



TriCo Regional Sewer Utility

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Board of Trustees Meeting Agenda

Monday, June 10, 2019 @ 7:00 p.m.

John W. Hensel Government Center

10701 N. College Avenue, Indianapolis, IN 46280

- 1. Roll Call**
- 2. Public Comment**
- 3. Approval of Meeting Memorandum**
 - a. Board Meeting May 13, 2019
- 4. Approval of Claims Docket**
- 5. Attorney's Report**
 - a. Easement Acquisitions
- 6. Utility Director's Report**
- 7. Committee Reports**
 - a. Budget & Finance Committee
 - b. Personnel & Benefits Committee
 - c. Capital & Construction Committee
 - i. Dedications
 - ii. #1908 Neighborhood Sewer Extension
 - d. Office Improvements Special Committee
- 8. Old Business**
- 9. New Business**
- 10. Adjourn**



BOARD OF TRUSTEE MEETING

Monday, May 13, 2019 7:00 p.m.

Memorandum

ROLL CALL

Present: President Marilyn Anderson, Vice President Steve Pitman, Treasurer Jane Merrill, Secretary Michael McDonald, Members Barb Lamb, Jeff Kimbell, Eric Hand, and Carl Mills. Others in attendance: Utility Director Andrew Williams, Legal Counsel Anne Poindexter, Engineering Manager Wes Merkle, and Administrative Assistant Maggie Crediford.

Board Member Chuck Ryerson was absent.
Utility Controller Cindy Sheeks was absent.

Ms. Anderson called the meeting to order at 7:02 p.m.

PUBLIC COMMENT

There was no one present from the public.

APPROVAL OF MEETING MEMORANDUM

Board Meeting April 8, 2019

Mr. McDonald made a motion to approve the April 8, 2019 Board of Trustee's Meeting Memorandum. The motion was seconded by Mr. Mills and approved unanimously.

APPROVAL OF CLAIMS DOCKET

Mr. Williams said the bill from Carmel Utilities for flow treatment was higher than normal due to wet weather. There were large payments to GRW for the Plant Expansion design. Insurance coverage was renewed in the amount of \$95,000. All other expenses were normal monthly expenses.

Mr. Hand noted duplicate listings for payments to Duke Energy for Lift Stations 1 and 6 on the claims docket. Mr. Williams said he would confirm the payments with Ms. Sheeks.

Ms. Merrill made a motion to approve the claims docket. The motion was seconded by Mr. Mills and approved unanimously.

ATTORNEY'S REPORT

Easement Acquisitions

Mrs. Poindexter stated two easement acquisitions are in court. The Artest easement has had a hearing and staff is waiting for the Court to instruct court appointed appraisers to appraise the easement. When the appraisals are complete, TriCo can deposit the assessed value with the Court and take possession of the easement. McClain is the second easement condemnation case that has been filed. The McClain's have hired an

attorney and Mrs. Poindexter is cautiously optimistic it can be resolved. There is a hearing date set which means there is a deadline for an agreement to be reached outside of court.

Mrs. Poindexter updated the Board on the case involving Duke Energy. The Board gave authorization previously to file suit in that case if an agreement could not be met. Engineering Staff and Mrs. Poindexter have been trying to resolve the issue with Duke. The statute of limitations runs out later in the week. A lawsuit may need to be filed to preserve TriCo's claim, even though the parties may be able to reach an agreement and avoid a legal proceeding.

Mr. McDonald made a motion to authorize Mr. Williams to finalize an agreement with Duke Energy, if one can be reached, and sign the release. The motion was seconded by Mr. Pittman and approved unanimously.

UTILITY DIRECTOR'S REPORT

Mr. Williams stated three of the Board Members have contacted him with interest in taking the DiSC Assessment. Emails will be sent to interested Board Members from HRD for the assessment. He asked anyone that might be interested to contact him so they can be added to the list.

Mr. Williams has received feedback from the labor attorney with updates for TriCo's Employee Handbook. Mr. Williams will be presenting those updates to the P&B Committee at the May meeting, before bringing updates to the Board for approval.

Mr. Hand mentioned the possibility of establishing patent rights for a cleaning apparatus fabricated by Staff discussed in the monthly newsletter.

Mr. Williams said the Mechanical Seals are in Nappanee, Indiana participating in the Wastewater Challenge; hoping to win a trip to the national competition in Chicago.

Mr. Hand asked how big the missing cleanout cap in Basin 8 was; the cap was mentioned in the Engineering Report in the newsletter. Mr. Merkle said it was a 6" cap. Flow metering data has indicated I&I issues in this area during wet weather. Staff is hoping the fix will reduce those issues.

Ms. Anderson asked Mr. Williams to thank the employees involved in designing and building the cleaning apparatus discussed previously.

Mr. Pittman asked a question regarding low-pressure force mains. He asked whose responsibility is it to maintain the pipe from the grinder pit to the street, the homeowners or the Utility's? Mr. Williams said homeowners have the responsibility to maintain the pipe that runs from the grinder pit to the main in the right-of-way. Mr. Pittman asked if individual homeowners maintain those or does the neighborhood association? Mr. Pittman said neighborhood associations are starting to take care of irrigation backflow testing and he wondered if it was the same for the lateral sewer lines. He asked what TriCo's recommendations are to neighborhoods. Mr. Pittman has concerns that as builders sell

homes, no one is educating new homeowners that they are responsible for sewer lateral repairs and maintenance or providing them with the information needed to understand how to maintain or repair them. Mr. Williams said in existing neighborhoods TriCo provides property owners with information on how to maintain the lateral when providing them the opportunity to connect to the system. Mr. Williams was not sure what information is provided to new homeowners by builders when new construction properties are purchased.

Mr. Williams said staff has considered putting together a welcome packet for new customers with information about the Utility, along with tips on how to prevent issues with their systems. Ms. Anderson asked if there is a way for Customer Service to identify new homeowners with low pressure systems and if there is an informational pamphlet that could be added to their first bill. Mr. Williams indicated that this would be looked into.

Ms. Anderson commented on the number of locate requests made to the Utility as listed in the monthly newsletter. Mr. Merkle said locate requests are up, as is construction in the area. The peak was 250 locate requests in one 24-hour period.

COMMITTEE REPORTS

Budget & Finance Committee

Ms. Merrill said the Budget and Finance Committee did not meet in April and had no action items before the Board.

Personnel & Benefits Committee

Ms. Lamb stated that the Personnel and Benefits Committee had no action items before the Board.

Capital & Construction Committee

WRRF Flow Meter Installation

Mr. Hand made a motion to award the WRRF Flow Meter Installation contract to Maddox Industrial Group in the amount of \$27,225. The motion was seconded by Mr. Pittman and approved unanimously.

Dedication of Grand Brook Memory Care of Zionsville

Mr. Hand made a motion to accept the sanitary sewer dedication of Grand Brook Memory Care of Zionsville. The motion was seconded by Mr. Pittman and approved unanimously.

Ms. Anderson directed the Board members to review the Capital and Construction Committee Meeting memorandum on page three, where it discusses that IDEM's rerating of the plant allows for additional treatment capacity.

Citizens/Byrum Wholesale Agreement

Mr. Hand noted that the proposed Citizens/Byrum Wholesale Agreement was not listed on the Board Meeting agenda but was discussed at the May C&C Meeting with all the parties present. Mr. Hand, Ms. Anderson, and Mr. Pittman asked the Board Members to review the meeting memorandum from C&C, along with the proposed agreement. They encouraged the

Board Members to reach out to Mr. Williams or Mr. Pittman if they have any questions they would like to have asked and answered at the June C&C meeting; before the proposal is brought to the Board of Trustees for consideration.

Old Business

Office Remodel Status Report

Mr. Merkle updated the Board on the status of the proposed administrative office remodel project. The current facility has not been updated in over 20 years. CSO Architects drafted plans for the remodel. Bids were received from two contractors. The lowest quote came in around \$271,000. Three hundred thousand was budgeted for the project.

