



## TriCo Regional Sewer Utility

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www.TriCo.eco Phone (317) 844-9200 Fax (317) 844-9203

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

**Monday, September 9, 2019 @ 6:30 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 August 12, 2019
- 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
    - i. Dedication
    - ii. #1906 Outfall Sewer Expansion Easements
    - iii. Lateral Repair Policy
  - d. Office Improvements Special Committee
- 8. Old Business**
- 9. New Business**
  - a. Capital Project Planning
- 10. Adjourn**



## BOARD OF TRUSTEE MEETING

Monday, August 12, 2019, 6:30 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, Carl Mills and Chuck Ryerson. 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 6:31 p.m.

#### **PUBLIC COMMENT**

There was no one present from the public.

#### **APPROVAL OF MEETING MEMORANDUM**

Ms. Lamb made a motion to approve the July 8, 2019 Board Meeting Memorandum. The motion was seconded by Mr. Kimbell and approved unanimously.

#### **APPROVAL OF CLAIMS DOCKET**

Ms. Sheeks pointed out large expenditures from the month. A \$10,000 refund was issued to a customer for an overpayment. The Carmel Utilities' bill was \$81,000. Capital expenses included a \$110,000 payment to GRW for the Outfall Sewer Project.

Mr. McDonald 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 said the Utility has one case pending in Boone County. There is no update on it this month. She hopes to have an update at the September Board meeting.

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

Mr. Williams gave the Board members and Mrs. Poindexter a copy of TriCo's current Ordinances, Resolutions and Policy Manual. He stated that while putting the content into one location, managers noticed policies they wish to have updated. Policy change requests will be brought to the proper committee meetings in the coming months. Ms. Lamb requested that copies of any changes that are made are provided so that the Board members can update their binders.

Each Board member was given a copy of the Employee Handbook that was approved at the July 8, 2019 Board meeting.

Mr. Williams announced Jason Lewin will be leaving the Utility after 13 years of service. He has accepted a position working with one of TriCo's vendors. Staff wishes him well; he will be greatly missed. Mr. Williams invited the Board members to his farewell lunch on Thursday, August 22, 2019 at the WRRF.

Mr. Williams said managers have completed three of their six trainings with HRD. The sessions included, "Know Your Team", "Leading Through Change", and "Decision Making, Problem Solving Six Thinking Hats". Mr. Williams feels the training sessions have been productive for the management team. Ms. Anderson asked Mr. Merkle and Ms. Sheeks what they think of the manager training sessions. Ms. Sheeks said she feels that Amanda from HRD is a good training facilitator.

Mr. Williams said Mr. Callahan, the Clay Township Trustee, is ready to purchase TriCo's share of the Hensel Government Center. He shared the averaged appraisal value with the board. Mr. Williams said he and the managers toured a couple of buildings designed by Blackline. Mr. Williams suggested the Office Improvements Committee meet the week of August 26, 2019 to discuss the design for the proposed relocation of the administrative offices to the WRRF.

### COMMITTEE REPORTS

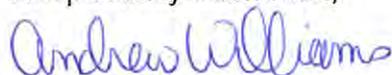
None of the Board's Committees met, there were no action items for the Board to consider.

### Adjournment

Ms. Merrill made a motion to adjourn the meeting. Mr. Mills seconded the motion and the meeting adjourned at 6:19 p.m.

The next Board of Trustees Meeting is scheduled for Monday, September 9, 2019 at 6:30 p.m.

Respectfully submitted,



Andrew Williams  
Utility Director

Approved:

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

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

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

# Docket Report Information

Plant Flow Meter Replacement	\$ 31,000.51
CIP-Proj 1908 Neighborhood Project	\$ 750.00
CIP-Proj 1902 -WWTP Expansion	\$ 86,737.50
CIP- Proj 1910 Office Unification	\$ 10,653.42
Total Capital Spending	\$ 129,141.43

District Insurance	\$36,102.93
Carmel August Flow	\$81,372.52

Other Expenses	\$288,550.70
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TriCo Regional Sewer Utility  
Register of Claims  
For the period 08/13/2019-09/08/2019

