



TriCo Regional Sewer Utility

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Board of Trustees Meeting Agenda

Monday, December 13, 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 November 8, 2021
4. Approval of Claims Docket
5. Attorney's Report
6. Utility Director's Report
7. Committee Reports
 - a. Personnel & Benefits Committee
 - i. IPEP Health Insurance Ratification
 - b. Budget & Finance Committee
 - i. First Reading of Ordinance 12.13.2021 Crossfields Surcharge
 - ii. 2022 Operating Budget
 - iii. Travel and Expense Reimbursement Policy
 - c. Capital & Construction Committee
 - i. Capital Budget
8. Old Business
9. New Business
10. Adjourn



BOARD OF TRUSTEE MEETING

Monday November 8, 2021, 6:00 p.m.

Memorandum

Ms. Merrill called the meeting to Order at 6:00 p.m.

ROLL CALL

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

Absent: Carl Mills and Steve Pittman

PUBLIC COMMENT

There was no one present from the public.

APPROVAL OF MEETING MEMORANDUM

Mr. Kimball made a motion to approve the October 11, 2021 Board of Trustees Meeting Memorandum. Ms. Foley seconded the motion, and it was unanimously approved.

APPROVAL OF CLAIMS DOCKET

Ms. Merrill said she did not see the Carmel treatment bill in the claims docket. Ms. Sheeks said she received the bill late, and it was for \$90,000. Mr. Hill made a motion to approve the Claims Docket. Ms. Foley seconded the motion, and it was unanimously approved.

ATTORNEY'S REPORT

Mr. Wyatt said Mrs. Poindexter coordinated access for a surveyor to survey the northern boundary for the Little Eagle Creek Interceptor project. Property owners are still unhappy with the project but were cordial onsite and did not interfere with the survey. This will allow the design engineer to layout feasible routs. Once the plans are complete easement acquisition offers can be made to the property owners. The property owners expressed their concerns regarding communications they have had with staff regarding the location of the sewer.

UTILITY DIRECTOR'S REPORT

Staff participated in the 2021 Fall Chili Cookoff. Mr. Pittman joined the staff for lunch. Shaun Odom won best chili and Maggie Crediford won for best dessert.

The Thanksgiving Taco Bar will be held on Monday, November 22, 2021 at 11:30 a.m. Mr. Williams invited the Board members to attend.

Cici Conover will be meeting with staff again this year to conduct 360 reviews for the managers and the Utility Director. Once completed the summary will be sent to the Board along with their 360-review questionnaire for the Utility Director.

Mr. Ryerson arrived at 6:06 p.m.

Mr. Williams said staff and the Personnel and Benefits Committee are waiting on additional health insurance quotes. Many companies saw large increases in plans this year and are also requesting quotes from other providers which has slowed down the process. We are also still waiting for more coverage details and information on the ACA option quoted by Anthem to see how it compares to the current Anthem coverage.

COMMITTEE REPORTS

Budget & Finance Committee

Ms. Merrill said the Committee met but had no action items.

Personnel & Benefits Committee

Mr. Kimbell asked Mr. Williams to provide a brief safety update. In the past the Utility has provided onsite yearly wellness screenings for the staff at the beginning of the year. Ms. Crediford is having trouble finding a firm to come onsite and conduct those in 2022, so it may need to be adjusted to in office appointments at either personal physician's offices or through Concentra, the Utility's Occupational Health services provider.

Management is looking into vehicular safety as a topic for upcoming safety training since there have been two automobile accidents in the last couple of months.

Holiday Schedule

Mr. Williams said the proposed Holiday Schedule is unchanged with 13 paid holidays, three of which are floating.

Mr. McDonald made a motion to approve the proposed Holiday Schedule. Mr. Ryerson seconded the motion, and it was unanimously approved.

Laborer Position

Mr. Williams said a Laborer position has always been included in the Utility's Salary Ordinance but until now there had not been a need to fill it.

Mr. Kimbell made a motion to approve the addition of a Laborer position to the staff. Mr. Hand seconded the motion. Mr. Hill expressed concern about the salary range and the current labor market. If the position cannot be filled at the current range it can come back to the Board for discussion. Mr. Williams is hoping the robust benefits package will play a part in acquiring talent for the position. The motion was unanimously approved.

Pay Range Market/Performance Adjustment

Mr. Kimbell said the Personnel and Benefits Committee discussed the current market and is recommending a 5% increase to the salary ranges for 2022. Employees with a competent job evaluation will receive the step increase, if they are not at Step 10, as well as the 5% market adjustment. Mr. Kimbell made a motion to approve the 5% market adjustment for 2022. Ms. Foley seconded the motion, and it was unanimously approved.

Salary Ordinance 11-8-2021

Mr. Kimbell made a motion to approve Salary Ordinance 11-8-2021. Mr. McDonald seconded the motion, and it was unanimously approved.

Capital & Construction Committee

Mr. Hill made a motion to approve the Troy Estate Sanitary Sewer Dedication. Ms. Foley seconded the motion, and it was unanimously approved.

Old Business

Ms. Merrill asked Mr. Williams if he has received a response from the administration at the Town of Zionsville to his invitation for a plant tour. Mr. Williams said he has not and will follow up with them again.

Adjournment

Mr. McDonald made a motion to adjourn the meeting. Mr. Kimbell seconded the motion. The meeting adjourned at 6:26 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 October 2021, total revenue was \$706,910. It is down from September 2021, but \$5,790 above figures from October 2020. YTD revenue of \$6,584,469 is 86.07% of the 2021 annual projections of \$7,748,500. Residential income was \$431,821 during the month, \$13,573 higher than October 2020. Commercial sales totaled \$256,006 in October 2021, \$29,682 higher than October 2020. Commercial sales are \$149,802 higher in 2021 than the same time last year. YTD commercial sales total \$2,196,435 and above budget. Overall, residential sales comprise 62.48% of the annual revenue, commercial is 32.34%. The Other Revenue category (late fees, application fees, plan review fees) was \$11,001 in October and is \$144,551 YTD. The Other Income category (interest, gains on asset disposal, miscellaneous revenue) was \$8,080 during the month and is \$206,402 YTD.

Total operating expenses were \$493,822 in October. YTD spending is 82.44% of the 2021 Operating Budget of \$5,753,081. It is \$17,209 higher than expenses in October 2020. Wages and benefits spending totaled \$189,027 during the month and YTD expenses are 87.50% of the annual category budget. Administration spending was \$48,589 in October and YTD expenses is 69.12% of the annual budget. Treatment costs totaled \$184,932 and YTD expenses are 80.58% of the annual budget. Collection costs totaled \$71,274 in October and YTD expenses total 86.44% of the annual budget.

Net income in October was \$89,583 after depreciation and amortization of CIAC. October 2020 net income totaled \$122,312.

Spending Breakdown in October:

Wages	38.30%
Administration	9.83%
Treatment Costs	37.44%
Collection Costs	14.43%

Interceptor fees collected in October were \$2,241, YTD is \$276,380. EDU fees collected during October were \$27,079 and \$572,370 YTD.

Cash generated for October shows a decrease in all funds of \$675,281. Capital spending during the month totaled \$995,915. The bond fund expenses in October were \$817,638 for plant expansion. Additional capital spending during the month included SCADA switch, WiFi in plant buildings, new billing software, administration building furnishings, LS 14 interceptor and neighborhood sewers. Cash on hand as of October 31, 2021 was \$13,181,082. The balances in the funds are listed below:

Operating	\$6,978,026
Interceptor	\$-677,687
Plant Expansion	\$2,996,664
Operating Reserve	\$519,252
Reserve for Replacement	\$-146,359
2020 Bond Funds	<u>\$3,511,186</u>
Total	\$13,181,082

The Operating, Interceptor, Plant Expansion and Reserve for Replacement funds decreased \$820,094 since January 1, 2021. Bond construction fund spending YTD is \$5,962,793.

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Calendar of Events

December 13	Board Meeting	6:00 p.m.
December 22	P&B Meeting	7:30 a.m.
December 23	B&F Meeting	7:30 a.m.
January 4 (Tuesday)	C&C Meeting	4:30 p.m.

ENGINEERING & CONSTRUCTION - WES MERKLE

Staff completed 270 locates, 26 I&I inspections and 16 lateral inspections in November. There were no failed I&I inspections. Brandon assisted with lab work and locates in addition to completing inspections, which were lighter than normal this month. Nate completed most locates. A total of 1,832 locate requests were received and reviewed. Nate attended the Midwest Damage Prevention Conference in French Lick.

Eric continued inspecting sewer installation at Countrywood and Ambleside. He completed 3-year warranty inspections at Grand Brook Memory Care and Waterfront Section 2C, as well as repair inspections at multiple developments. Jeff is working on implementation of the new asset management system, which is expected to consume a lot of his time until the system goes online in spring. Ryan has 13 private development projects either in plan review or approved and waiting for construction to begin. He completed work plans for two Carmel road projects – culvert replacement at Rangeline and 109th Street and a roundabout at 106th Street and College Avenue.

This year's neighborhood sewer project is nearly complete with construction wrapping up in Countrywood. Testing and restoration remain. Connection and sewer availability notices are expected to go out to homeowners next week.

The supplier of the new odor control system at Lift Station 2 completed system performance testing. The installation contractor has to complete heat tracing, insulating and jacketing of exposed water lines. Design engineer GRW completed site survey work for the Little Eagle Interceptor Extension project. Legal counsel met with concerned property owners at the same time. Design work is underway.

PLANT EXPANSION PROJECT UPDATE - WES MERKLE

Additional modifications to the new screens and compactor/conveyor equipment have so far resolved performance issues. The UV disinfection equipment supplier continued their troubleshooting efforts as plant staff has been very frustrated with ongoing unresolved issues. Bypassing of the influent splitter structure is underway, allowing crews to complete structural modifications, repairs, gate installation, and protective coating system installation. Installation of the same protective coating system is underway in the new grit tanks. Demolition continued at the original clarifiers, mixed liquor splitter, and RAS pump station. Site work and cleanup is underway, including placement of stone base and other preparation work for driveway paving. Paving work began this this week.

Startup of the grit facilities and VLRs is anticipated in December. Crews will then take the existing VLRs offline to complete cleaning work, replacement of corroded electrical conduits, installation of new gates and recycle piping, and replacement of original rotor gear boxes. Substantial completion is now scheduled for the end of January. Jeff, Ryan and Wes are observing construction through completion.



TriCo

2021 TriCo Holiday Party

Please join us on Monday, December 20, 2021 at 11:00 a.m. at 7236 Mayflower Park Drive for the TriCo Regional Sewer Utility Holiday luncheon. Ham will be provided by the Utility.

You are also invited to participate in the optional \$15 gift exchange. Wondering who will come up with the most unique fun gift this year.

Date: 12/20/2021 (Mon.)

Time: 11:00am - 12:00pm EST

Location: Board Room

COLLECTIONS –DANIEL ROSSMAN

With the chilly winter approaching, collections staff prepped all equipment for cold weather. Staff ran fuel stabilizer through all gas-powered equipment and blew remaining water out of the Aquatech sewer cleaning truck. Trucks were outfitted with snowplows and all generators were checked for proper operation of block-heaters.