Mr. Merkle and Mr. Williams explained to the Board that due to maintenance costs at the current location and rumored interest from the City of Carmel to relocate one of their departments to the John Hensel Government Center, Staff has been looking at other alternatives which include selling TriCo's portion of the building to either the City of Carmel or the Clay Township Trustee. TriCo would either rent office space or revisit moving the administrative staff out to the wastewater plant if it's interest in the current location is sold.

Mr. Mills suggested forming a Committee to help Staff look at the options and help guide them in deciding what course of action would be best. Ms. Anderson appointed Jeff Kimbell, Steve Pittman, and Carl Mills to comprise the Office Improvements Committee.

Adjournment

Ms. Lamb made a motion to adjourn the meeting. The motion was seconded by Mr. Mills and approved unanimously. The meeting adjourned at 7:48 p.m.

The next Board of Trustees Meeting is scheduled for Monday, June 10 at 7:00 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 05/09/2019-06/04/2019

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
5/8/19	13100	Operating	United Laboratories	\$252.42	\$252.42	Operating supplies
5/8/19	13100	Operating	United Laboratories	\$595.84	\$595.84	Operating supplies
5/8/19	13101	Operating	Utility Supply Company	\$313.89	\$313.89	Line repair
5/10/19	13102	Interceptor	GRW	\$21,000.00	\$21,000.00	CIP-Proj 1908 Neighborhood Sewer Projects
5/10/19	13103	Operating	Kinetrex Energy	\$555.06	\$555.06	Natural Gas
5/14/19	13104	Operating	Shred Monkey	\$40.00	\$40.00	Shredding
5/14/19	13105	Operating	Joe Hood	\$145.00	\$145.00	Mileage
5/14/19	13106	Operating	eGov Strategies, LLC	\$1,450.00	\$1,450.00	Website design
5/8/19	13107	Reserve for	BL Anderson Company, Inc.	\$2,587.75	\$2,587.75	Repair parts - R4R PO 1668
5/8/19	13107	Reserve for	BL Anderson Company, Inc.	\$35,062.00	\$35,062.00	CIP-Flow Meter replacement R4R
5/21/19	13108	Operating	AFLAC	\$504.04	\$504.04	Insurance
5/21/19	13109	Operating	AT & T	\$698.93	\$698.93	Internet
5/21/19	13110	Operating	AT&T Mobility	\$1,304.76	\$1,304.76	Cell phones
5/21/19	13111	Operating	Carmel Utilities	\$1,107.60	\$1,107.60	Sewer cleaning
5/21/19	13112	Operating	Carmel Utilities	\$13.45	\$13.45	LS 2
5/21/19	13112	Operating	Carmel Utilities	\$27.35	\$27.35	LS 26
5/21/19	13112	Operating	Carmel Utilities	\$13.45	\$13.45	LS 1
5/21/19	13113	Operating	IPL	\$5,728.94	\$5,728.94	LS 2
5/21/19	13114	Operating	Jason Lewin	\$48.14	\$48.14	Mileage
5/21/19	13115	Operating	MJ Insurance	\$67.30	\$67.30	Surplus lines tax
5/21/19	13116	Operating	Robert Roudebush	\$9.49	\$9.49	Lunch reimbursement
5/21/19	13117	Operating	Ryan Hartman	\$1,400.00	\$1,400.00	Dep care reim
5/21/19	13118	Operating	Scot Watkins	\$140.36	\$140.36	Mileage
5/23/19	13123	Plant Expans	Doug Taylor	\$1,400.00	\$1,400.00	CIP-Proj 1906 Easement
5/23/19	13124	Plant Expans	Scott Kruger	\$200.00	\$200.00	CIP-Proj 1906 Easement
5/23/19	13125	Plant Expans	Sharyn Taylor	\$400.00	\$400.00	CIP-Proj 1906 Easement
5/23/19	13126	Plant Expans	Zionsville Cemetary Association Inc	\$100.00	\$100.00	CIP-Proj 1906 Plant Expansion
5/24/19	13127	Operating	Cole Closser	\$48.72	\$48.72	Mileage
5/24/19	13128	Operating	Purafil, Inc.	\$6,246.25	\$6,246.25	Operating supplies
5/31/19	13129	Operating	Eric Luis Delacruz	\$23.54	\$23.54	Reim - pants
5/31/19	13130	Operating	Richard Hoole	\$116.00	\$116.00	Mileage
5/31/19	13131	Operating	Aaron Strong	\$30.00	\$30.00	Cell phone-May 2019
5/31/19	13132	Operating	Eric Luis Delacruz	\$30.00	\$30.00	Cell phone-May 2019
5/31/19	13133	Operating	Jeffrey Martin	\$30.00	\$30.00	Cell phone-May 2019
5/31/19	13134	Operating	Kermin Huntley	\$30.00	\$30.00	Cell phone - 5/31
5/31/19	13135	Operating	Nathan Crowder	\$30.00	\$30.00	Cell phone
5/31/19	13136	Operating	Barbara Lamb	\$200.00	\$200.00	May board fees
5/31/19	13137	Operating	Carl S. Mills	\$200.00	\$200.00	May board fees
5/31/19	13138	Operating	Charles Ryerson	\$50.00	\$50.00	May board fees
5/31/19	13139	Operating	Eric Hand	\$150.00	\$150.00	May board fees
5/31/19	13140	Operating	Jane B. Merrill	\$150.00	\$150.00	May board fees
5/31/19	13141	Operating	Jeffrey Kimbell	\$200.00	\$200.00	May board fees
5/31/19	13142	Operating	Marilyn Anderson	\$300.00	\$300.00	May board fees
5/31/19	13143	Operating	Michael A. McDonald	\$100.00	\$100.00	May board fees
5/31/19	13144	Operating	Steve Pittman	\$300.00	\$300.00	May board fees
5/31/19	13145	Operating	Donald Gongware	\$14.68	\$14.68	Refund-12628 Treaty Line St
5/31/19	13146	Operating	G Mike Bates	\$21.17	\$21.17	Refund-10640 Jewel Lane
5/31/19	13147	Operating	Sheryl or Dan Heffern	\$55.07	\$55.07	Refund-14051 Magic Stallion
5/31/19	13148	Operating	Ann Eggleston	\$16.92	\$16.92	Refund-14459 Welford Way
5/31/19	13149	Operating	Kerrm Yau	\$43.79	\$43.79	Refund-14482 Baldwin Lane
5/31/19	13150	Operating	Xueqiao Chen	\$19.59	\$19.59	Refund-3377 Kilkeny Circle
5/31/19	13151	Operating	Bruce Gillen	\$18.55	\$18.55	Refund-Wildlife Trail
5/31/19	13152	Operating	Amy Monachino	\$12.95	\$12.95	Refund-11639 Willow Springs Dr
5/31/19	13153	Operating	Erin Palacios	\$17.58	\$17.58	Refund-1623 Norland Dr
5/31/19	13154	Operating	Scott or Alexandra Bove	\$9.21	\$9.21	Refund-10905 Crooked Stick Lane
5/31/19	13155	Operating	John or Kelly Hammer	\$27.75	\$27.75	Refund-10740 Crooked Stick
5/31/19	13156	Operating	Aaron Hodge	\$27.75	\$27.75	Refund-10604 Central Ave #B
5/31/19	13157	Operating	Robert or Barbara Mackay	\$26.32	\$26.32	Refund-13028 Southampton Ct
5/31/19	13158	Operating	Bruce or Carol Hansen	\$28.89	\$28.89	Refund-1028 Princeton Gate
5/31/19	13158	Operating	Bruce or Carol Hansen	\$41.48	\$41.48	Refund-506 E 108th St E
5/31/19	13159	Operating	Utkir K Kamilov	\$14.90	\$14.90	Refund-12570 Timber Creek Dr #7
5/31/19	13160	Operating	Steve Barrett or Rosie Doria	\$18.52	\$18.52	Refund-11624 Weeping Willow
5/31/19	13161	Operating	Adam Lenet or Laura Green	\$14.82	\$14.82	Refund-3229 Tantara Dr

