



## TriCo Regional Sewer Utility

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### **Board of Trustees Meeting Agenda**

**Monday, October 8, 2018 @ 6:00 p.m.**

**Clay Township Government Center**

**10701 N. College Avenue, Indianapolis, IN 46280**

- 1. Roll Call**
- 2. Public Comment**
- 3. Memorandum, Board Meetings**
  - a. Monday, September 10, 2018**
- 4. Approval of Claims Docket**
- 5. Attorney's Report**
- 6. Utility Director's Report**
- 7. Committee Reports**
  - a. Budget & Finance Committee**
  - b. Personnel & Benefits Committee**
  - c. Capital & Construction Committee**
- 8. Old Business**

Jackson's Grant Sewer Service Agreement Addendum #5
- 9. New Business**
- 10. Adjourn**



## BOARD OF TRUSTEE MEETING

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Monday, September 10, 2018, at 7:00 p.m.  
Memorandum

### **ROLL CALL**

Present: President Marilyn Anderson, Vice President Steve Pittman, Treasurer Jane Merrill, Secretary Michael McDonald and members Barb Lamb, Carl Mills, Eric Hand, and Mike Shaver. Chuck Ford was absent. Others in attendance were Legal Counsel Anne Poindexter, Utility Director Andrew Williams, Controller Cindy Sheeks, Engineering Manager Wes Merkle, and Administrative Assistant Maggie Crediford. Public - Kate Weese.

Ms. Anderson called the meeting to order at 7:00 p.m.

### **PUBLIC COMMENTS**

There were no public comments.

### **APPROVAL OF MEMORANDUM**

Mr. McDonald made a motion to approve the Memorandum from the August 13, 2018 Board Meeting, Ms. Anderson corrected a typo on page two. Ms. Merrill seconded the motion, and it was approved as amended.

### **CLAIMS**

Ms. Sheeks stated that a refund was given to a customer who overpaid his account by \$10,000. Another customer was refunded \$1,500 for the same reason. Most other expenses were regular monthly expenses. There was a payment to Jackson's Grant for \$425,000 for reimbursement for oversized sewer installation.

Mr. McDonald asked if Ms. Sheeks was sure that the money had cleared the bank before it was refunded. Ms. Sheeks indicated that it is the standard practice not to refund payments until the bank clears them. In this case, the stated payments were made by electronic transfer, and the customers in question entered the wrong amount when they sent the payment.

Ms. Merrill made a motion to approve the Claims Docket. Mr. Mills seconded the motion, and it was approved unanimously.

### **ATTORNEY'S REPORTS**

There were no reports.

### **UTILITY DIRECTOR'S REPORT**

Mr. Williams pointed out to the Board that Bob Roudebush was awarded the Laboratory Analyst Excellence Award for the State of Indiana. He was nominated by

an associate in the industry from outside of the TriCo organization. It is a very high honor at the state level and is only awarded to one analyst in the State each year.

Ms. Anderson stated that she would like to wish good luck to the Mechanical Seals when they compete in New Orleans in October. Ms. Lamb asked the Staff to review the manhole cover inspection numbers on the Selected Stats sheet. She stated that there seems to be an error in the equation.

### **BUDGET & FINANCE COMMITTEE**

Ms. Merrill stated that there were no action items from the B&F Committee.

### **PERSONNEL & BENEFITS COMMITTEE**

Ms. Lamb stated that there were no action items from the P&B Committee.

### **CAPITAL & CONSTRUCTION COMMITTEE**

Mr. Pittman made a motion to accept the sewer dedications for Jackson's Grant on Williams Creek Section 2, Home Place Housing Gardens, and Children's Theraplay. Mr. Hand seconded the motion, and it was approved unanimously.

Mr. Pittman made a motion to award the WWTP Oxidation Ditch Gear Reducer Replacement Contract to Maddox Industrial Group for \$35,900. Ms. Merrill seconded the motion, and it was approved unanimously.

Mr. Pittman made a motion to award the Vehicle Replacement Contract to Capital City Ford for the replacement of two Ford Escapes for \$47,812. Ms. Merrill seconded the motion, and it was approved unanimously.

Mr. Pittman made a motion to award the Lift Station 4 Elimination Project (#1801) Contract to Eagle Valley, Inc. for \$144,600. Ms. Merrill seconded the motion, and it was approved unanimously.

Mr. Pittman made a motion to approve the Sewer Service Agreement with St. Mary & Mark Coptic Orthodox Church Inc. Ms. Merrill seconded the motion, and it was approved unanimously.

### **NEW BUSINESS**

Ms. Merrill made a motion to move the start time for the October Board of Trustee meeting from 7:00 p.m. to 6:00 p.m. and reschedule the upcoming Budget & Finance and Capital & Construction meetings to a joint committee meeting immediately following the Board of Trustee Meeting on October 8, 2018. Mr. Pittman seconded the motion, and it was approved unanimously.