Matt, Tristan, and Brian outfitted Lift Station 2 with white holiday lighting along the roofline of the building, several trees, and the fence. These lights are accompanied by some light up deer to raise the holiday spirit.

Daniel and Carter burned the midnight oil along 106th Street, completing camera inspections in the wee hours of the morning. These inspections are pivotal to ensure the flow of waste from Lift Station 2 to Lift Station 1.

The staff placed new fence planks around Lift Station 6, replacing the old rotten ones to improve security and curb appeal.

Culy Contracting has finished remaining manhole repair projects around the District, including capping old lines at Lift Station 3 and some Mr. Manhole work.

Heading into the new year, the staff will continue to complete winter work and prep for the integration of projects and inventory into the Cartegraph system.

SAFETY UPDATE - LOREN PRANGE

No injuries reported this month, and we are at 337 days without a loss time accident.

We had 11 attendees for the safety tailgate held on October 29th. The topic was "Facing up to Stress" and "Climb onto Ladder Safety".

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

We had CPR and AED training on November 2. We split our staff into two groups and alternate the years to be trained. CPR certification is good for two years.

Loren attended the monthly IWEA Safety Committee meeting. Discussions involved voting on new Committee Officers and working on new ideas for the 2022 Operators Challenge that will be held in Brownsburg on May 17, 2022.

✓	Site Safety			
0	3	3	7	
No. of days since the last lost time accident.				

TREATMENT- SCOT WATKINS

The new non-potable water system was connected and start up on the new pumps will be conducted next week. Staff replaced the hydraulic cylinder tensioner on the belt press and installed the new lift station pump with the assistance of the Collections staff. The Biosolids overhead door needed repaired after a bracket failed and caused the door to roll up on itself. TCI started the influent splitter structure bypass which required staff to simulate Orbal flow numbers in order to keep treatment parameters in line. While grading for asphalt paving, TCI damaged a chemical line which was repaired. TCI also disturbed an old repair on the Duke power feed to the plant which resulted in a power outage and required TriCo to run the plant generator for over 12 hours until the repair was completed. Staff will be very thankful when TCI completes construction and leaves the site.

Twenty FOG inspections were completed with one follow up. One hundred and nine pump outs had been logged and accounted for over 20,000 gallons of FOG being prevented from entering the system this month. New facility plan reviews were completed for Marco's Pizza, Taco Bell and Ali'i Poke.

The laboratory performed 308 CBOD5 tests, 244 Total Suspended Solids tests, 150 Phosphorus & Ammonia tests, 3 e. Coli tests and 60 Total Nitrogen tests. Monthly Method Detection Limit studies were completed on TSS, Phosphorus and Ammonia. Annual lab balance and weight calibration was completed. Bob has been working on getting the new HACH WIMS software up and running. A plant tour with an IU senior obtaining an Environmental Management degree was given.



			TriCo Regional Sewer Utility			
			Register of Claims			
			For the period 11/5/2021-12/7/21			
Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
11/5/21	17098	Operating	Daniel Rossman	\$49.28	\$49.28	Reim - mileage
11/5/21	17099	Operating	Carmel Utilities	\$1,051.20	\$1,051.20	Commercial reads
11/5/21	17099	Operating	Carmel Utilities	\$90,206.65	\$90,206.65	Flow to Carmel
11/8/21	17100	Operating	Richard G Atwell	\$150.00	\$150.00	Refund-10205 Westfield
11/8/21	17101	Operating	Cindy Sheeks	\$109.29	\$109.29	Reim - B & F / Impresa training
11/9/21	17102	Operating	Colleen Byrnes	\$39.00	\$39.00	Reim-testing fees
11/11/21	17104	Operating	Amy Miller	\$4.58	\$4.58	Refund-11149 Shag Bark Trail
11/11/21	17105	Operating	Tristin Gardner	\$42.56	\$42.56	Mileage reimbursement
11/16/21	17106	Operating	Carmel Utilities	\$602.40	\$602.40	Hydrant Usage
11/16/21	17107	Operating	Carmel Utilities	\$42.73	\$42.73	Storm Water Fees
11/16/21	17108	Operating	Kinetrex Energy	\$479.04	\$479.04	Plant Natural Gas
11/16/21	17109	Operating	Action Equipment Sales Co., Inc.	\$137.60	\$137.60	Equipment Repair
11/16/21	17109	Operating	Action Equipment Sales Co., Inc.	\$144.73	\$144.73	Equipment Repair
11/16/21	17110	Operating	Carmel Utilities	\$14.27	\$14.27	LS 1 Water
11/16/21	17110	Operating	Carmel Utilities	\$103.88	\$103.88	LS 2 Water
11/16/21	17110	Operating	Carmel Utilities	\$29.02	\$29.02	LS 26 Water
11/17/21	17111	Operating	Pearson Ford, Inc.	\$60.58	\$60.58	2012 Ford Transit
11/17/21	17111	Operating	Pearson Ford, Inc.	\$68.55	\$68.55	2019 Dodge Ram
11/17/21	17111	Operating	Pearson Ford, Inc.	\$64.63	\$64.63	2016 Ford F150
11/17/21	17112	Operating	Pearson Ford, Inc.	\$1,105.77	\$1,105.77	2018 Ford Escape
11/17/21	17112	Operating	Pearson Ford, Inc.	\$757.39	\$757.39	2014 Chevy Impala
11/17/21	17112	Operating	Pearson Ford, Inc.	\$1,108.63	\$1,108.63	2016 Ford F250
11/17/21	17112	Operating	Pearson Ford, Inc.	\$1,131.52	\$1,131.52	2017 Ford F150
11/17/21	17112	Operating	Pearson Ford, Inc.	\$863.00	\$863.00	2016 Ford F150
11/17/21	17113	Operating	Pearson Ford, Inc.	\$1,958.15	\$1,958.15	2010 Ford F250
11/17/21	17113	Operating	Pearson Ford, Inc.	\$284.14	\$284.14	2013 Ford F150
11/17/21	17113	Operating	Pearson Ford, Inc.	\$2,455.73	\$2,455.73	2005 Chevy C3500
11/17/21	17113	Operating	Pearson Ford, Inc.	\$154.00	\$154.00	2015 Ford F550
11/17/21	17113	Operating	Pearson Ford, Inc.	\$87.99	\$87.99	2018 Ford Escape
11/17/21	17113	Operating	Pearson Ford, Inc.	\$58.68	\$58.68	2008 Ford F550
11/18/21	17114	Operating	Bryndon Preston	\$500.00	\$500.00	Refund-12519 Timber Creek
11/18/21	17115	Operating	Nathan Crowder	\$186.99	\$186.99	Reim - conference expenses & mileage
11/23/21	17116	Operating	Paul L Majors	\$859.36	\$859.36	Refund-13482 Lost Creek Lane
11/23/21	17117	Operating	AFLAC	\$429.40	\$429.40	Deferred liability Aflac
11/29/21	17118	Operating	Reynolds Farm Equipment	\$10,499.00	\$10,499.00	CIP - John Deere Z930 ZTrac REPLACEMENT
11/29/21	17119	Operating	Brian Vaughn	\$31.36	\$31.36	Travel/Mileage-On Call
11/29/21	17120	Operating	Indiana Water Environment Association	\$90.00	\$90.00	Aaron Strong-Specialty Conference
11/29/21	17120	Operating	Indiana Water Environment Association	\$60.00	\$60.00	Brian Vaughn WW Challenge
11/29/21	17120	Operating	Indiana Water Environment Association	\$60.00	\$60.00	Tristin Gardner WW Challenge
11/29/21	17120	Operating	Indiana Water Environment Association	\$60.00	\$60.00	Daniel Rossman WW Challenge
11/29/21	17120	Operating	Indiana Water Environment Association	\$60.00	\$60.00	Carter Kaminski WW Challenge
11/30/21	17121	Operating	Brandon Woolf	\$30.00	\$30.00	November cell phone
11/30/21	17122	Operating	Colleen Byrnes	\$30.00	\$30.00	November cell phone
11/30/21	17123	Operating	Eric Luis Delacruz	\$30.00	\$30.00	November cell phone
11/30/21	17124	Operating	Jeffrey Martin	\$30.00	\$30.00	November cell phone
11/30/21	17125	Operating	Nathan Crowder	\$30.00	\$30.00	November cell phone
12/2/21	17126	Operating	Shaun Odom	\$150.00	\$150.00	Dependent care reimbursement
12/7/21	17127	Operating	Amanda Foley	\$100.00	\$100.00	Board Fees
12/7/21	17128	Operating	Carl S. Mills	\$50.00	\$50.00	Board Fees
12/7/21	17129	Operating	Charles Ryerson	\$100.00	\$100.00	Board Fees
12/7/21	17130	Operating	Eric Hand	\$150.00	\$150.00	Board Fees
12/7/21	17131	Operating	Jane B. Merrill	\$100.00	\$100.00	Board Fees
12/7/21	17132	Operating	Jeff Hill	\$50.00	\$50.00	Board Fees
12/7/21	17133	Operating	Jeffrey Kimbell	\$150.00	\$150.00	Board Fees
12/7/21	17134	Operating	Michael A. McDonald	\$200.00	\$200.00	Board Fees
12/7/21	17135	Interceptor	ACE Technologies, LLC	\$8,717.50	\$8,717.50	CIP-Proj 1802 LS27 Haver Way
12/7/21	17136	Interceptor	GRW	\$5,139.50	\$5,139.50	CIP-Proj 2101 Interceptor
12/7/21	17137	Interceptor	TPI Utility Construction	\$275,254.20	\$275,254.20	CIP-Proj 2103 Interceptor
12/7/21	17138	Reserve for R	Biorem Environmental Ltd	\$18,000.00	\$18,000.00	CIP-Proj 2002 LS 2 Odor Control R4R

