



## **TriCo Regional Sewer Utility**

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

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

**Monday, April 13, 2020 @ 4:30 p.m.**

**John W. Hensel Government Center**

**10701 N. College Avenue, Indianapolis, IN 46280**

**By Video Conference per EO 20-09**

- 1. Roll Call**
- 2. Public Comment**
- 3. Approval of Meeting Memorandum**
  - a. Board Meeting March 9, 2020
  - b. Special Board Meeting March 16, 2020
- 4. Approval of Claims Docket**
- 5. Attorney's Report**
- 6. Utility Director's Report**
- 7. Committee Reports**
  - a. Personnel & Benefits Committee
  - b. Budget & Finance Committee
    - i. Banking Resolution
    - ii. Check Signing Policy Resolution
  - c. Capital & Construction Committee
    - i. Dedication
    - ii. Citizens/Byrum Sewer Service Agreement
    - iii. #2003 Neighborhood Sewer Extension Design Services
    - iv. #1902 Construction Inspection Services
    - v. #1910 A/V Equipment
  - d. Office Construction Committee
- 8. Old Business**
  - a. Government Center Office Purchase Agreement
- 9. New Business**
  - a. I&I Fee Waiver Request
- 10. Adjourn**



## BOARD OF TRUSTEE MEETING

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Monday March 9, 2020 6:30 p.m.

### Memorandum

Mr. Mills called the meeting to Order at 6:32 p.m.

#### **ROLL CALL**

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

Chuck Ryerson arrived at 6:36 p.m.

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

Ms. Merrill made a motion to approve the February 10, 2020 Board Meeting Memorandum. Mr. McDonald seconded the motion and it was approved. Mr. Hill abstained from voting.

#### **PUBLIC COMMENT**

There was no public comment.

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

Ms. Sheeks reviewed large expenditures from the month including payments to Bose McKinney, Krohn and Associates, Maddox Industrial, Carmel Utilities and Travelers Insurance.

Ms. Merrill made a motion to approve the claims docket. Mr. McDonald seconded the motion and it was unanimously approved.

#### **ATTORNEY'S REPORT**

Mrs. Poindexter had no report.

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

Mr. Williams said the Utility celebrated 10 years with no lost time accidents in February. A group of Board and Staff members met with the Mayor of Zionsville and some of her staff. She expressed the importance of the role sewers will play in Zionsville's development. The double wide trailer that will serve as office space during construction at the wastewater treatment plant has been delivered. Mr. Williams is looking into dates for a groundbreaking ceremony.

Ms. Lamb asked if Staff has discussed or implemented plans if there is a COVID-19 outbreak. Mr. Williams said any information disseminated from local agencies is being

forwarded to employees. He is monitoring information being released by the State. Research is being done to evaluate its survival rate in wastewater and how that will impact employees.

## **COMMITTEE REPORTS**

### **Budget & Finance Committee**

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

### **Personnel & Benefits Committee**

Ms. Lamb said the Personnel and Benefits Committee did not meet and had no action items.

### **Capital & Construction Committee**

#### **Dedication**

Mr. Pittman recused himself from the discussion on this dedication. Mr. Hand made a motion to accept the dedication of sanitary sewers at the Estates at Towne Meadow. Ms. Merrill seconded the motion and it was unanimously approved.

#### **Carmel Clay School Corporation Sewer Service Agreement**

Mr. Pittman made a motion to approve the Sewer Service Agreement with Carmel Clay Schools. Mr. Hand seconded the motion and it was unanimously approved.

#### **Capital Purchase: Bobcat 5600 Utility Work Machine**

Mr. Pittman made a motion to approve the purchase of a Bobcat 5600 Utility Work Machine and authorize the sale of the Skid Steer and UTV through the public bid auction site. Mr. Hand seconded the motion and it was unanimously approved.

#### **Lift Station 3 Force Main Relocation**

Mr. Pittman made a motion to award the Lift Station 3 Force Main Relocation construction contract to TPI Utility Construction in the amount of \$32,600. Mr. Kimbell seconded the motion and it was unanimously approved.

### **Office Construction Committee**

Mr. Pittman said the Office Construction Committee did not meet.

## **Old Business**

### **Citizens/Byrum Proposal**

Mrs. Poindexter said the Capital and Construction Committee instructed Mr. Williams, Mr. Merkle and her to meet with Citizens and their legal counsel to see if an agreement could be reached before the Board meeting. The parties have not been able to meet, she is hoping a meeting will happen before the next Capital and Construction meeting.

Mr. Kimbell asked if an agreement between Citizens and TriCo can not be met can the property owner circumvent Citizens and request service from TriCo. Mrs. Poindexter said, legally it is not that simple, and she could provide Mr. Kimbell a history on the project if he would like.

