



TriCo Regional Sewer Utility

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PERSONNEL & BENEFITS COMMITTEE MEETING

Tuesday, November 19, 2019 @ 7:30 A.M.
10701 N. College Ave, Suite A, Indianapolis, IN 46280

AGENDA

1. Public Comment
2. Safety Update
3. COLA determination
4. 2020 Holiday Schedule
5. Dental and ST/LT Disability Insurance
6. 360 Review Update
7. Office Unification Update
8. Other Business

Next Scheduled Meeting: Thursday, December 26, 2019 @ 7:30 A.M.



MEMORANDUM

To: P&B Committee
From: Loren Prange
Date: November 13, 2019
Subject: Safety Update

TriCo had no reportable injuries and has gone 3557 days without a lost time accident.

The following safety tailgate sessions were held:

10/15/19 Carbon Monoxide: A Silent Killer
10/22/19 Temperature Extremes: Hypothermia and Heat Exhaustion
11/12/19 The safe use of Compressed Air

Inspected emergency pull stops on the biosolids belt press. This includes pulling each emergency stop and verifying it is working properly.

Plant staff inspected the railing and cat walks on the vertical loop reactor. We look for any loose railings or trip hazards.



MEMORANDUM

To: P&B Committee
From: Andrew Williams
Date: November 13, 2019
Subject: Cost of Living Adjustment

The COLA was discussed at the October committee meeting. Staff was directed to gather information on the compensation structures at the surrounding public agencies.

Municipality	2020 Total Increase	Merit	Step	COLA
Fishers	3%			3%
Noblesville	4%			4%
Westfield	Did not respond			
Zionsville	Up to 3.5%	Up to 3.5%		
Carmel	Up to 7.12%		Up to 4.12%	3%
TriCo	TBD		2.48% to 3.09%	TBD

Per the BLS, the Consumer Price Index, Midwest Region as of October 2019 is 1.5 percent. However, the Utility's compensation policy does not tie the yearly COLA adjustment to a specific market indicator.

Ms. Lamb and Mr. Kimbell were considering a 2% COLA for TriCo employees in 2020 but postponed a decision until the November meeting in order to have the entire B&P Committee involved in the decision.

TriCo Regional Sewer Utility 2019 Pay Steps

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Max
Billing Assistant	\$20.02	\$20.63	\$21.25	\$21.87	\$22.49	\$23.11	\$23.73	\$24.35	\$24.96	\$25.58
Customer Service Specialist	\$20.02	\$20.63	\$21.25	\$21.87	\$22.49	\$23.11	\$23.73	\$24.35	\$24.96	\$25.58
Administrative Support Specialist	\$20.02	\$20.63	\$21.25	\$21.87	\$22.49	\$23.11	\$23.73	\$24.35	\$24.96	\$25.58
Administrative Assistant	\$20.02	\$20.63	\$21.25	\$21.87	\$22.49	\$23.11	\$23.73	\$24.35	\$24.96	\$25.58
Field Operations Technician	\$20.02	\$20.63	\$21.25	\$21.87	\$22.49	\$23.11	\$23.73	\$24.35	\$24.96	\$25.58
Field Operations Specialist	\$22.27	\$22.95	\$23.64	\$24.33	\$25.02	\$25.70	\$26.39	\$27.08	\$27.77	\$28.46
District Inspector/Locator	\$22.27	\$22.95	\$23.64	\$24.33	\$25.02	\$25.70	\$26.39	\$27.08	\$27.77	\$28.46
Project Coordinator	\$22.27	\$22.95	\$23.64	\$24.33	\$25.02	\$25.70	\$26.39	\$27.08	\$27.77	\$28.46
Pretreatment Coordinator	\$23.79	\$24.52	\$25.26	\$25.99	\$26.72	\$27.46	\$28.19	\$28.93	\$29.66	\$30.39
Laboratory Coordinator	\$23.79	\$24.52	\$25.26	\$25.99	\$26.72	\$27.46	\$28.19	\$28.93	\$29.66	\$30.39
Utility Billing Specialist	\$23.79	\$24.52	\$25.26	\$25.99	\$26.72	\$27.46	\$28.19	\$28.93	\$29.66	\$30.39
Chief Operator	\$28.20	\$29.07	\$29.94	\$30.81	\$31.68	\$32.55	\$33.42	\$34.29	\$35.16	\$36.03
Technical Specialist	\$28.20	\$29.07	\$29.94	\$30.81	\$31.68	\$32.55	\$33.42	\$34.29	\$35.16	\$36.03
Collection Superintendent	\$32.25	\$33.25	\$34.24	\$35.24	\$36.23	\$37.23	\$38.22	\$39.22	\$40.21	\$41.21
Plant Superintendent	\$33.90	\$34.95	\$35.99	\$37.04	\$38.09	\$39.13	\$40.18	\$41.23	\$42.27	\$43.32
District Engineer	\$35.68	\$36.77	\$37.87	\$38.96	\$40.06	\$41.15	\$42.25	\$43.34	\$44.44	\$45.53
Controller	\$37.17	\$38.32	\$39.47	\$40.61	\$41.76	\$42.91	\$44.06	\$45.20	\$46.35	\$47.50
Engineering Manager	\$43.79	\$45.14	\$46.49	\$47.85	\$49.20	\$50.55	\$51.90	\$53.26	\$54.61	\$55.96
Utility Director	\$48.28									\$61.70

