48	LS 25
10/21/21	2021497	Operating	Indianapolis Power and Light	\$58.14	\$58.14	LS VV
10/22/21	2021498	Operating	Indianapolis Power and Light	\$63.03	\$63.03	LS 27
10/22/21	2021499	Operating	AT&T Mobility	\$2,372.69	\$2,372.69	Employee cell service
10/26/21	2021501	Operating	Mutual of Omaha	\$3,659.77	\$3,659.77	H ins - Nov 2021
10/25/21	2021502	Operating	Globe Life	\$58.72	\$58.72	Monthly deductions
10/27/21	2021503	Operating	Anthem Blue Cross Blue Shield - H	\$33,639.06	\$33,639.06	H ins - November 2021
10/27/21	2021504	Operating	Citizens Energy Group	\$49.66	\$49.66	LS 17
10/27/21	2021505	Operating	Citizens Energy Group	\$96.59	\$96.59	Plant
10/30/21	2021506	Operating	Anthem Blue Cross and Blue Shield	\$319.02	\$319.02	H ins-Nov 2021
10/22/21	2021507	Operating	ADP	\$138.93	\$138.93	Workforce Now Bundle
11/2/21	2021508	Operating	Quadian Finance USA Inc	\$700.00	\$700.00	Postage
11/3/21	2021509	Operating	LogMein USA, Inc.	\$657.63	\$657.63	Phone service
10/11/21	2021510	Operating	AT&T	\$1,378.83	\$1,378.83	Internet service
11/1/2021	2021511	Operating	ADP	\$63,850.38	\$63,850.38	Payroll PPE 10/29/21
11/1/2021	2021512	Operating	Empower Retirement (Hoosier STA	\$8,581.12	\$8,581.12	401a, Roth, 457b
				\$732,162.47	\$732,162.47	
ALLOWANCE OF CLAIMS						
We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the register, such claims are hereby allowed in the total amount of						
			\$732,162.47			

Docket Report Information

For the period 10/06/2021-11/04/2021

CIP - Proj 1902 Plant Expansion	\$352,760.19
CIP-Proj 2103 Neighborhood Sewers	\$8,210.00
CIP Proj 1910 Admin Office Furnishings	\$2,971.39
CIP-New Billing Software	\$16,208.32
CIP-Plant SCADA	\$18,172.71
CIP-Proj 2101	<u>\$2,569.75</u>
	\$400,892.36
District Insurance	\$37,617.85
Treatment Flow to Carmel Utilities	\$0.00
Other Expenses	\$293,652.26
Total Claims	\$732,162.47