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
12/7/21	17139	Reserve for R	CarteGraph	\$48,777.61	\$48,777.61	CIP-New asset software system
12/7/21	17140	Reserve for R	Xylem Water Solutions USA Inc	\$18,634.65	\$18,634.65	New Plant Pump R4R
12/7/21	17141	Plant Expansion	Clark Excavation & Utility	\$122,897.50	\$122,897.50	CIP-Proj 1906 Plant Outfall
12/7/21	17142	Plant Expansion	Huntington Public Cap Corp	\$563,655.00	\$563,655.00	2020 Bond interest & principal payment
12/7/21	17143	Operating	ACE Technologies, LLC	\$11,357.50	\$11,357.50	Plant Support
12/7/21	17143	Operating	ACE Technologies, LLC	\$9,462.82	\$9,462.82	Plant Support
12/7/21	17143	Operating	ACE Technologies, LLC	\$8,527.50	\$8,527.50	Plant Support
12/7/21	17143	Operating	ACE Technologies, LLC	\$5,142.50	\$5,142.50	Plant Support
12/7/21	17143	Operating	ACE Technologies, LLC	\$10,237.32	\$10,237.32	Collections Support
12/7/21	17143	Operating	ACE Technologies, LLC	\$9,487.50	\$9,487.50	Collections Support
12/7/21	17143	Operating	ACE Technologies, LLC	\$8,475.00	\$8,475.00	Plant R & M
12/7/21	17143	Operating	ACE Technologies, LLC	\$5,252.50	\$5,252.50	Collections support
12/7/21	17143	Operating	ACE Technologies, LLC	\$5,892.32	\$5,892.32	Lift station R & M
12/7/21	17144	Operating	Alpha-Liberty Company Inc.	\$732.00	\$732.00	Sewer Sampling
12/7/21	17145	Operating	Altman, Poindexter & Wyatt, LLC	\$1,155.00	\$1,155.00	Legal fees
12/7/21	17146	Operating	Amazon Capital Services	\$21.47	\$21.47	Plant R&M
12/7/21	17146	Operating	Amazon Capital Services	\$42.52	\$42.52	Lights
12/7/21	17147	Operating	Ameri-Turf	\$8.60	\$8.60	Plant R&M
12/7/21	17147	Operating	Ameri-Turf	\$4.30	\$4.30	Plant R&M
12/7/21	17148	Operating	ASAP Aquatics	\$834.11	\$834.11	Winter cleanup
12/7/21	17149	Operating	Ascension Medical Group St. Vince	\$95.00	\$95.00	Medical fees
12/7/21	17150	Operating	Bee Green Lawn Care & Plant Heal	\$134.50	\$134.50	Winter Lawn Treatment
12/7/21	17151	Operating	Best Drive Indianapolis	\$560.00	\$560.00	Vehicle R&M
12/7/21	17152	Operating	Bio Chem, Inc.	\$4,710.53	\$4,710.53	K 275 KLX
12/7/21	17152	Operating	Bio Chem, Inc.	\$3,800.64	\$3,800.64	Alum Sulfate
12/7/21	17153	Operating	BL Anderson Company, Inc.	\$492.50	\$492.50	Plant R&M
12/7/21	17153	Operating	BL Anderson Company, Inc.	\$3,155.00	\$3,155.00	Plant R & M
12/7/21	17154	Operating	Black Tie Courier	\$500.00	\$500.00	Courier service
12/7/21	17155	Operating	Blackbaud	\$6,337.61	\$6,337.61	FE NXT
12/7/21	17156	Operating	C & J Well Co	\$8,348.00	\$8,348.00	Plant R&M
12/7/21	17157	Operating	Carmel Utilities	\$542.69	\$542.69	Line maintenance
12/7/21	17158	Operating	Carmel Utilities	\$81,554.25	\$81,554.25	November treatment
12/7/21	17158	Operating	Carmel Utilities	\$1,055.10	\$1,055.10	November reads
12/7/21	17159	Operating	Carmel Utilities	\$42.73	\$42.73	Stormwater fees
12/7/21	17160	Operating	Carmel Welding	\$35.06	\$35.06	Equipment Repair
12/7/21	17161	Operating	Cindy Sheeks	\$26.14	\$26.14	Mileage/B & F meeting
12/7/21	17162	Operating	Connect Electric Inc	\$1,065.00	\$1,065.00	Plant R & M
12/7/21	17163	Operating	CuraLinc, LLC	\$295.00	\$295.00	EAP 1st Quarter 2022 Jan, Feb, Mar
12/7/21	17164	Operating	Dickinson Fleet Services, LLC	\$241.03	\$241.03	Vehicle R & M
12/7/21	17165	Operating	Doxim	\$3,945.15	\$3,945.15	Billing Fees
12/7/21	17165	Operating	Doxim	\$5,923.97	\$5,923.97	Postage
12/7/21	17166	Operating	Eco Infrastructure Solutions, Inc.	\$5,277.84	\$5,277.84	Televising
12/7/21	17166	Operating	Eco Infrastructure Solutions, Inc.	\$2,208.88	\$2,208.88	Televising
12/7/21	17166	Operating	Eco Infrastructure Solutions, Inc.	\$3,994.96	\$3,994.96	Televising
12/7/21	17166	Operating	Eco Infrastructure Solutions, Inc.	\$105.57	\$105.57	Televising
12/7/21	17166	Operating	Eco Infrastructure Solutions, Inc.	\$670.62	\$670.62	Televising
12/7/21	17167	Operating	Faco Waterworks, LLC	\$930.16	\$930.16	Lift Station R&M
12/7/21	17168	Operating	Fastenal Company	\$358.09	\$358.09	Plant R&M (Credit from Inv ININ2242661)
12/7/21	17168	Operating	Fastenal Company	\$75.56	\$75.56	Plant R&M
12/7/21	17168	Operating	Fastenal Company	\$658.83	\$658.83	Plant R&M
12/7/21	17168	Operating	Fastenal Company	\$366.84	\$366.84	Plant R&M
12/7/21	17169	Operating	Grainger	\$162.16	\$162.16	Plant R&M
12/7/21	17169	Operating	Grainger	\$57.84	\$57.84	Plant R&M
12/7/21	17169	Operating	Grainger	\$813.33	\$813.33	Plant R&M
12/7/21	17170	Operating	Hach Company	\$1,648.00	\$1,648.00	CIP-Lab Equipment
12/7/21	17170	Operating	Hach Company	\$2,227.44	\$2,227.44	Sewer Sampling
12/7/21	17171	Operating	Harris Computer Systems	\$7,997.50	\$7,997.50	CIP-Inhance Go Live Software
12/7/21	17171	Operating	Harris Computer Systems	\$3,000.00	\$3,000.00	Annual Database Support
12/7/21	17171	Operating	Harris Computer Systems	\$188.88	\$188.88	Travel costs
12/7/21	17171	Operating	Harris Computer Systems	\$452.20	\$452.20	Travel costs
12/7/21	17172	Operating	Heritage-Crystal Clean, LLC	\$1,270.00	\$1,270.00	Vac Liquid Pickup
12/7/21	17173	Operating	IDEXX Laboratories	\$449.85	\$449.85	Sewer sampling
12/7/21	17174	Operating	IT Indianapolis	\$10,594.50	\$10,594.50	IT Support
12/7/21	17174	Operating	IT Indianapolis	\$812.47	\$812.47	Azure

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
12/7/21	17175	Operating	IUPPS	\$1,893.35	\$1,893.35	Locates
12/7/21	17175	Operating	IUPPS	\$1,699.55	\$1,699.55	Monthly tickets
12/7/21	17176	Operating	Jacob-Dietz Inc	\$957.85	\$957.85	Safety
12/7/21	17177	Operating	Kinetrex Energy	\$2,139.48	\$2,139.48	Gas-plant
12/7/21	17178	Operating	KOORSEN FIRE & SECURITY	\$150.00	\$150.00	Alarm monitoring
12/7/21	17179	Operating	Krohn & Associates, LLP	\$750.00	\$750.00	Financial updates - 2020 Bond
12/7/21	17180	Operating	Maggie Crediford	\$24.17	\$24.17	Reim- mileage, name plate
12/7/21	17181	Operating	Merrell Brothers, Inc.	\$514.80	\$514.80	Lift Station R&M
12/7/21	17181	Operating	Merrell Brothers, Inc.	\$10,727.40	\$10,727.40	Biosold disposal
12/7/21	17182	Operating	Nalco Water Pretreatment Solutions	\$183.01	\$183.01	Sewer Sampling
12/7/21	17183	Operating	Nature Turf Services	\$150.00	\$150.00	Plant mowing
12/7/21	17184	Operating	Office Depot	\$179.98	\$179.98	Office Supplies
12/7/21	17184	Operating	Office Depot	\$59.68	\$59.68	Office Supplies
12/7/21	17184	Operating	Office Depot	\$289.98	\$289.98	Office Supplies
12/7/21	17184	Operating	Office Depot	\$90.84	\$90.84	Office Supplies
12/7/21	17184	Operating	Office Depot	\$119.98	\$119.98	Office Supplies
12/7/21	17185	Operating	Professional Garage Door Systems	\$225.00	\$225.00	Plant R&M
12/7/21	17186	Operating	Scot Watkins	\$113.12	\$113.12	Mileage reim
12/7/21	17187	Operating	Simplifile	\$120.00	\$120.00	Recording Fees
12/7/21	17188	Operating	Straeffer Pump & Supply, Inc.	\$575.00	\$575.00	Lift Station R&M
12/7/21	17189	Operating	T&T Sales and Promotions	\$180.00	\$180.00	Clothing
12/7/21	17190	Operating	Taylor Oil Company, Inc.	\$20.93	\$20.93	Fuel
12/7/21	17190	Operating	Taylor Oil Company, Inc.	\$3,129.00	\$3,129.00	Fuel
12/7/21	17190	Operating	Taylor Oil Company, Inc.	\$2,190.92	\$2,190.92	Fuel
12/7/21	17191	Operating	TPI Utility Construction	\$1,325.00	\$1,325.00	11090 Broadway-Carmel, IN
12/7/21	17191	Operating	TPI Utility Construction	\$1,325.00	\$1,325.00	606 Barbie Ln-Carmel, IN
12/7/21	17192	Operating	Vasey Commercial Heating & AC, Inc.	\$252.00	\$252.00	PM-LS 26
12/7/21	17192	Operating	Vasey Commercial Heating & AC, Inc.	\$252.00	\$252.00	PM-LS 23
12/7/21	17192	Operating	Vasey Commercial Heating & AC, Inc.	\$252.00	\$252.00	PM-LS 14
12/7/21	17192	Operating	Vasey Commercial Heating & AC, Inc.	\$252.00	\$252.00	PM-LS 1
12/7/21	17192	Operating	Vasey Commercial Heating & AC, Inc.	\$252.00	\$252.00	PM-LS 17
12/7/21	17192	Operating	Vasey Commercial Heating & AC, Inc.	\$528.00	\$528.00	PM-PLANT
12/7/21	17192	Operating	Vasey Commercial Heating & AC, Inc.	\$252.00	\$252.00	PM-LS 10
12/7/21	17192	Operating	Vasey Commercial Heating & AC, Inc.	\$252.00	\$252.00	PM-LS 2
12/7/21	17192	Operating	Vasey Commercial Heating & AC, Inc.	\$252.00	\$252.00	PM-LS 21
12/7/21	17193	Operating	White's Ace Hardware-Carmel	\$31.57	\$31.57	LS R & M
12/7/21	17194	Operating	Wright of Indiana LLC	\$2,835.00	\$2,835.00	Traffic Control
12/7/21	17195	Operating	Xylem Dewatering Solutions Inc	\$63.00	\$63.00	6" Gaskets-LS R&M
12/7/21	17195	Operating	Xylem Dewatering Solutions Inc	\$1,586.00	\$1,586.00	Transducer
12/7/21	17217	Operating	Hach Company	\$4,332.00	\$4,332.00	CIP-Lab Equipment
11/30/21	100062	Huntington Bank	ACE Technologies, LLC	\$8,475.00	\$8,475.00	CIP-Proj 1902 Bond Proceeds
11/30/21	100063	Huntington Bank	Centier Bank	\$16,346.50	\$16,346.50	CIP-proj 1902 Escrow deposit
11/30/21	100064	Huntington Bank	GRW	\$5,933.90	\$5,933.90	CIP-Proj 1902 Constr Admin
11/30/21	100064	Huntington Bank	GRW	\$16,160.00	\$16,160.00	CIP-Proj 1902 Constr Obsv
11/30/21	100065	Huntington Bank	Thieneman Construction, Inc.	\$147,118.50	\$147,118.50	CIP-Proj 1902 Plant Exp
11/1/21	2021515	Operating	ADP	\$63,850.38	\$63,850.38	Payroll PPE 10/29/21
11/1/21	2021516	Operating	Empower Retirement (Hoosier State)	\$8,581.12	\$8,581.12	457b, Roth, 401a PPE 10/29/21
11/12/21	2021518	Operating	Duke Energy	\$21,860.57	\$21,860.57	Plant
11/9/21	2021519	Operating	Duke Energy	\$1,016.88	\$1,016.88	LS 14
11/12/21	2021520	Operating	Duke Energy	\$346.65	\$346.65	LS 16
11/12/21	2021521	Operating	Duke Energy	\$400.24	\$400.24	LS 23
11/3/21	2021522	Operating	Duke Energy	\$351.83	\$351.83	LS 21
11/3/21	2021523	Operating	Duke Energy	\$1,665.78	\$1,665.78	LS 1
11/10/21	2021524	Operating	Duke Energy	\$346.28	\$346.28	LS 11
11/3/21	2021525	Operating	Duke Energy	\$151.67	\$151.67	LS 5
11/1/21	2021526	Operating	Duke Energy	\$55.15	\$55.15	LS 6
11/5/21	2021527	Operating	Duke Energy	\$230.26	\$230.26	LS 19
11/4/21	2021528	Operating	Duke Energy	\$658.37	\$658.37	LS 26
11/10/21	2021529	Operating	Duke Energy	\$1,232.00	\$1,232.00	LS 17
11/19/21	2021532	Operating	Indianapolis Power and Light	\$6,953.02	\$6,953.02	LS2
11/19/21	2021533	Operating	Indianapolis Power and Light	\$114.52	\$114.52	LS3
11/19/21	2021534	Operating	Indianapolis Power and Light	\$527.99	\$527.99	LS8
11/19/21	2021535	Operating	Indianapolis Power and Light	\$436.77	\$436.77	LS9
11/19/21	2021536	Operating	Indianapolis Power and Light	\$867.98	\$867.98	LS10