### **ADJOURN**

Ms. Lamb made a motion to adjourn the meeting. Mr. Mills seconded the motion. The meeting adjourned at 7:15 p.m.

The next Board of Trustees Meeting is scheduled for Monday, October 8, 2018, at 6:00 p.m.

Respectfully submitted,



Andrew Williams  
Utility Director

Approved:

\_\_\_\_\_ as Presented  
\_\_\_\_\_ as Amended

\_\_\_\_\_  
Michael McDonald, Secretary

\_\_\_\_\_  
Marilyn Anderson, President

TriCo Regional Sewer Utility  
Register of Claims  
For the period 9/10/18-09/30/2018

Payment date	Payment number	Bank name	Payee name	Amount	Amount Allowed	Description
09/10/2018	12006	Operating	Allison Payment Systems LLC	\$3,479.42	\$3,479.42	Billing Services
09/10/2018	12006	Operating	Allison Payment Systems LLC	\$4,917.38	\$4,917.38	Postage Expense
09/10/2018	12007	Operating	Black Tie Courier	\$276.00	\$276.00	Courier Service
09/10/2018	12008	Operating	Central Industrial Contractors	\$1,866.00	\$1,866.00	Plant R&M
09/10/2018	12008	Operating	Central Industrial Contractors	\$1,423.00	\$1,423.00	Plant R&M
09/10/2018	12009	Operating	Fastenal Company	\$617.50	\$617.50	LS R & M
09/10/2018	12010	Operating	Fisher Scientific	\$582.47	\$582.47	Sewer Sampling
09/10/2018	12011	Operating	Hach Company	\$1,938.97	\$1,938.97	Sewer Sampling
09/10/2018	12012	Operating	Indiana Chamber of Commerce	\$520.00	\$520.00	Membership Renewal
09/10/2018	12013	Operating	IPL	\$6,246.03	\$6,246.03	LS 2
09/10/2018	12014	Operating	Landmark	\$150.00	\$150.00	Plant R&M
09/10/2018	12015	Operating	Quench USA, Inc.	\$99.00	\$99.00	Water Cooler-Plant
09/10/2018	12016	Operating	Taylor Oil Company, Inc.	\$1,715.03	\$1,715.03	Fuel
09/10/2018	12017	Operating	Merrell Brothers, Inc.	\$11,263.77	\$11,263.77	Biosolids Disposal
09/11/2018	12018	Interceptor	Town of Zionsville - Street and Sto	\$89.00	\$89.00	Permit-LS 14 Parallel Forcemain Proj 1901
09/12/2018	12020	Operating	Indiana Water Environment Assoc	\$65.00	\$65.00	Closser - CS-I Exam
09/12/2018	12021	Operating	Indiana Water Environment Assoc	\$65.00	\$65.00	Hoole - CS-I exam
09/12/2018	12022	Operating	Shaun Odom	\$27.50	\$27.50	Mileage
09/12/2018	12023	Operating	Capital City Ford	\$47,812.00	\$47,812.00	2 New 2018 Ford Escapes
09/14/2018	12024	Operating	Indiana Department of Environmer	\$30.00	\$30.00	Odom - Certified Operator II Exam
09/14/2018	12025	Operating	Ray Clemens	\$400.00	\$400.00	July cleaning
09/21/2018	12026	Interceptor	Stephen Lipps	\$1,800.00	\$1,800.00	CIP-Proj 1901 Easement - Interceptor
09/21/2018	12027	Operating	AFLAC	\$535.00	\$535.00	Premiums
09/21/2018	12028	Operating	AT&T Mobility	\$1,307.17	\$1,307.17	LS Cell phones