### **Government Center Office Purchase Agreement**

Mr. Williams handed out a memorandum recapping the status of the proposed purchase agreement with the Township Trustee. He noted, Mrs. Poindexter and Mr. Brian Bosma, The Township Trustee's attorney has been working on the agreement. Mrs. Poindexter is waiting for Mr. Bosma to respond regarding the final details. Mrs. Poindexter said the issues left to resolve are in relation to the wording in the agreement. Mr. Williams suggested the Board authorize Mrs. Poindexter to finalize the agreement. Mrs. Poindexter suggested authorizing the Board President to sign the agreement with authorization from counsel.

Ms. Merrill made a motion to allow the Board President to sign the purchase agreement subject to rent terms not to exceed \$4,000 per month with approval by legal counsel and staff of the other terms of the sale. Mr. Pittman seconded the motion and it was unanimously approved.

### **Adjournment**

A motion was made to adjourn the meeting. The motion was seconded by Ms. Merrill and the meeting adjourned at 6:53 p.m.

The next Board of Trustees Meeting is scheduled for Monday, April 6, 2020 at 6:30 p.m.

Respectfully submitted,



Andrew Williams  
Utility Director

Approved:

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

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

\_\_\_\_\_  
Carl Mills, President



## BOARD OF TRUSTEE EMERGENCY MEETING

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Monday, March 16, 2020 at 4:30 p.m.

### Memorandum

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

#### **ROLL CALL**

Present: President Carl Mills, Vice President Steve Pitman, Treasurer Jane Merrill, Secretary Michael McDonald, members, Barb Lamb, Eric Hand, and Chuck Ryerson. Others in attendance were Utility Director Andrew Williams, Legal Counsel Scott Wyatt, Engineering Manager Wes Merkle and Controller Cindy Sheeks.

Mr. Hill and Mr. Kimbell were unable to attend.

#### **Public Comment**

There was no one present from the public.

Mr. Mills Introduced Ordinance 03-16-2020 - An ordinance designed to facilitate the ability of TriCo Regional Sewer Utility's (hereafter "Utility") employees to manage their work and family obligations should they be affected by the coronavirus and to help ensure that TriCo services are not disrupted and TriCo's interests are protected.

Mr. Williams said he modified the City of Carmel's Ordinance regarding COVID-19 to fit the needs of TriCo. The Ordinance follows guidelines suggested by the Federal Government. The House of Representatives passed a bill to allow an additional two weeks of PTO for incidences related to the Coronavirus (75 hours for TriCo). Mr. Williams said roles that can work remotely from home will do that. For employees who can not work from home, the additional PTO would allow employees to help take care of children whose schools or daycares have closed or who become ill with the virus.

The staff has online training that could be done from home in order to reduce the need to use Pandemic PTO if someone needs to be out of the office. Mr. Williams said the Government recommendations and requirements are changing daily.

Per TriCo's employee handbook there are positions that are considered essential and need to come to work regardless of the situation to ensure the plant is operational.

Ms. Lamb asked when the Ordinance would take effect. Mr. Williams indicated that the ordinance would take effect as of Monday, March 16, 2020.

Ms. Lamb said the City of Carmel had a few employees that were out the previous Friday due to school closures.

Mr. Williams said the employee that was affected by school closures on Friday had coverage for his children that day and didn't need time off until Monday. Mr. Williams said he was not aware that any TriCo employees were impacted before March 16, 2020.

Mr. McDonald said he is less concerned about the contingency plan than he is about keeping the plant operational. He asked Mr. Williams how the plant will remain operational.

Depending on what regulations the Governor sets in the coming days or weeks, Mr. Williams said Staff has discussed splitting crews into shifts, so everyone isn't working together, much like on Holidays. Or, two employees could be staffed and situated so they wouldn't have to cross paths while keeping the plant operational. Mr. Williams said he wants to avoid a situation where the entire staff is exposed and asked to quarantine.

Mr. McDonald asked if having minimal staff at the plant creates any safety issues such as confined space entry.

Mr. Williams said confined space entry can not be done alone and permits need to be filed. One person could do the weekly lift station inspections and not interact with other staff members. In the short term, non-essential scheduled maintenance items can be postponed. Mr. Williams said it will be a matter of separating the staff and spacing them out.

Mr. Williams said managers are working on a plan to stagger start times for staff, to limit contact in the mornings before they head out into the field. The Collection Staff can work individually in the field. They would be limited to online training if they were required to work from home. Unless told that they can not come in, limiting contact by having them work in the field alone will help reduce the risk of exposure. Most of the time, the Collections Staff does not engage in direct customer contact while performing their essential duties.