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
8/13/19	13472	Operating	Shelly Keefe	\$93.45	\$93.45	Wellness reimbursement
8/20/19	13473	Operating	Brandon Woolf	\$96.25	\$96.25	Boots
8/20/19	13474	Operating	Emmanuel Sanchez	\$133.73	\$133.73	Boots
8/20/19	13475	Operating	Jason Lewin	\$44.08	\$44.08	Travel/Mileage-On Call
8/21/19	13476	Operating	AT&T Mobility	\$1,317.91	\$1,317.91	LS Wireless
8/21/19	13477	Operating	Black Tie Courier	\$299.00	\$299.00	Courier service - July
8/21/19	13478	Operating	Carmel Utilities	\$13.45	\$13.45	LS 1 Water
8/21/19	13478	Operating	Carmel Utilities	\$16.03	\$16.03	LS 2 Water
8/21/19	13478	Operating	Carmel Utilities	\$27.35	\$27.35	LS 26 Water
8/21/19	13479	Operating	Earth and Turf Partners	\$350.00	\$350.00	Bush Hogging
8/21/19	13480	Operating	Express Services, Inc.	\$1,252.40	\$1,252.40	Temp Staff 08/11/19 C1197
8/21/19	13481	Operating	IPL	\$5,115.93	\$5,115.93	LS 2
8/21/19	13482	Operating	Praxair Distribution, Inc.	\$75.87	\$75.87	Operating Supplies Collections
8/21/19	13483	Operating	Ricoh	\$570.81	\$570.81	Printer Cartridges
8/26/19	13484	Operating	Wes Merkle	\$228.29	\$228.29	Mileage & Parking IWEA/Department Lunch
8/27/19	13485	Operating	Robert Roudebush	\$248.24	\$248.24	Mileage - IWEA
8/28/19	13486	Operating	AFLAC	\$504.04	\$504.04	Deferred Liability-Emp Paid Insurance
8/28/19	13487	Operating	Alpha-Liberty Company Inc.	\$667.00	\$667.00	Sewer sampling
8/28/19	13488	Operating	AT & T	\$698.93	\$698.93	Office internet
8/28/19	13489	Operating	Kinetrex Energy	\$5.32	\$5.32	Natural Gas
8/28/19	13490	Operating	Praxair Distribution, Inc.	\$29.45	\$29.45	Operating Supplies Collections
8/28/19	13490	Operating	Praxair Distribution, Inc.	\$30.65	\$30.65	Operating Supplies Collections
8/30/19	13491	Operating	Joe Hood	\$174.00	\$174.00	Travel/Mileage-On Call
8/30/19	13492	Operating	Maggie Crediford	\$13.05	\$13.05	Travel/Mileage Deliver Board pkts
8/31/19	13493	Operating	John Hennessee	\$3,084.39	\$3,084.39	Refund-2295 Steffee Drive
8/31/19	13494	Operating	Aaron Strong	\$30.00	\$30.00	Phone 8/19
8/31/19	13495	Operating	Barbara Lamb	\$100.00	\$100.00	Board fees 8/19
8/31/19	13496	Operating	Carl S. Mills	\$100.00	\$100.00	Board fees 8/19
8/31/19	13497	Operating	Charles Ryerson	\$100.00	\$100.00	Board fees - Aug 2019
8/31/19	13498	Operating	Eric Hand	\$100.00	\$100.00	Board fees 8/19
8/31/19	13499	Operating	Eric Luis Delacruz	\$30.00	\$30.00	Phone 8/19
8/31/19	13500	Operating	Jane B. Merrill	\$100.00	\$100.00	Board fees 8/19
8/31/19	13501	Operating	Jeffrey Kimbell	\$200.00	\$200.00	Board fees 8/19
8/31/19	13502	Operating	Jeffrey Martin	\$30.00	\$30.00	Phone 8/19
8/31/19	13503	Operating	Kermin Huntley	\$30.00	\$30.00	Phone fees
8/31/19	13504	Operating	Marilyn Anderson	\$300.00	\$300.00	Board fees 8/19
8/31/19	13505	Operating	Michael A. McDonald	\$100.00	\$100.00	Board fees 8/19
8/31/19	13506	Operating	Nathan Crowder	\$30.00	\$30.00	Phone 8/19
8/31/19	13507	Operating	Steve Pittman	\$200.00	\$200.00	Board fees 8/19
8/31/19	13508	Operating	Bruce Trewartha	\$25.03	\$25.03	Refund-11519 Willow
8/31/19	13509	Operating	Carol M Blanchard	\$32.03	\$32.03	Refund-2830 Towne Road
8/31/19	13510	Operating	Allison A Engle	\$20.08	\$20.08	Refund-9827 Cornell Ave
8/31/19	13511	Operating	Frank Bzezinski	\$16.31	\$16.31	Refund-9660 Deerfield
8/31/19	13512	Operating	Jacki Long	\$24.32	\$24.32	Refund-10294 Tammer Dr
8/31/19	13513	Operating	Zachary Gordon	\$22.42	\$22.42	Refund-10550 Barmore Ave
8/31/19	13514	Operating	Linda Miller	\$16.31	\$16.31	Refund-14035 Inglenook Lane
8/31/19	13515	Operating	Imagine Homes 10644 Penn LLC	\$5.58	\$5.58	Refund-10644 Penn Dr
8/31/19	13516	Operating	Daniel Hugenberg	\$60.93	\$60.93	Refund-10706 Morristown Ct
8/31/19	13517	Operating	Russell or Bonnie Linnemeier	\$38.08	\$38.08	Refund-11553 Willow Bend
8/31/19	13518	Operating	Kevan O'Connorr	\$28.38	\$28.38	Refund-13779 Stone Dr
8/31/19	13519	Operating	Katherine McComb	\$37.19	\$37.19	Refund-11635 Lenox Lane #205
8/31/19	13520	Operating	Walter or Cynthia Mashburn	\$16.86	\$16.86	Refund-12933 Horlbeck
8/31/19	13521	Operating	Shilpa Yerrapareddy	\$10.17	\$10.17	Refund-3798 Evergreen
8/31/19	13522	Operating	Natalie Sapper	\$22.03	\$22.03	Refund-3410 Golden Gate Dr N
8/31/19	13523	Operating	Sean L Bartram	\$34.04	\$34.04	Refund-13393 Golden Gate Dr W
8/31/19	13524	Operating	J T Hatley	\$30.64	\$30.64	Refund-13881 Berenger Lane
8/31/19	13525	Operating	Samantha Stephens	\$29.87	\$29.87	Refund-13927 Twin Lakes Circle W
8/31/19	13526	Operating	Paul or Pamela Joanis	\$28.64	\$28.64	Refund-3152 Windy Knoll Lane
8/31/19	13527	Operating	Matthew or Camilla Slauson	\$30.53	\$30.53	Refund-3520 Moorland
8/31/19	13532	Reserve for Repla	Maddox Industrial Group, Inc.	\$31,000.51	\$31,000.51	CIP-Flow Meter Replacement-R4R
8/31/19	13533	Interceptor	GRW	\$750.00	\$750.00	CIP-Proj 1908 Neighborhood Sewers
8/31/19	13534	Plant Expansion	GRW	\$6,500.00	\$6,500.00	CIP-Proj 1902-NPW Sys Design
8/31/19	13534	Plant Expansion	GRW	\$78,737.50	\$78,737.50	CIP-Proj 1902 Final Design
8/31/19	13534	Plant Expansion	GRW	\$1,500.00	\$1,500.00	CIP-Proj 1902 Permitting