Docket Report Information

For the period 11/5/2021-12/7/21

CIP - Proj 1902 Plant Expansion	\$194,033.90
CIP-Proj 2103 Neighborhood Sewers	\$275,254.20
CIP-New Billing Software	\$7,997.50
CIP-Lab Equipment	\$5,980.00
CIP-Proj 1906 Plant Outfall	\$122,897.50
CIP-Proj 2101 Interceptor	\$5,139.50
CIP - John Deere Z930 ZTrac REPLACEMENT	\$10,499.00
CIP-Proj 1802 LS27 Haver Way	\$8,717.50
2020 Bond interest & principal payment	\$563,655.00
CIP-New asset software system	\$48,777.61
CIP-Proj 2002 LS 2 Odor Control R4R	<u>\$18,000.00</u>
	\$1,260,951.71

District Insurance	\$37,617.85
Treatment Flow to Carmel Utilities	\$171,760.90 (Oct & Nov)

Other Expenses	\$516,117.50
Total Claims	\$1,986,447.96

Selected Statistics 2021	January	February	March	April	May	June	July	August	September	October	November	2021 Monthly Average	2021 YTD	2020 Total Through November
Maintenance Information														
Lateral Inspections	36	26	17	26	23	27	27	24	27	23	16	25	272	277
Certified I&I Inspections	24	26	34	38	36	34	44	57	45	41	26	37	405	432
Failed I&I Inspections	0	0	0	0	0	0	0	1	0	0	0	0	1	7
Sewer Locates	464	384	421	417	499	408	340	322	261	315	270	373	4,101	5,860
Manholes Added	62	3	0	14	2	14	0	18	3	0	0	11	116	51
Total # of Manholes	5,948	5,951	5,951	5,965	5,967	5,981	5,981	5,999	6,002	6,002	6,002	N/A	6,002	5,937
Manholes Inspected	203	481	808	342	120	2	0	0	0	6	0	178	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	91	6,331	69,639	21,156
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	1,732,091	N/A	1,732,091	1,692,711
Feet of Sewer Televised	17,293	0	4,425	18,367	29,062	27,224	39,103	45,456	44,108	55,100	31,200	28,303	311,338	323,105
Feet of Sewer Cleaned	0	180	0	0	0	388	2,495	2,943	3,012	1,375	2,764	1,196	13,157	14,618
Overflows	0	0	1	2	0	0	0	0	0	0	0	0	3	4
Feet of LPFM Cleaned	6,617	0	0	0	0	0	0	0	336	0	0	632	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	1.42	3.07	33.78	38.79
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	46,269,000	50,567,940	556,247,340	579,685,488
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	1,705,000	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	1,542,300	1,664,039	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	1,321,000	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	65,693,000	78,865,938	867,525,321	971,723,378
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	2,864,000	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	2,189,767	2,592,563	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	1,928,000	N/A	1,259,000	1,891,579
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	111,962,000	129,433,878	1,423,772,661	1,551,408,866
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	1,044,100	1,324,317	14,567,490	16,873,300
Dewatered	548,000	395,000	398,000	398,000	363,000	660,000	677,000	754,900	800,000	571,000	383,000	540,718	5,947,900	7,263,000
Digested Sludge Withdrawn	700,000	744,000	615,000	711,000	784,000	1,142,000	871,000	753,000	892,000	790,000	708,000	791,818	8,710,000	8,788,000
Customer Information													16,164	
New Sewer Service Accounts	7	34	-4	17	24	24	4	23	4	26	15	16	174	223
Permits Issued	25	18	31	22	83	21	11	17	6	20	7	24	261	247



PERSONNEL AND BENEFITS

Monday November 22, 2021 at 7:30 a.m.

Memorandum

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

ROLL CALL

Members Present: Committee Chair Jeff Kimbell, members Chuck Ryerson and Eric Hand. Others in attendance were Board member Michael McDonald, Utility Director Andrew Williams, Controller Cindy Sheeks, Insurance Agent Guy Vahle and Administrative Assistant Maggie Crediford.

PUBLIC COMMENT

There was no one present from the public.

SAFETY UPDATE

Mr. Williams said monthly tailgate training sessions continue. The Utility has gone almost a year without a lost time accident.

INSURANCE RENEWAL

Mr. Williams said staff received a quote from the Anthem IPEP (Indiana Public Employer's Plan) that seems to be the best fit for the Utility's staff. The Utility had received quotes from them in the past, but they weren't competitive. With the last two increases their numbers are much more favorable. The Anthem Affordable Care Act option would be the next closest consideration for the 2022 Health Insurance Plan. Mr. Williams recommended going to the Indiana Public Employer's Plan for the Utility's 2022 health insurance coverage. It keeps the maximum out of pocket costs under control. It offers a 12% premium decrease which would be about a \$38,000 per year savings to the Utility. The premiums for Individual coverage would decrease from \$769.77 to \$652.50; Employee and Spouse would decrease from \$1,616.53 to \$1,425.50; Employee and Children would decrease from \$1,385.59 to \$1,225.50 and Family coverage would decrease from \$2,232.31 to \$1,966.50 in yearly premiums. The single and family deductibles go up, but the max-out-of-pocket is lower. Both the IPEP plan and the ACA plan want a decision by December 1, 2021 which is before the Board meets again. Whichever way the Committee decides will be the way the Utility needs to proceed. Mr. Williams said he believes the coverage offered with the IPEP plan is as good as the current health insurance coverage. Mr. Kimbell said the IPEP plan looks very attractive for the Utility, Mr. Ryerson said he couldn't image choosing a different option.

Mr. Kimbell made a motion to approve joining the Anthem IPEP Health Insurance Plan by December 1, 2021 and recommending the Board ratify the approval at the December

Board of Trustees meeting. Mr. Ryerson seconded the motion, and it was unanimously approved.

Mr. Vahle asked what the Utility would like to do about the non-medical insurance. Mr. Williams and Ms. Sheeks said the Utility would be staying with the current plan through Mutual of Omaha.

ADJOURNEMENT

The meeting adjourned at 7:55 a.m.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Andrew Williams". The signature is written in a cursive, flowing style.

Andrew Williams
Utility Director



MEMORANDUM

To: Board of Trustees

From: Andrew Williams

Date: December 7, 2021

Subject: Health Insurance

The P&B Committee reviewed the health insurance quotes. The Anthem IPEP (Indiana Public Employer's Plan) was determined to be the best alternative for the Utility. The following is a summary of the quotes:

Anthem Legacy Renewal: 23.21% - rate relief was submitted
 Anthem ACA: 0.83 % over current (with higher deductibles)
 Anthem IPEP: 12.17% decrease for comparable coverage
 United Healthcare ACA: 5.73% over current (with higher deductibles)
 CIGNA: Declined to Quote
 All Savers: Declined to Quote

Carrier	Anthem	Anthem ACA	Anthem IPEP
Plan Name	Lumenos HSA Opt 3	PPO 69XN	BAHSA E2
Single / Family Deductible	\$2,500 / \$5,000	\$2,800 / \$5,600	\$3,000 / \$6,000
Coinsurance	100% / 0%	100% / 0%	100% / 0%
Out of Pocket Maximum	\$3,500 / \$7,000	\$3,800 / \$7,600	\$3,000/\$6,000
	Non-Network	Non-Network	Non-Network
Single / Family Deductible	\$5,000/\$10,000	\$8,400/\$16,800	\$6,000/\$12,000
Coinsurance	30%	50%	30%
Out of Pocket Maximum ¹	\$10,000 / \$20,000	\$11,400/\$22,800	\$6,000/\$12,000
Prescription Drugs:	After Deductible	After Deductible	After Deductible
Retail Copays	\$10 / \$30 / \$60 / 25% \$200 max	\$15 / \$60 / \$100 / \$400	Level 1 0% Level 2 10%
Mail Order Copays	\$10 / \$75 / \$180 / 25% \$200 max	\$38 / \$180 / \$300 / \$400	0%

	Monthly Premium	
	Current Rates	IPEP Rates
Single	\$ 769.77	\$ 652.50
EE/Spouse	\$ 1,616.53	\$ 1,425.50
EE/Children	\$ 1,385.59	\$ 1,225.50
Family	\$ 2,232.31	\$ 1,966.50

	Employee Monthly Premium		
	Current	IPEP	Annual Saving
Single	\$ 153.95	\$ 130.50	\$ 281.45
EE/Spouse	\$ 323.31	\$ 285.10	\$ 458.47
EE/Children	\$ 277.12	\$ 245.10	\$ 384.22
Family	\$ 446.46	\$ 393.30	\$ 637.94

Requested Action: Ratify the switch to the Anthem IPEP Blue Access PPO BAHSA E2.



BUDGET & FINANCE COMMITTEE

Friday, December 3, 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 and Engineering Manager Wes Merkle.

PUBLIC COMMENT

There was no one present from the public.

FINANCIAL STATEMENTS

Ms. Sheeks said commercial revenue will meet 2021 projections by the end of the year. The Utility is expected to meet other budget projections as well. There have been large payments made to Ace Technologies recently. They have haphazard billing practices and handle a lot of support at the plant and communication support at the lift stations, some of their invoices are being reworked.