Mr. Williams said the latest information from the Water Environment Federation is the virus does not live well in wastewater. Normal precautionary measures should keep the staff from being exposed. Mr. Merkle clarified the information came from the CDC and was disseminated through the Water Environment Federation.

Mr. McDonald asked if the Plant Project should be pushed back in light of the current situation. Mr. Williams said the schedule is to move into the job trailer this week and demo is to begin on the building next Monday.

Mr. Merkle said the contractors might ask for additional time. Not because their employees can not be at work, but there could be difficulties obtaining supplies. No one has asked for more time yet. The contractors are eager to get started. Staff had originally hoped to cover the inspections in house. It looks like staff will be looking at obtaining contract help to be able to complete all the inspections needed.

Mr. Mills asked what the plan is for employees at the administrative office.

Mr. Williams said Mr. Watkins is setting employees up with remote access so they can work from home. Billing can be done remotely. Phones can be answered remotely since it is a cloud-based system and be distributed to other employees working from home. Staff is considering a drop box by the front door for permit pick up and drop-offs to reduce face to face interactions with people. A sign can be put on the door instructing customers to put payments in the drop box outside the building as well.

Mr. Mills said the bank he works for is utilizing a 25 percent rule. One group of employees work for two weeks then another group rotates in for two weeks.

Mr. Pittman asked if the Board can conduct remote meetings, should circumstances become too risky to meet in person.

Mr. Williams said currently the State does not allow remote meetings, but he will ask Mrs. Poindexter to research if the State will allow virtual meetings with the current situation.

Mr. Mills asked if electronic voting would be allowed.

Mr. Wyatt said not with the current Open-Door Laws. He said he will have to research what exceptions will be made if any during this time. The attorneys will get back to Mr. Williams with an answer.

Mr. Williams asked Ms. Lamb what Carmel is doing about public meetings. Ms. Lamb said there is a City Council meeting scheduled to discuss COVID-19 but other items have been taken off the agenda to limit public gatherings.

Ms. Merrill said the Ordinance states that every employee would get 37.5 hours which could be increased or decreased. She asked if that means it could be extended if needed.

Mr. Williams said yes, except the hours were adjusted to 75 based on Federal Requirements. Mr. Williams said he is hoping to extend that time with offering online training from home and letting employees who can work from home do so without having to use leave time.

Ms. Lamb asked if the Board should authorize Mr. Williams the discretion to increase the leave by a week if needed so the Board wouldn't have to meet to approve additional time.

Mr. Wyatt said the Board would need to give Mr. Williams guidance to increase the leave beyond what is specified in the Ordinance.

Mr. Ryerson asked if the ordinance mirrors federal regulations that have already passed or are going to be passed? He said he is unaware that there is such regulation at this point.

Mr. Williams said it was passed in the House of Representatives on Friday and is before the Senate for consideration. The last information Mr. Williams read is that if changes are made by the Senate, it would go back to the House for another vote, then to the President to sign. Businesses with under 500 employees and government agencies would be required to comply.

Mr. Ryerson said he thought the legislation is for businesses with more than 50 employees but less than 500.

Mr. Williams said there is an exemption for employers with less than 50 employees, but it applies to TriCo because it is a public utility.

Mr. Ryerson asked Mr. Williams if this time would be used prior to PTO.

Mr. Williams said yes, it is separate from PTO. Mr. Wyatt said it would need to be related to a COVID-19 situation to be used. Mr. Ryerson asked for clarification that it isn't a backstop to PTO; an employee does not need to use their PTO bank before using this leave.

Ms. Lamb said the reason is if you require employees to use their PTO first, they will come in sick. All guidance she has had, says, make it so there is no downside and employees who are sick or have had exposure will not come to work. She recommended creating a pay code to track the leave.

Mr. Mills said the Senate is expected to make changes to the legislation because they have indicated it doesn't contain enough benefits for individuals.

Mr. Mills asked if an amendment for the hours requested needed to be made to the Ordinance.

Mr. Wyatt said a motion to amend the Ordinance from 37.5 hours to 75 hours is needed, and if the Board wants to give the Utility Director additional discretion to increase the time beyond that, it would need to be added as well.

Mr. Hand questioned Item F in the Ordinance, which addresses an employee denied pandemic leave.

Ms. Lamb said a denial would only be in an instance of an employee trying to take advantage of the Ordinance without cause. Ms. Lamb said employees must show a direct identifiable exposure to qualify for the leave.

Mr. McDonald asked if the guidelines are called out in the Ordinance.



Mr. Wyatt pointed out Section 1.h. which lists the different scenarios under which the leave can be granted.