09/21/2018	12029	Operating	AT&T Mobility	\$1,337.32	\$1,337.32	Cell phones
09/21/2018	12030	Operating	Carmel Utilities	\$653.33	\$653.33	Cleaing fees
09/21/2018	12031	Operating	Carmel Utilities	\$13.06	\$13.06	LS 1
09/21/2018	12031	Operating	Carmel Utilities	\$13.06	\$13.06	LS 2
09/21/2018	12031	Operating	Carmel Utilities	\$54.41	\$54.41	LS 26
09/21/2018	12032	Operating	Citizens Energy Group	\$87.28	\$87.28	Plant
09/21/2018	12032	Operating	Citizens Energy Group	\$51.71	\$51.71	LS 17
09/21/2018	12033	Operating	IN Dept. of Workforce Developmer	\$1,897.96	\$1,897.96	Unemployment fees
09/21/2018	12034	Operating	Kinetrex Energy	\$7.33	\$7.33	Natural gas
09/28/2018	12038	Operating	Joe Hood	\$109.00	\$109.00	Travel/Mileage-On Call
09/30/2018	12044	Operating	Barbara Lamb	\$300.00	\$300.00	Sept Board Fees
09/30/2018	12045	Operating	Carl S. Mills	\$200.00	\$200.00	Sept Board Fees
09/30/2018	12046	Operating	Charles Ford	\$50.00	\$50.00	Sept Board Fees
09/30/2018	12047	Operating	Eric Hand	\$200.00	\$200.00	Sept Board Fees
09/30/2018	12048	Operating	Jane B. Merrill	\$150.00	\$150.00	Sept Board Fees
09/30/2018	12049	Operating	Marilyn Anderson	\$300.00	\$300.00	Sept Board Fees
09/30/2018	12050	Operating	Michael A. McDonald	\$200.00	\$200.00	Sept Board Fees
09/30/2018	12051	Operating	Michael Shaver	\$150.00	\$150.00	Sept Board Fees
09/30/2018	12052	Operating	Steve Pittman	\$200.00	\$200.00	Sept Board Fees
09/30/2018	12053	Operating	Applewood Homes LLC	\$32.39	\$32.39	Sewer Service refund for overpayment
09/30/2018	12054	Operating	Amanda Wickett	\$32.39	\$32.39	Sewer Service refund for overpayment
09/30/2018	12055	Operating	Applewood Homes LLC	\$44.10	\$44.10	Sewer Service refund for overpayment
09/30/2018	12056	Operating	Barbara Duff	\$5.29	\$5.29	Sewer Service refund for overpayment
09/30/2018	12057	Operating	Barry Schafer	\$28.04	\$28.04	Sewer Service refund for overpayment
09/30/2018	12061	Operating	Dwight and Carole Allen	\$15.82	\$15.82	Refund-512 E 108th St
09/30/2018	12062	Operating	Gordon and Debra Haggard	\$20.71	\$20.71	Refund-9909 Hodges Dr
09/30/2018	12063	Operating	Gregory Bender	\$20.31	\$20.31	Refund-14158 Ledgewood
09/30/2018	12064	Operating	Grier Whitney	\$24.03	\$24.03	Refund-11516 Blossom Way
09/30/2018	12065	Operating	John White	\$21.23	\$21.23	Refund-10170 Orchard Park Way
09/30/2018	12066	Operating	Jonathan Yount	\$8.48	\$8.48	Refund-14305 Camden Lane
09/30/2018	12067	Operating	Laurel Hall Ventures LLC	\$15.54	\$15.54	Refund-10506 Combs Ave
09/30/2018	12068	Operating	Michelle or Jeroen Smit	\$68.62	\$68.62	Refund-9882 Haverstick Rd
09/30/2018	12069	Operating	Milton or Lori Cobb	\$18.77	\$18.77	Refund-1444 Sweet Saddle Ct