Mr. Mills asked if the variance in Gain Loss Asset Disposal was from the sale of the old office building. Ms. Sheeks said it was.

BUDGETS

Operating Budget

Mr. Williams said the only change to the Operating Budget is a decrease to the health insurance line, which shows the savings the Utility will realize by switching to the Indiana Public Employers Plan. The deductibles will increase to \$500 for individuals and \$1000 for families, but the max-out-of-pocket is reduced by \$500 and \$1000 so once they hit the deductible, they also reach the max-out-of-pocket. With the decrease in family coverage with IPEP employees should save around \$630 for the year in premiums. Ms. Sheeks said the IPEP coverage is still with Anthem so people should not see a decrease in services or a need to change providers.

Mr. Mills asked if the numbers are from September or October and asked Ms. Sheeks to update the numbers to reflect balances as of November 30. Mr. Mills asked if the 8% change in gross wages in the 2022 budget was due to the addition of a new employee. Ms. Sheeks and Mr. Williams said the increase is because of the new employee as well as employee salary increases for next year.

Mr. McDonald asked what the step increase percentages are. Ms. Sheeks said it depends on the step, Mr. Williams said they range between 2.4% and 3%. Salaries at the bottom of a range are smaller and can reflect a larger percentage. Mr. McDonald asked if there

is an order of magnitude number based on the aggregate of overall salaries. Mr. Williams and Ms. Sheeks said they will compute the data and provide that information to the Board.

Capital Budget

Mr. Mills said he did not see anything surprising in the Capital Budget. Mr. Merkle said he provided the committee members with handouts showing the revised Capital Budget. At the top is a list of projects that will be completed in 2021. Plant expansion is ongoing and will roll into 2022. The Little Eagle Creek Interceptor project is slated for 2022 to accommodate approved development in the northwest corner of TriCo's service area. There are some LS pump replacements scheduled for 2022, Staff will be rebuilding the pump at Lift Station 8. New generators will be installed at Stations 11, 14, 26 and 10. Overall capital spending is up from the previous year. Also, future projects have had their budgets adjusted to reflect the current economic climate and costs associated with goods and services. Vehicle replacements have been slotted for every year instead of every other year. Pump and control panel replacement schedules have been updated.

Mr. Merkle highlighted changes made to the budget since the committee reviewed it in October. Lift Station 2, Pump 3 is being upgraded because of its inefficiency, and costly repairs needed. Mr. Williams said the technology for the new pumps reduces the need for macerators which can be costly to purchase and maintain.

Mr. McDonald asked for an update on the Plant Expansion Project. Mr. Merkle said the contractors are starting to pave. They will begin at the back of the plant and work towards the front. The surface paving will probably take place in the spring due to weather and temperatures. The base should be laid this year.

ORDINANCE 12.13.2021 CROSSFIELDS SURCHARGE

Mr. Mills said he is listed twice, and Mr. Hill was omitted from the signature page for the Ordinance. Staff said the Ordinance will be updated for the Board meeting. Mr. Mills asked if the customers are aware of the surcharge. Mr. Williams said there have been discussions with the property owners. Mr. Merkle said it was part of the negotiations and the property owners have signed an agreement. Mr. Williams said the first reading of the Ordinance will be at the December 13, 2021 Board meeting. There will be a public hearing and second reading for the Ordinance at the January 10, 2022 meeting. Ms. Sheeks asked if the property owners have an expectation as to when the surcharge will be seen on their bills. Mr. Merkle said yes. Ms. Merrill asked when the property owners will begin seeing the surcharge. Ms. Sheeks said it will begin on the February 1, 2022 bill. Mr. Mills asked if homeowners have the option to pay the entire amount at once as opposed to \$18.93 per month. Ms. Sheeks said they can pay it all at once if they would prefer. Mr. Williams said that total would be \$1,135.64 per parcel.

TRAVEL AND EXPENSE REIMBURSEMENT POLICY

Ms. Merrill said the update on the travel reimbursement policy is to pay a total dollar amount per day instead of total amounts per meal, with provided receipts. Ms. Merrill said the update makes sense. The Committee will recommend the Board approve the updates to the Travel and Expense Reimbursement Policy.

OTHER BUSINESS

The Committee discussed updates on service expansion opportunities.

Mr. McDonald asked if Mr. Merkle had any idea how far into 2022 the Plant Expansion Project would run. Mr. Merkle said substantial completion will be by the end of January. Surface pavement and grass seeding will happen in the spring. Ms. Merrill asked what the original target completion date was for the project. Mr. Mills and Mr. Merkle said October 2021. The project is still projected to come in under the original budgeted amount.

ADJOURNMENT

The meeting was adjourned at 8:13 a.m.

Respectfully Submitted

A handwritten signature in cursive script that reads "Cindy Sheeks".

Cindy Sheeks
Controller



MEMORANDUM

To: Board of Trustees

From: Andrew Williams

Date: December 7, 2021

Subject: Ordinance 12.13.2021 Crossfields Surcharge

In order for the Utility to accept dedications of private sewer lines in Crossfields Subdivision, easements were required and line maintenance was needed to bring the system up to standards. The property owners agreed to pay the costs. This Ordinance establishes the surcharge for these parcels.

Requested Action: Hold the first reading of the Ordinance and direct staff to publish the notice for a public hearing at the January Board meeting.

ORDINANCE NO. 12.13.2021

An Ordinance to pay for costs associated with the creation of easements and the repairs to the sewer infrastructure in order to meet dedication requirements for sewers providing service to parcel #'s 17-09-32-00-01-013.000, 17-09-32-00-01-011.000, 17-09-32-00-01-012.000, 17-09-32-00-01-042.000, 17-09-32-00-01-027.000, 17-09-32-00-01-014.000, 17-09-32-00-01-043.000, 17-09-32-00-01-041.000, 17-09-32-00-01-029.000, 17-09-32-00-01-028.000, also identified as Crossfields Lots 10, 11, 12, 13, 83, 84, 85, 97, 98, and 99; and Parcel # 17-09-32-00-00-007.000; in Hamilton County, Indiana; provisions for financing of payment and other matters connected therewith.

WHEREAS, the Board of Trustees of the TriCo Regional Sewer Utility heretofore approved the acceptance of the dedication of private sewer lines that provided sewer service to an area within Crossfields commonly known as 2490, 2495, 11880 and 11910 Durbin Drive and 2420, 2440 and 2460 Scarborough Lane, 2430, 2445, 2460 Crossfields Ct., and 2410 W. 116th St. (not in Crossfields).

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TRICO REGIONAL SEWER UTILITY, Indiana, that:

Section 1. Applicable Fees and Charges.

Every person whose premises are within Parcels as stated above, served by the sewage works of the Utility is charged the monthly user charge in the amounts and in the manner provided for by the Utility AND shall be assessed a surcharge associated with the cost of the creation of easements and the repairs to the sewer infrastructure in order to meet dedication requirements.

The total cost is \$12,492.07 and will be divided equally between the said parcels and result in a \$1,135.64 assessment to each parcel. A monthly surcharge of \$18.93 will be added to the monthly sewer bill for the above specified parcels for a period of 60 months or until payment of the assessment is made in full.

Section 2. Severability.

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 3. Effective Date.

This Ordinance shall be in full force and effect from and after its passage.

PASSED AND ADOPTED by the Board of Trustees of TriCo Regional Sewer Utility on the
____ day of _____, 20____.

<u>BOARD OF TRUSTEES:</u>	<u>Approve</u>	<u>Oppose</u>	<u>Abstain</u>
_____ 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"/>
_____ Jeff Hill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Chuck Ryerson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Amanda Foley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Jeffrey Kimbell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST:

Andrew Williams
Utility Director



MEMORANDUM

To: Board of Trustees

From: Andrew Williams

Date: December 9, 2021

Subject: 2022 Proposed Operating Budget

The proposed 2022 Operating Budget is attached for your review. While 2021 was another unusual year with the ongoing pandemic, unstable employment sector, inflation, and the continuing plant expansion construction, TriCo has fared well. Residential sales are trending to be right at budget at \$5,060,000 and after starting off the year below estimates have caught up and will coming is around \$2,550,000, \$150,000 over budget. The 2021 Operating income is projected to be \$1,962,000, slightly over the budgeted amount of \$1,995,000. For the 2022 Budget, we are showing a 1.8% increase in Residential sales and keeping Commercial sales at \$2,400,000.

The Gross Wages for 2022 have been calculated using the Step Chart and the approved 5.0% COLA/Market adjustment. It also includes the addition of the Laborer position for 2022.

The Employee Insurance line reflects a 12% decrease in the premium, since we were able to join the Indiana Public Employers Plan with Anthem.

In summary, we are projecting an Operating Income of \$1,995,420 for 2022. This is without an increase in user rates.

Revision 12.10.21	TriCo 2022 Preliminary Budget	2019 Actuals	2020 Actuals	Approved 2021 Budget	2021 YTD Actuals (Nov)	2021 Projected	Proposed 2022 Budget	% Change Budget 2021 - 2022	% Change 2021 Proj to 2022 Budget
	REVENUES					0.92%			
4001-1	Sales - Residential	4,935,129	5,009,908	5,060,000	4,673,790	5,060,000	5,150,000	1.8%	1.8%
4003-1	Sales - Commercial	2,613,029	2,440,832	2,400,000	2,402,528	2,550,000	2,400,000	0.0%	-5.9%
4005-1	Late Charges	97,177	76,175	100,000	70,051	76,142	75,000	-25.0%	-1.5%
4007-1	Applications Fees	68,493	50,846	65,000	55,735	65,000	60,000	-7.7%	-7.7%
4009-1	Plan Reviews, Inspections, Misc. Revenue	67,748	28,177	25,000	40,300	41,000	25,000	0.0%	-39.0%
4501-1	Interest - Investments	41,000	44,498	-	-	-	-		
4503-1	Interest - Banking	152,756	249,422	100,000	123,711	130,000	50,000	-50.0%	-61.5%
4507-1	Bank Fees	(240)	(1,980)	(2,000)	(2,256)	(2,300)	(1,000)	-50.0%	-56.5%
4601-1	Interest - by project	2,245	1,659	500	1,074	1,100	350	-30.0%	-68.2%
4701-1	Customer Fees & Reimbursements	60,868	(1,143)		-	-			
4801-1	Gain/Loss on Asset Disposal	7,351	533,551		90,598	90,598			
4901-1	Misc Income/Expense	1,561	0		1,749	1,749			
	TOTAL REVENUES	8,047,116	8,431,944	7,748,500	7,457,281	8,013,289	7,759,350	0.1%	-3.2%
	EXPENSES								
5001-1	Gross Wages	1,505,188	1,605,122	1,660,726	1,516,180	1,680,000	1,805,039	8.7%	7.4%
5003-1	Other Employee Exp	45,235	34,002	16,000	19,359	20,000	16,000	0.0%	-20.0%
5005-1	Retirement Plan - Hoosier START	148,767	158,719	166,073	151,343	168,000	178,404	7.4%	6.2%
5007-1	Employee Insurance	356,877	364,136	391,236	378,770	399,000	341,669	-12.7%	-14.4%
5009-1	Taxes (Employer FICA)	108,066	115,332	127,046	107,524	127,046	138,085	8.7%	8.7%
5103-1	Professional Education	15,040	15,456	20,000	15,684	19,000	20,000	0.0%	5.3%
5105-1	Board Member Fees	17,930	16,500	19,000	13,750	16,000	19,000	0.0%	18.8%
5107-1	Board Expense	1,534	1,678	1,500	969	1,500	1,500	0.0%	0.0%
5109-1	Consulting	56,920	49,601	50,000	12,352	17,000	50,000	0.0%	194.1%
5111-1	Computer Expenses/Consultants	182,377	244,499	240,000	168,474	183,124	240,000	0.0%	31.1%
5113-1	Insurance	112,519	126,952	120,000	85,362	120,000	120,000	0.0%	0.0%
5115-1	Accounting Fees	18,766	1,200	5,000	3,145	3,418	5,000	0.0%	46.3%
5117-1	Legal Fees	28,778	27,173	35,000	15,012	20,000	35,000	0.0%	75.0%
5119-1	Engineering Fees	4,392	16,244	25,000	1,260	6,000	25,000	0.0%	316.7%
5125-1	Professional Affiliations	7,930	4,639	7,000	4,119	6,500	7,000	0.0%	7.7%
5127-1	Travel & Mileage	6,791	4,722	7,000	6,093	6,700	7,000	0.0%	4.5%
5129-1	Collection	267	5,430	13,000	3,664	4,000	13,000	0.0%	225.0%
5131-1	Billing Service Contracts	100,853	90,953	100,000	107,982	110,000	103,700	3.7%	-5.7%
5133-1	Bad Debt Expense	1,149	472	2,000	1,403	1,900	2,000	0.0%	5.3%
5135-1	Office Expense	10,831	18,510	10,000	20,808	22,000	15,000	50.0%	-31.8%
5137-1	Postage Expense	57,803	60,716	60,000	63,515	66,573	68,000	13.3%	2.1%

