



BOARD OF TRUSTEE MEETING

Monday August 8, 2022, 6:00 p.m.
Memorandum

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

ROLL CALL

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

Steve Pitman was absent.

PUBLIC COMMENT

There was no one present from the public.

APPROVAL OF MEETING MEMORANDUM

Mr. McDonald made a motion to approve the July 11, 2022, Board meeting memorandum. Ms. Merrill seconded the motion. Mr. Hand made a correction on page three. The pamphlet he presented at the last meeting was distributed by the Zionsville Lions Club not the Town of Zionsville. The memo was approved as amended.

Mr. Kimbell made a motion to approve the June 24, 2022, Board meeting memorandum. Ms. Merrill seconded the motion, and it was unanimously approved.

APPROVAL OF CLAIMS DOCKET

Ms. Sheeks said there were no large Capital expenditures for the month. Ms. Sheeks presented an addendum to the claims docket for additional regular monthly expenses that she received after the meeting packet was distributed.

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

ATTORNEY'S REPORT

Mr. Wyatt had no report.

UTILITY DIRECTOR'S REPORT

Mr. Williams said the Utility won the IWEA O&M award. Mr. Watkins applied for the award. It is the first time TriCo has received this award. It is an award for having no permit violations in a year. In addition, the Utility won the Lab Excellence and Safety Awards for the 15th and 17th year in a row respectively. Staff will collect the awards next week at the IWEA annual conference in Fort Wayne.

Staff formed a committee to plan a ribbon cutting and open house. After reviewing the scope of work needed to host a community open house, the committee decided to plan two separate events. A ribbon cutting ceremony is tentatively scheduled for September 16, 2022. Mr. Williams and Ms. Crediford will be meeting with the Zionsville Chamber of Commerce to discuss and work out the details for the event. A community open house will be held in Spring 2023 to give staff more time to plan for a memorable event.

The Collections staff finished cleaning the sewer interceptor along Westfield Blvd. today. With the construction in that area and the road being closed it was a good time to get it cleaned. However, the estimate from contractors to clean it seemed outrageous to staff, so the collections staff contacted the jetter head vendor and borrowed a specialty nozzle used to clean large sewers. Collections may be looking at adding that to their equipment budget for 2023.

Mr. McDonald mentioned he has been hearing about staff having issues accessing manhole covers for inspections that have been landscaped over, and in one instance a property owner built a deck over a manhole restricting access. He asked if there is any educational material shared with property owners explaining the need to have access to manholes in their yards and if there is a fine system in place if homeowners continue to cover manholes after being told of the need for access. Mr. McDonald said if there is not currently a fine system for restricted access to manholes he would like to implement one.

Mr. Williams explained to the Board that when staff conducts yearly manhole inspections, they will find on occasion that a manhole has been buried or covered by either landscapers or homeowners making it difficult for staff to find and access the manhole. Mr. Williams agreed it would be good to have educational materials for homeowners so they can understand the Utility's need to access the manholes. Mr. Williams said staff would look into creating educational materials.

Mr. McDonald said staff should not be required to move a property owners landscaping to have access to the manholes. Mr. Kimbell asked if there is language in the easement documents regarding access. Mr. Wyatt said he and Mrs. Poindexter could review the language in the easement documents and update the language if necessary. Mr. Kimbell said it would be nice to know if the current easement language allows TriCo to act regarding access to manholes. Mr. McDonald asked if there are any safety issues for staff or the community created when these manholes are covered, and if there is, it should be part of the education process. Mr. Wyatt said the first step needs to be educating the homeowners. If further action is needed after that it can be investigated by legal counsel. Ms. Merrill said the Board should review the fine ordinance as well to see if something needs to be implemented if corrections are not made. Mr. Mills asked Mr. Wyatt to look at the easement language and report back to the Budget and Finance Committee, any decisions can be made after reviewing what is currently in place. Mr. Wyatt said they can review a couple of the easements in question and review the fee ordinance to see if there is anything in place. Mr. Hill said he would like to know what Carmel and Zionsville do about restricted access to manholes if anything. Mr. Hand asked if there is any way to mark the covered manhole with a stake. That could discourage homeowners from covering them, because they probably wouldn't want a stake in their front yard.

