



PERSONNEL & BENEFITS COMMITTEE

Tuesday May 30, 2017 @ 7:30 A.M.
Memorandum

Present: Committee Chair Barbara Lamb, Committee Members Chuck Ford and Michael Shaver, and Utility Director Drew Williams.

Ms. Lamb called the meeting to order at 7:30 a.m.

Public Comments - There were no public comments.

Safety Report - Mr. Williams indicated there had been no reportable injuries, as a result of consistent safety training. Staff competed in the IWEA Wastewater Operator's Challenge last week, and won the safety competition once again. Mr. Ford suggested that the Board recognize the employees for their accomplishment. Mr. Williams further reported that the District hosted the Challenge this year, and after 8 years of participation, the District's four man team won the entire challenge for the first time. The areas of competition included: Safety, Laboratory, Biosolids Handling/Treatment, Operations, and Control Panel Diagnostics. The four man team, consisting of Jason Lewin, Joe Hood, Matt Starr and Scot Watkins, will represent the State of Indiana at the national competition held in Chicago, in October. The competition is part of the WEFTEC 2017 Annual Conference and gives attendees the opportunity to learn about the latest practices, technologies, solutions and regulations that affect the wastewater industry. Staff members that attend the conference will earn credit hours for the training. Mr. Ford suggested some Board Members attend part of the conference in order to cheer the team on.

The WWTP received a thorough cleaning, in anticipation of the event. Fourteen tons of scrap metal was recycled. The District received many compliments on the WWTP.

Compensation Study/Staffing – Mr. Williams said that since the Board approved the Emergency Callout Overtime Policy, another utility bored through the District's line, along Springmill Road. This caused an overflow in the Williams Manor subdivision. The large utility poles being installed along Springmill near 111 Street are 95 feet above ground and 15 feet below ground, which is the depth of our sewer line. Staff notified Duke and their subcontractor to remove the pole and documented each step of the process. The situation was stabilized, with bypass pumping ready in case it was needed. One employee remained onsite overnight to make sure the sewer main remained open. A temporary repair was made on Sunday and the final repairs will be made this week once the parts are received. Aaron Strong was in

communication with the HOA president of the affected neighborhood during the event. Ms. Lamb asked if the District has a GIS system that shows exactly where the system is located. Mr. Williams replied that we do and the locate was within inches of the mark; the utility contractor didn't give themselves enough clearance. The claim will be filed with Duke Energy, and will wait to see if they accept responsibility. Mr. Williams commended that staff's response to the issue.

Mr. Williams is waiting for the proposal from Waggoner, Irwin Scheele & Associates in order to complete the Compensation Study. The goal is to have this done by November to be included in the Salary Ordinance for 2018. Mr. Ford asked which entities will be used for comparison in the study. Mr. Williams replied that Waggoner, Irwin Scheele & Associates recently completed Hamilton County's salary study and they have some similar positions. Mr. Williams would like to see locate companies used in the study, since the District has hired some employees away from those types of companies. Mr. Williams explained that the District uses a pay range instead of a maximum pay rate. Ms. Lamb said that in the past, the Board approved the pay ranges and let the managers decide how to move employees up within the ranges. Mr. Ford asked if the District will compare the total budget for salaries to other districts, once the study is complete. Mr. Williams said it had not been done in the past, due to the fact that CTRWD is one of the largest regional sewer districts in the state and also that neighboring utilities are municipal or private and not an accurate comparison. Ms. Lamb commented that a valid study will concentrate on the job descriptions and not just job titles. If the District decides to incorporate the benefit package, it will make it more difficult to make the comparison.

Mr. Williams said that Cindy Sheeks has been a great asset since she joined the staff. Recently, she arranged for customer service staff members to go over to the City of Carmel to meet the employees that provide us with meter reads.

Mr. Shaver asked about the issue that has been mentioned in the past regarding customer's ability to pay their bills online. Mr. Williams said that Ms. Sheeks is researching an alternative to the current setup, and is waiting on a proposal from Invoice Cloud, which has much more functionality than PayGov.

District Name Change - Mr. Williams reported that the Board asked each committee to discuss the District name change. Ms. Lamb said that it didn't seem necessary to pay \$7,000 for another survey. The Committee discussed the options and agreed that Clay Township Regional Sewer District would be a reasonable option for the name change. Marketing efforts, including a descriptive tagline will educate the public on what the District does.

Mr. Shaver recommended researching what domain names would be available if the District changes its name.

Other Business - Mr. Shaver asked if the rate increase could be adjusted down. Mr. Williams replied that the 5% increase is reasonable with capital expenditures in mind for infrastructure maintenance.

Mr. Williams will contact a reporter from the Current in Carmel to run a PR story, once the odor control unit is fully functional at the WWTP. The reporter that covered the District's 40th Anniversary last year said that he would be interested in reporting on it. Another PR story could focus on the positive results of the I & I program. Mr. Shaver offered to reach out to Rafael Sanchez once the odor control unit is running.

The meeting was adjourned at 8:47 a.m.

The next meeting is scheduled for Monday June 26, 2017

Respectfully submitted,



Andrew Williams

Utility Director