Payment date	Payment number	Bank name	Payee name	Amount	Amount Allowed	Description
09/30/2018	12070	Operating	Raji Bala	\$17.45	\$17.45	Refund-1135 Clairborne Circle
09/30/2018	12071	Operating	Rebecca Jude	\$21.29	\$21.29	Refund-2910 Gadsen Circle N
09/30/2018	12072	Operating	Rebecca Robertson	\$21.00	\$21.00	Refund-1040 Princeton Gate
09/30/2018	12073	Operating	Ronal Shah	\$23.22	\$23.22	Refund-3730 Monty Cir
09/30/2018	12074	Operating	Terry or Kay Thompson	\$22.37	\$22.37	Refund-9781 Innisbrook Blvd
09/30/2018	12075	Operating	Thomas Funke	\$18.33	\$18.33	Refund-10216 Bosloe Dr
09/30/2018	12076	Operating	Tina Hallett	\$16.85	\$16.85	Refund-10123 Solace Lane
09/30/2018	12077	Operating	Vernard Irvin	\$220.27	\$220.27	Refund-11699 Shadowwood Ct
09/30/2018	12079	Operating	Susan Sloan	\$4.35	\$4.35	Refund-11740 Glenbrook Ct
09/30/2018	12080	Operating	Carol McMullen	\$39.27	\$39.27	Refund-10838 College Ave
09/30/2018	12081	Operating	Colleen Brashear	\$34.63	\$34.63	Refund-11160 Westfield Blvd
09/30/2018	12083	Operating	Carly Rubenstein	\$26.61	\$26.61	Refund-1890 Trowbridge
09/30/2018	12084	Operating	Scott and Elizabeth Longmuir	\$24.84	\$24.84	Refund-13219 Roma Bend
09/30/2018	12085	Plant Expar	GRW	\$6,000.00	\$6,000.00	CIP=Proj 1906-Outfall
09/30/2018	12086	Interceptor	GRW	\$1,550.00	\$1,550.00	CIP-Proj 1901
09/30/2018	12086	Interceptor	GRW	\$1,500.00	\$1,500.00	CIP-Proj 1901
09/30/2018	12086	Interceptor	GRW	\$1,500.00	\$1,500.00	CIP-Proj 1901
09/30/2018	12087	Interceptor	HWC Engineering	\$890.00	\$890.00	CIP-Proj 1801
09/30/2018	12088	Operating	ACE Technologies, LLC	\$6,660.00	\$6,660.00	Plant Support
09/30/2018	12088	Operating	ACE Technologies, LLC	\$6,615.00	\$6,615.00	Collection support
09/30/2018	12089	Operating	Adobe Systems Incorporated	\$1,846.92	\$1,846.92	Software
09/30/2018	12090	Operating	Alfa Laval, Inc	\$216.91	\$216.91	Plant R & M
09/30/2018	12091	Operating	Altman, Poindexter & Wyatt, LLC	\$1,282.50	\$1,282.50	Legal fees
09/30/2018	12092	Operating	AT&T	\$85.17	\$85.17	Phone Service
09/30/2018	12092	Operating	AT&T	\$701.02	\$701.02	Internet Service
09/30/2018	12092	Operating	AT&T	\$701.02	\$701.02	Internet
09/30/2018	12093	Operating	Best Drive Indianapolis	\$808.00	\$808.00	Tires
09/30/2018	12094	Operating	Bio Chem, Inc.	\$3,886.13	\$3,886.13	Biosolid disposals
09/30/2018	12095	Operating	Brehob Corporation	\$560.00	\$560.00	Hoist inspections
09/30/2018	12096	Operating	Carmel Utilities	\$89,363.59	\$89,363.59	Sept Flow to Carmel
09/30/2018	12097	Operating	Carmel Utilities	\$1,053.30	\$1,053.30	Sept reads
09/30/2018	12098	Operating	Chrismin Communications Inc	\$1,989.15	\$1,989.15	Plant R & M
09/30/2018	12099	Operating	Cindy Sheeks	\$563.38	\$563.38	Reimbursement - Appreciation lunch gifts
09/30/2018	12100	Operating	Clay Township Trustee	\$2,736.93	\$2,736.93	Operating costs
09/30/2018	12101	Operating	Connect Electric Inc	\$595.00	\$595.00	Plant R & M
09/30/2018	12102	Operating	Covalen	\$3,990.00	\$3,990.00	Line Repair
09/30/2018	12103	Operating	Crowe LLP	\$3,285.00	\$3,285.00	Audit Fees
09/30/2018	12104	Operating	Dell Marketing L.P.	\$965.28	\$965.28	Dell Latitude 3590 BTX
09/30/2018	12105	Operating	Dixon Phone Place	\$396.00	\$396.00	Headsets
09/30/2018	12106	Operating	DLZ Indiana, LLC	\$1,350.00	\$1,350.00	Cont Insp-IU North Parking Lot
09/30/2018	12106	Operating	DLZ Indiana, LLC	\$6,412.50	\$6,412.50	Cons Insp-Hyatt Place
09/30/2018	12107	Operating	Element Materials Technology Dal	\$988.00	\$988.00	Sewer sampling
09/30/2018	12108	Operating	Fastenal Company	\$617.50	\$617.50	Lift Station R & M
09/30/2018	12109	Operating	Fisher Scientific	\$281.08	\$281.08	Sewer sampling
09/30/2018	12110	Operating	GCI Slingers, LLC	\$95.12	\$95.12	Line maintenance
09/30/2018	12110	Operating	GCI Slingers, LLC	\$83.28	\$83.28	Equipment reparis
09/30/2018	12111	Operating	Grainger	\$77.02	\$77.02	Repair parts
09/30/2018	12112	Operating	Indiana Chamber of Commerce	\$520.00	\$520.00	Membership for TriCo
09/30/2018	12113	Operating	IPL	\$40.98	\$40.98	LS 25
09/30/2018	12113	Operating	IPL	\$130.40	\$130.40	LS VV
09/30/2018	12113	Operating	IPL	\$294.38	\$294.38	LS 9
09/30/2018	12113	Operating	IPL	\$808.49	\$808.49	LS 10
09/30/2018	12113	Operating	IPL	\$80.64	\$80.64	LS 12
09/30/2018	12113	Operating	IPL	\$471.53	\$471.53	LS 8
09/30/2018	12113	Operating	IPL	\$104.36	\$104.36	LS 3
09/30/2018	12113	Operating	IPL	\$62.96	\$62.96	LS 20
09/30/2018	12113	Operating	IPL	\$39.44	\$39.44	LS 22
09/30/2018	12114	Operating	IUPPS	\$2,005.45	\$2,005.45	Locates
09/30/2018	12114	Operating	IUPPS	\$2,065.30	\$2,065.30	Tickets
09/30/2018	12115	Operating	Kirby Risk Corporation	\$96.00	\$96.00	Plant R & M
09/30/2018	12115	Operating	Kirby Risk Corporation	\$45.33	\$45.33	Lift Station R & M