Selected Statistics 2021	January	February	March	April	May	June	July	August	September	October	2021 Monthly Average	2021 YTD	2020 Total Through October
Maintenance Information													
Lateral Inspections	36	26	17	26	23	27	27	24	27	23	26	256	250
Certified I&I Inspections	24	26	34	38	36	34	44	57	45	41	38	379	410
Failed I&I Inspections	0	0	0	0	0	0	0	1	0	0	0	1	7
Sewer Locates	464	384	421	417	499	408	340	322	261	315	383	3,831	5,352
Manholes Added	62	3	0	14	2	14	0	18	3	0	12	116	39
Total # of Manholes	5,948	5,951	5,951	5,965	5,967	5,981	5,981	5,999	6,002	6,002	N/A	6,002	5,925
Manholes Inspected	203	481	808	342	120	2	0	0	0	6	196	1,962	1,919
Feet of Sewer Added	28,089	1,234	11	1,776	198	3,859	0	9,362	12,000	13,019	6,955	69,548	16,642
Total Footage of Sewers	1,699,903	1,701,137	1,701,148	1,702,924	1,703,122	1,706,981	1,706,981	1,716,343	1,718,981	1,732,000	N/A	1,732,000	1,688,197
Feet of Sewer Televised	17,293	0	4,425	18,367	29,062	27,224	39,103	45,456	44,108	55,100	28,014	280,138	283,762
Feet of Sewer Cleaned	0	180	0	0	0	388	2,495	2,943	3,012	1,375	1,039	10,393	11,921
Overflows	0	0	1	2	0	0	0	0	0	0	0	3	4
Feet of LPFM Cleaned	6,617	0	0	0	0	0	0	0	336	0	695	6,953	67,264
LS 1 to Carmel Utilities													
Rainfall/Precipitation (inches)	0.87	1.14	4.06	3.45	3.13	4.31	6.00	1.1	5.51	2.79	3.24	32.36	35.40
Total Flow (gallons)	54,031,909	46,768,362	65,551,000	49,290,097	55,723,745	50,447,057	59,545,841	41,129,498	39,370,453	48,120,378	50,997,834	509,978,340	532,287,115
Max Daily Flow (gallons)	2,842,113	3,136,724	3,102,000	2,256,748	2,590,619	2,092,106	3,022,677	1,537,529	1,700,512	3,150,941	N/A	3,150,941	4,551,181
Average Daily Flow (gallons)	1,742,965	1,670,299	2,114,548	1,643,003	1,797,540	1,681,569	1,920,834	1,326,758	1,312,348	1,552,270	1,676,213	N/A	N/A
Min Daily Flow (gallons)	1,374,527	1,291,312	1,445,000	1,004,331	1,361,808	1,367,682	1,195,455	697,447	1,156,212	871,363	N/A	697,447	1,139,359
TriCo WRRF													
Total Flow (gallons)	83,802,321	63,901,000	78,069,000	64,278,000	72,024,000	70,047,000	91,735,000	87,357,000	90,739,000	99,880,000	80,183,232	801,832,321	883,687,107
Max Daily Flow (gallons)	3,314,154	2,995,000	5,351,000	3,116,000	3,581,000	2,705,000	4,072,200	3,132,000	4,642,000	4,680,000	N/A	5,351,000	7,015,000
Average Daily Flow (gallons)	2,703,301	2,282,179	2,518,354	2,142,600	2,323,355	2,334,900	2,959,200	2,817,968	3,024,633	3,221,935	2,632,843	N/A	N/A
Min Daily Flow (gallons)	2,354,511	1,988,000	2,053,000	1,926,000	1,259,000	1,432,000	2,212,100	1,872,000	2,709,000	1,759,000	N/A	1,259,000	2,192,000
Total Flow to Both Plants	137,834,230	110,669,362	143,620,000	113,568,097	127,747,745	120,494,057	151,280,841	128,486,498	130,109,453	148,000,378	131,181,066	1,311,810,661	1,415,974,222
Biosolids Handling (gallons)													
Wasted (Biosolids)	1,273,800	1,237,400	1,252,090	1,208,200	1,152,300	1,791,900	1,278,100	1,603,800	1,336,100	1,389,700	1,352,339	13,523,390	15,176,400
Dewatered	548,000	395,000	398,000	398,000	363,000	660,000	677,000	754,900	800,000	571,000	556,490	5,564,900	6,262,000
Digested Sludge Withdrawn	700,000	744,000	615,000	711,000	784,000	1,142,000	871,000	753,000	892,000	790,000	800,200	8,002,000	8,132,000
Customer Information												16,149	
New Sewer Service Accounts	7	34	-4	17	24	24	4	23	4	26	16	159	218
Permits Issued	25	18	31	22	83	21	11	17	6	20	25	254	220



BUDGET & FINANCE COMMITTEE

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

Memorandum

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 Legal Counsel Anne Poindexter, Utility Director Andrew Williams, Controller Cindy Sheeks, Engineering Manager Wes Merkle and Administrative Assistant Maggie Crediford.

PUBLIC COMMENT

There was no one present from the public.

FINANCIAL STATEMENTS

Ms. Sheeks said commercial revenue has caught up to the 2021 budget projections. Residential and commercial revenues are now both where they should be for the year. Ms. Sheeks said the State of Indiana informed her that they will only be conducting audits of Regional Sewer Districts every four years instead of every two years.