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
5/31/19	13162	Operating	Sallyann Carpenter	\$32.05	\$32.05	Refund-2991 Stone Creek Dr
5/31/19	13163	Operating	Andre Goodloe	\$34.05	\$34.05	Refund-1160 Birnam Woods
5/31/19	13164	Operating	Cameron Richardson	\$24.86	\$24.86	Refund-12491 Brookline St
5/31/19	13165	Operating	Nahal Dandamudi	\$36.04	\$36.04	Refund-11974 Copperfield
5/31/19	13166	Interceptor	Indianapolis Star	\$338.38	\$338.38	CIP-Proj 1908 Neighborhood sewers
5/31/19	13167	Interceptor	MS Consultants, Inc	\$15,300.00	\$15,300.00	CIP-Proj 1802 Haver Way
5/31/19	13168	Interceptor	Reynolds Construction LLC	\$12,300.00	\$12,300.00	CIP-Proj 1601 - 106th St FM
5/31/19	13169	Reserve for	ACE Technologies, LLC	\$1,207.50	\$1,207.50	CIP-PLC upgrades R4R
5/31/19	13169	Reserve for	ACE Technologies, LLC	\$11,520.00	\$11,520.00	CIP-PCL Upgrades R4R
5/31/19	13170	Reserve for	Graybar	\$16,838.02	\$16,838.02	CIP-LS to Genset Quick Connect - R4R
5/31/19	13170	Reserve for	Graybar	\$546.12	\$546.12	CIP-LS to Genset Quick Connect - R4R
5/31/19	13171	Interceptor	GRW	\$2,000.00	\$2,000.00	CIP-Proj 1908 Neighborhood sewers (Interceptor)
5/31/19	13171	Interceptor	GRW	\$10,500.00	\$10,500.00	CIP-Proj 1908 Neighborhood sewers (Interceptor)
5/31/19	13172	Plant Expans	GRW	\$53,467.50	\$53,467.50	CIP-Proj 1902 Plant Expansion
5/31/19	13172	Plant Expans	GRW	\$2,540.00	\$2,540.00	CIP-Proj 1906 Plant outfall (PE)
5/31/19	13172	Plant Expans	GRW	\$6,593.60	\$6,593.60	CIP-Proj 1902 Plant outfall (PE)
5/31/19	13173	Operating	Allison Payment Systems LLC dba Dr	\$125.00	\$125.00	E-mail update
5/31/19	13173	Operating	Allison Payment Systems LLC dba Dr	\$4,965.26	\$4,965.26	Postage
5/31/19	13173	Operating	Allison Payment Systems LLC dba Dr	\$3,645.13	\$3,645.13	Billing
5/31/19	13174	Operating	Altman, Poindexter & Wyatt, LLC	\$2,007.50	\$2,007.50	Legal fees
5/31/19	13174	Operating	Altman, Poindexter & Wyatt, LLC	\$1,055.00	\$1,055.00	Legal fees
5/31/19	13174	Operating	Altman, Poindexter & Wyatt, LLC	\$642.10	\$642.10	Legal fees
5/31/19	13174	Operating	Altman, Poindexter & Wyatt, LLC	\$525.00	\$525.00	Legal fees
5/31/19	13174	Operating	Altman, Poindexter & Wyatt, LLC	\$247.50	\$247.50	Legal fees
5/31/19	13175	Operating	AT & T	\$698.93	\$698.93	Internet
5/31/19	13176	Operating	AT & T	\$108.59	\$108.59	Phone service
5/31/19	13177	Operating	B&W Plumbing and Heating	\$2,447.00	\$2,447.00	PM for A/C systems
5/31/19	13178	Operating	Bee Green Lawn Care & Plant Health	\$87.55	\$87.55	Lawn service
5/31/19	13179	Operating	Bio Chem, Inc.	\$3,778.84	\$3,778.84	Operating supplies-Plant
5/31/19	13179	Operating	Bio Chem, Inc.	\$4,046.43	\$4,046.43	Operating Supplies
5/31/19	13180	Operating	Black Tie Courier	\$299.00	\$299.00	Courier service
5/31/19	13181	Operating	Carmel Utilities	\$104,028.54	\$104,028.54	Flow to Carmel
5/31/19	13181	Operating	Carmel Utilities	\$1,057.50	\$1,057.50	May billing reads
5/31/19	13182	Operating	Carmel Utilities	\$40.27	\$40.27	Stormwater fees
5/31/19	13183	Operating	Clay Township Trustee	\$3,042.92	\$3,042.92	Township gov center expenses
5/31/19	13184	Operating	Community Occupational Health Serv	\$97.00	\$97.00	Testing
5/31/19	13185	Operating	Connect Electric Inc	\$180.00	\$180.00	Service Call
5/31/19	13186	Operating	CSO Architects	\$967.96	\$967.96	CIP-Admin office remodel
5/31/19	13186	Operating	CSO Architects	\$5,245.30	\$5,245.30	CIP-Admin remodel
5/31/19	13187	Operating	Element Materials Technology Dalevi	\$951.00	\$951.00	Sewer sampling
5/31/19	13188	Operating	Fastenal Company	\$231.84	\$231.84	Safety materials
5/31/19	13189	Operating	Grainger	\$94.00	\$94.00	Line Maintenance
5/31/19	13189	Operating	Grainger	\$124.64	\$124.64	Uniforms & shop towel
5/31/19	13189	Operating	Grainger	\$207.87	\$207.87	Plant R & M
5/31/19	13190	Operating	Graybar	\$177.83	\$177.83	Lift Station R & M
5/31/19	13191	Operating	Hach Company	\$1,938.97	\$1,938.97	Chemicals
5/31/19	13192	Operating	HRD Advisors Group	\$1,050.00	\$1,050.00	DiSC assessments
5/31/19	13193	Operating	IPL	\$61.41	\$61.41	LS 25
5/31/19	13193	Operating	IPL	\$509.85	\$509.85	LS 8
5/31/19	13193	Operating	IPL	\$61.30	\$61.30	LS VV
5/31/19	13193	Operating	IPL	\$72.12	\$72.12	LS 20
5/31/19	13193	Operating	IPL	\$122.95	\$122.95	LS 3
5/31/19	13193	Operating	IPL	\$811.73	\$811.73	LS 10
5/31/19	13193	Operating	IPL	\$329.71	\$329.71	LS 9
5/31/19	13193	Operating	IPL	\$51.66	\$51.66	LS 18
5/31/19	13194	Operating	IT Indianapolis	\$1,500.00	\$1,500.00	Upgrade Windows server
5/31/19	13194	Operating	IT Indianapolis	\$698.00	\$698.00	Office 365 support
5/31/19	13194	Operating	IT Indianapolis	\$1,850.00	\$1,850.00	Support fees
5/31/19	13195	Operating	IUPPS	\$2,501.35	\$2,501.35	Monthly tickets
5/31/19	13196	Operating	Landmark	\$105.00	\$105.00	Plant R & M
5/31/19	13197	Operating	Lewis Testing Services, Inc.	\$75.00	\$75.00	Sewer sampling
5/31/19	13198	Operating	Lowe's Business Account	\$152.80	\$152.80	Lift station R & M
5/31/19	13198	Operating	Lowe's Business Account	\$54.33	\$54.33	Operating supplies
5/31/19	13199	Operating	Microsoft Corporation	\$3,040.23	\$3,040.23	Surface Pro
5/31/19	13200	Operating	Neenah Foundry Co.	\$1,024.00	\$1,024.00	Adjusting ring
5/31/19	13201	Operating	Neofunds by Neopost	\$500.00	\$500.00	Postage
5/31/19	13202	Operating	Office Depot	\$61.99	\$61.99	Office supplies