Payment date	Payment number	Bank name	Payee name	Amount	Amount Allowed	Description
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**ALLOWANCE OF CLAIMS**

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the register, such claims are hereby allowed in the total amount of

**\$443,769.96**


<b>Selected Statistics 2018</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>2018 Monthly Average</b>	<b>2018 YTD</b>	<b>2017 Total Through September</b>
<b>Maintenance Information</b>												
Lateral Inspections	21	38	39	35	44	44	61	55	40	42	377	328
Certified I&I Inspections	46	41	46	40	65	83	71	53	52	55	497	542
Failed I&I Inspections	0	0	1	0	2	1	0	0	0	0	4	10
Sewer Locates	317	443	519	735	705	674	588	587	494	562	5,062	5,184
Manholes Added	2	28	0	4	4	12	-1	0	1	6	50	17
Total # of Manholes	5,774	5,802	5,802	5,806	5,810	5,822	5,821	5,821	5,822	n/a	5,822	5,719
Manholes Inspected	12	2	836	867	52	18	9	20	0	202	1,816	1,937
Feet of Sewer Added	721	4,973	9	699	1,965	8,613	-484	0	1,900	2,044	18,396	38,704
Total Footage of Sewers	1,631,147	1,636,120	1,636,129	1,636,828	1,638,793	1,647,406	1,646,922	1,646,922	1,648,822	1,641,010	1,648,822	1,614,713
Feet of Sewer Televised	11,877	16,098	31,206	22,459	29,338	33,797	3,292	20,160	10,000	19,803	178,227	208,191
Feet of Sewer Cleaned	462	362	0	590	0	4,700	1,204	3,731	4,000	1,672	15,049	33,766
Overflows	0	0	1	0	0	0	1	0	0	0	2	4
<b>Station 1 to Carmel Utilities</b>												
Rainfall / Precipitation (inches)	1.66	4.22	2.82	3.08	1.30	3.82	2.70	5.16	5.17	3.33	29.93	35.36
Total Flow (gallons)	51,695,973	56,614,383	62,758,901	63,146,988	50,056,093	60,396,201	53,380,049	60,573,680	59,449,846	57,563,568	518,072,114	542,757,934
Maximum Daily Flow (gallons)	2,272,143	3,929,994	3,687,057	3,429,916	1,897,586	1,248,989	2,241,832	2,517,594	3,700,889	2,769,556	3,929,994	4,972,000
Average Daily Flow (gallons)	1,667,612	2,021,942	2,024,481	2,104,900	1,614,712	2,013,206	1,721,937	1,953,990	1,981,662	1,900,494	n/a	n/a
Minimum Daily Flow (gallons)	1,328,783	1,393,460	1,461,980	1,658,375	1,519,663	1,248,989	1,320,669	1,066,780	1,460,435	1,384,348	1,066,780	1,257,704
<b>Michigan Road WWTP</b>												
Total Flow (gallons)	77,717,000	76,466,000	85,363,000	83,867,000	72,867,000	68,073,000	70,160,000	77,716,000	86,931,000	77,684,444	699,160,000	732,700,000
Maximum Daily Flow (gallons)	3,136,000	4,746,000	4,510,000	7,867,000	2,582,000	2,900,000	2,768,000	3,084,000	6,471,000	4,229,333	7,867,000	8,710,000
Average Daily Flow (gallons)	2,507,000	2,730,929	2,753,645	2,795,567	2,340,806	2,269,100	2,263,300	2,506,968	2,897,700	2,562,779	n/a	n/a
Minimum Daily Flow (gallons)	2,214,000	2,291,000	1,637,000	2,347,000	2,105,000	1,922,000	2,079,000	2,281,000	2,140,000	2,112,889	1,637,000	2,111,000
Total Flow to Both Plants	129,412,973	133,080,383	148,121,901	147,013,988	122,923,093	128,469,201	123,540,049	138,289,680	146,380,846	135,248,013	1,217,232,114	1,275,457,934
<b>Biosolids Handling (gallons)</b>												
Wasted (Biosolids)	874,610	1,231,640	1,098,780	1,174,090	1,459,340	1,125,790	1,574,000	1,556,910	1,483,940	1,286,567	11,579,100	8,649,273
Dewatered	353,000	257,000	260,000	324,000	384,000	378,000	485,000	586,000	632,000	406,556	3,659,000	2,178,024
Digested Sludge Withdrawn	834,900	803,000	960,200	867,600	735,800	896,100	900,000	848,000	953,200	866,533	7,798,800	7,377,300
<b>Customer Information</b>												
New Sewer Service Accounts	17	25	22	24	40	36	34	38	29	29	265	305
Permits Issued	33	34	47	56	49	36	40	37	32	40	364	334

