



BOARD OF TRUSTEE MEETING

Monday November 12, 2018 at 7:00 p.m.

Memorandum

ROLL CALL

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

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

PUBLIC COMMENTS

There was no one present from the public.

APPROVAL OF MEMORANDUM

Ms. Anderson noted that two corrections had been made to the October 8, 2018 Board memorandum prior to the meeting. Ms. Merrill made a motion to approve the memorandum. Mr. Ford seconded the motion. The memorandum was unanimously approved.

APPROVAL OF CLAIMS DOCKET

Ms. Sheeks highlighted a large expense for oversized sewers in the amount of \$160,000 as well as a larger than normal payment to the City of Carmel for \$92,000. Mr. Mills made a motion to approve the October 2018 Claims Docket. Mr. McDonald seconded the motion. The claims were approved unanimously.

ATTORNEY'S REPORTS

Mrs. Poindexter had no report.

UTILITY DIRECTOR'S REPORT

Mr. Williams stated that the removal of Lift Station 4 has been completed. The customer payment portal of the website has been updated. The UMS billing software upgrades support ACH withdraws, imports information directly into billing software without staff having to transfer information and lowers credit card processing fees for customers.

Mr. Mills stated that he attempted to pay his bill online but the fee for an e-check was \$2.25. He asked Ms. Sheeks why that fee was so high. Ms. Sheeks stated that she had asked UMS for lower fees for e-checks, but they would not reduce that fee as it is the same processing fee as what they charge for credit card payments.

Mr. McDonald asked if the contractors working on the Shelborne Road project, who inflicted damage to the sewer line, received any consequence. Mr. Williams stated that the Utility does not have a fine system in place. The Utility fixed the issues and will back bill the contractor for the employee hours it took to fix the issue.

Mr. McDonald asked for clarification about the Hurricane Preparedness Training completed by the plant staff. Mr. Williams stated that while the training was called Hurricane Preparedness Training, the class focused on generators and backup power.

Mr. Mills asked if the failed I&I listed for the month was commercial or residential. Mr. Merkle stated that it was residential caused by a failed cleanout cap.

Mr. Pittman asked about the low-pressure system issues in the Springmill Streams neighborhood. Mr. Merkle stated that the Springmill Streams project was one of the Utility's first low-pressure sewer projects and the check valves that were used at that time are not up to today's standards. Staff will replace the remaining questionable check valves in the system. Newer systems use stainless steel check valves which handle higher pressures.

Mr. Pittman asked if it is the responsibility of the homeowner or the Utility to maintain low-pressure systems. Mr. Merkle said it is the Utility's responsibility to maintain the sewer main and it is the homeowner's responsibility to maintain the lateral line.

Ms. Anderson asked when the employee Holiday Party would be held. Mr. Williams said that staff would be holding the Thanksgiving Fiesta pitch-in on Wednesday, November 14 at 11:00 a.m. and the Christmas Party will be held on Friday, December 21, 2018 at 11:00 a.m. Ms. Anderson encouraged the Board members to attend the holiday parties, she has received feedback in the past that the employees appreciate Board member attendance.

BUDGET & FINANCE COMMITTEE

Ms. Merrill stated that there were no action items for the Budget and Finance Committee. The next meeting is scheduled for Thursday, November 15 at 7:30 a.m. However, Mr. Mills can no longer attend. The meeting will be rescheduled.

PERSONNEL & BENEFITS COMMITTEE

Health Insurance Renewal

Ms. Lamb stated that Anthem quoted the current health insurance package with no rate or coverage change for 2019. The Committee is still reviewing options for dental insurance and will come back to the next Board meeting with a recommendation.

Ms. Lamb made a motion for the Board to accept the renewal of the current Anthem health insurance coverage. Ms. Merrill seconded the motion. The motion was approved unanimously.

Ordinance 11-12-2018

Ms. Lamb said that the Committee is recommending moving to a step salary system, including parity for entry level positions in the office and at the plant. The increase would be \$60,000 in employee wages for 2019. Individual increases will range from 2.3%-5.8% bringing the budget up 3.3%.

Ms. Lamb made a motion to adopt Salary Ordinance 11-12-18. The motion was seconded by Mr. Pittman. The motion was approved unanimously.

Compensation Policy

Ms. Lamb stated the proposed ten-step system would allow employees hired in at the bottom of a range to reach the top of that range in 10 years. However, employees do not have to be hired in at the bottom of a range. A COLA could be given at the discretion of the Board each year. All employees receiving a satisfactory performance review will get a step up. Employees receiving an unsatisfactory performance review would not be eligible to receive a step increase.

Ms. Lamb made a motion to approve the Compensation Policy as presented. Mr. Ford seconded the motion. The motion was approved unanimously.