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
5/31/19	13202	Operating	Office Depot	\$359.98	\$359.98	Office supplies
5/31/19	13202	Operating	Office Depot	\$85.09	\$85.09	Office supplies
5/31/19	13202	Operating	Office Depot	\$58.10	\$58.10	Office supplies
5/31/19	13202	Operating	Office Depot	\$5.99	\$5.99	Office supplies
5/31/19	13203	Operating	Ogletree Deakins	\$2,117.25	\$2,117.25	Legal work-handbook
5/31/19	13204	Operating	Pings Tree Service	\$215.00	\$215.00	Tree service
5/31/19	13205	Operating	Praxair Distribution, Inc.	\$29.45	\$29.45	Rental fee
5/31/19	13206	Operating	Promotions Plus	\$1,695.12	\$1,695.12	Logo wear
5/31/19	13207	Operating	Ray Clemens	\$400.00	\$400.00	Cleaning fees
5/31/19	13208	Operating	Republic Services #761	\$406.37	\$406.37	Trash service
5/31/19	13209	Operating	Rook Security LLC	\$2,503.00	\$2,503.00	MDR Service
5/31/19	13210	Operating	Signius Communications	\$83.96	\$83.96	Answering service
5/31/19	13211	Operating	Simplifile	\$360.00	\$360.00	Filing fees
5/31/19	13212	Operating	Solution Dynamics	\$5,661.23	\$5,661.23	CIP-Pump lifting table
5/31/19	13213	Operating	Taylor Oil Company, Inc.	\$34.65	\$34.65	Kerosene
5/31/19	13213	Operating	Taylor Oil Company, Inc.	\$1,640.33	\$1,640.33	Fuel
5/31/19	13214	Operating	Tinder Lock & Security Solutions	\$200.00	\$200.00	Plant R & M
5/31/19	13215	Operating	Utility Supply Company	\$24.26	\$24.26	Manhole R & M
5/31/19	13215	Operating	Utility Supply Company	\$294.24	\$294.24	Manhole R & M
5/31/19	13216	Operating	Xylem Water Solutions USA Inc	\$4,279.00	\$4,279.00	Plant R & M PO 1673
6/5/19	13217	Operating	CuraLinc, LLC	\$295.00	\$295.00	Support fees
6/5/19	13218	Operating	IT Indianapolis	\$1,586.86	\$1,586.86	Business Continuity
6/5/19	13218	Operating	IT Indianapolis	\$4,531.00	\$4,531.00	Monthly support - June
5/1/19	20190219	Operating	Principal Life Insurance Company	\$3,446.51	\$3,446.51	May insurance
5/15/19	20190239	Operating	Principal Life Insurance Company	\$57.41	\$57.41	Fica match for STD - Odom
5/17/19	20190240	Operating	ADP	\$126.92	\$126.92	Workforce Now
5/20/19	20190241	Operating	Wex Bank	\$263.95	\$263.95	Fuel
5/21/19	20190242	Operating	ADP	\$56,724.01	\$56,724.01	PPE 05/17/19
5/22/19	20190243	Operating	Empower Retirement (Hoosier STAR	\$7,824.57	\$7,824.57	457b, 401a, Roth
5/7/19	20190244	Operating	ADP	\$54,959.62	\$54,959.62	PPE 05/03/19
5/7/19	20190245	Operating	Empower Retirement (Hoosier STAR	\$7,693.51	\$7,693.51	457b, 401a, Roth
5/24/19	20190246	Operating	Napa Auto Parts	\$33.99	\$33.99	Lift Station R & M
5/24/19	20190246	Operating	Napa Auto Parts	\$140.78	\$140.78	Lift Station R & M
5/24/19	20190246	Operating	Napa Auto Parts	\$48.47	\$48.47	Lift station R & M
5/24/19	20190246	Operating	Napa Auto Parts	\$5.98	\$5.98	Auto repairs
5/24/19	20190246	Operating	Napa Auto Parts	\$11.98	\$11.98	Oil
5/28/19	20190247	Operating	Anthem Blue Cross Blue Shield	\$31,981.63	\$31,981.63	Insurance
5/24/19	20190248	Operating	Vectren Energy Delivery	\$17.00	\$17.00	LS 10
5/24/19	20190249	Operating	Vectren Energy Delivery	\$46.00	\$46.00	LS 2
5/31/19	20190250	Operating	ADP	\$129.07	\$129.07	Workforce Now
5/31/19	20190251	Operating	Duke Energy	\$276.09	\$276.09	LS 21
5/31/19	20190252	Operating	Duke Energy	\$2,564.85	\$2,564.85	LS 1
5/31/19	20190253	Operating	Duke Energy	\$55.37	\$55.37	LS 6
5/31/19	20190254	Operating	Duke Energy	\$557.53	\$557.53	LS 26
5/31/19	20190255	Operating	Duke Energy	\$293.21	\$293.21	LS 19
5/31/19	20190256	Operating	Duke Energy	\$170.05	\$170.05	LS 5
5/31/19	20190257	Operating	Duke Energy	\$293.90	\$293.90	LS 16
5/31/19	20190258	Operating	Duke Energy	\$374.45	\$374.45	LS 23
5/31/19	20190259	Operating	Duke Energy	\$275.34	\$275.34	LS 11
5/31/19	20190260	Operating	Duke Energy	\$1,060.20	\$1,060.20	LS 14
5/31/19	20190261	Operating	Duke Energy	\$1,223.31	\$1,223.31	LS 17
5/31/19	20190262	Operating	Duke Energy	\$21,191.43	\$21,191.43	Plant

\$593,519.25 \$593,519.25

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
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

\$593,519.25

Docket Report Information

Flow Meter Replacements	\$	35,062.00
PCL Upgrades	\$	12,272.50
1906-Plant Outfall	\$	4,640.00
1902-Plant Expansion	\$	60,061.10
1908-Neighborhood Sewers	\$	33,838.38
1802-Haver Way	\$	15,300.00
Office Remodel	\$	6,213.26
1601-106th St FM	\$	5,120.00
Total Capital Spending	\$	172,507.24
District Insurance	\$35,428.14	
Carmel May Flow	\$104,028.54	
Other Expenses		\$281,555.33

The TriCo Connection

Volume 12 Issue 6 June 2019
MONTHLY NEWSLETTER

FINANCIAL REPORT-CINDY SHEEKS

April 2019 Total Revenues was \$632,961 which is above the projected revenue of \$614,505 by \$18,456. Residential sales were \$409,875 and 1.59% higher than expected. Commercial sales totaled \$194,259 which is 4.18% higher than expected. Total operating expenses were \$451,586 in April which is 3.44% above the monthly projection. Wages and benefits spending were above budget by \$521 for a total of \$176,565 during the month. Administration spending was \$47,682 in April and under budget by \$8,776. Treatment costs totaled \$185,984 which is over budget by \$40,567. Collection costs totaled \$41,356 in April which was \$17,311 under budget. Net income in April was \$171,400 after depreciation and amortization of CIAC and was under projections by \$2,636 for the month.