Payment date	Check number	Bank name	Payee name	Amount	Allowed	Description
8/31/19	13535	Plant Expansion	Indiana Department of Environment	\$50.00	\$50.00	NPDES Permit modification
8/31/19	13536	Operating	AAA Roofing Company, Inc.	\$240.00	\$240.00	Roof repairs
8/31/19	13537	Operating	Adobe Systems Incorporated	\$2,136.72	\$2,136.72	Acrobat Pro & Photoshop
8/31/19	13538	Operating	Alfa Laval, Inc	\$398.21	\$398.21	Plant R&M
8/31/19	13539	Operating	Altman, Poindexter & Wyatt, LLC	\$1,642.50	\$1,642.50	Legal fees
8/31/19	13539	Operating	Altman, Poindexter & Wyatt, LLC	\$137.50	\$137.50	Legal fees-McClain
8/31/19	13539	Operating	Altman, Poindexter & Wyatt, LLC	\$467.50	\$467.50	Legal fees-Duke
8/31/19	13539	Operating	Altman, Poindexter & Wyatt, LLC	\$137.50	\$137.50	Legal fees-McNulty
8/31/19	13540	Operating	ASAP Aquatics	\$154.00	\$154.00	Plant pond care & weed control
8/31/19	13541	Operating	AT & T	\$93.32	\$93.32	Phone Service
8/31/19	13541	Operating	AT & T	\$698.93	\$698.93	Internet
8/31/19	13542	Operating	B&W Plumbing and Heating	\$979.37	\$979.37	Cooler Unit Repair-Plant R&M
8/31/19	13543	Operating	Bee Green Lawn Care & Plant He	\$87.55	\$87.55	Plant R&M
8/31/19	13544	Operating	Bio Chem, Inc.	\$3,792.60	\$3,792.60	Chemicals-Alum
8/31/19	13545	Operating	BL Anderson Company, Inc.	\$129.12	\$129.12	Plant R&M
8/31/19	13545	Operating	BL Anderson Company, Inc.	\$505.00	\$505.00	Plant R&M
8/31/19	13546	Operating	Blackline	\$10,613.75	\$10,613.75	CIP-Proj 1910 Admin Office Improvements
8/31/19	13547	Operating	Bridgestone Hosepower, LLC	\$31.96	\$31.96	Plant R&M
8/31/19	13548	Operating	Carmel Utilities	\$40.27	\$40.27	Storm Water Fees
8/31/19	13549	Operating	Clay Township Trustee	\$3,805.22	\$3,805.22	August expenses
8/31/19	13550	Operating	Coleman Auto Repair Service, LL	\$68.75	\$68.75	Vehicle R&M
8/31/19	13551	Operating	Community Occupational Health	\$50.00	\$50.00	Drug Sceneing
8/31/19	13551	Operating	Community Occupational Health	\$89.00	\$89.00	Drug Screeniing
8/31/19	13552	Operating	CSO Architects	\$39.67	\$39.67	CIP-Proj 1910 Admin Office Improvements
8/31/19	13553	Operating	Dukes Root Control	\$3,868.17	\$3,868.17	Line Maintenance
8/31/19	13554	Operating	Element Materials Technology Da	\$480.00	\$480.00	Sewer Sampling
8/31/19	13555	Operating	Express Services, Inc.	\$1,252.40	\$1,252.40	Temp Staff 08/25/19 C1197
8/31/19	13555	Operating	Express Services, Inc.	\$1,252.40	\$1,252.40	Temp Staff 08/18/19 C1197
8/31/19	13556	Operating	Fastenal Company	\$33.77	\$33.77	Plant R&M
8/31/19	13556	Operating	Fastenal Company	\$714.55	\$714.55	Safety materails
8/31/19	13557	Operating	FloSource	\$3,370.65	\$3,370.65	LS R&M
8/31/19	13557	Operating	FloSource	\$695.21	\$695.21	LS R&M
8/31/19	13558	Operating	Fluid Waste Services, Inc.	\$2,107.50	\$2,107.50	106th & Spring Mill Rd-Jet & Vac
8/31/19	13558	Operating	Fluid Waste Services, Inc.	\$6,885.00	\$6,885.00	2228 Glebe St-Line repair
8/31/19	13559	Operating	Grainger	\$129.33	\$129.33	Safety
8/31/19	13559	Operating	Grainger	\$195.66	\$195.66	Safety
8/31/19	13561	Operating	Graybar Electric Company	\$1,110.36	\$1,110.36	LS R&M Less CM 9311833421
8/31/19	13562	Operating	Hach Company	\$2,064.77	\$2,064.77	Sewer Sampling
8/31/19	13563	Operating	Hutch & Son, Inc	\$1,577.43	\$1,577.43	LS R&M
8/31/19	13564	Operating	IPL	\$108.79	\$108.79	LS 3
8/31/19	13564	Operating	IPL	\$454.55	\$454.55	LS 8
8/31/19	13564	Operating	IPL	\$251.36	\$251.36	LS 9
8/31/19	13564	Operating	IPL	\$684.28	\$684.28	LS 10
8/31/19	13564	Operating	IPL	\$79.85	\$79.85	LS 12
8/31/19	13564	Operating	IPL	\$50.27	\$50.27	LS 18
8/31/19	13564	Operating	IPL	\$60.76	\$60.76	LS 20
8/31/19	13564	Operating	IPL	\$46.53	\$46.53	LS 22
8/31/19	13564	Operating	IPL	\$60.76	\$60.76	LS 25
8/31/19	13565	Operating	IT Indianapolis	\$237.50	\$237.50	Billable Services
8/31/19	13565	Operating	IT Indianapolis	\$252.00	\$252.00	Spam Filtering
8/31/19	13566	Operating	Landmark	\$325.00	\$325.00	Lawn services
8/31/19	13567	Operating	Lowe's Business Account	\$141.55	\$141.55	LS R&M
8/31/19	13568	Operating	Maddox Industrial Group, Inc.	\$486.00	\$486.00	VLR Motor Replacement-Plant R&M
8/31/19	13569	Operating	Merrell Brothers, Inc.	\$11,800.14	\$11,800.14	Biosolids Disposal
8/31/19	13570	Operating	Nalco Water Pretreatment Solutio	\$192.69	\$192.69	Sewer sampling
8/31/19	13570	Operating	Nalco Water Pretreatment Solutio	\$156.61	\$156.61	Sewer sampling
8/31/19	13570	Operating	Nalco Water Pretreatment Solutio	\$145.51	\$145.51	Sewer sampling
8/31/19	13571	Operating	Nature Turf Services	\$250.00	\$250.00	Plant mowing
8/31/19	13572	Operating	NCL of Wisconsin, Inc.	\$45.04	\$45.04	Sewer Sampling
8/31/19	13573	Operating	Neofunds by Neopost	\$500.00	\$500.00	Postage
8/31/19	13574	Operating	Office Depot	\$108.15	\$108.15	Office Supplies
8/31/19	13575	Operating	Quick Lane	\$609.38	\$609.38	Vehicle R&M