Mr. Mills asked if the Ordinance is null and void if the President orders everyone to work from home.

Mr. Wyatt said an Executive Order creates a different scenario.

Mr. Mills said the Governor could also issue stricter orders. Mr. Mills said there should be something in the Ordinance stating government mandates supersede the Ordinance.

Mr. Wyatt said language could be added stating "At the determination of the Utility Director based on any Executive Order from the Governor of Indiana or the President of the United States", but even if it is not written, if there is an Executive Order Issued it will have to be followed.

Mr. Mills asked if the modification would create a situation where employees would have to be paid if an Executive Order is issued even if they are not sick.

Ms. Lamb said it would depend on how much the Board wants to keep employees whole through this process, and she believes they should.

Mr. Wyatt said the legislation before the Senate proposes to extend the Family Medical Leave Act would essentially be the same thing.

Ms. Lamb asked what the FMLA extension includes.

Mr. Wyatt said the first two weeks would be unpaid and then the rest would be paid at 2/3 salary for up to 12 weeks.

Mr. Williams said if someone is out for two weeks with the virus, they could apply for short term disability which pays 2/3 after eight days.

Ms. Lamb said disability won't cover people who have to take off work to take care of their children.

Mr. Wyatt said the proposal does include caring for children whose schools have been closed.

Mr. Ryerson made a motion that the hours for COVID-19 leave be changed from 37.5 to 75 hours and allow the Utility Director the discretion for an additional 37.5 hours if needed. Ms. Lamb seconded the motion and it was approved unanimously.

Mr. Wyatt asked if the wording will be "each employee will be given a pandemic bank of 75 hours which may be increased or decreased by the Utility Director's sole discretion."

Mr. Mills called for a motion to approve Ordinance 3-16-2020 An ordinance designed to facilitate the ability of TriCo Regional Sewer Utility's employees to manage their work and family obligations should they be affected by the coronavirus and to help ensure that TriCo services are not disrupted and TriCo's interests are protected. as amended.

Ms. Merrill moved to approve the Ordinance as amended. Ms. Lamb seconded the motion and it was approved unanimously.

**Adjournment**

Mr. McDonald made a motion to adjourn the meeting. The motion was seconded by Ms. Merrill and the meeting adjourned at 5:05 p.m.

The next Board of Trustees Meeting is scheduled for Monday, April at 6:00 p.m.

Respectfully submitted,



Andrew Williams  
Utility Director

Approved:

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

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

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

\_\_\_\_\_  
Carl Mills, President

# The TriCo Connection

Volume 13 Issue 4 April 2020

## MONTHLY NEWSLETTER

### PANDEMIC RESPONSE

Sewers are “Essential Infrastructure” and therefore even during this pandemic TriCo has continued to fulfill our Purpose of *Providing effective and efficient sanitary sewer service to our customers in an environmentally sensitive manner*. The dedicated TriCo staff has continued to maintain uninterrupted operations of our collections system, treatment facility and customer service. Field staff are still conducting utility locates and inspections since construction has not slowed. Staff has access to the VOiP phone system whether in the office, in the field or working from home. All this is being preformed while maintaining the CDC social distancing standards.

### FINANCIAL UPDATE- CINDY SHEEKS

February 2020 Total Revenues were \$628,851 which is \$234 under the projected revenue. Residential sales were \$415,680 and 1.15% higher than budgeted. Commercial sales totaled \$191,269 which is 1.38% higher than budgeted and \$9,000 higher than January. Total operating expenses were \$385,570 in February which is 16.85% under the monthly budget and \$123,000 lower than January. Wages and benefits spending totaled \$172,560 and were under budget by \$10,750 during the month. Administration spending was \$52,716 in February and under budget by \$10,671. Treatment costs totaled \$145,431 which was under budget by \$36,418. Collection costs totaled \$14,863 in February which was \$20,336 under budget. Net income in February was \$139,709 after depreciation and amortization of CIAC and was above projections by \$77,917 for the month.

Cash generated for February shows a net increase in all funds by \$22,217,306 due to the sale of the bonds. The \$22,000,000 bond proceeds were deposited into an account with Huntington Bank. \$1,673,148 was transferred from the Operating Reserve fund into the 2020 Debt Service Reserve fund. Capital spending was \$118,186 during the month which included spending for plant expansion, LS radios, Gunset quick connects, plant digester modifications and sludge blanket sensors. Cash on hand at February 29, 2020 was \$34,077,882. The balances in the funds are listed below:

#### Fund Balances

Operating	\$4,273,165
Interceptor	\$280,169
Plant Expansion	\$4,674,725
Operating Reserve	\$519,252
Reserve for Replacement	\$648,912

#### Spending Breakdown in February

Wages – 37.44%
Administration – 15.58%
Treatment Costs – 36.86%
Collection Costs – 10.12%

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#### Calendar of Events

April 13	Board Meeting	4:30 p.m.
April 22	P&B Meeting	7:30 a.m.
April 24	B&F Meeting	7:30 a.m.
May 4	C&C Meeting	4:30 p.m.