Spending Breakdown in April:

Wages – 39.1%
Administration – 10.56%
Treatment Costs – 41.18%
Collection Costs – 9.16%

Spending Breakdown YTD:

Wages - 38.23%
Administration – 13.78%
Treatment Costs - 38.88%
Collection Costs – 9.11%

Cash generated for April shows a net increase in all funds by \$317,427. Capital spending was \$218,254 for the month. It included spending for WWTP Expansion, Plant outflow, Haver Way, 106th St, LS 14 Force Main, Neighborhood Sewers and Admin office remodel. Cash on hand at 04/30/19 was \$9,791,181. The balances in the funds are listed below:

Operating \$2,522,713

Plant Expansion \$4,440,858

Reserve for Replacement \$561,525

Interceptor \$73,685

Operating Reserve \$2,192,400

In This Issue

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Calendar of Events

June 10	Board Meeting	7:00 p.m.
June 12	Staff Meeting	10:00 a.m.
June 26	P&B Meeting	7:30 a.m.
June 28	B&F Meeting	7:30 a.m.
July 01	C&C Meeting	4:30 p.m.

COLLECTIONS REPORT - AARON STRONG

Manhole rehabilitation was a top priority for Collections Staff in the month of May. Staff performed maintenance on 125 structures, work included; 90 manhole chimneys grouted, 20 manholes cleaned, and 15 buried manholes were raised to grade. Warranty inspections were completed on 42 warranty manholes for workmanship after receiving epoxy chimney seals earlier this year.

Lift Station repair and maintenance continues with three stations completed to date. Line televising in the year one inspection cycle is coming along nicely with just over 20,000 feet of main televised in the month of May, bringing our yearly total to 94,577 feet.

TNTechnical was awarded a contract to perform yearly flowmeter calibrations. Seven units at the WRRF and 23 meters located at lift stations throughout the Utility will be calibrated. Annual generator and Automatic Transfer Switch (ATS) preventative maintenance contract went out to bid. The Utility owns and maintains 14 generator/pump sets that are utilized for emergency power restoration and bypass pumping needs.

The Mechanical Seals once again represented TriCo at the IWEA Operators Challenge held this year in Nappanee, Indiana. The team took top honors in both the Safety and Operations & Maintenance events. The Team earned a second-place overall finish in the 12-team field. The team is comprised of Jason Lewin, Joe Hood, Scot Watkins and Matt Starr.

SAFETY UPDATE - LOREN PRANGE

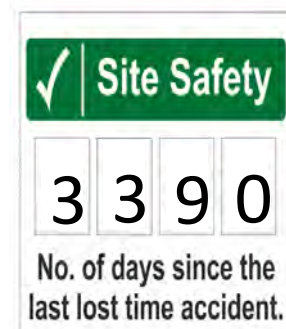
TriCo had no reportable injuries and has gone 3390 days without a lost time accident.

The following safety tailgate sessions were held:

04/23/19 How to conduct a safety tailboard

05/01/19 Know your colors and call before you dig

05/09/19 Listen up to protect your hearing



Every May the Utility looks forward to sending a team to compete in the IWEA Operators Challenge. Our team always performs well in safety. This year was no different with a first-place finish. The safety event had two parts. The first part was a written test and the second part was a practical where the teams react to a plant emergency scenario.

CONSTRUCTION & ENGINEERING– WES MERKLE

Engineering staff completed 647 locates, 53 I&I inspections and 52 lateral inspections in May. The Utility received and reviewed 2,892 locate requests. Sam joined us again this summer to help with locates, inspections, and several ongoing initiatives. Nate is closely monitoring road-related work on East 96th Street as well as utility work in the area of 106th Street, Michigan Road and Shelbourne Road. Kermin has continued to work with contractors on challenges of sewer lateral installation related to narrow lots in new subdivisions. Construction activity in our service area continues to be very strong. Eric continued warranty and punch list inspections on various projects and observed sewer construction at the Aria Apartments development. Several private development projects are expected to begin construction shortly.

Jeff completed a variety of tasks with inspection and GIS. He gathered EDU data where capacity checks at multiple lift stations were needed to accommodate development. Jeff and Ryan continued to lay out potential sewer extensions to estate lots requesting service in the future. This will help staff to efficiently lay out future main extensions in a more localized master planning effort. Ryan drove changes to the neighborhood sewer project to accommodate multiple last-minute service requests due to failed septic systems. He continues to press property owners to dedicate private sewers at Crossfields and the Bridges so that neighboring properties can connect. He is also working with a vendor to finish assembly and implementation of the low-pressure main flushing testing system for Collections.

Remaining force main relocation work at 96th and Keystone will be completed in two phases, the first in June and the second later this summer. Design for the Haver Way sewer and lift station improvements project will wrap up this month. Bids were received for the next neighborhood sewer project. Plans were revised to include parts of two other neighborhoods where staff recently received multiple urgent service requests. Work is expected to begin later this month and finish this fall. Staff continues to work with property owners to execute easement paperwork for the outfall sewer project. Permits should be received this summer with bidding and construction to follow. The Lift Station 14 (Austin Oaks) Parallel Force Main project along Michigan Road will also go to bid once the remaining two easements are acquired through condemnation. Plant expansion design is expected to be complete in July. Bids for the admin office improvements project were received and alternatives continue to be evaluated.

CUSTOMER SERVICE UPDATE - SHELLY KEEFE

In May, 11 liens totaling \$1,678.33 were filed. In addition, one contract account was paid in full, which leaves 7 remaining open contract accounts. The current lien balance is \$24,819.47.

There were 35 permits processed and 39 new customers added.

Customer service has requested the residential water read files from Carmel and Citizens for the annual balanced billing process. Preliminary reports are used to research issues prior to processing the program in the billing software. Although this step is time consuming, it saves time and confusion for our customers once the new balanced billing takes effect.

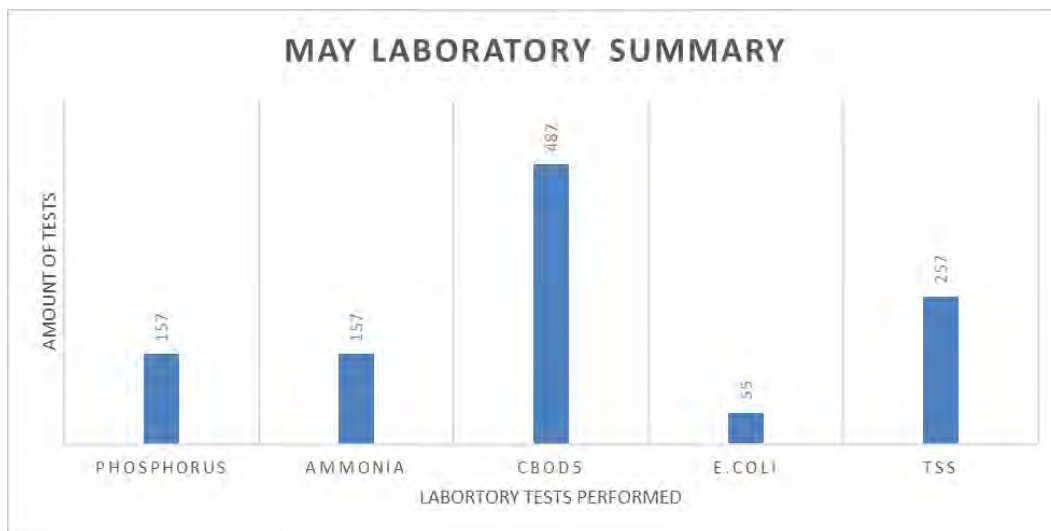
The 100 Mile Challenge has ended with 10 employees successfully reaching the 100 Mile goal. Those employees received a \$25 gift card. Hopefully the program was a jumpstart to a healthier lifestyle for all participants.

PLANT REPORT-SCOT WATKINS

In April, Kokosing completed the digester 2 aeration repair; the tank is now back in service. During routine inspection, a belt was found to be broken on the west Orbal gear reducer. The belt was replaced by staff. All biannual oil changes have been completed and failed UV bulbs have started to be replaced. The Biosolids polymer injections system was cleaned and the tubing has been replaced. The plant passed the IWEA Safety Committee Safety Audit and the laboratory passed the IWEA Laboratory Committee Excellence Audit; scores have not been released at this time. This is the 12th and 14th years in a row respectfully that the Utility will receive these recognitions. Staff continues to be very active in the IWEA by participating of many of the committee. Scot and Loren conducted the safety audit for the City of Seymour’s WWTP and Bob completed laboratory audits for Marion and Shelbyville. Influent and effluent quarterly metals testing and quarterly toxicity testing on the effluent was performed this month. The annual lab fume hood inspection was completed.