# The TriCo Connection

**Volume 12 Issue 9 September 2019**  
**MONTHLY NEWSLETTER**

## FINANCIAL REPORT-CINDY SHEEKS

July 2019 Total Revenues was \$674,003 which is below the projected revenue of \$680,330 by \$6,327. Residential sales were \$412,393 and 2.22% higher than expected. Commercial sales totaled \$231,009 which is 8.43% lower than expected. Total operating expenses were \$455,882 in July which is 1.7% under the monthly budget. Wages and benefits spending were over budget by \$15,076 for a total of \$191,120 during the month. Administration spending was \$61,197 in July and over budget by \$4,739. Treatment costs totaled \$156,937 which was over budget by \$11,520. Collection costs totaled \$46,628 in July which was \$19,039 under budget. Net income in July was \$208,149 after depreciation and amortization of CIAC and was under projections by \$3,595 for the month.

### Spending Breakdown in July:

Wages – 41.92%

Administration – 13.42%

Treatment Costs – 34.42%

Collection Costs – 10.23%

### Spending Breakdown YTD:

Wages - 40.24%

Administration – 13.32%

Treatment Costs - 37.62%

Collection Costs – 8.83%

Cash generated for July shows a net increase in all funds by \$106,176. Capital spending was \$171,584 which included spending for plant outfall, neighborhood sewers, Haver Way, NE Regional LS and plant expansion. Cash on hand at 06/30/19 was \$10,545,679. The balances in the funds are listed below:

Operating \$3,155,834

Plant Expansion \$4,412,793

Reserve for Replacement \$434,752

Interceptor \$349,900

Operating Reserve \$2,192,400

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### Calendar of Events

September 9	Board Meeting	6:30 p.m.
September 25	P&B Meeting	7:30 a.m.
September 27	B&F Meeting	7:30 a.m.
October 7	C&C Meeting	4:30 p.m.

### COLLECTIONS REPORT - AARON STRONG

Collections Staff televised 12,331 feet of gravity main to include four warranty projects. Televising in warranty projects found stone in main AP709-AP708 and two grounding rods in main CW717-CW718 located in Camden Walk, warranty repairs will be driven by the Engineering Staff.

Annual pump and check valve inspections continued in the month of August, with 24 pumps receiving their yearly preventative maintenance and repairs. Year to date, staff has completed 42 of 52 pumps in the collections system with remaining pumps expected to be completed in early September. In addition to pump inspections, Collections Staff pulled the plant digester pump and rebuilt the plant lift station pump.

Easement clearing came to a screeching halt due to the clutch failing on the Kabota tractor, repairs have been made, however Staff has reallocated resources to yearly main cleaning. Staff cleaned 2,227 feet in the waning days of August and oversaw the root treatment of 2,000 feet of gravity main.

Annual generator preventive maintenance is underway and will continue into September. Miller-Eads, an electrical contractor has been tasked with the installation of the new Meltric generator plugs and receptacles at 18 Lift Stations and four emergency generators. These plugs improve safety when connections to the generators are made.

Quotes have been procured for the repair of 2 laterals and a main damage in Cheswick Subdivision. Staff continues to evaluate the line of demarcation between TriCo and its customer owned laterals, an issue that will be discussed at Capital & Construction before any repairs are made.



Stones found in sewer main



Grounding rods found in the sewer main at Camden Walk

### HR UPDATE – The Utility welcomed two new employees in July and August.

#### Cody Cain:



Cody joined the Utility in July. Prior to working for TriCo he spent five years in the medical field as a patient care technician. Cody grew up in Sheridan Indiana and currently lives in Westfield with his 12-year old Bluetick Coonhound named Diesel. In his free time Cody enjoys hunting and fishing.

#### Manny Sanchez:



Manny joined us in August. He was a resident of Dallas Texas before relocating to Indianapolis. He is a Veteran of five years active duty. Manny has two children; a 12-moth old son and an 8-year old daughter. His hobbies include fitness training and fishing. His favorite music is Grudge/Old Scholl Rock and he is **not** a country music super fan. Manny says a fun fact about him is.....he is always the shortest one in the room.

Please join us in welcoming Cody and Manny to the TriCo family.

## CONSTRUCTION & ENGINEERING– WES MERKLE

Engineering staff completed 519 locates, 59 I&I inspections and 44 lateral inspections in August. 2,977 locate requests were received and reviewed. There were five failed I&I inspections – identified problems include a sump pump connection, a lateral blockage, and cleanout accessibility. Kermin and Nate kept busy with inspections and locates, with assistance from Sam, who has since returned to school at IU. Eric observed remaining sewer construction at the Waterfront at WestClay project, which ran far over schedule due to a very slow contractor. Eric also completed inspections at six subdivisions where 3-year warranties expire this fall.