2022 OPERATING BUDGET

Mr. Williams said the current budget reflects the 2022 wage adjustment discussion from the Personnel and Benefits Committee meeting. The P&B Committee will be recommending the Board approve a 5% range adjustment for the 2022 pay scale and the addition of a laborer position. The laborer position has been in the Salary Ordinance but had not been filled. Ms. Merrill asked what that position would do. Mr. Williams said cutting grass at lift stations, helping the collections and plant staff when someone is out, and general maintenance items around the plant.

The proposed budget reflects a 10% increase in health insurance costs. The renewal for the current plan came back with a 23% increase. The Affordable Care Act Option from Anthem came back with a .87% increase which would keep costs level but there is an increase in deductibles and prescriptions. Management is still waiting on quotes from other carriers who would not provide quotes without first seeing Anthem's renewal numbers.

Mr. McDonald asked if those increases would be a concern for employees and if the coverage would be the same as what they have now. Mr. Williams said he is also waiting on coverage details for the Affordable Care Act Option, Anthem's system has been down, and they have been unable to provide him with coverage details for the ACA option. Mr. Mills said he has been to the last two Personnel and Benefits Committee meetings to see where the Committee was headed with regard to salaries and health insurance, he took away from the meetings that one of the things the Committee is leaning towards is looking at a hybrid plan. Mr. Mills said even with the large increase with the current policy it would

be expensive, but doable. It will be interesting to see what comes back from the other carriers.

Mr. Merkle has identified \$95,000 in costs that will be added to the budget to address additional operational costs, but these costs will be more than made up by the decrease in the treatment costs paid to Carmel Utilities. Ms. Merrill had a couple of questions regarding projected increases in certain line items. Several items showed increases over 100%, Mr. Williams said those numbers are high because they are comparing the proposed budget to the amount spend so far in 2021. If you compare the 2021 budget to the proposed 2022 budget, most have a 0% change.

Mr. Williams said the current budget numbers do not reflect a user rate increase. When the plant expansion was approved, the financial plan showed two 5% increases. The last three years the Board have put off a 5% user rate increase because of the pandemic and the Utility's ability to still generate adequate revenue. Due to the increased costs in goods and services, management is recommending a 5% increase in user rates for 2022 midyear coinciding with balanced billing adjustments.

Mr. Merkle presented graphs reflecting an annual 3% increase in projected costs and bond payoff information. Mr. Williams asked the Committee to recommend the Board approve a midyear 5% user rate increase for 2022. Ms. Poindexter said the rate increase would need to be used to fund Reserve for Replacement with the items being replaced listed to show justification for the increase. Mr. Mills said the committee can recommend the Board consider a 5% rate increase at the December Board meeting once insurance numbers are received.

ADJOURNMENT

The meeting adjourned at 8:15 a.m.

Respectfully Submitted



Cindy Sheeks
Controller



PERSONNEL AND BENEFITS

Wednesday, October 27, 2021 at 7:30 a.m.
Memorandum

Mr. Kimbell called the meeting to order at 7:30 a.m.

Members Present: Committee Chair Jeff Kimbell, members Chuck Ryerson and Eric Hand. Others in attendance were Board President Carl Mills, Utility Director Andrew Williams, Controller Cindy Sheeks, and Plant Superintendent Scot Watkins,

PUBLIC COMMENT

There was no one present from the public.

SAFETY UPDATE

Mr. Williams said the field staff continues with in person monthly tailgate safety training sessions. An employee was involved in an automobile accident. He was rear-ended on 96th Street by an uninsured motorist. The accident resulted in a reportable injury but there was no lost time associated with the incident. The employee has recovered. The Utility's vehicle suffered minor damage.