Bob Roudebush, the Utility’s Laboratory Coordinator, is responsible this year for the IWEA’s selection for the Stockholm Junior Water Prize (SJWP). The SJWP is the world’s most prestigious award presented to a high school student for a water-research project. The Water Environment Federation (WEF) has coordinated the U.S. competition since its inception in 1997 and partners closely with their Member Associations to execute the program. More information about the SJWP may be found at: <https://www.wef.org/resources/for-the-public/SJWP/about-sjwp/>

Our new summer help, David Isenberg, has been assisting Pretreatment with FOG inspections. Staff has done a great job in getting him up-to-speed. There were thirty-two FOG inspections completed with no violations. Outreach items have been ordered for the Utility’s first festival of the year, CarmelFest held July 3 and 4.



Birthdays

Cindy Ferrulli	June 01
Loren Prange	June 20

Anniversaries

Matt Star	June 13	08 Years of Service
Eric Louis Delacruz	June 18	07 Years of Service
Loren Prange	June 27	14 Years of Service

Selected Statistics 2019	January	February	March	April	May	2019 Monthly Average	2019 YTD	2018 Total Through May
Maintenance Information								
Lateral Inspections	17	23	43	40	37	32	160	177
Certified I&I Inspections	26	21	54	53	52	41	206	238
Failed I&I Inspections	0	0	2	0	0	0	2	3
Sewer Locates	284	363	498	538	647	466	2,330	2,719
Manholes Added	1	3	0	0	6	2	10	38
Total # of Manholes	5,849	5,852	5,852	5,852	5,858	NA	5,852	5,810
Manholes Inspected	66	704	700	368	46	377	1,884	1,769
Feet of Sewer Added	21,687	497	0	2,196	1,277	5,131	25,657	8,367
Total Footage of Sewers	1,652,834	1,653,331	1,653,331	1,655,527	1,656,804	NA	1,655,527	1,638,793
Feet of Sewer Televised	4,862	13,441	30,592	25,559	20,123	18,915	94,577	110,978
Feet of Sewer Cleaned	440	0	0	0	0	88	440	1,414
Overflows	0	0	0	0	1	0	1	1
Station 1 to Carmel Utilities								
Rainfall/Precipitation (inches)	2.4	3.84	4.00	4.96	5.53	4.1	20.7	13.08
Total Flow (gallons)	61,408,530	68,878,012	66,012,786	76,532,259	68,859,498	68,338,217	341,691,085	284,272,338
Maximum Daily Flow (gallons)	3,197,275	2,979,329	3,563,156	3,857,564	3,422,487	NA	3,857,564	3,929,994
Average Daily Flow (gallons)	1,980,920	2,173,951	2,129,445	2,551,075	2,221,274	2,211,333	NA	9,433,647
Minimum Daily Flow (gallons)	1,150,531	1,173,951	1,556,890	1,885,976	1,902,004	NA	1,150,531	1,328,783
Michigan Road WWTP								
Total Flow (gallons)	86,922,000	83,180,000	81,694,000	91,138,000	85,733,000	85,733,400	428,667,000	396,280,000
Maximum Daily Flow (gallons)	5,134,000	6,199,000	3,298,000	4,300,000	3,089,000	NA	6,199,000	7,867,000
Average Daily Flow (gallons)	2,803,935	2,970,714	2,635,290	3,037,933	2,765,581	2,842,691	NA	13,127,947
Minimum Daily Flow (gallons)	2,404,000	2,430,000	2,343,000	2,415,000	2,517,000	NA	2,343,000	1,637,000
Total Flow to Both Plants	148,330,530	152,058,012	147,706,786	167,670,259	154,592,498	154,071,617	770,358,085	680,552,338
Biosolids Handling (gallons)								
Wasted (Biosolids)	1,667,480	2,107,310	2,301,830	2,225,420	1,729,930	2,006,394	10,031,970	5,838,460
Dewatered	735,000	480,000	460,000	832,000	769,000	655,200	3,276,000	1,578,000
Digested Sludge Withdrawn	787,000	715,400	853,800	83,170	811,600	650,194	3,250,970	4,201,500
Customer Information						Total Billed Accts	15,549	
New Sewer Service Accounts	24	26	18	36	39	29	143	128
Permits Issued	24	31	31	40	35	32	161	219



PERSONNEL AND BENEFITS

Wednesday, May 29, 2019 at 7:30 a.m.
Memorandum

Members Present: Committee Chair Barb Lamb, Members Chuck Ryerson and Jeff Kimbell. Others in attendance: Utility Director Andrew Williams and Administrative Assistant Maggie Crediford.

Ms. Lamb called the meeting to order at 7:40 a.m.

Public Comment

There was no one present from the public.

Safety Update

Mr. Williams stated the Utility has gone 3,388 days without a lost time accident.

The Mechanical Seals participated in the Wastewater Challenge. The team placed first in the Safety category and second overall. They did not advance to the national competition in Chicago.

Staff has started the online safety training program. Field staff members will complete 20-25 online sessions and the administrative staff have 8-10 safety courses to complete.

During the weekly lift station inspections it was discovered that control panel at Lift Station 24 had been hit by lightning. Staff had not received an alarm and this resulted in an overflow.

Employee Handbook

Mr. Williams gave TriCo's Employee Handbook to Ogletree Deakins for review. The attorney provided update suggestions. The Committee was provided a red-lined version of the proposed updates before the meeting to review. The main changes made by the attorney were to the ADA and nondiscrimination sections. Mr. Williams asked the Committee Members if there were any suggested changes they would like to discuss.

Mr. Kimbell asked Mr. Williams if there were any suggested changes that he was not comfortable with.

Mr. Williams said he removed a section under unscheduled time off. The current handbook states if an employee has an unscheduled absence either before or after a holiday, they would not be paid for the holiday. Mr. Williams did not like that the policy was unfavorable to someone who might be ill either before or after a holiday. Ms. Lamb

agreed that if an employee has reoccurring issues with unscheduled absences either before or after a holiday, that issue could be addressed as a performance issue. She agreed the section could be removed so an employee with a legitimate illness would not be penalized.

Ms. Lamb questioned the section regarding personal relationships at work. She asked if it is necessary for all relationships to be reported to the Utility Director. The committee discussed it and decided that the verbiage could be changed to relationships between employees and management need to be reported to the Utility Director. Mr. Ryerson said that the handbook should clearly state that relationships between management and a subordinate are not acceptable and could result a manager being reassigned or demoted in order to avoid a direct supervision conflict.

Ms. Lamb asked for a change on page 30 of the handbook. The title "Time Clock Policy" should be changed to "Time Keeping Policy" as employees do not use a time clock, they clock in with a computer application.

Ms. Lamb asked why the signature page at the back of the book says "Confidentiality" because there is nothing confidential in the handbook.

Ms. Lamb pointed out that on pages 4 & 5 the verbiage changes from "employee" to "you and your," she asked that those be updated.

Ms. Lamb asked that a change made to the wording on page 30 be taken back to the original verbiage. The attorney changed the sentence, "Hours worked on a holiday will be paid at double the regular hourly rate," to, "As an employee benefit, hours worked on a holiday will be paid at double the regular rate." Ms. Lamb said that being paid double time on a holiday is a TriCo policy, not a benefit.

On page 30, a section was updated to say, "Work-related phone calls and other forms of communication, like text messages and email, handled from home or from another off-site location will be considered work time." Ms. Lamb asked that the portion of the sentence which was deleted be added back in to say, "but will not automatically qualify for the time-and-one-half rate."