Revision 12.10.21	TriCo 2022 Preliminary Budget	2019 Actuals	2020 Actuals	Approved 2021 Budget	2021 YTD Actuals (Nov)	2021 Projected	Proposed 2022 Budget	% Change Budget 2021 - 2022	% Change 2021 Proj to 2022 Budget
5139-1	Office Services	45,891	54,573	60,000	49,930	55,000	60,000	0.0%	9.1%
5141-1	Customer Outreach & Education	18,664	6,336	25,000	15,535	19,000	25,000	0.0%	31.6%
5201-1	Treatment - Carmel WWTP	1,123,762	1,088,794	1,200,000	970,313	1,054,688	1,000,000	-16.7%	-5.2%
5203-1	Sewer Sampling & Lab	53,111	61,924	60,000	65,837	66,000	60,000	0.0%	-9.1%
5205-1	Biosolids Disposal	154,305	158,734	165,000	151,713	164,906	215,000	30.3%	30.4%
5207-1	Plant R & M	183,443	179,528	180,000	273,082	280,000	190,000	5.6%	-32.1%
5209-1	Utilities - WRRF	306,900	312,472	320,000	306,781	334,670	365,000	14.1%	9.1%
5211-1	Operating Supplies - WRRF	35,647	36,448	30,000	23,057	25,061	30,000	0.0%	19.7%
5213-1	Safety Materials & Training	14,434	14,133	15,000	15,075	15,200	15,000	0.0%	-1.3%
5215-1	IDEM Permits	10,180	10,180	15,500	10,382	10,382	15,500	0.0%	49.3%
						-			
5301-1	Lift Station R & M	141,442	166,746	135,000	171,035	175,000	135,000	0.0%	-22.9%
5303-1	Line Maintenance	38,720	58,000	35,000	28,089	30,531	35,000	0.0%	14.6%
5305-1	Line Repair	29,674	17,285	50,000	33,628	37,000	50,000	0.0%	35.1%
5307-1	Equipment Repair	27,295	10,784	18,000	26,050	28,000	20,000	11.1%	-28.6%
5313-1	Vehicle R & M	9,825	10,045	15,000	54475	55,000	20,000	33.3%	-63.6%
5315-1	Fuel	23,156	18,855	20,000	25,071	27,000	24,000	20.0%	-11.1%
5317-1	Utilities - Lift Stations	186,367	170,684	195,000	178,318	193,824	195,000	0.0%	0.6%
5319-1	Operating Supplies - Sewer System	12,704	23,494	20,000	16,915	17,500	20,000	0.0%	14.3%
5321-1	Manhole R&M	65,322	57,237	66,000	28,195	30,000	66,000	0.0%	120.0%
5322-1	Televising	29,660	25,394	40,000	33,361	40,000	40,000	0.0%	0.0%
5323-1	Uniforms & Shop Towels	12,555	8,689	13,000	11,925	13,000	13,000	0.0%	0.0%
	Total Operating Expenses	5,357,875	5,494,725	5,753,080	5,185,532	5,669,524	5,803,897	0.9%	2.4%
	OPERATING INCOME	2,689,241	2,937,219	1,995,420	2,271,749	2,343,765	1,955,453	-2.0%	-16.6%
	Bond Interest		463,320	530,955	442,463	530,955	463,320		
	Bond Principal Payment								
5901-1	Depreciation	3,920,757	4,239,953	4,244,048	3,876,038	5,281,930	4,244,048	0.0%	-19.6%
5911-1	Amortization of CIAC	(3,801,084)	(3,506,664)	(3,506,664)	(2,722,120)	(3,810,968)	(3,506,664)	0.0%	-8.0%
	TOTAL EXPENSES	5,477,548	3,207,189	6,490,464	6,781,913	7,671,441	6,541,281	0.8%	-14.7%
	Net Surplus (Deficit)	2,569,568	1,740,610	727,081	675,369	341,848	1,218,069	67.5%	256.3%
	DEBT SERVICE PAYMENT								
	Bond Interest - Plant Expansion			530,955		530,955	514,856		
	Bond Principal Payment - Plant Expansion			600,000		600,000	850,000		



MEMORANDUM

To: Board of Trustees
From: Cindy Sheeks
Date: December 7, 2021
Subject: Travel Reimbursement Policy Update

The District has an employee travel reimbursement policy that has not been updated since 2012. The proposed change eliminates the daily allotment for specific meal and combines them into a daily maximum reimbursement of \$55.00 plus tips with accompanying receipts.

The P&B Committee is recommending the approval of the revised policy.

Requested Action: Approve the attached policy.



TriCo Regional Sewer Utility

DRAFT UPDATE

Title **Travel and Expense Reimbursement Policy**

Effective Date December 13, 2021

Policy

Utility employees will be reimbursed for expenses incurred while away on district business. The purpose of this policy is to highlight allowable travel expenses. While away from home, the intent of this policy is that a standard of living be sustained comparable to what is normally maintained under conventional living conditions. No employee should suffer a financial loss nor produce a personal gain as a result of being on district business. Expenses of a personal nature are not reimbursable.

Below are examples of general travel guidelines and allowable travel expenditures. They are not intended to be all-inclusive.

Hotel Accommodations

While traveling on utility business, employees are encouraged to stay in good hotels. Premium accommodations should be avoided unless no other suitable arrangements are available or special circumstances justify their use. Overnight travel requires prior approval of the Utility Director.

Air Transportation

Coach class is the standard for domestic air travel. Reservations should be made early to obtain the lowest rates. The Utility Director must approve any air transportation expenses before a reservation is made.

Automobile Transportation

The Utility maintains a fleet of vehicles and employees are required to use a utility vehicle for same-day or in-state travel if a vehicle is available unless special circumstances justify using a personal vehicle. A utility vehicle should also be used for out-of-state travel if available and practical. Rental cars should only be used when necessary. Travel between an airport and seminar/meeting location should be made in the most reasonable manner, usually by shuttle or taxi.

Mileage will be reimbursed when using a personal vehicle to attend a full-day seminar or meeting if it exceeds the mileage for a normal daily commute between home and work. The mileage reimbursement rate will be the IRS mileage rate in effect at the time of travel.

The mileage reimbursement rate covers all expenses related to the use of a personal vehicle including but not limited to fuel, maintenance and insurance. The Utility is not

responsible for any expenses that may be incurred as the result of an accident when an employee is using a personal vehicle while on company business.

Meals

Business meals will be reimbursed based on the actual cost of the meal and a reasonable gratuity (generally around 15%). Excessive gratuities will be considered personal expenses and will not be reimbursed above the reasonable limit. Expenses for alcoholic beverages are considered personal and are not reimbursable. The meal reimbursement limit not including tips is listed below but may be adjusted when staying in high-cost areas such as Chicago, Los Angeles, or New York:

Not to exceed \$55 plus tips. Receipts required for reimbursement.

Breakfast will not be provided on the first day of travel unless an employee is required to leave home more than two hours earlier than normal. Dinner will not be provided unless the employee cannot reasonably return home less than two hours later than normal.

Miscellaneous Expenses

Personal telephone calls should be made on Utility provided/reimbursed cell phones when traveling on utility business. In the event the employee does not have a cell phone, a reasonable amount (one or two per day) of personal calls is reimbursable.

Expenses incurred by a spouse while traveling with an employee are not reimbursable.

Receipts

All original receipts must accompany a claim for reimbursement. In certain circumstances (such as a taxi) receipts are not furnished. In these situations, the reimbursement request must clearly explain the nature of the charge and why a receipt was not provided.

Reimbursement for Expenses

The employee should complete an Expense Reimbursement Form within seven days after completion of their travel. List expenses that were prepaid in the "Comments" section so the entire cost of the trip will be available. After attaching the original receipts and getting the supervisor's approval, send the form to Accounting for processing. Expense checks will be generated by the first business day after receipt of the expense form.



CAPITAL & CONSTRUCTION MEETING

Monday December 6, 2021 at 4:30 p.m.

Memorandum

Mr. Pittman Called the meeting to order at 4:39 p.m.

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

PUBLIC COMMENT

There was no one present from the public.

CAPITAL BUDGET

Mr. Merkle highlighted changes made to the Capital Budget since the last meeting. The Plant Expansion Project will roll into 2022. The biosolids building expansion budget has been increased to account for rising construction costs. Lift Station 1 Wet Weather Pump Replacement budget was increased to include replacement of pipe and pump bases in the wet well. Lift Station 2 Pump 3 Replacement was moved up due to inefficiency and the ability to eliminate macerators that are due for costly repairs. Several projects scheduled to start in 2022 were reviewed.

Ms. Foley said the Lennar project in the area of the Little Eagle Interceptor project was denied by the Town of Zionsville and asked how that will affect the Little Eagle Creek Interceptor Project. Mr. Merkle said the Arbor Homes project is still moving forward and needs to be serviced. Mr. Merkle explained the proposed land use plan calls for development along Michigan Road west of the Arbor project, and sewer service will eventually be needed west of Arbor. While the Lennar project was denied, other developers are looking at the area. Mr. Pittman said TriCo will run the sewer lines to the eastern edge of the Arbor Homes project, and Arbor will take sewers through their project which will leave the sewers in place for the next property to connect to when it is developed. Ms. Foley asked if the Utility is put in a financial bind with the Lennar project not developing at this time. Mr. Merkle said this could create a challenge if there is a gap between the next development and the Arbor project, which could require an offsite sewer extension. Mr. Pittman said if the developer extends the sewers, they could receive a credit from the Utility for the construction of the offsite infrastructure.