Percent increase between each Step of the System

Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
3.09%	3.00%	2.91%	2.83%	2.75%	2.68%	2.61%	2.54%	2.48%



TriCo 2020 Holiday Schedule

New Year's Day	Wednesday, January 1
Martin Luther King Jr. Day	Monday, January 20
Primary Election Day (Floating)	Tuesday May 5
Memorial Day	Monday, May 25
Independence Day (Observed)	Friday, July 3
Labor Day	Monday, September 7
General Election Day (Floating)	Tuesday, November 3
Thanksgiving Day	Thursday, November 26
Day after Thanksgiving	Friday, November 27
Christmas Eve	Thursday, December 24
Christmas Day	Friday, December 25
New Year's Eve	Thursday, December 31
Floating Holiday	



MEMORANDUM

To: P&B Committee
From: Andrew Williams
Date: November 14, 2018
Subject: Dental, Life and Short/Long Term Disability Insurance Renewal

Last year TriCo switched to Principal Financial since they provided the lowest quote for Dental, Life and ST/LT Disability Insurance. Our experience with Principal regarding a ST/LT Disability claim was not good. There have also been a few complaints about the dental coverage. Therefore, in addition to the renewal quote from Principal, we received quotes from Mutual of Omaha, Guardian, and Hartford. Guardian and Hartford were not competitive. The annual costs are shown in the table below.

Mutual of Omaha has the lowest cost and we believe better service. There is a \$1,663 savings over Principal's renewal rates and a \$805 saving over our current rates. I recommend we select Mutual of Omaha.

Mutual of Omaha	Difference	Principal
\$24,479	Dental \$858	\$25,337
\$8,622	STD/LTD \$295	\$8,917
\$1,656	Group Life \$510	\$2,166
	Total Savings	\$1,663



MEMORANDUM

To: P&B Committee

From: Andrew Williams

Date: November 13, 2019

Subject: 360 Review Process

In prior meetings we have discussed the use of a Human Resource Consultant to conduct one-on-one 360 interviews with all staff at the end of the year instead of the online SurveyMonkey. Using such an approach would enable the HR Consultant ask additional questions when a complaint/issue is stated by the employee. This approach would address the comment we have received in the past that there is no independent HR person to speak with since all employees report to me.

HRD's proposal was excessive in both cost and their recommendation to go from eight questions to 35+ questions. While considering other HR professionals that could provide this service, I thought of Cici Conover the retired HR Director from the Town of Fishers. I contacted Mrs. Conover and arrangements have been made to have her complete the reviews on November 14 and 15. She will tabulate the feedback, keeping employee identification confidential. She will provide a summary report and provide an analysis of the results. This report will be provided to the Board. The Board members will be sent a link to complete my Performance Evaluation survey for 2019. A meeting of the Executive Committee will be scheduled for early December, possibly after the December 9th Board meeting.