Other Business

Mr. Williams said interviews are being conducted for a Field Operations Technician. Cole Closser, who has been with the Utility for almost one year, is returning to his prior employer.

Management staff participated in the second HRD training session titled, "Know Your Team." All staff members have a DiSC follow-up training session on June 4, 2019.

Mr. Ryerson excused himself from the meeting at 8:37 a.m.

Mr. Williams said the Office Improvement Committee met. The Clay Township Trustee has said he will purchase TriCo's interest in the current administrative office. Staff is researching the costs to lease an office space within the service territory vs. reinvestigating renovating office space at the plant and moving the entire staff to one location.

The meeting adjourned at 8:40 a.m.

Respectfully Submitted,



Andrew Williams
Utility Director



CAPITAL & CONSTRUCTION MEETING

Monday, June 3, 2019 at 4:30 p.m.
Memorandum

Members Present: Committee Chair Steve Pittman, Members Marilyn Anderson and Eric Hand. Others in attendance: Board Members Barb Lamb and Carl Mills, Legal Counsel Anne Poindexter, Utility Director Andrew Williams, Engineering Manager Wes Merkle, Collections Superintendent Aaron Strong, Utility Engineer Ryan Hartman and Administrative Assistant Maggie Crediford.

Mr. Pittman called the meeting to order at 4:33 p.m.

Public Comment

There was no one present from the public.

Dedications

Mr. Merkle asked the Committee to recommend acceptance of the Copper Run sewers at the June 10, 2019 Board Meeting. Staff did not receive the expected remaining dedication paperwork for IU North Hospital Parking Expansion and Goodman Campbell Medical Office Building sanitary sewers. The dedication of these projects will be postponed until remaining dedication paperwork is received. The Committee will recommend acceptance of Copper Run sanitary sewers.

#1908 Neighborhood Sewer Extension Project

Ms. Anderson recused herself from the Project #1908 discussion. She is a resident of one of the proposed neighborhoods.

Mr. Merkle stated that while plans were being finalized last month, property owners in two additional neighborhoods requested sewer service due to failing septic systems. Staff proposed adding short runs of low-pressure sewers on West 98th Street (North Augusta) and Colony Court (Lakewood Gardens) to accommodate these requests. Adding these sewers would make sewer service available to all North Augusta and 6 out of 60 parcels in Lakewood Gardens. The original proposed project included the neighborhoods of Larkspur, Oak Tree, Crossfields, and Brandywine. Bids were opened today for the proposed project. The lowest bid was \$330,887. The proposed budget for 2019 was \$300,000. Mr. Merkle asked the Committee to recommend raising the budget for this project to \$400,000 which includes engineering design, construction, and a five percent change order contingency. This will cover the sewer extension cost to the original proposed neighborhoods plus the additional properties in North Augusta and Colony Court.

Mr. Hand asked if the North Augusta and Colony Court properties needing immediate connection are scattered or clustered in the neighborhoods. Mr. Merkle stated the properties are close together.

Mr. Pittman asked if the Budget and Finance Committee needs to be consulted to raise the budget. Mr. Mills said he did not believe the request needed to go before the Committee and that it could be taken to the Board for approval and discussion if needed. Mr. Mills said he will support the recommendation of the budget increase at the June 10, 2019 Board of Trustees Meeting. The C&C Committee will recommend proceeding with extending service to all of the neighborhoods, awarding the construction contract to TPI for \$330,887, and increasing the budget to \$400,000.

#1909 Admin Office Improvements

Mr. Pittman stated that the Office Improvement Committee, which consists of Mr. Mills, Mr. Kimbell and Mr. Pittman, met to discuss options for the administrative office. The Committee decided that the best option would be to either relocate the administrative office staff to the plant or to lease a space within the service area from a third-party landlord. Mr. Merkle is working with a broker to investigate longer-term leasing options.

Mr. Williams said that Mr. Callahan will buy TriCo's interest in the building now so TriCo can relocate when it wants. The City of Carmel is interested in moving their IT department into TriCo's space. Mr. Williams is working with Mr. Callahan on terms of the sale. From an HR and efficiency perspective, Mr. Williams believes it would be very desirable to have all the employees in one location.

Mrs. Lamb asked if the administrative staff is relocated to the plant would staff need to be housed in a temporary location during construction. Mr. Williams stated the purchase agreement could be set up so TriCo stays in its current office space until office space has been constructed. Construction would not be done at the plant until mid to late 2020. It is unknown how quickly Carmel will want to occupy the space. Mr. Williams suggested housing the administrative staff in temporary job trailers at the plant during construction if needed. Mrs. Poindexter asked if the administrative office could be moved to a leased location for 12-18 months. Mr. Merkle said this was explored and the real estate broker has told him there is little interest from landlords in short-term leases.

Mr. Pittman mentioned Customer Service staff concerns about how walk-in customers would be affected by a relocation. Mr. Williams stated the payment drop box at the front of the current location could remain for customers in this area to put payments in.

Mr. Merkle stated that additional information is being gathered for the June 26 Office Improvement Committee meeting, with a goal of presenting the Committee with enough information to make a recommendation to the full Board on July 8.

Citizens Westfield Wholesale Request

Mr. Merkle said TriCo could economically service 700 additional acres outside the current service area. Anything more than 700 acres could be cost prohibitive. Additional

information was requested from Citizens and Byrum, some of which has been received. Staff is waiting for a development plan that included gravity sewer service instead of low pressure, and staff will likely have follow-up questions for Citizens regarding timing of improvements noted in their master plan.

Ms. Anderson stated she is still not comfortable taking on parcels outside of the service area. She is concerned about TriCo's ability to deny service to other developments in the future should staff believe capacity is not available.

Mr. Hand asked if a rate study would be performed should TriCo agree to wholesale service. He is uncomfortable with the rate difference between Citizens and TriCo, and he is concerned TriCo will incur additional expenses related to wholesale service.

Mr. Pittman asked if a rate study could be conducted to determine a tiered rate system, and if Citizens or Byrum could be required to reimburse TriCo for the study. Mrs. Poindexter suggested Mr. Williams reach out to a consultant to understand scope and cost for a rate study.

Mr. Pittman stated if TriCo agrees to service the Byrum parcel there needs to be a time frame for Citizens to take it over. If Citizens is not able to service the parcel within that time frame, the parcel would become permanent TriCo territory. Mr. Merkle agreed and said a time frame for development also needs to be in place. If the parcel is not developed within a specified time frame the offer to provide service should expire. TriCo needs more certainty and less risk given this part of our service area is growing rapidly and has a way to go to buildout.

Mr. Merkle said additional information is needed from Citizens and Mr. Byrum before staff can make a recommendation to the Committee. The Committee will revisit this issue once the information is received.

Other Business

Mr. Pittman asked if Mr. Merkle could provide the committee updates on service area development? Particularly actual versus projected EDU growth on an annual basis. Mr. Merkle said that staff can update and present the information this fall.

Capital Project Updates

#1702 – Keystone/96th Sewer & Force Main Relocation

Remaining relocation work includes laying a new force main across Keystone Parkway at 96th Street, which will be completed in two phases. The next phase is anticipated in June and the final phase will be completed later this summer when the intersection is closed for bridge construction.

#1802 – Haver Way Sewer Improvements

Staff continues to work with the design engineer and businesses on Haver Way to lay out sewer improvements and a new lift station location. Design, permitting and bidding will be complete this summer with construction anticipated in late 2019 and 2020.

#1902 – TriCo WRRF Expansion

Design work is on schedule. Staff continues to communicate with design engineer GRW regarding process, electrical, and equipment needs. Final plans are due in July. Permitting will follow with bidding anticipated this fall.

#1906 – Eagle Creek Outfall Sewer Expansion

Staff continues to work with property owners to execute easement paperwork. Staff will proceed with bidding once permits are received this summer.