Ryan and Jeff will wrap up study work to extend sewer service to estate lots in our service area. He is coordinating efforts on multiple private development and capital projects. Ryan and Wes met with Larkspur and Oak Tree residents to answer their questions about neighborhood sewers. Information was well received by most residents who indicated that a majority are in favor of the project and many plan to connect to sewer immediately. Jeff compiled a summary of I&I and smoke testing history so staff can continue to home in on I&I trouble spots in Basins 1 and 8.

Design of the Haver Way sewer and lift station improvements will be finished shortly and staff has begun negotiation with property owners for easements needed for the project. Work has begun on this year's neighborhood sewer project with crews starting in the North Augusta and Lakewood Gardens neighborhoods. Eric is observing construction on this project. Bidding for the Lift Station 14 (Austin Oaks) Parallel Force Main project will be complete in September if remaining easement paperwork gets signed. Construction is expected to run through next summer. Staff is still working with DOW to acquire remaining easements for the Outfall Sewer project. This project will proceed to bidding once easements are acquired. Plant expansion design is wrapping up with the IDEM permit submittal going out shortly. Design of the new plant office continues – managers have had two design meetings and toured recently completed office spaces.



Waterfront at WestClay  
Sewer Construction

## PLANT REPORT-SCOT WATKINS

In August there were 19 FOG inspections finishing out the third quarter. Plant staff had a busy month getting Brandon up to speed on sample collection, preventive maintenance and the Biosolids process.

During morning rounds, clarifier #2 scum baffle bracket was found to have failed. This is one of the original clarifiers from 1991. On closer inspection, all 39 brackets were found to be severely corroded and need replaced for the tank to operate correctly. This tank has been taken out of service until repairs are made. The Digester 5 pump failed and staff was able to pull the pump, make repairs and place it back in service. Staff also spent time this month on replacing ultraviolet bulbs and ballasts.

The laboratory performed 464 CBOD5 tests, 244 Total Suspended Solids tests, 143 Phosphorus tests, 142 Ammonia tests and 53 E. Coli tests. Joe Hood's training in the lab is complete and he has been added to the weekend lab rotation. Bob has been working on the 2020 Indiana Water Environment Association (IWEA) calendars. He also presented at the annual IWEA conference in Fort Wayne and served as a moderator for the lab speaker sessions.

## SAFETY UPDATE - LOREN PRANGE

TriCo had no reportable injuries and has gone 3479 days without a lost time accident.

The following safety tailgate sessions were held:

- 07/16/19 Biohazards and Worker Safety
- 07/30/19 Weld Well to End Well
- 07/02/19 Trenching: Don't dig into trouble
- 08/06/19 Don't be shocked by charged pipes
- 08/20/19 Handling the load: Forklift safety



TriCo has added two new collection department employees this summer. The new employees completed their orientation and have started safety training.

The Engineering department replaced an older air monitor calibration station.

### Birthdays

Kermin Huntley September 12

Colleen Byrnes September 23

### Anniversary

Cindy Ferrulli 3 Years of Service

Selected Statistics 2019	January	February	March	April	May	June	July	August	2019 Monthly Average	2019 YTD	2018 Total Through August
<b>Maintenance Information</b>											
Lateral Inspections	17	23	43	40	37	43	53	44	38	300	337
Certified I&I Inspections	26	21	54	53	52	72	95	59	54	432	445
Failed I&I Inspections	0	0	2	0	0	7	8	5	3	22	4
Sewer Locates	284	363	498	538	647	450	508	519	476	3,807	4,568
Manholes Added	1	3	0	0	6	0	4	3	2	17	49
Total # of Manholes	5,849	5,852	5,852	5,852	5,858	5,858	5,862	5,865	NA	5,852	5,821
Manholes Inspected	66	704	700	368	46	34	13	21	244	1,952	1,816
Feet of Sewer Added	21,687	497	0	2,196	1,277	0	1,077	837	3,446	27,571	16,496
Total Footage of Sewers	1,652,834	1,653,331	1,653,331	1,655,527	1,656,804	1,656,804	1,657,881	1,658,718	NA	1,655,527	1,646,922
Feet of Sewer Televised	4,862	13,441	30,592	25,559	20,123	12,760	28,116	12,331	18,473	147,784	168,227
Feet of Sewer Cleaned	440	0	0	0	0	0	2,349	2,227	627	5,016	11,049
Overflows	0	0	0	0	1	0	2	0	0	3	2
<b>Station 1 to Carmel Utilities</b>											
Rainfall/Precipitation (inches)	2.4	3.84	4.00	4.96	5.53	7.01	2.35	3.48	4.2	33.6	24.76
Total Flow (gallons)	61,408,530	68,878,012	66,012,786	76,532,259	68,859,498	69,004,316	49,074,332	49,549,769	63,664,938	509,319,502	458,622,268
Maximum Daily Flow (gallons)	3,197,275	2,979,329	3,563,156	3,857,564	3,422,487	4,142,014	2,074,887	1,905,693	NA	4,142,014	3,929,994
Average Daily Flow (gallons)	1,980,920	2,173,951	2,129,445	2,551,075	2,221,274	2,300,144	1,583,043	1,548,430	2,061,035	NA	15,122,780
Minimum Daily Flow (gallons)	1,150,531	1,173,951	1,556,890	1,885,976	1,902,004	1,569,690	1,260,633	1,291,801	NA	1,150,531	1,066,780
<b>Michigan Road WWTP</b>											
Total Flow (gallons)	86,922,000	83,180,000	81,694,000	91,138,000	85,733,000	89,754,000	78,493,000	78,087,000	84,375,125	675,001,000	612,229,000
Maximum Daily Flow (gallons)	5,134,000	6,199,000	3,298,000	4,300,000	3,089,000	4,705,000	3,106,000	2,953,000	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	2,991,800	2,532,032	2,518,935	2,782,028	NA	20,167,315
Minimum Daily Flow (gallons)	2,404,000	2,430,000	2,343,000	2,415,000	2,517,000	2,426,000	1,751,000	2,172,000	NA	1,751,000	1,637,000
Total Flow to Both Plants	148,330,530	152,058,012	147,706,786	167,670,259	154,592,498	158,758,316	127,567,332	127,636,769	148,040,063	1,184,320,502	1,070,851,268
<b>Biosolids Handling (gallons)</b>											
Wasted (Biosolids)	1,667,480	2,107,310	2,301,830	2,225,420	1,729,930	1,589,000	1,922,030	1,731,100	1,909,263	15,274,100	10,095,160
Dewatered	735,000	480,000	460,000	832,000	769,000	783,000	810,000	822,000	711,375	5,691,000	3,027,000
Digested Sludge Withdrawn	787,000	715,400	853,800	83,170	811,600	780,800	879,000	752,000	707,846	5,662,770	6,845,600
<b>Customer Information</b>											
New Sewer Service Accounts	24	26	18	36	39	33	33	32	30	241	236
Permits Issued	24	31	31	40	35	36	27	23	31	247	332
									<b>Total Billed Accts</b>	<b>15,647</b>	