# THE TRICO CONNECTION

Volume 11 Issue 10 October, 2018  
MONTHLY NEWSLETTER

## FINANCIAL UPDATE -CINDY SHEEKS

August 2018 revenues totaled \$702,185 which is above the projected revenue of \$637,572 by \$64,612 (10.13%). Residential sales were \$402,937 which comprised 57.38% of the total revenue and 2.71% higher than expected. Commercial sales totaled \$269,689 which is 38.41% of total August revenue and 19.39% higher than expected. Commercial revenue was again higher in August than in July and June. Total operating expenses were \$428,241 in August which is .41% below the monthly projection. Wages and benefits spending was slightly above budget by \$4,923 for a total of \$177,721 during the month. Administration spending was \$57,424 in August and under budget by \$300. Treatment costs totaled \$155,146 which is over budget by \$12,645 or 8.87%. Collection costs totaled \$37,950 in August which was \$19,050 (33.42%) under budget. Net income in August was \$223,922 after depreciation and amortization of CIAC and is above projections by \$62,664 for the month. YTD net income is \$1,112,714 after depreciation and amortization of CIAC.

### Spending Breakdown in August:

Wages – 41.50%  
Administration – 13.41%  
Treatment Costs – 36.23%  
Collection Costs – 8.86%

### Spending Breakdown YTD:

Wages - 40.17%  
Administration – 13.24%  
Treatment Costs - 36.51%  
Collection Costs – 10.07%

Cash generated for August shows a net increase in all funds by \$404,624. YTD, cash balances have increased by \$1,387,404. Capital spending was \$171,257 for the month. It included spending for the administration office remodel, oversizing sewers at Jackson's Grant, LS 4 and LS 14 elimination, WWTP expansion and plant outfall. Cash on hand at 08/30/2018 is \$8,161,678. The balances in the funds are listed below:

Operating \$1,324,214  
Plant Expansion \$4,379,463  
Reserve for Replacement \$321,258

Interceptor (\$55,658)  
Operating Reserve \$2,192,400

## In This Issue

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## Calendar of Events

October	08	Board Meeting	6:00 p.m.
October	08	C&C and B&F	6:15 p.m.
October	10	Staff Meeting	10:00 a.m.
October	22	P&B Meeting	7:30 a.m.
October	26	B&F Meeting	7:30 a.m.
November	05	C&C Meeting	4:30 p.m.

### Construction and Engineering Report - Wes Merkle

Engineering staff completed 494 locates, 52 I&I inspections and 40 lateral inspections. 1,918 locate requests were received and reviewed. Ryan and Jeff reviewed private development projects and raw ground statistics in GIS to provide an updated estimate of EDUs needed for plant expansion. Jeff continued updating service area statistics in GIS. Wes worked on plant expansion planning and began updating the capital budget.

Ryan helped resolve another issue with Holaday Hills and Dales low pressure sewers. Two failed check valves were identified and replaced; the failures were likely caused several weeks earlier when a valve on the sewer main was found to be shut off.

Nate continues to monitor multiple 96<sup>th</sup> Street construction projects, including several watch-dog locates on force mains, and he assisted in procuring the two new department vehicles. Eric continues observing construction of the Jackson's Grant Section 6 sewer extension as well as the connecting Lift Station 4 (Springmill Ridge) elimination sewer. Eric completed several private development warranty inspections and followed up repairs. Kermin completed most lateral and I&I inspections.

Construction of the Lift Station 4 elimination sewer is nearly complete. Once the new sewer passes testing, flow will be moved over to the new sewer and the lift station will then be taken offline. Design work for the Lift Station 14 (Austin Oaks) parallel force main project is nearly complete and staff continues efforts to acquire easements for this project from six property owners along Michigan Road. Design work for the WWTP outfall sewer project continues. Collections assisted by clearing existing easements ahead of survey and soil boring work. Jeff and Nate provided locating assistance. Construction is anticipated in 2019.

### 2018 EMPLOYEE COOKOFF, WHICH ONE OF YOU CAN MAKE THE BEST CHILI, SOUP OR STEW?

**OCTOBER 31, 2018**

**2017 WINNERS**

**BEST CHILI- RYAN HARTMAN**

**BEST DESSERT -CINDY SHEEKS**

**BEST COSTUME-BRITTNEY KENNEDY**



## SAFETY UPDATE - LOREN PRANGE

TriCo had no reportable injuries and has gone 3138 days without a loss time accident.

The following safety tailgate sessions were held:

08/31/18 Message to self: Distracted driving is dangerous

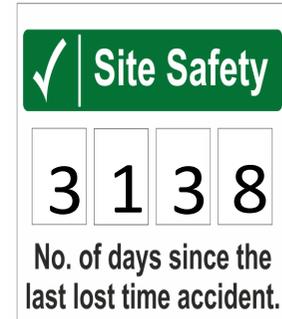
09/13/18 Hurricane Preparedness

009/20/18 Avoid Arc Flash

TriCo hosted a Safety Seminar on 'Understanding and Managing Hazardous Energy at a Wastewater Treatment Plant'. TriCo set up five stations around the facility using our actual equipment along with each manufacture's technicians to help teach each specific hazard associated with that equipment. Operators from all over the State attended, and we received good feedback from the attendees.