#1908 – Larkspur, Oak Tree, Crossfields and Brandywine Sanitary Sewer Extension

Staff sent letters to homeowners in each neighborhood notifying them that the Board will consider proceeding with construction at their June 10 meeting. If awarded in June, construction will be complete late fall.

The meeting adjourned at 5:28 p.m.

Respectfully Submitted



Wes Merkle
Engineering Manager



MEMORANDUM

To: Board of Trustees
From: Wes Merkle
Date: May 29, 2019
Subject: Dedications

Copper Run, IU Health North Hospital Parking Expansion, and Goodman Campbell Medical Office Building sanitary sewers are complete and ready for dedication. Staff is recommending acceptance of these dedications.

Recommended Action: Accept the dedication of Copper Run, IU Health, and Goodman Campbell sanitary sewers.



MEMORANDUM

To: Board of Trustees

From: Wes Merkle

Date: June 3, 2019

Subject: #1908 Neighborhood Sewer Extension Project

Currently there are 13 unsewered neighborhoods with 335 parcels in TriCo's service area. The capital budget includes \$300,000 annually through 2023 for neighborhood sewer extension projects, with a goal of making service available to all neighborhoods. Staff prioritizes neighborhoods based on interest in connecting and failed or failing septic systems.

The subject project extends sewer service to Larkspur, Oak Tree, Crossfields and Brandywine neighborhoods. Following multiple recent and urgent service requests from property owners with failing septic systems, staff added short runs of low-pressure sewer on West 98th Street (North Augusta) and Colony Court (Lakewood Gardens). Including these sewers would effectively make sewer service available to all of North Augusta and 6 out of 60 parcels in Lakewood Gardens; a future project would extend service to the rest of Lakewood Gardens.

If fully implemented, this project will make sewer service available to 139 parcels. Staff believes service can be extended to remaining unsewered neighborhoods by 2021 or 2022 and reduce capital costs by at least \$300,000.

The following bids were received earlier today for the subject project:

TPI Utility Construction, LLC	\$330,887.00
Miller Pipeline, Inc.	\$599,527.25

TPI was the lowest responsive and responsible bidder. GRW's engineer's estimate was \$432,000.

If we proceed with construction of sewer extensions in all six neighborhoods, then the budget for this project should increase from \$300,000 to \$400,000, which includes engineering services, construction, and a five percent change order contingency.

Recommended Action: Award the sanitary sewer extension project construction contract to TPI Utility Construction, LLC in the amount of \$330,887, and increase the budget for this project to \$400,000.



OFFICE IMPROVEMENTS COMMITTEE MEETING

Thursday, May 23, 2019 at 12:00 p.m.
Memorandum

Members Present: Committee Chair Steve Pittman, Members Carl Mills and Jeff Kimbell. Others in attendance: Legal Counsel Anne Poindexter, Utility Director Andrew Williams, Engineering Manager Wes Merkle, Controller Cindy Sheeks, and Administrative Assistant Maggie Crediford.

The meeting was called to order at 12:15 p.m.

Mr. Mills made a motion nominating Steve Pittman to be the Chairman of the Committee. The motion was seconded by Jeff Kimbell and approved unanimously.

Mr. Pittman arrived at 12:25 p.m.

Public Comment

There was no one present from the public.

Office Improvement Options

Mr. Williams presented the options for updating TriCo's administrative office. CSO Architects completed design plans to renovate the current office space. Bids were received from contractors earlier this month. The City of Carmel has shown interest in the current building. Mr. Williams has spoken to Doug Callahan, the Clay Township Trustee, and he is willing to purchase TriCo's portion of the current building if the Board is interested in selling.

If TriCo sells its portion of the building to Clay Township there are two options that have been discussed amongst staff. One would be to lease an office space within our service area. The other option would be to move the administrative staff to the plant and unite all employees at one location. Mr. Williams stated having all employees in one location would be advantageous for many reasons.

Mr. Kimbell asked Mr. Williams if he and Mr. Callahan had discussed valuation of the current office space. Mr. Williams said when TriCo previously discussed moving to the plant, both TriCo and the Trustee had independent valuations done for the space. The valuation is estimated to be around \$800,000.

Mr. Pittman asked how much of the current building is owned by TriCo. Mr. Williams stated TriCo owns around 40% of the building, excluding the fire station. TriCo has

roughly 3,600 square feet, excluding the lobby, restrooms, and Community Room. TriCo currently pays the Trustee around \$52,000 a year for maintenance expenses.

Mr. Merkle said a full-service rate to lease the same amount of Class A office space would be approximately \$75,000 per year. He noted that TriCo's broker is in the early stages of negotiation. Staff has found two locations that would meet TriCo's needs. Mr. Pittman asked if that amount includes buildout for the office space. Mr. Merkle confirmed staff is negotiating a turn-key solution at both locations. The proposed term for either lease would be 5-7 years with a 3-year option at 90% of market rate.

Mr. Mills asked if either of the rental locations would have enough space for expansion if more employees were hired in the future. Mr. Merkle said there is limited room for expansion at either location. Mr. Mills said he would be more comfortable with a long-term lease than with a 5-year lease. The Committee agreed that potentially moving the office every five years is not practical and a longer term is required to consider leasing. Mr. Merkle will continue to work with the broker to negotiate a longer-term lease plus extension options at a better rate.

Mr. Kimbell said he sees the downside of being the minority shareholder in the current building. Mrs. Poindexter agreed it could be an issue later especially if Clay Township and the City of Carmel consolidate. Mr. Mills said he is concerned moving the administrative staff would lead to a loss in connectivity with some customers.

Mr. Kimbell asked if customers come into the office regularly. Ms. Sheeks said customers come in to pay their bills daily. Contractors also come in daily to pick up permits. Mr. Williams and Mr. Mills said most regional sewer utilities are small enough that they have all their staff members in one location. Mr. Williams suggested if the administration office were at the plant, customers from the west side of the service area would visit the office more often.

Mr. Pittman stated that he liked the idea of having all the employees in one location. He asked if moving to the plant would be inconvenient for the people who currently work at the administrative office. Mr. Kimbell asked if a small office space could be leased close to the current location for just the employees that interact with customers and relocate the other employees to the plant, which would reduce leasing costs. Ms. Sheeks said staff members that deal with customers and contractors need to be in the same location and there would still be the issue of Mr. Williams splitting his time between locations. Mr. Merkle noted that engineering staff also spend a lot of time on the west side of our service area where a lot of construction is happening, and that trend is expected to continue as the service area builds out.

Mr. Kimbell asked Mr. Merkle to get updated budget costs to move staff out to the plant. He asked Mr. Merkle to separate the costs associated with uniting staff at the plant from costs that would be otherwise incurred regardless with the plant expansion project or replacement of aging building systems so that the Committee could see the actual cost

to move the administrative staff. The Committee also discussed architecture services for a larger office at the plant.

Mr. Merkle explained there is a 60-day hold on the office renovation bids for the current space and the contractor is not willing to extend the hold due to their schedule. The Committee agreed that it is unlikely staff will remain in the current office space; if the bid hold period expires before a decision can be made and the Board does decide to move forward with renovating the current office space, the project will have to be rebid.

Mr. Mills asked Mr. Merkle what the time frame would be to relocate the administrative staff to the plant. Mr. Merkle said if design work were restarted this summer, then construction would likely be complete by the fall of 2020. Mrs. Poindexter stated if Mr. Callahan purchases TriCo's share of the building now, staff would need to ask for an extended date to vacate to avoid moving twice.

The next Office Improvements Committee meeting will be Wednesday, June 26 at 12:00 p.m.

The meeting was adjourned at 1:27 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Wes Merkle', with a stylized, cursive flourish extending to the right.

Wes Merkle
Engineering Manager