



BOARD OF TRUSTEE MEETING

Monday, December 10, 2018, at 6:00 p.m.

Memorandum

ROLL CALL

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

President, Marilyn Anderson and Secretary Michael McDonald were absent.

Mr. Pittman called the meeting to order at 6:01 p.m.

Public Comment

There was no one present from the public.

Memorandum, Board Meeting Monday, November 12, 2018

Mr. Ford moved to approve the Monday, November 12, 2018 meeting memorandum. Ms. Merrill seconded the motion. The memorandum was approved unanimously.

Approval of Claims Docket

Ms. Sheeks stated that the Claims for the month include two large refunds. A customer paid \$100 a month for years and was reimbursed for his overpayments. Another customer paid his bill in the amount of his mortgage payment and was refunded. The treatment cost to Carmel was \$100,000 this month due to two very heavy days of flow. Ms. Sheeks stated that Mr. Merkle has spoken to the plant about balancing the flow between the two plants. The final payment of \$144,000 was made to Eagle Valley for the elimination of Lift Station 4.

Mr. Hand made a motion to approve the Claims Docket. Mr. Mills seconded the motion. The motion was approved unanimously.

Attorney's Report

Mrs. Poindexter discussed two items. The Artest easement appraisal came back for \$4,510. Mrs. Poindexter requested the Board make a specific motion authorizing an offer to Mrs. Artest in the amount of \$4,510. If she does not accept the offer within 30 days, the motion should include the authorization to move forward with condemnation of the easement.

Ms. Merrill made a motion to make an offer to Ms. Artest in the amount of \$4,510 for the easement, and if she does not accept the offer within 30 days, the Board

authorizes the attorney to go forth with condemnation. Mr. Mills seconded the motion. The motion was approved unanimously.

Mr. Hand asked the width of the easement requested. Mr. Williams said the easement width is 20 feet.

Mrs. Poindexter reminded the Board of a report from Mr. Merkle regarding sewer line damage caused by a Duke utility pole. There were also poles placed so close to the underground sewer line that TriCo would be unable to make repairs if needed. Mr. Merkle and an independent engineer hired by TriCo have said that over time the weight of the poles will cause damage to the underground line. TriCo put Duke on notice and asked them to move the poles. Duke believes Mr. Merkle and the independent engineer are mistaken, and they think there is room for the sewer lines to be repaired if needed. TriCo has asked Duke for the names of three contractors who would be willing to do repairs in that space if required and has received no answers from Duke. The statute of limitations could expire in February or March of 2019.

Mrs. Poindexter recommended the Board instruct her to put Duke on notice that as early as TriCo's January Board Meeting, the Board intends to instruct Mrs. Poindexter to file a lawsuit on that issue.

Mr. Shaver moved the motion as stated by Mrs. Poindexter. Ms. Merrill seconded the motion. The motion was approved unanimously.

Utility Director's Report

Mr. Williams followed up on a question from Mr. Mills from the November meeting when he asked about e-check fees. The e-check payment option has been removed from the website because the fees cannot be reduced.

Goals and Objectives

Mr. Williams stated that the objective suggested by Mr. McDonald at the November meeting was added: "Continuous IT security improvements to enhance the security posture for TriCo."

Mr. Williams asked if any other goals or objectives needed to be added before the 2019 Budget is approved.

Ms. Lamb read the goal regarding service and accountability to stakeholders since employees are stakeholders. She requested an objective be added to improve communication with employees, because there is a fair amount of feedback regarding employee dissatisfaction.

Mr. Shaver questioned why there is an objective regarding the Zionsville Partnership. Mr. Williams stated it is a result of conversations with Zionsville in 2017. Mr. Shaver asked if this relates to the project that was proposed but not realized at the Wolf Run

Golf Course property. Mr. Williams said that he believes it refers to properties on the west side of Michigan Road where Zionsville believes they can provide service but may not be able to get to, such as the Holiday property. TriCo's design to date has not considered that project in its expansion plans since Zionsville believes they can service the property. TriCo is willing to work with Zionsville in the event they cannot service the property. Mr. Shaver questioned the need for this item to be in TriCo's goals and objectives. Mr. Mills said that TriCo has a good working relationship with Zionsville. He suggested leaving: "Continue to work with Zionsville in Partnership," in the goals and objectives and removing, "on service needs they may have."

