

## BOARD OF TRUSTEE MEETING

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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,



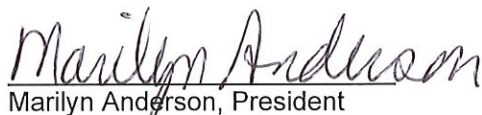
Andrew Williams  
Utility Director

Approved:

as Presented  
 as Amended



Michael McDonald, Secretary



Marilyn Anderson, President