## CONSTRUCTION & ENGINEERING - WES MERKLE

Engineering staff completed 555 locates, 20 I&I inspections and 34 lateral inspections in March. There was one failed I&I inspection due to an improperly constructed cleanout. A total of 2,363 locate requests were received and reviewed. Despite the pandemic, there is strong construction activity in our service area. A couple of staff have taken time off to care for children that are out of school. Several are working remotely as well and everyone is following social distancing guidelines at work. Staff is doing a terrific job of helping each other and keeping things moving forward.

Brandon is completing inspections; he assisted plant staff one day and assisted with locates when his schedule allowed. Nate is busy with locates and keeps on eye on non-TriCo construction projects. He is also monitoring construction activity at the plant. Eric is observing deep sewer installation at the new Carmel Clay elementary school on Clay Center Road and a short sewer extension of Michigan Road. Jeff located 35 buried manholes for Collections. He is setting up modeling calculations for the Meridian Corridor sewer study. He filled in for everyone at some point while they were out. Jeff and Ryan continue monitoring the Carmel Utilities water main installation projects.

Ryan has been driving several projects either under construction or projects that will be under construction soon. The Lift Station 3 (116<sup>th</sup>/College) Force Main Relocation and Lift Station 14 (Austin Oaks) Parallel Force Main will be underway shortly. All easements have been acquired for the Haver Way Sewer and Lift station Improvements Project. The plant outfall sewer will proceed with bidding and construction once remaining easements are acquired from DOW, who recently committed to signing documents in the near future. Both the plant outfall and Haver Way projects will likely proceed to bidding in May.

## PLANT EXPANSION AND OFFICE PROJECT UPDATE - WES MERKLE



Plant contractor Thieneman has mobilized moving equipment and crews to the jobsite. Job trailers are set up in the back of the plant next to the Biosolids Building. Thieneman has a separate agreement with the adjacent property owner south of TriCo's plant to clear and utilize part of the property for staging and material storage. Thieneman is clearing ground at the back of the plant and began excavating for the new RAS pump building. They will start clarifier excavation next week. The force main relocation along Mayflower Park Drive was complete overnight April 1. Thieneman expects to finish all tank construction this year.

Alderson has been busy demolishing the original plant office and north half of the shop, which are being taken down to their metal frames. The temporary office trailers have been set up for Plant and Collections staff who have since relocated. Alderson has worked through numerous challenges so far in uncovering



items either not expected or not well constructed. Foundation construction for the building addition begins shortly.



While both contractors plan to continue work as planned, they are following social distancing guidelines with their crews. There are no known schedule delays due to the pandemic at this time, however both contractors have stated that they anticipate some materials and equipment will be delivered late, potentially impacting their schedules in the future.

## TREATMENT REPORT – SCOT WATKINS

The WRRF staff assisted in moving into the new job trailer and cleaning out the old office as demo began. The effluent meter installed during the 2004 expansion failed and was replaced. The UV system has been installed to comply with this year's disinfection season. The E. coli limitations and monitoring requirements apply from April 1<sup>st</sup> through October 31<sup>st</sup>, annually. Staff has been practicing social distancing and reduced plant maintenance to focus on needed repairs and crucial preventive maintenance.

FOG inspections have been suspended due to the COVID-19 pandemic. All FOG facilities have now registered for the new software. Eighty-one grease interceptors pump-outs have been logged and have accounted for almost 17,000 gallons of FOG being removed from the system this month.

The laboratory performed 479 CBOD5 tests, 242 Total Suspended Solids tests and 151 Phosphorus & Ammonia tests and 19 E. Coli test. Annual thermometer calibrations have been completed as well as 2020 Quality Assurance / Quality Control (QAQC) for E. coli testing.

Bob has represented TriCo attending two IWEA Board meetings, two CORE Conference meetings, a Laboratory Committee meeting, a 2020 Wastewater Challenge meeting and a microscopy and microbiology seminar "By the Bugs-Bio Enhancement". He is also preparing for the annual laboratory audit.

## COLLECTIONS REPORT – AARON STRONG

Collections Staff had a great month of March. Rick and Cody completed the 2020 manhole inspection program by inspecting 1051 manholes this month, totaling 1888 manholes for the year. Corrective action work orders have been created in Hiperweb and the focus has now shifted to manhole repairs based off these inspections. Despite a couple of computer glitches Manny had an outstanding month on the camera truck, televising over 50,000 feet of gravity sewer. IT Indianapolis replaced the rack mounted computer in the CCTV truck.