Mr. Shaver asked that an objective is added regarding the use of capacity at the Carmel sewage plant. After discussion, Mr. Hand suggested adding a more general goal to maximize the efficient use of TriCo assets at both plants.

Ms. Merrill restated the addition of an objective under the Maintain Overall Integrity of the Budget Goal; "Continue to optimize treatment capacity at both the Carmel and TriCo wastewater treatment plants." Mr. Shaver made a motion to approve the amended goals and objectives. Mr. Mills seconded the motion. The motion was approved unanimously.

Budget & Finance Committee

2019 Operating Budget

Ms. Merrill made a motion to approve the 2019 Operating Budget with the notation that a user rate increase is not expected for 2019. The motion was seconded by Mr. Mills. The motion was approved unanimously.

Surplus Equipment

Ms. Merrill made a motion to declare the two 2008 Ford Escapes and two Toshiba copiers as surplus equipment. Mr. Ford seconded the motion. The motion was approved unanimously.

Rook Securities Contract Approval

Ms. Merrill made a motion to award a one-year contract for managed IT security services to Rook Securities in the amount of \$38,061. Mr. Mills seconded the motion. The motion was approved unanimously.

Personnel & Benefits Committee

Ms. Lamb announced that Mr. Ford is retiring from the Board. She thanked him for his service and contributions on the Personnel and Benefits Committee.

Dental, STD, LTD, and Life Insurance Renewal

Ms. Lamb made a motion to approve switching the employee Dental, STD, LTD and Life Insurance coverage to Principal Financial for a cost savings of \$5,272.92. Mr. Ford seconded the motion. The motion was approved unanimously.

Capital & Construction Committee

Dedication – Albany Place Section 2

Mr. Hand made a motion to accept the dedication of sewers from Albany Place Section 2. Ms. Merrill seconded the motion. The motion was approved unanimously.

2019 Capital Budget

Mr. Hand stated that the Capital and Construction Committee recommends approval of the proposed 2019 Capital Budget for \$6,750,000.

Mrs. Poindexter suggested that whoever makes the motion to approve this specifically, state that it includes engineering services for the plant. The Committee met and made a recommendation to include that, but the Board needs to specifically approve that not just approve that item as part of the budget. Mr. Williams indicated that the next agenda item will address the consultant selection.

Mr. Shaver stated that the Budget lists \$560,000. Mr. Williams clarified that \$560,000 is included in the 2019 Budget for design. The contract that will be before the Board for approval in the next item is based off the December C&C meeting where consultant interviews were conducted. The amount of \$735,000 includes the 2019 design, permitting and bidding, a five percent contingency and construction admin fees. Mr. Shaver questioned approving the construction admin fees at the same time as the design approval. Mr. Williams stated that historically this is how the Utility has entered into design contracts but, if the Board wishes, that portion can be removed and considered later. Mrs. Poindexter recommended that since the \$160,000 plus the five percent contingency is not in the 2019 Budget that the Capital Budget be approved through 2019 for preliminary design, final design, permitting and bidding but not approve the construction admin fees, and send the contract back for revision.

Mr. Mills made a motion to approve the 2019 Capital Budget in the amount of \$6,750,000. Mr. Shaver verified that this included the \$560,000 fee and then seconded the motion. The motion was approved unanimously.

Consultant Selection for Plant Design

Mr. Hand read from the memo that the Capital and Construction Committee recommends awarding the professional services agreement for the Plant Expansion Design to GRW in the amount not to exceed \$735,000, which includes design, permitting, bidding and construction fees.

Mr. Shaver made a motion to approve the professional services agreement to GRW in the amount of \$560,000 including design, permitting bidding but not construction fees (per Mrs. Poindexter's recommendation). Mr. Mills seconded the motion. The motion was approved unanimously.

Old Business

Mr. Williams presented Mr. Ford with an engraved hatchet and thanked him for his service and contributions to the Board, noting his influence and suggestions regarding the employee pay policy and other HR matters from 2015-2018.

Mr. Ford said that being on the Board has been a great learning experience for him. He stated that hopefully he had made contributions in his time on the Board. He enjoyed working with the Board and complimented Mr. Williams on his work as the Director.

Adjournment

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

The next Board of Trustees Meeting is scheduled for Monday, January 14, 2019, at 7:00 p.m.



Respectfully submitted,



Andrew Williams
Utility Director

Approved:

_____ as Presented
_____ as Amended


Michael McDonald, Secretary
Marilyn Anderson, President