PROPOSED LABORER POSITION

Mr. Williams recommended adding a FT Laborer position. The position has been included in the Salary Ordinance for years, however until now there has not been the need to fill it. The position would start in January 2022. The laborer would be shared among different departments in the Utility; helping with grass cutting, general maintenance, traffic control or with any other need that arises. Mr. Hand moved the Committee recommend the Board approves filling the Laborer position in 2022. Mr. Ryerson seconded the motion, and it was approved.

Mr. Williams said it has been five years since a salary study was completed and management is planning to update the study in 2022. Mr. Mills asked if a salary study is done, would adjustments to the ranges be made mid-year 2022 or at the start of 2023. Mr. Williams said he would expect the study to adjust the position ranges and provide continued growth opportunities for staff, but not need immediate salary adjusts. But a decision can be made after the study results are received. Mr. Ryerson said he would expect the salary study would be taken into consideration for the 2023 salaries.

HOLIDAY SCHEDULE

Mr. Williams said there are no proposed changes for the 2022 holiday schedule. There will be thirteen paid holidays, three of which are floating. Mr. Ryerson made a motion to recommend the Board approve the proposed 2022 holiday schedule. Mr. Hand seconded the motion. The Committee will recommend the Board approve the proposed 2022 holiday schedule.

INSURANCE RENEWAL

Mr. Williams said Anthem came back with a 23% increase in premiums for the current coverage for 2022. The Affordable Care Act option through Anthem has a minimal increase of 0.87 %. The deductible and max out of pocket would go up \$300 for individuals, \$600 for families. The prescription co-pays would increase some as well. Mr. Williams is waiting on the coverage details of the ACA plan from the insurance agent before making a recommendation.

Mr. Ryerson asked if there has been any pricing for a self-insured plan. Mr. Williams said there has not. Mr. Kimbell asked if any information has been received on the high deductible plan. Mr. Williams said there has not, he is still waiting on the insurance agent to get information back on those options. Ms. Sheeks said the other companies will not provide quotes until they review the Utility's renewal information from Anthem. Mr. Mills said the proposed 2022 Budget accounts for a 10% increase in health insurance costs. Ms. Sheeks said the Utility can adjust its HSA contributions made to employees to help offset insurance increases. Mr. Mills said with the 10% projected increase the 23% renewal is only 10% higher than what is currently budgeted for 2022, it would be expensive but worth consideration.

PAY RANGE/MARKET ADJUSTMENT CONSIDERATION

Mr. Williams said the salary ranges are based on a ten-step system. Employees who receive a competent performance review automatically advance to the next step in their salary range, until they reach the top, at which time employees would only receive a market adjustment increase if one is approved. There are nine employees who are at the top of their salary range. In the past couple of years, the Committee recommended the Board provide a market and Utility performance adjustment for all employees in addition to the step adjustments. Every one percent increase in salaries equates to around \$15,000 added to the budget. Mr. Williams spoke with Barb Lamb; Carmel has approved a 3% market adjustment in addition to their step increases. Mr. Williams said the 2022 proposed budget reflects a 4% place holder. Mr. Kimbell said in the past the committee has considered the CPI and the Utility's performance when discussing a market adjustment. Mr. Kimbell said if the CPI was truly 5.4%, he would expect the salaries to be adjusted by at least 5%. Mr. Ryerson said he does not want to go above 5% or below 4% for a market adjustment. Mr. Hand said outside the CPI there is also a competitive labor market right now to take into consideration. The Committee will recommend a 5% market adjustment to the employee pay scale for the Board to consider.

ADJOURNMENT

The meeting adjourned at 8:15 a.m.

Respectfully Submitted



Andrew Williams, Utility Director



MEMORANDUM

To: Board of Trustees

From: Andrew Williams

Date: November 3, 2021

Subject: 2022 Holiday Schedule

The Utility historically observes 13 holidays. Since TriCo will no longer need to close the office for the election days, the proposed 2022 Holiday Schedule has 10 set holidays and three floating holidays. The P&B Committee reviewed this schedule and is recommending approval.