2019 Holiday Schedule

Ms. Lamb made a motion to approve the proposed 2019 Holiday Schedule. The motion was seconded by Mr. Mills. The motion was approved unanimously.

CAPITAL & CONSTRUCTION COMMITTEE**#1901 Easement Condemnation**

Mr. Merkle explained that a new force main needs to be installed along the east side of Michigan Road to Lift station 14 in Austin Oaks. Approximately six easements are needed to complete the project. One owner to the south of County Road 500 South has not been responsive. Staff has turned the issue over to Mrs. Poindexter who was also unable to get a response from or serve the property owner. Mrs. Poindexter suggested that the Board move forward with condemnation procedures since her attempts to contact the property owner have failed including her attempt to formally serve her. The amount of her property that is needed for the easement is relatively small and runs along the frontage of the property. Mr. Merkle stated that an appraiser has been contacted to give a valuation on the portion of the property needed for the easement and requested the Board move to file action to condemn the easement. Mrs. Poindexter stated that the Board should authorize Mr. Merkle to move forward with the appraisal to the extent it does not exceed the \$25,000 and make the statutory offer to her. If no response is received, then initiate court action to condemn the easement.

Mr. McDonald made the motion based on Mrs. Poindexter's recommendation. Ms. Merrill seconded the motion. The motion was approved unanimously.

Manhole Repair Project

Mr. Williams presented a handout showing that quotes were received from three contractors to line 12 manholes. The 2018 budget had \$60,000 for manhole repair. Spectra Tech submitted the low quote at \$34,650. He recommended the Board accept the quote and move forward with the project.

Mr. Pittman made a motion to accept Spectra Tech's quote for \$34,650 for manhole repairs. Ms. Merrill seconded the motion. The motion was approved unanimously. Mr. Mills asked if the manhole issues are occurring throughout the territory or in a specific location. Mr. Williams stated repairs are primarily needed in Basin 1.

WWTP Expansion

Mr. Merkle stated that Staff has received six responses to a Requests for Proposals for the design of the Waste Water Treatment Plant Expansion Project. Three engineering firms have been shortlisted to make presentations on their qualifications at the December 3rd Capital and Construction Meeting. He invited all the Board members to attend the presentations which will begin around 5:15 p.m. The presentations will be 30 minutes each. After the last presentation, Board members and staff can meet as a group and discuss the presentations. Mr. Williams stated that the firms have been asked to bring fee proposals in sealed envelopes to review after the presentations.

OLD BUSINESS

2018 Status Report

The Board was provided a list of the 2018 goals which included the objectives and tasks that had been performed to meet the goals.

2019 Goals

Ms. Anderson stated that when setting goals for January, she and Mr. Williams decided some items listed as goals are expectations of the job. Suggestions they are looking for are goals in addition to the standard norms expected. Mr. Williams stated if Board members have specific objectives they hope are achieved in 2019, please make those known so that expenses can be included in the 2019 budget discussions.

Mr. McDonald suggested adding IT security improvements to goals in order to enhance the security posture for TriCo Regional Sewer Utility. Ms. Anderson mentioned an e-mail phishing attempt that was sent to the Board which looked like it came from her and agreed that IT security is an important goal for 2019.

Mr. Ford asked where the Utility stands regarding the goal from 2018 for updated marketing materials for new and existing customers explaining what the Utility does.

Mr. Williams stated that Mr. Roudebush is working on some new marketing material for 2019 which should roll out around Christmas and Valentine's Day.

Ms. Anderson suggested asking the employees for their input on additional goals for 2019.

NEW BUSINESS

Mr. Mills proposed the December meeting start at 6:00 p.m. with an Executive Committee Meeting directly following in order to conduct Mr. Williams' 2018 performance review.

ADJOURN

Mr. Mills made a motion to adjourn the meeting. Mr. Ford seconded the motion. The meeting adjourned at 7:49 p.m.

The next Board of Trustees Meeting is scheduled for Monday, December 10, 2018 at 6:00 p.m.

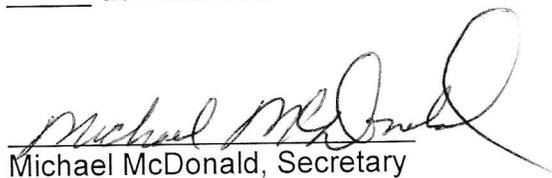
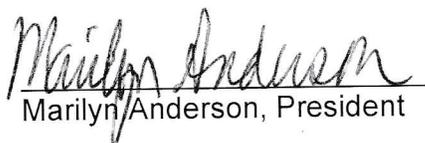
Respectfully submitted,



Andrew Williams
Utility Director

Approved:

as Presented
 as Amended


Michael McDonald, Secretary
Marilyn Anderson, President