



## BOARD OF TRUSTEE MEETING

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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

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Michael McDonald, Secretary

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Carl Mills, President