New Year's Day (Observed)	Monday, January 3
Martin Luther King Jr. Day	Monday, January 17
Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Thanksgiving Day	Thursday, November 24
Day after Thanksgiving	Friday, November 25
Christmas Eve (Observed)	Friday, December 23
Christmas Day (Observed)	Monday, December 26
New Year's Eve (Observed)	Friday, December 30
Floating Holiday	Three Total

Recommended Action: Approve 2022 Holiday Schedule



MEMORANDUM

To: Board of Trustees
From: Andrew Williams
Date: November 3, 2021
Subject: Laborer Position

Over the past 16 years we have grown from 10,460 customers to 16,000, a 50% increase. We have added 722,000 feet of sewer and now have 1,697,000 feet to maintain. A 74% increase. We are also now routinely televising all our sewers to ensure they are clean and structurally sound. We were televising 34,000 feet a year to investigate backup complaints and other problems. In 2020 we televised 341,525 feet. We are also inspecting all manholes once every three years in conjunction with our televising/cleaning cycle. We went from 161 manhole inspections in 2005 to 1,923 manhole inspections in 2020.

We had 20 employees in 2005 and we now have 24 employees, with the most recent position being the Operator position added in 2020. While we have a laborer position in the salary ordinance, we have not historically filled that position. I would like to fill this position in 2022.

The 2021 salary range for the Laborer position is \$15.00 - \$20.00. I would expect to have to pay \$18 - \$19 per hour to get a competent employee since the labor market is so unbalanced. The increase in the Gross Wage budget for this position for an entire year would be approximately \$37,000. Additional labor expenses (insurance, taxes, retirement, etc.) would add approximately \$19,000 annually.

The P&B Committee recommends the addition of the FT Laborer position.

Requested Action: Approve the addition of a full-time Laborer position.



MEMORANDUM

To: Board of Trustees
From: Andrew Williams
Date: November 3, 2021
Subject: Adjustment to the Step Range

In 2019, TriCo implemented a 10-step system for employee salary advancement. Employees advance a step a year if they receive a "Competent" rating on their annual review. The increases between steps range from 3.09% (from Step 1 to Step 2) to 2.48% (from Step 9 to Step 10). When the step system was established, the Board indicated that the adjustment of the wages rates in the step table could be made annually at the Board's discretion, and it would not be tied to any one indicator. The Board adjusted the step table by 3% for 2020: 1.5% to reflect the financial performance of the Utility and 1.5% for a cost-of-living adjustment. For 2021, the Board adjusted the step table by 2%: 1% for the Utility's performance in 2020 and 1% for a cost-of-living adjustment.

The P&B Committee discussed the adjustment and is recommending a 5% increase to the Step Range.

Recommended Action: Approve a 5% increase to the Step Range.



MEMORANDUM

To: Board of Trustees

From: Andrew Williams

Date: November 3, 2021

Subject: Salary Ordinance 11-08-2021

Each year the Utility passes a revised Salary Ordinance. The ranges are adjusted for the approved salary ranges and Holiday schedule.

Recommended Action: Approve Salary Ordinance 11-08-2021

Ordinance 11-8-2021

An Ordinance establishing updated positions and salaries for various TriCo Regional Sewer Utility (hereinafter "Utility") staff and other salary related matters.

WHEREAS, the Utility requires a staff of full and/or part time employees in order to carry out its mission and duties as a political subdivision of the State of Indiana and municipal corporation, and;

WHEREAS, the Utility Board of Trustees (hereinafter "Board") has adopted prior ordinances pertaining to salary matters for the TriCo staff; and;

WHEREAS, positions and salary ranges have been updated and need to be amended.

NOW THEREFORE, Be It Ordained by the Board that:

Effective December 25, 2021, the following amounts will be in force for exempt and non-exempt staff positions.