Joe and Matt rebuilt pump 2 at Lift Station #10 and pump 2 at the plant lift station. Quality Repair installed upper and lower seals in the Hydromatic pump at Lift Station #14. TriCo staff placed the pump back into service and broke down the bypass pumping contingency.

Biannual lift station cleaning has commenced with the staff completing cleaning at Lift Stations #11, #18, #20 and the North wet well at Lift Station #2. Culy Contracting performed a warranty repair to the epoxy liner at Lift Station #2 while TriCo staff diverted flow around the north wet well for the duration of the repair.

Collections staff has noticed an uptick in customer assistance calls during the COVID-19 pandemic and subsequent stay-at-home order. Collections staff responds to all calls to verify the utility's infrastructure is flowing unimpeded which includes an inspection of the upstream and downstream manholes and a pole camera inspection of the main. All customer assistance calls taken in the month of March have resulted in blockages being isolated to the homeowner's lateral. The following message to homeowners is included in the March billing: *Flushable wipes, facial tissues and paper towels must not be flushed and belong in the trash. These items do not dissolve and could cause the need for costly repairs to your sewer line. When in doubt, throw it out!*



Pump Repair



Force Main Relocation



## SAFETY UPDATE - LOREN PRANGE

TriCo had no reportable injuries and has gone 3,703 days without a lost time accident. No safety tailgates are being performed during social distancing. We have kept employees separated per CDC recommendations. Employees have been working remotely on Safety Plus web training. The monthly inspection of fire extinguishers and emergency lights have been completed.

The plant expansion has started and with the pandemic we have separated our three Operators into isolated workspaces to ensure continuous operations of the plant. The contractors on site have been instructed to not enter those workspaces and practice social distancing. The staff has the needed PPEs and we have adequate supplies for disposable gloves and sanitizer to get us into June. One of our vendors has us listed as "Essential" and will supply disposable gloves when available.



## CUSTOMER SERVICE UPDATE- SHELLY KEEFE

Remittance Processing Services (RPS) began processing customer payments with zero issues. RPS captures check and document images and creates an electronic file, which we then upload into the billing system to apply payments to customer accounts. This will help with the efficiency of payments and with better time management.

In March, 18 new customers were added to billing and 24 permits were issued.

A new informational brochure has been printed to handout to new customers and at festivals.



### TriCo Regional Sewer Utility

In 2017, the Board of Trustees determined it was time to change the District's name from Clay Township Regional Waste District to TriCo Regional Sewer Utility to better represent the regional sewer service provided by the agency in Hamilton, Boone and Marion Counties.

The purpose of the TriCo Regional Sewer Utility, since its founding as Clay Township Regional Waste District in 1975, has been to provide effective and efficient sanitary sewer service to our customer base in an environmentally sensitive manner. Originally established to serve the Home Place area, the service area expanded over the years to serve the western half of Clay Township, eastern parts of Zionsville and new developments in Marion County north of I-465. As of January 2020, the utility provides sewer service to almost 16,000 customers and continues to see steady growth.

**Residential Billing**  
Residential customers with metered water service pay a charge based on their water meter size. They also pay a consumption charge based on their average winter water usage. The new calculated balanced billing amount is reflected on the August bill and will continue for the following 12 months. The benefit of balanced billing is that customers are not charged for summer watering or other outside usage.

**Vision**  
To be a model regional utility.

**Rates**  
For customers using 5,000 gallons of water per month the monthly bill would be \$27.75. Your TriCo rates continue to be one of the lowest in the area as shown in the table below.



Residential customers on private wells as their water source pay a flat rate of \$33.51.

**Development Fees**  
New development currently \$150 application fee and an EDU (equivalent dwelling unit) fee of \$1500 which is collected from builders to cover the cost of additional capacity of the water resource recovery facility. Interceptor fees are also collected on a per acre basis to cover the cost of extending interceptor sewers to service new areas. This practice of collecting fees from new development has allowed TriCo to make needed capacity additions without charging existing customers for the improvements.

**Mission**  
To provide high quality, cost-effective sanitary sewer service to our community.

**Capital Improvements**  
The Capital Improvements made with revenue received from user fees include upgrades to existing equipment due to age and the addition of new treatment equipment needed to meet changing compliance standards. These capital improvement projects are undertaken to maintain an environmentally sound utility.