## PERSONNEL AND BENEFITS

Wednesday, August 28, 2019 at 7:30 a.m.  
Memorandum

Members Present: Members Chuck Ryerson and Jeff Kimbell. Others in attendance were Utility Director Andrew Williams and Administrative Assistant Maggie Crediford.

Ms. Lamb was absent.

The meeting was called to order at 7:35 a.m.

### Public Comment

There was no one present from the public.

### Safety Update

Samples of the employee completion list for online safety training were given to the committee in their packets. TriCo switched to online safety training in 2019 to allow employees to complete training during down time or on rain days rather than pulling all the field staff into the office at the same time to attend training sessions.

Mr. Ryerson noted the biggest value is talking about safety. If safety is being discussed, then hopefully it reminds employees to consider safety when they are working.

### Manager Review Form

Mr. Williams revised the manager review form based off the director's review form the Board uses for his reviews and added items that correlate to the HRD manager training sessions. The Committee indicated that if Mr. Williams was satisfied with the revised Manager Performance Review form, they were fine with it. Mr. Williams stated the he was considering using an outside HR firm to conduct the Director's year end 360 evaluation. However, he felt the HRD quote for the cost of the requested services was prohibitive. The Committee discussed the advantage of having an independent interviewer. It was suggested Mr. Williams look for others that could perform the evaluation.

### Office Unification Update

Mr. Williams gave a brief overview of the proposed office improvements proposals that will be discussed at the 8:30 a.m. Office Improvements Committee meeting.

The meeting adjourned at 8:16 a.m.

Respectfully Submitted,

Andrew Williams  
 Utility Director



## CAPITAL & CONSTRUCTION MEETING

Tuesday, September 3, 2019 at 4:30 p.m.  
Memorandum

Members present: Committee Chair Steve Pittman, Members Marilyn Anderson and Eric Hand. Others in attendance were: 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 4:32 p.m.

### **Public Comment**

There was no one present from the public.

### **Dedications**

Mr. Merkle said the sanitary sewers at Woodhall Lane are complete and ready for dedication. The Committee had no questions regarding the dedication request. The Committee will recommend acceptance of the dedication of Woodhall Lane sanitary sewers to the Board of Trustees.

### **#1906 Outfall Sewer Expansion – DOW Easements**

Mr. Merkle stated one easement needs to be acquired to begin the Outfall Sewer Expansion project. Mr. Merkle has been working with DOW for over a year to acquire the easement. The Utility has documentation that it paid for condemnation of the original easement, but staff has been unable to find any recorded documents for the easement with Boone County. Mr. Merkle has received verbal confirmation that DOW will grant the easements to the Utility, but it is not a high priority for them, so he has not been able to acquire executed easement documents from DOW. Mr. Merkle said the easements need to be acquired soon to get it done so the project can move forward.

After some discussion, the Committee agreed to recommend the Board of Trustees direct Mrs. Poindexter to send a letter to DOW's legal department including a uniform easement acquisition offer along with a complaint for condemnation in the event an agreement is not signed. Hopefully the letter will prompt DOW to grant the easement needed for the project to begin.

### **Lift Station 11 Pump Replacements**

Mr. Merkle explained Lift Station 11 serves the southwestern part of TriCo's service area. Lift Station 11 experienced a pump failure recently. The pump is 12 years old however a repair will cost nearly as much as a new pump. Staff had previously planned to replace both pumps once they reach the end of their service lives at 20 years, upsizing the pumps at the same time to accommodate increased flows from development in the area. Pump replacement at Lift Station 11 was not in the 2019 Capital Budget. Development is

occurring faster than previously expected. Staff recommended replacing and upsizing the pumps at Lift Station 11 by the end of 2019. Mr. Merkle asked the Committee to amend the Capital Budget by adding \$100,000 to upgrade and replace control panels and pumps at Lift Station 11. The control panel will be modified and installed at the new Haver Way lift station, and the existing pumps will be repurposed or used for parts.

Ms. Anderson asked if this project was not on the 2019 schedule because it was functioning fine before the failure. Mr. Merkle confirmed.

The Capital and Construction Committee will recommend adding \$100,000 to the 2019 Capital Budget for repairs and upgrades needed at Lift Station 11. The request will be presented to the Budget and Finance Committee for consideration at their next meeting, and if agreed upon will be presented to the Board of Trustees for approval.