POSITION TITLE		
Non-exempt Employees	Min. Hourly Rate	Max. Hourly Rate
Chief Operator	\$ 31.11	\$ 39.77
Technical Specialist	\$ 31.11	\$ 39.77
Utility Billing Specialist	\$ 26.24	\$ 33.54
Pretreatment Coordinator	\$ 26.24	\$ 33.54
Laboratory Coordinator	\$ 26.24	\$ 33.54
Project Coordinator/Locator	\$ 24.57	\$ 31.41
Field Operation Specialist	\$ 24.57	\$ 31.41
District Inspector/Locator	\$ 24.57	\$ 31.41
Operator	\$ 24.57	\$ 31.41
Field Operations Technician	\$ 22.08	\$ 28.23
Administrative Assistant	\$ 22.08	\$ 28.23
Administrative Support Specialist	\$ 22.08	\$ 28.23
Customer Service Assistant	\$ 22.08	\$ 28.23
Billing Assistant	\$ 22.08	\$ 28.23
Laborer	\$ 16.80	\$ 21.47
Summer Intern	\$ 12.00	\$ 16.00
Exempt Employees	Min. Hourly Rate	Max Hourly Rate
Utility Director	\$ 53.26	\$ 68.08
Engineering Manager	\$ 48.30	\$ 61.74
Controller	\$ 41.01	\$ 52.43
District Engineer	\$ 39.36	\$ 50.32
Plant Superintendent	\$ 37.40	\$ 47.81
Collections Superintendent	\$ 35.57	\$ 45.47

All TriCo personnel who are on-call during a pay period shall receive an additional \$2.67 per hour above their hourly pay rate.

Ordinance 11-8-2021

All personnel working on the following holidays will be paid double time for the hours worked in addition to receiving the 7.5 hours of Holiday pay:

Monday, January 17, 2022 - Martin Luther King Jr. Day

Monday, May 30, 2022 – Memorial Day

Monday, July 4, 2022 – Independence Day

Monday, September 5, 2022 – Labor Day

Thursday, November 24, 2022 – Thanksgiving

All personnel working on the following holidays will be paid double time for the hours worked:

Saturday, January 1, 2022 - New Year's Day

Sunday, December 25, 2022 – Christmas Day

For all other holidays declared in the TriCo 2022 Holiday Schedule, personnel working will be paid time and one half for the hours worked in addition to receiving the 7.5 hours of Holiday pay.

Overtime compensation for full-time, part-time and temporary employees shall be paid in compliance with the federal Fair Labor Standards Act and the Utility's most current compensation ordinance as adopted by the Board of Trustees.

An employee may not carry over more than 30 days (225 hours) of PTO from one anniversary year to the next. Should the total accumulated PTO exceed 30 days (225 hours) on the employee's anniversary date, TriCo will pay the employee a rate equivalent to 50% of the employee's current rate of pay for the days over 30 (225 hours) and any remaining time/compensation will be forfeited. This payment will be made with the paycheck containing the employee's anniversary day. Upon termination of employment, an employee will be paid for all accrued unused PTO.

Employees that waive TriCo offered health insurance will receive an amount not-to-exceed \$2,300 per year as set forth in the Health Insurance Waiver policy.

In the event of a conflict between this ordinance and previous ordinances, the most recent ordinance terms will prevail.

Executed this 8th day of November, 2021. TriCo Regional Sewer Utility by its Trustees:

By: _____
Jeff Hill

By: _____
Eric Hand

By: _____
Amanda Foley

By: _____
Carl Mills

By: _____
Jane Merrill

By: _____
Jeffrey Kimbell

By: _____
Michael McDonald

By: _____
Steve Pittman

By: _____
Charles Ryerson



MEMORANDUM

To: Board of Trustees
From: Ryan Hartman
Date: October 27, 2021
Subject: Dedications

Troy Estates sanitary sewers are complete and ready for dedication. Staff recommends acceptance of these sewers.

Recommended Action: Accept the dedication of Troy Estates sanitary sewers.