Safety Seminar  
Photos



## Plant Report - Scot Watkins

There were 24 FOG inspections done this month. Staff reviewed and approved plans for the new Dunkin Donuts located in the Hoosier Market, the Puccini's Pizza in the Village of West Clay and the Matthews Auto expansion at 106<sup>th</sup> Street and College Ave. Saltus Gyros replaced their interior grease trap per our request due to excessive rust and baffle wall deterioration. Schafer Powder Coating biannual sample results all came back in compliance with the Sewer Use Ordinance. TriCo hosted the Blue Turtle Company, a manufacture of grease traps and interceptors, they showed staff and the Town of Zionsville the latest advancements of pretreatment devices they carry to see if they would be a good fit for facilities in the area.

Graves continues to work on Odor Control project punch list items; two manholes had to be re-epoxied due to the low pH of the discharge which deteriorated the concrete. The plant communication fiber ring was tested after a few random communication faults; a few bad terminations were found and repaired. This should resolve the communication issues. The actuator on Digester 4 ran past its close limit resulting in a bent shaft, a replacement has been ordered along with new stop nuts to prevent future damage. Staff made plant and lift station adjustments to handle a four-day rain event that produced about four inches of rain with no issues.

TriCo hosted the IWEA Operations & Maintenance and Safety Committee joint seminar "Understanding and Managing Hazardous Energy in a WWTP". The seminar informed operators about the different types of energies that exist in a WWTP, how they present themselves in equipment and processes, and how to effectively work with and around them. In simple terms, how things can electrocute, concuss, suffocate, burn, deafen, crush and how to avoid it. Speakers included the State of Indiana, Department of Labor (INSafe Division), Evoqua Water Technologies (Clarifiers), Cherne Oatey (Pipe plugs), Kokosing Industrial (the new Silica Standard), AUMA (Actuators) and BL Anderson (Variable Frequency Drives and Blowers). Continuing education credits were available for Wastewater, Water and Engineering PDH's. There was a great turnout of about forty attendees.

TriCo had a booth at this year's Carmel Public Safety Day. This event allows the public to see different displays and presentations by various City of Carmel departments and private organization from around the community. Topics include Fire and Police equipment, Personal Safety, Health, and Wellness, Water Safety and much more. Please thank Bob, Cindy F, Dan and Eric for working and representing TriCo at the event.

**CUSTOMER SERVICE - SHELLY KEEFE**

CUSI is finishing updates to the new Web Portal. Testing was completed and one more update is needed. The goal is to have the customers able to access the new portal by mid-October.

One lien was filed for \$245.77. The total lien balance is \$12,156.04.

Customer Service is continuing to review accounts and answer inquiries regarding balanced billing updates and the rate increase.

In September, 29 new customers were added to billing and 32 permits were issued. The total number of customers receiving their statement by email is now 2,800, which is an increase of 27 customers.



**COLLECTIONS REPORT - AARON STRONG**

Collections Staff televised 10,000 feet of sewer main including two warranty projects in the Seasons of Carmel and Bonbar with no mainline issues noted. Staff cleaned trouble spots and performed root treatment as identified by CCTV inspection with footage totaling just under 5,000 feet. Yearly easement maintenance is nearing completion with the majority of our efforts concentrated on the outfall easement between the WRRF and Eagle Creek.

With the measured success of the new FogRod level control device implementation at Lift Stations, an additional FogRod was installed at Lift Station 20 bringing our field deployed FogRods to 13. Staff hopes to phase out floats at lift stations in the coming year.

Rick and Cole attended a 2-day electrical training course where they focused on building electrical circuits commonly used in hardwire logic at lift stations located throughout the Utility. Collections Staff received Hiperweb tablet training so that they can better interact with the data asset management system while in the field.

Joe, Jason, Matt and Aaron are attending the WEFtec Conference in New Orleans. They are competing in the Operator's Challenge and representing the State of Indiana.



**Birthdays**

Scot Watkins      October 02

Shelly Keefe      October 14

Nathan Crowder      October 25

**Anniversary**

Nathan Crowder      October 10    2 years of Service



## PERSONNEL AND BENEFITS

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Monday, October 1, 2018, at 7:30 a.m.  
Memorandum

Members Present: Chairwoman Barb Lamb, members Chuck Ford and Mike Shaver. Board President Marilyn Anderson, others in attendance were Utility Director Andrew Williams and Administrative Assistant Maggie Crediford.

Ms. Lamb called the meeting to order at 7:38 a.m.

### **PUBLIC COMMENT**

No one from the public was present at the meeting.

### **AUGUST MEETING MEMORANDUM APPROVAL**

Approval was postponed to the next committee meeting.