COMMITTEE REPORTS

Budget & Finance Committee

The Budget and Finance Committee did not meet and had no report.

Personnel & Benefits Committee

The Personnel and Benefits Committee did not meet and had no report.

Capital & Construction Committee

The Capital and Construction Committee did not meet but had one action item. Ms. Foley made a motion to accept the Dedication of the Clay Center Elementary School Sanitary Sewers. Mr. Hill seconded the motion, and it was unanimously approved. Ms. Merrill mentioned that she attended the original Clay Center Elementary School which was a four-room school with eight grades in it.

NEW BUSINESS

Military Leave

Mr. Williams said the Utility has one employee who is part of the Air Force Reserve that wanted to speak to the Board regarding time off for military requirements. He is currently deployed so he wrote a proposal letter for the Board to consider which was included in their meeting packets. The proposal is for either additional PTO days above what is currently given to employees to cover military obligations or making up the pay difference between what the employee is receiving from the military and what their civilian job pays. Mr. Williams noted that TriCo's current policy follows State and Federal laws. Mr. Kimbell said the Personnel and Benefits Committee discussed this issue in 2021. Mr. Kimbell said he would not be comfortable making a one-off exception but is open to a policy change discussion that would become standard for anyone employed at TriCo with military obligations. Mr. Wyatt said any exception to the current policy would essentially be setting new policy and thought it would be in the Board's best interest to think about it thoroughly and discuss it at the committee level, if there is a suggested policy update it would then be voted on by the whole Board. Mr. Ryerson said he would like to see examples from other similar employers to see what they do, not just Carmel. The Board discussed the proposed options and decided the Personnel and Benefits Committee should discuss the proposal in depth and come back to the Board with a recommendation.

Declaration of Surplus Equipment

Mr. Williams said the listed items need to be declared surplus to be sold. Mr. Ryerson made a motion to declare the Ford Transit, decommissioned Actuators, Flow Meters, Portable Generators, 3 Gardner Denver Blowers, 1 Step Screen, 4 Old VLR Gear Reducers, Titan Air Handler, and 1 Gorbelt Gantry Track equipment as surplus. Mr. Kimbell seconded the motion, and it was unanimously approved.

Mr. McDonald asked how bad the generator leak was that was mentioned in the newsletter. Mr. Williams said thankfully the Carmel Fire Department was notified by a homeowner due to smoke in the area. A pin had come loose inside the generator. CFD built a moat around the generator which mitigated the leak's impact before staff arrived and cleaned up the spill. The Carmel Hazmat officer deemed it to be a minor spill and did not require additional cleaning.

ADJOURNMENT

Mr. Hill made a motion to adjourn the meeting. The meeting adjourned at 6:45 p.m.

The next Board of Trustees Meeting is scheduled for Monday, September 12, 2022, at 6:00 p.m.

Respectfully submitted,



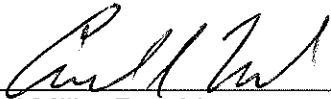
Andrew Williams
Utility Director

Approved:

 X as Presented
 as Amended



Michael McDonald, Secretary



Carl Mills, President



Handout

MEMORANDUM

To: Board of Trustees
From: Andrew Williams
Date: August 8, 2022
Subject: Military Leave

Our current Handbook policy complies with State and Federal labor laws for military leave. TriCo has one employee, Tristin Gardner, that is in the Air National Guard and is covered by the federal Uniformed Services Employment and Reemployment Rights Act (USERRA). USERRA requires that employees who are serving in the military (including the national guard and reserves) be provided with leave during their period of service and reinstated afterwards. TriCo is required to provide a period of unpaid leave. Under USERRA, the employee can choose to use any PTO time to receive pay for the leave, but the employer can't require the employee to take PTO.

Tristin has proposed additional PTO for military leave or differential pay while serving. In Tristin's case, the differential per week is \$350 per week.