Mr. Hand asked if the denial of the Lennar project means that the route of TriCo's Little Eagle Interceptor project would not change. Mr. Merkle said yes that was correct.

Mr. Merkle asked Mr. Pittman if The Farm project is moving forward. Mr. Pittman said it is and approval has been received for the first 400 apartments to be developed. Mr.

Merkle said Lift Station 16 will get relocated and rebuilt as part of The Farm Project. Mr. Williams said it will be a benefit to the Utility to have that lift station relocated to a more accessible location. Mr. Merkle noted the rebuilt station will have buildout capacity.

There are pump replacements scheduled for Lift Stations 18 and 20 in the Mayflower Park area as well as Lift Station 21 in High Grove. The dollar amounts for these projects were increased to cover replacement of wet well piping.

Biosolids Building lighting and HVAC work will be included in the building addition project as it makes sense to do them at the same time as construction.

There is a camera truck slated for purchase in 2023. Mr. Williams noted the camera equipment has been extensively used by staff and will need to be replaced soon, as timing will come down to when repairs become too costly to justify.

The extension of a larger force main from Jackson's Grant to 111th Street is scheduled to start in 2022 as capacity is needed at Lift Station 26.

Mr. Merkle presented an updated map of the service area showing project locations.

Mr. Hand asked for confirmation that the proposed budget is limited to needs within TriCo's current service area. Mr. Merkle confirmed the budget numbers only consider TriCo's current service area. Mr. Hand noted a large drop off in projects and spending in a few years. He asked if consideration needs to be made for unidentified projects as the plant and collection system ages. Mr. Merkle explained staff worked extensively to schedule out replacement of major equipment reaching the end of its service life. The capital budget includes money for unforeseen repair, replacement, and improvements. These items are used to replace failed equipment, which sometimes happens, or relocation of a sewer to accommodate a short notice road improvement project.

The Committee discussed updates on potential service opportunities that may exist outside TriCo's current service area.

OTHER BUSINESS

Mr. Williams said he and Mr. Mills met with Zionsville Town Councilor Brian Traylor to discuss TriCo and our existing service area in Union Township which is the area Mr. Traylor represents.

Mr. Williams said he spoke with Hamilton County Commissioner Christine Altman regarding sewer needs in Hamilton County.

Mr. Williams discussed the need for speed humps on Mayflower Park Drive. The Mayflower Park Drive Association has requested TriCo pay for the cost of the speed humps since it does not participate in the maintenance of the street. TriCo has an access easement on Mayflower Park Drive but is not required to be part of the Association. Staff

will have an engineering firm to do the design. Mr. Williams will add it to the capital budget for Board approval on December 13, 2021.

Mr. Hill asked if the Committee needs to revisit pricing for any of the projects due to rising inflation costs. Mr. Merkle said he has already adjusted the budget for inflation.

Mr. Williams informed the Committee of the recently stolen equipment out of the barn. A police report was filed with the Zionsville Police Department. Staff reviewed available surveillance video but did not see the mower or other stolen items leave the property. Mr. Watkins is looking into more electronic storage for surveillance video. The insurance company would not pay a claim on the replacement value without a receipt for the purchase of new equipment, so the mower has been replaced. The barn has been secured and no one other than TriCo staff now has access.

ADJOURNMENT

The meeting adjourned at 5:41 p.m.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Wes Merkle', is written over the printed name.

Wes Merkle
Engineering Manager

2022 Capital Budget

CAPITAL BUDGET LAST UPDATED 12/2/2021

See project fact sheets for more information on individual projects

											Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10		
Project Location No.	Project	Near-term Priority	Year needed Earliest	Year needed Latest	Year Budgeted	Manager In Charge	Funding Source	2021 Budget	2021 Total Projected Spending	2021 spending rest of the year	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Note	Change from 2021 Approved Capital Budget to 2022 Draft Capital Budget
WRRF	Michigan Road Water Resource Recovery Facility																					
	1902	WRRF Expansion	High	2020	2021	2019-21	WM	Bond Proceeds	\$ 8,000,000	\$ 7,700,000	\$ 2,600,000	\$ 200,000									Bonds to be paid back by Plant Expansion, Operating, and Reserve for Replacement funds. See separate breakdown included in fund projections.	Change order contingency reduced. Some work will carry over to 2022
	1906	WRRF Outfall Sewer Expansion	High	2018	2019	2018-21	WM	Plant Expansion		\$ 990,000	\$ 130,000											Construction complete in 2021
	1910	WRRF Office Unification	High	2019	2020	2019-21	WM	Operating		\$ 275,000	\$ 15,000											Construction complete in 2021
	2203	Biosolids building addition	High	2020	2022	2022	WM	Operating	\$ 150,000	\$ -	\$ -	\$ 200,000									Climate controlled storage vactor truck & equip	Moved to 2022
		Pretreat building/Mayflower landscape	Medium	2022	2022	2022	WM	Operating			\$ 60,000										Screen building along Mayflower Pk Dr w trees & shrubs	Added project
		Plant signage, Office outreach displays & accoustic improvements	High	2021	2022	2022	WM	Operating				\$ 40,000										Added project
	2601	WRRF Belt filter press replacement	Low	2025	2027	2025-27	WM	Reserve for Replacement					\$ 150,000	\$ 2,100,000								
		Plant Pump Replacements	High	2021	2023	2022	SW	Reserve for Replacement				\$ 80,000									Replacement pumps for the digesters, lift station and scum station.	Added project
		Clarifier 4 scum collection upgrade	Medium	2022	2027	2026	WM	Reserve for Replacement						\$ 150,000							Convert to a full radius scum beach	Added project
		Replace Clarifier 4,5,6 unitube headers	Low	2026	2030	2026	WM	Reserve for Replacement						\$ 100,000							Replace equipment due to deterioration	Added project
		Annual Plant Improvement & Repair Projects				annual	SW	Operating	\$ 150,000	\$ 63,185	\$ 8,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	Typical annual expenditures	
LS 1	Carmel Creek																					
	1802	Haver Way Sewer Reconstruction	High	2018	2021	2020-21	WM	Interceptor	\$ 250,000	\$ 640,000	\$ -											Construction complete in 2021
	2004	LS 1 Generator Replacement	High	2020	2021	2020-21	WM	Reserve for Replacement	\$ 350,000	\$ 330,000	\$ -											Construction complete in 2021
	2201	LS 1 Replace wet weather pumps	High	2020	2022	2022	WM	Reserve for Replacement				\$ 275,000									Replace equipment at the end of its service life.	
		LS 1 Replace/upsize dry weather pumps	Low	2027	2030	2030	WM	Reserve for Replacement											\$ 150,000		Replace equipment at the end of its service life.	Added project
LS 2	Meridian Corridor																					
	2002	LS 2 Odor Control System Replacement	High	2019	2021	2020-21	WM	Reserve for Replacement	\$ 250,000	\$ 270,000	\$ 25,000											Construction complete in 2021
		Fence Replacement and Added Trees	Medium	2021	2022	2021	AS	Reserve for Replacement	\$ 50,000	\$ 54,000	\$ 54,000											Construction complete in 2021
	2801	106th Street Parallel Force main (LS 2 to Ditch Road)	Low	2024	2028	2028	WM	Interceptor									\$ 1,900,000				Timing is based on when capacity is needed.	Project moved to 2028
		LS 2 Replace Pump 3	High	2022	2030	2028	WM	Reserve for Replacement				\$ 100,000									Replace equipment near the end of its service life, eliminate macerators and reduce power consumption.	Added project
LS 3	Northern Heights																					
		Pump Replacement	Low	2029	2033	2031	AS	Reserve for Replacement												\$ 60,000	Replace equipment at the end of its service life.	Added project
LS 5	Spring Mill Streams																					
	2701	Interceptor extension & lift station elimination	Low	2022	2033	2027	WM	Interceptor							\$ 500,000						Combine this project with the LS19 elimination project.	Project moved to 2027
LS 6	Waldon Pond																					
	2401	Interceptor extension & lift station elimination	Medium	2020	2028	2022-23	WM	Interceptor					\$ 50,000	\$ 900,000							Timing is development driven. Some 99th St residents have requested sewer service recently.	Project moved to 2024
LS 7	Laurelwood Sub																					
		Pump replacements	Low	2025	2028	2028	AS	Reserve for Replacement									\$ 40,000				Replace equipment at the end of its service life.	
LS 8	Laurelwood																					
	2202	LS 8 Reconstruction + new force main to 106th St	High	2020	2022	2021-23	WM	Operating	\$ 75,000	\$ -	\$ 25,000	\$ 1,400,000	\$ 275,000								Wet weather capacity needed. Scope is pending force main troubleshooting and I&I removal	Costs adjusted & project moved back partial year
LS 9	Towne Road																					
		Pump & control panel replacement	Low	2029	2032	2030	AS	Reserve for Replacement											\$ 110,000			
LS 10	Michigan Road																					
	2301	LS 10 Replace pumps, wet well piping, controls, backup generator	High	2020	2023	2022-23	WM	Reserve for Replacement	\$ 50,000	\$ -	\$ -	\$ 75,000	\$ 1,100,000								Wet weather capacity needed. Scope is pending force main troubleshooting	Costs adjusted & project moved back a year
LS 11	Boone County																					
	1911	Pump and control panel replacement	High	2019	2021	2020-21	WM	Reserve for Replacement	\$ 175,000	\$ 100,000	\$ 5,000											Construction complete in 2021
		LS 11 Added Meter Vault	High	2022	2022	2022	WM	Reserve for Replacement				\$ 25,000									Existing meter location is not effective	Added project
	2204	Backup generator	Medium	2022	2025	2022	WM	Operating				\$ 100,000									Location has occasional outages with little storage and time for emergency response	
LS 12	Kingsmill																					
		(no projects)																				
LS 14	Austin Oaks																					
	1901	Parallel force main extension	High	2018	2020	2018-20	WM	Interceptor	\$ 900,000	\$ 90,000	\$ 90,000											Construction complete in 2021
	2205	LS 14 Generator & control upgrades	Medium	2019	2022	2022	WM	Reserve for Replacement				\$ 300,000									Replace equipment at the end of its service life.	
		Pump Replacement	Medium	2022	2034	2024	WM	Reserve for Replacement					\$ 125,000								Based on repair history staff does not expect pumps to last expected 20 years in service	Added project
	2101	LEC Interceptor extension	High	2019	2022	2021-22	WM	Interceptor	\$ 100,000	\$ 90,000	\$ 65,000	\$ 1,150,000									Extend service to multiple developments	Costs adjusted to reflect updated study
LS 16	Zionsville Presbyterian																					
	2208	LS 16 Replacement/relocation	High	2022	2023	2022-23	WM	Interceptor	\$ 200,000	\$ -	\$ -	\$ 700,000	\$ 300,000								Timing is development driven.	Costs adjusted & project moved back a year
LS 17	Zion Hills																					
		LS 17 Upsize Impellers	High	2022	2022	2022	WM	Interceptor				\$ 30,000									Additional capacity needed	Added project
	2501	LS 17 Pump & electrical upgrades	Low	2022	2025	2025	WM	Reserve for Replacement					\$ 1,500,000								Timing is based on when capacity is needed.	
LS 18	Train Express																					
		Pump replacements	Medium	2022	2022	2022	AS	Reserve for Replacement				\$ 40,000									Replace pumps at the end of their service life.	
LS 19	Village of West Clay																					
	2701	Interceptor extension & lift station elimination	Low	2022	2028	2027	WM	Interceptor						\$ 1,500,000							Combine this project with the LS5 elimination project.	Project moved to 2027
LS 20	Mayflower Park																					
		Pump replacement	Medium	2022	2022	2022	AS	Reserve for Replacement				\$ 40,000									Replace equipment at the end of its service life.	
LS 21	High Grove																					
		Pump replacement	High	2022	2022	2022	AS	Reserve for Replacement				\$ 50,000									Replace equipment at the end of its service life.	Added project
	2901	Interceptor extension & lift station elimination	Low	2022	2035	2029	WM	Interceptor										\$ 700,000			Timing is development driven - unlikely to move forward soon due to recent property acquisition.	Project moved to 2029
LS 22	North Augusta																					
		(no projects)																				
LS 23	126th Street																					
	2302	LS 23 Pump & electrical upgrades	High	2022	2023	2022	WM	Reserve for Replacement				\$ 25,000	\$ 400,000								Additional capacity needed	Cost adjusted/start design in 2022
LS 24	Parkwood West																					
		Pump & control panel replacement	Low	2025	2028	2025	WM	Reserve for Replacement					\$ 100,000								Replace equipment at the end of its service life.	
LS 25	Towne Oak Estates																					
		Pump replacement	Low	2029	2032	2029	AS	Reserve for Replacement										\$ 40,000			Replace equipment at the end of its service life.	
LS 26	Jacksons Grant																					
	2206	LS 26 Backup Generator	Medium	2022	2025	2022	WM	Operating				\$ 175,000										Project broken out into 3 parts
	2207	LS 26 Parallel Force Main	High	2022	2023	2022-23	WM	Interceptor	\$ 100,000	\$ -	\$ -	\$ 1,000,000	\$ 700,000								Additional capacity needed	Project broken out into 3 parts & moved back
	2702	LS 26 Additional pumps & controls	High	2022	2028	2027	WM	Interceptor							\$ 150,000						Install added pumps when LS 5/19 are tied in	Project broken out; added pumps moved to '27
LS 27	Haver Way																					
		(no projects)																				
General collection system projects																						
		Annual Misc. Repairs, Replacements & Line Relocations	Medium			annual	AS	Reserve for Replacement	\$ 175,000	\$ 18,000	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	Repairs are made as problems are found during televising.	
	2003	Lakewood Gardens, Williams Creek Farms, Woodhaven and Timber Ridge Sewer Extension	High	2020	2020	2020	WM	Interceptor	\$ -	\$ 60,000	\$ -											Construction complete in 2021