### **Lateral Repair Policy**

Mr. Merkle explained the Utility's current policy regarding sewer mains and lateral lines. The Utility owns and maintains the sewer mains. Property owners own and maintain lateral lines connecting their homes or businesses to the sewer main. Staff has been discussing how to handle repairing a lateral break causing I&I or other issues in the Utility's system.

Mr. Merkle proposed the following policy update:

1. TriCo will repair or contract to repair, at Staff's discretion, a sanitary sewer lateral where the compromised lateral
  - a. is located within public right-of-way or an easement benefiting TriCo, and
  - b. allows substantial inflow/infiltration into the collection system, risks public safety, or otherwise risks reliability of the collections system.
2. TriCo will not repair or pay to repair a compromised lateral that is located outside public right-of-way or easement.
3. Where a compromised lateral is identified outside of public right-of-way or easement, and Staff determines the compromised lateral allows substantial inflow/infiltration into the collection system, risks public safety, or otherwise risks reliability of the collection system, Staff will immediately notify the property owner and require repair within 90 days.
4. TriCo will not reimburse a property owner for repairs unless agreed upon in writing by Staff prior to completing the repair, provided the repair meets the aforementioned criteria.
5. Property owners will continue to own and maintain laterals from the sanitary sewer main to their connected structure(s).

Mr. Merkle stated Staff's concern is that requiring a homeowner to fix an issue that does not immediately affect them could adversely affect Utility and customer relations.

Mr. Pittman asked if the Utility has the right to make repairs on a homeowner's lot. Mrs. Poindexter said it does not.

Ms. Anderson asked what the costs to repair lateral lines would be and what would happen after 90 days if a homeowner does not fix an issue.

Mr. Williams said repair quotes can run \$3,000 or greater.

Ms. Anderson felt the issue of how costs would be recovered is for the B & F Committee to decide.

Mr. Pittman asked if the Staff has an estimation of how many of these repairs will be needed. Mr. Strong estimated there would be 5-6 lateral repairs made a year in easement or right-of-way. The purchase of the lateral launch camera has made finding these issues easier for the collections staff. Mr. Merkle said the cost of the repairs is estimated to be around \$20,000 a year. Currently there is \$60,000 in the 2019 Budget for line repairs. Mr. Williams said this line item might go up in future budgets, allowing for additional repairs that might be done by the Utility because of this policy update. No rate increase would be necessary.

Mr. Williams said there is concern about telling homeowners they must fix lateral issues on their property within 90 days. There was discussion about how the Utility could or would enforce completion of repairs. Mrs. Poindexter suggested plugging the lateral line on day 91, after notification, if repairs are not complete.

The Committee had concerns about how the Utility will enforce the 90-day repair requirement. Mr. Williams stated, under the Utility's current fee schedule, a \$100 per day fine can be assessed for noncompliance.

Mr. Pittman reviewed the parameters of what the Utility will and will not fix under the proposed policy. Mr. Pittman said he likes the policy because repairs could be overwhelming for homeowners. The other Committee Members agreed.

The Committee was in favor of the proposed policy change and will recommend its approval to the Board of Trustees.

### **Other Business**

Mr. Williams explained that he recently met with John Duffy, Carmel's Utility Director. The City of Carmel is about to begin a plant expansion project. Currently Carmel is not required to meet phosphorus limits at their plant. Going forward, they will have to reduce the amount of phosphorus discharged from their plant. This change will affect the amount TriCo is charged to treat water sent to Carmel's plant. Mr. Duffy estimated that TriCo's share of phosphorus removal costs will be in the range of \$3,500 to \$3,600 per month over 20 years. This is a rough estimate, the final numbers are not in. Mr. Williams and Mr. Duffy will have further discussions on the matter, and it will come before the B & F and C & C Committees for evaluation.

## **Capital Project Updates**

### **#1802 Haver Way Sewer Improvements**

There have been no changes since last month. Staff continues to work with the design engineer and businesses on Haver Way to finalize sewer improvements and discuss easement acquisition. Property owners are agreeable to granting easements for the project. Design, permitting, and bidding will be complete this summer with construction anticipated for late 2019 to early 2020.

### **#1901 Lift Station 14 Parallel Force Main**

Mrs. Poindexter stated a verbal agreement has been obtained to acquire the last easement needed to begin the project. Paperwork will be signed shortly and the project can move forward. Mr. Merkle stated plans have been finalized; bids will be received in September and presented to the Committee at their next meeting.

### **#1902 TriCo WRRF Expansion**

Design work is wrapping up. GRW designed an alternate proposal that includes the two final clarifiers. GRW will be submitting plans to IDEM for permitting this week. Bids will be received mid-December. The recently updated construction estimate puts costs at \$2 million (15% below budget for the base project).

### **#1906 Eagle Creek Outfall Sewer Expansion**

Staff is working with several DOW departments to execute the remaining easement paperwork. Bidding will proceed once all permits are received and easements are acquired.

### **#1908 Larkspur, Oak Tree, Crossfields, Brandywine, North Augusta and Lakewood Gardens Neighborhoods**

Construction will begin this week. North Augusta and Lakewood Gardens will be the first neighborhoods completed. The entire project should be completed by November.

### **#1910 Office Unification**

Design continues. Staff met with Blackline for plan review. Bids will be received mid-December along with the plant expansion bids. Blackline is projecting the project to be on budget.

The meeting adjourned at 5:42 p.m.

Respectfully Submitted,



Wes Merkle  
Engineering Manager



## MEMORANDUM

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**To:** Board of Trustees  
**From:** Wes Merkle  
**Date:** September 4, 2019  
**Subject:** Dedications

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Woodhall Lane sanitary sewers are complete and ready for dedication. The C&C Committee recommends acceptance of Woodhall Lane sanitary sewers.

Recommended Action: Accept the dedication of Woodhall Lane sanitary sewers.