**Core Values**  
Integrity  
Responsibility  
Community Focus  
Environmental Stewardship

**Governance**  
TriCo Regional Sewer Utility is an independent political subdivision of the State of Indiana and is a municipal corporation created, organized, and existing under the environmental laws of the State. The Utility was created by an Order of IDEM in June 1975. The Utility is governed by a nine member Board of Trustees, comprised of the Clay Township Trustee appointees, one appointee each from the Mayor of Carmel, the Hamilton County Commissioners, the Boone County Commissioners jointly with the Town of Zionsville and the Hamilton County Council.



## Birthdays

Matt Starr April 9

Ryan Hartman April 15

## Anniversaries

Jeff Martin	April 1	30 Years of Service
Kelly Ryan	April 2	2 Years of Service
Joe Hood	April 5	10 Years of Service
Scott Watkins	April 18	15 Years of Service
Rick Hoole	April 21	6 Years of Service

<b>Selected Statistics 2020</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>2020 Monthly Average</b>	<b>2020 YTD</b>	<b>2019 Total Through March</b>
<b>Maintenance Information</b>						
Lateral Inspections	22	17	32	24	71	83
Certified I&I Inspections	32	34	20	29	86	101
Failed I&I Inspections	1	5	1	2	7	2
Sewer Locates	561	608	555	575	1,724	1,145
Manholes Added	0	12	0	4	12	4
Total # of Manholes	5,886	5,898	5,898	N/A	5,898	5,852
Manholes Inspected	269	568	1,051	629	1,888	1,470
Feet of Sewer Added	0	4,324	0	1,441	4,324	22,184
Total Footage of Sewers	1,671,814	1,676,138	1,675,879	N/A	1,675,879	1,653,331
Feet of Sewer Televised	23,972	16,128	50,319	30,140	90,419	48,895
Feet of Sewer Cleaned	2,999	0	716	1,238	3,715	440
Overflows	0	0	0	0	0	0
Feet of LPFM Cleaned	6,617	0	0	2,206	6,617	0
<b>Station 1 to Carmel Utilities</b>						
Rainfall/Precipitation (inches)	5.03	2.22	5.01	4.1	12.3	10.24
Total Flow (gallons)	72,650,726	63,405,245	71,958,853	69,338,275	208,014,824	196,299,328
Maximum Daily Flow (gallons)	3,594,037	4,551,181	4,238,402	N/A	4,551,181	3,563,156
Average Daily Flow (gallons)	2,343,572	2,186,388	2,321,253	2,283,738	6,851,213	6,284,316
Minimum Daily Flow (gallons)	1,801,105	1,732,672	1,753,183	N/A	1,732,672	1,150,531
<b>Michigan Road WWTP</b>						
Total Flow (gallons)	89,875,000	78,930,000	91,107,150	86,637,383	259,912,150	251,796,000
Maximum Daily Flow (gallons)	7,015,000	3,950,000	386,839	N/A	7,015,000	6,199,000
Average Daily Flow (gallons)	2,899,194	2,721,724	2,938,940	2,853,286	8,559,858	8,409,939
Minimum Daily Flow (gallons)	2,192,000	2,292,000	2,500,000	N/A	2,192,000	2,343,000
Total Flow to Both Plants	162,525,726	142,335,245	163,066,003	155,975,658	467,926,974	448,095,328
<b>Biosolids Handling (gallons)</b>						
Wasted (Biosolids)	1,825,900	1,417,900	1,457,700	1,567,167	4,701,500	6,076,620
Dewatered	435,000	707,000	912,000	684,667	2,054,000	1,675,000
Digested Sludge Withdrawn	1,376,000	787,000	826,000	996,333	2,989,000	2,356,200
<b>Customer Information</b>				<b>Billed Accts</b>	<b>15,811</b>	
New Sewer Service Accounts	32	18	18	23	68	68
Permits Issued	39	20	24	28	83	86



## BUDGET & FINANCE COMMITTEE

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Friday, April 3, 2020 at 8:30 a.m.

### Memorandum

This meeting was conducted virtually using GoToMeeting.

Ms. Merrill called the meeting to order at 8:37 a.m.

#### **Roll Call**

Members Online: Committee Chair Jane Merrill, members Michael McDonald, Carl Mills and Jeff Hill. Others attending online were Legal Counsel Anne Poindexter, Utility Director Andrew Williams, Controller Cindy Sheeks and Administrative Assistant Maggie Crediford.

#### **Public Comment**

There was no one from the public online.

#### **Financials**

Ms. Sheeks said revenues for the month came in on budget and expenditures were below budget. The impact of customers being out of work will be seen next month. The Customer Service Department implemented a lock box service that processes TriCo's checks in Indianapolis, payments are no longer coming into the office from the P.O. Box. The Utility closed on the bonds for the projects and the money has been deposited at Huntington Bank. The account was supposed to be earning 1.5% interest, that is no longer the case. Interest rates have hit the floor at .41%. None of the bond proceeds have been spent yet. The Engineering Department is expecting to see invoices coming in sometime in April.