2022 Capital Budget

CAPITAL BUDGET LAST UPDATED 12/2/2021

See project fact sheets for more information on individual projects

				Year	Year					Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10						
Project	No.	Project	Near-term	needed	needed	Year	Manager In			2021 Total											Change from 2021 Approved Capital Budget to 2022				
Location			Priority	Earliest	Latest	Budgeted	Charge	Funding Source	2021 Budget	Projected Spending	2021 spending rest of the year	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Note	Draft Capital Budget		
	2103	Long Brook, Bridlewood, 500S, US421, 136th St and Countrywood Sewer Extension	Medium	2021	2021	2021	WM	Interceptor	\$ 300,000	\$ 420,000	\$ 350,000											Board approved several added ELSE projects to original scope of work	Construction complete in 2021		
		Future Sewer Extension Projects	Medium			annual	WM	Interceptor				\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000						Extend service into unsewered areas	Future estate lot sewer extensions		
Equipment																									
		Vehicles	Medium			varies	DW	Operating					\$ 30,000	\$ 30,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	Scheduled Replacement of Aging Vehicles	Increased annual budget		
		Laboratory Equipment	Medium			varies	SW	Reserve for Replacement					\$ 5,000		\$ 5,000		\$ 5,000		\$ 5,000	\$ 5,000	\$ 5,000	Replacement and Upgrades to Lab equipment			
		Future annual equipment and software purchases	Medium					Reserve for Replacement					\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	Annual capital purchases needed to maintain operations.	Increased annual budget to reflect typical annual expenses		
		(2) 240/480 Selectable portable Gensets	Medium	2019	2023	2021	AS	Reserve for Replacement				\$ 230,000										Existing Generators are from 1985 & 1992			
		Lateral Push Camera	Medium	2021	2022	2021	AS	Reserve for Replacement	\$ 11,000	\$ 9,000	\$ -											Replace existing camera, heavy use on cross-bores	Added to budget		
		Vehicle - F-450 W/Utility Body	High	2021	2023	2021	AS	Operating	\$ 60,000	\$ 48,000	\$ -											Trade-in 2 trucks for a specialty vehicle	Added to budget		
		SCADA Switch Upgrades	High	2021	2021	2021	SW	Reserve for Replacement	\$ 25,000	\$ -	\$ -											Replace existing switches with gigabit switches	Added to budget		
		Odor Loggers	Medium	2021	2021	2021	SW	Reserve for Replacement	\$ 5,000	\$ 5,341	\$ -											New bluetooth odor loggers	Added to budget		
		HACH Laboratory Software	Medium	2021		2021	SW	Operating	\$ 40,000	\$ 31,000	\$ -											Software to assit operations of the plant and lab	Added to budget		
		Air Monitor	High	2021	2021	2021	SW	Reserve for Replacement	\$ 5,000	\$ 4,116	\$ -											Replacment air monitor for safety	Added to budget		
		Rack UPS Replacement	High	2021	2021	2021	SW	Reserve for Replacement	UPS	\$ 4,831	\$ -											Replace the old rack UPS	Added to budget		
		Replacment NAS	High	2021	2021	2021	SW	Reserve for Replacement	\$ 12,000	\$ 11,867	\$ -											Replacment NAS (POSM and security videos)	Added to budget		
		Redundant Firewall	Medium	2021	2021	2021	SW	Reserve for Replacement	\$ 5,000	\$ 5,665	\$ -											A back up firewall for redundancy during updates or failures	Added to budget		
		LS1 ARV Replacement Project	Medium	2022	2204	2023	AS	Reserve for Replacement				\$ 80,000										Replace 3 non-functional ARV's			
		CCTV Truck Replacement	High	2022	2024	2023	AS	Reserve for Replacement					\$ 338,000									Approaching 2 million feet on camera, high repair cost			
		Aquatech Replacement	Low	2026	2028	2026	AS	Reserve for Replacement								\$ 350,000						Age 2011 Freightliner Sewer Cleaning Truck			
		Pump Truck Replacement	Medium	2024	2025	2025	AS	Reserve for Replacement						\$ 150,000								Age 2008 F550 Super Duty Crane service truck			
		LS Safety Net Replacement	High	2022	2022	2022	AS	Reserve for Replacement				\$ 10,000										Safety issue, nets are showing wear, installed 2012			
		Surge Relief Valves LS1 & LS 2	Medium	2022	2024	2023	AS	Reserve for Replacement					\$ 45,000									Units Obsolete, water hammer could cause FM break			
		F250 Super Duty to replace V55	High	2022	2022	2022	AS	Reserve for Replacement				\$ 50,000										Replace V55 from 2010			
		Security/Process Cameras	Medium	2022	2025	2022	SW	Operating				\$ 20,000	\$ 5,000									Additional security/process cameras			
		Drying Bed Rehab	Medium	2022	2025	2022	SW	Reserve for Replacement					\$ 15,000									Replace runners that are dewed into the walls.			
		Chemical Line Replacement	High	2022	2022	2022	SW	Reserve for Replacement				\$ 10,000										Replace the overhead run with underground piping.			
		Oil/Water Separator Rehab	High	2022	2022	2022	SW	Reserve for Replacement				\$ 10,000										Repair the existing oil/water separator.			
		Onsite Backup Device Replacement	High	2022	2023	2022	SW	Reserve for Replacement				\$ 25,000										A more ubiquitous solution that will be about \$4k/year less.			
		Redundant Switch Power Supplies	High	2022	2022	2022	SW	Reserve for Replacement				\$ 6,000										Redundant power to keep all the office switches running in the event any of the 4 switches power supplies fail.			
		New Garage Door Openers	Medium	2021		2023	SW	Reserve for Replacement	\$ -	\$ -	\$ -	\$ 8,000										Replacement garage doors to replace the 20+ year old doors.	Added to budget		
		Asset Management Software	High	2021	2022	2021-22	DW	Reserve for Replacement	\$ 50,000	\$ 15,000	\$ 15,000	\$ 10,000										Best in Class asset management software	Added to budget		
		inHance Billing System	High	2021		2021	CS	Operating	\$ 15,000	\$ 15,000	\$ 7,000											New billing software	Added to budget		
Administration Projects																									
		Speed Humps on Mayflower Park Drive	High	2022	2022	2022	DW	Operating				\$ 10,000													
								Totals	\$ 11,503,000	\$ 11,250,005	\$ 3,389,000	\$ 6,804,000	\$ 3,763,000	\$ 1,785,000	\$ 2,295,000	\$ 3,240,000	\$ 2,645,000	\$ 2,430,000	\$ 1,235,000	\$ 750,000	\$ 555,000				
								Bond Proceeds	\$ 8,000,000	\$ 7,700,000	\$ 2,600,000	\$ 200,000	\$ -	\$ -	\$ -										
								Operating	\$ 490,000	\$ 432,185	\$ 55,000	\$ 2,155,000	\$ 460,000	\$ 180,000	\$ 190,000	\$ 190,000	\$ 190,000	\$ 190,000	\$ 190,000	\$ 190,000	\$ 190,000	\$ 190,000			
								Reserve for Replacement	\$ 1,163,000	\$ 827,820	\$ 99,000	\$ 1,519,000	\$ 2,203,000	\$ 655,000	\$ 2,055,000	\$ 3,000,000	\$ 305,000	\$ 340,000	\$ 345,000	\$ 560,000	\$ 365,000				
								Plant Expansion	\$ -	\$ 990,000	\$ 130,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
								Interceptor	\$ 1,850,000	\$ 1,300,000	\$ 505,000	\$ 2,930,000	\$ 1,100,000	\$ 950,000	\$ 50,000	\$ 50,000	\$ 2,150,000	\$ 1,900,000	\$ 700,000	\$ -	\$ -				
								Total	\$ 11,503,000	\$ 11,250,005	\$ 3,389,000	\$ 6,804,000	\$ 3,763,000	\$ 1,785,000	\$ 2,295,000	\$ 3,240,000	\$ 2,645,000	\$ 2,430,000	\$ 1,235,000	\$ 750,000	\$ 555,000				