## MEMORANDUM

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**To:** Board of Trustees

**From:** Wes Merkle

**Date:** September 4, 2019

**Subject:** #1906 Outfall Sewer Expansion Easements

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Staff has acquired all easements needed for the Outfall Sewer Expansion project except for easements needed from DOW. Staff has been working with DOW for over a year to acquire the easements, received verbal commitment that DOW will grant the easements, but staff has not been able to secure executed easement documents. The easements need to be secured so the project can move forward.

The C&C Committee recommends the Board of Trustees direct legal counsel to send a letter to DOW compelling them to execute the easements, including a uniform easement acquisition offer, and proceed with condemnation if an agreement cannot be reached.

Recommended Action: Direct legal counsel to send a letter to DOW, including a uniform easement acquisition offer, and proceed with condemnation if an agreement cannot be reached.



## MEMORANDUM

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**To:** Board of Trustees  
**From:** Wes Merkle  
**Date:** September 4, 2019  
**Subject:** Lateral Repair Policy

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The Utility's current policy is that TriCo owns and maintains all sanitary sewer mains and property owners own and maintain individual sewer laterals serving their properties. TriCo therefore performs all maintenance, repairs, and utility locating needs for mains only. Occasionally staff has identified problems with sewer laterals that require repair, where the repair is located in public right-of-way. These problems often allow substantial I&I into our collection system, or they have resulted in sink holes putting the public at risk. Debris entering our collection system may also result in a blockage.

The proposed policy allows TriCo to repair laterals, where staff determines the repair is located in public right-of-way or sanitary sewer easement, and timely completion of the repair is critical to the integrity and reliability of our collection system. Staff anticipates the Utility making a half dozen lateral repairs per year as a result of the proposed policy changes, at a cost of \$15,000 to \$20,000 per year. Staff will accordingly adjust the "line repair" line item in the 2020 operating budget.

Property owners will still be responsible for making repairs to their laterals outside of right-of-way or sanitary sewer easement. Once a problem is identified staff will notify the property owner and require repair within 90 days. If the repair is not completed within 90 days then the matter will be taken to the Board of Trustees for enforcement action under the current sewer use ordinance.

The C&C Committee recommends approving the proposed policy changes.

Recommended Action: Approve the proposed lateral repair policy.



## TriCo Regional Sewer Utility

**Policy Title**                      **Draft Lateral Repair Policy**

**Effective Date**                      **TBD**

**Policy**

1. TriCo will repair or contract to repair, at staff's discretion, a sanitary sewer lateral where the compromised location

(a) is located within public right-of-way or an easement benefiting TriCo, and

(b) allows substantial inflow/infiltration into the collection system, risks public safety, or otherwise risks reliability of the collection system.

Staff will get written consent from the property owner before proceeding with any repair to a private lateral.

2. TriCo will not repair or pay to repair a compromised lateral that is located outside public right-of-way or easement.
3. Where a compromised lateral is identified outside of public right-of-way or easement, and staff determines the compromised lateral allows substantial inflow/infiltration into the collection system, poses a safety hazard, or otherwise risks reliability of TriCo's collection system, staff will immediately notify the property owner and require repair within 90 days. If a satisfactory repair is not completed within 90 days then the matter will be taken to the Board of Trustees for enforcement action under the current sewer use ordinance.
4. TriCo will not reimburse a property owner for repairs unless agreed in writing by staff prior to completing the repair, provided the repair meets the aforementioned criteria.
5. Property owners will continue to own and maintain laterals from the sanitary sewer main to their connected structure(s).



## Office Improvements Committee

Wednesday, August 28, 2019 at 8:30 a.m.  
Memorandum

Members Present: Committee Chair Steve Pittman, member Jeff Kimbell. Others in attendance were Board President Marilyn Anderson, Utility Director Andrew Williams, Engineering Manager Wes Merkle, Controller Cindy Sheeks and Administrative Assistant Maggie Crediford.

Mr. Mills was absent.

Mr. Pittman called the meeting to order at 8:36 a.m.

### Public Comment

There was no one present from the public.

### Office Unification Project Status Update

Mr. Merkle presented slides of the proposed office design created by Blackline architects. TriCo managers toured two offices in the area that Blackline designed, Mr. Merkle told the committee about the tours. Staff would like to fill in the existing retention pond at the WRRF to create more parking for the remodel/building addition. GRW is working with the Town of Zionsville to see if the pond can be removed.

### Plan Review

The building interior consists of exposed roof framing. Office spaces will have a drop ceiling to reduce noise. The reception area can be closed off from the office and meeting spaces. Located adjacent to the public reception area are two restrooms, a small conference room, and a large multipurpose room that can be used for Board meetings, staff training, and various meetings. Staff office space will consist of offices for the managers and standard workstations for other employees. There is a designated flex space that can have extra workstations added if there are additional employees needed in the future. There are employee restrooms at the back of the proposed space along with storage for field equipment, a changing area, and a shower room. The lab will stay in its current location as will the four-bay shop area. There will be an employee breakroom with a glass garage style door leading out to an outdoor patio area.

The exterior of the proposed building is red brick with black metal trim, 8'-9' store front style windows, and windows along the roofline to maximize natural light throughout the building.

Ms. Anderson noted she likes the current proposed design for the building much more than the one that was presented several years ago when the project was previously considered by the Board.

**Government Center Office Sale Update**

Mr. Williams said Mrs. Poindexter is finalizing a written agreement to present to the Clay Township Trustee for the purchase of TriCo's share in the Clay Township Government Center. The proposal is for the immediate sale of TriCo's share of the building while being able to remain in the current location until a specified date in the future and continuing to pay our share of the operating costs for the building.

The meeting adjourned at 9:17 a.m.

Respectfully Submitted,



Wes Merkle  
Engineering Manager