### **SAFETY UPDATE**

Mr. Williams stated that TriCo hosted a safety seminar called Understanding and Managing Hazardous Energy at the plant. Operators from around the state attended. Attendees received Continuing Education Credits for the seminar. Mr. Prange has received positive feedback from attendees. Mr. Shaver commended Mr. Prange for his safety education efforts for the Utility.

### **PERFORMANCE MANAGEMENT AND COMPENSATION POLICY**

Mr. Williams passed out charts showing what it would cost the Utility each year until 2023 if the Board adopts the proposed Step System as well as a 2.8% annual COLA. The proposed system calls for 6 Steps. Employees would be at the top of their salary range within six years and be eligible for a Board Approved COLA increase only from that point on. Ms. Anderson asked if the salary ranges would be adjusted for the COLA increase each year. Ms. Lamb stated that they would. Mr. Shaver was concerned that ratepayers would be paying for Utility employees to receive a 2.8% COLA increase when many of them are only receiving a 1.7% COLA increase based on numbers he found for the State of Indiana. Mr. Shaver believes that a 2.8% COLA and a Step will result in us sending the bill to the ratepayer. Mr. Ford asked if the proposed salary increases through 2023 would on their own cause a significant increase in user rates. Mr. Shaver said that no, this \$80,000 would not. Mr. Ford said that he is satisfied with that. He believes that the Step System eliminates a whole host of problems with a merit system. He believes it makes it easy to figure salaries each year and for employees to know what to expect. It takes the subjectivity out of the merit pay. Ms. Lamb believes that a Step System encourages cooperation between employees, where a merit system encourages competition. Mr. Shaver believes that the merit system, whether by hook or by crook, got it pretty close.

Mr. Williams stated that he would like to have the Utility Director's position removed from the Step System. He believes the Board should have the discretion to decide the Utility

Directors compensation. Mr. Williams stated that based on his research, Step Systems range from 6 to 10 Steps. Mr. Ford asked Mr. Williams to prepare a chart for the next meeting showing how using an 8 or 10 Step System would defer some of the costs of moving to a Step System and slow down progression through the system. Mr. Williams stated that Mr. Mills had voiced concerns to him about a Step and COLA increase system. Ms. Anderson stated that she likes the idea of replacing the Merit System for pay increases formerly used by the Utility. She stated that the Board reserves the right to re-evaluate an approved pay system at any time.

Mr. Ford stated that he would like to see undervalued occupation compensation adjusted. He believes that the office staff is undervalued in society. He wants the Utility to set an example of correcting the imbalance rather than perpetuating it. Mr. Ford stated that he believes the entry-level office positions at the Utility office should be paid the same as the entry-level field staff at the plant. Mr. Ford believes these workers come into the positions with very specific skills based on their job descriptions and are not compensated according.

Mr. Ford made a motion to raise the ranges for the office staff to the same range as the Field Operations Technician position. Mr. Williams provided a table that showed this proposed change and the costs associated with this adjustment. The motion passed 2-1, Mr. Shaver was opposed.

Mr. Shaver stated he is concerned about the cumulative impact the proposed increases will have. Health insurance costs for 2019 are not in and have not been discussed. Mr. Ford noted that when health insurance numbers come in, the Committee will have to look at the numbers and see what the Utility can afford. Mr. Shaver said that he would be uncomfortable reducing health care benefits. Mr. Ford stated that when budgetary cuts are made they usually happen at the Personal and Benefits level. He said that he would prefer to see budget cuts come from more substantial expenditures like Capital Projects. Mr. Shaver agreed that there are cost-cutting measures that can be found in the Capital Projects budget. Mr. Shaver stated that he has asked for cost cutting proposals but has not seen them yet. Ms. Anderson noted that it is this Committee's responsibility to make recommendations for the Personnel and Benefits packages and the Budget and Finance Committee's responsibility to look at the big picture and find cost-cutting avenues.

Ms. Lamb summarized the proposed recommendations that the Personnel and Benefits Committee would like to discuss with the Budget and Finance Committee before bringing their proposal to the full Board. The Personnel and Benefits Committee is recommending a 2.8% COLA increase for 2019. Implementing a 6 Step pay scale system, which would replace the Merit System previously used. Adjusting the top end of salary ranges to 5% above the proposed ranges from the WIS Study. The Committee is also recommending changing the pay ranges for the clerical office staff be equal to the pay ranges for the Field Operations Technician position at the plant.

Mr. Ford stated that he would like to see manager evaluation forms so that the Committee can see what managers use for criteria when evaluating employee performance.

Ms. Lamb asked Mr. Williams to schedule a joint meeting for the B&F and P&B Committees before their next regularly scheduled meeting on October 22, 2018.

Respectfully Submitted

A handwritten signature in blue ink that reads "Andrew Williams". The signature is written in a cursive style with a large initial 'A'.

Andrew Williams, Utility Director