Ms. Sheeks reminded the committee that the \$2 million in the five-year CD matures in July of 2020. Mr. Mills asked what the money markets at Merchants Bank look like right now. Ms. Sheeks said the account that has over \$3 million in it is currently at 1.98% and the other one is at .995%. She will keep the Committee posted on the status of those accounts going forward.

Mr. Hill asked if the Utility relies heavily on interest income.

Ms. Sheeks said it does not. Most of the revenue comes from bill payers, interest is factored in but not a substantial portion.

Mr. Mills explained the Utility has always treated interest revenue as fluctuating miscellaneous income.

Ms. Merrill asked what the Utility is telling customers if they indicate they cannot pay bills during the pandemic.



Ms. Sheeks said to date only one customer has called to say his business can't pay the bill. Customer Service is keeping a list of callers and explaining we will work with them during this time but TriCo doesn't have a lot of options in the way of offering relief.

Mr. Williams said the State won't allow monthly fees to be waived. The only relief staff can offer at this time would be to not file liens if payments are late. However, there is concern about doing that in the event a property would change ownership without paying their bills.

Ms. Merrill asked for clarification on what message customers are receiving when they call.

Ms. Sheeks said any action to be taken is up to the Utility, and that filing liens would be the only recourse available if people don't pay. Currently the Utility has not filed any new liens during this time and did not assess late fees in March.

Ms. Crediford asked Ms. Sheeks if she knew who the customer was that said they will not be able to pay their bill and asked if it is an essential business.

Ms. Sheeks said the notification came from a window company.

Mrs. Poindexter said, legally, using the phrase "we will try to work with them" would be more responsible.

Ms. Sheeks said Customer Service will have a more accurate assessment of the situation after the April 20, 2020 due date.

Ms. Sheeks pointed out a new item included on the income statement. Interest Expense for bonds has been added to the report to account for interest payments made when they are due.

### **Banking Resolutions**

Mr. Williams said requirements from Citizens State Bank creates a need for a resolution addressing check signers to be passed by the Board.

Mr. Mills made a motion to recommend the Board of Trustees approve the proposed resolution. Mr. McDonald seconded the motion and it was approved unanimously.

### **Check Signing Policy Resolution**

Mr. Williams proposed recommending adoption of a Check Signing Policy Resolution. The proposed resolution comes from State Board of Accounts recommendations for conducting business remotely during the pandemic.

Mrs. Poindexter said the resolution should allow the Utility Director to sign checks after they are approved by one Board member.

Mrs. Poindexter said the Committee should recommend which Board member should approve the claims. The Board member's name and the Utility Director's name should be added to the document where appropriate.

Ms. Merrill recommended Mr. Mills to approve the claims.

Mr. McDonald made a motion to recommend approval of the Check Signing Policy Resolution as amended, adding Carl Mills to approve the claims. Mr. Mills seconded the motion and it was approved unanimously.

### **New Business**

Mr. Williams said staff received a counteroffer from Citizens Westfield regarding the Byrum parcel. The proposal will be brought before the Capital and Construction Committee next week. Citizens has agreed to allow TriCo to service the Byrum parcel as its customer. If Citizens cannot provide service to the property within 10 years, the parcel will become a permanent addition to TriCo's territory. Mrs. Poindexter is working with Citizens' attorney on the final details of the proposal.

Ms. Merrill asked for an update on the Office Project.

Mr. Williams said the demolition of the old office is complete. Thieneman Construction completed a force main relocation two nights ago, beginning the first stage of the plant project. Alderson is ready to pour the foundation and get the steel walls erected. Contractors have been directed not to come in contact with TriCo employees.

Mr. Williams said people are working from home. The Collections staff is rotating two days on three days off. All online training should be done for the year by the time employees are on a regular schedule again. Employees are also studying for certification testing during this time. In the admin office more than half the staff is working remotely only coming in to pick up supplies and documents. Kelly came in after 5 p.m. yesterday to run postage. Permits are being dropped off and retrieved outside the building.

Mr. Mills asked if there is an update on the sale of the office building to the Township Trustee. Mr. Williams said Mr. Callahan has been out of the office with health issues. Mrs. Poindexter said she will contact the Trustee's legal counsel to see if she can get any answers.

Mr. McDonald said he wants to be sure the Utility is not making payments for work for the plant project before the work is completed.

Ms. Sheeks said state law does not allow for the prepayment of work.

Mr. Williams said Mr. Merkle is meticulous and he is confident there will not be any issues paying for work before the quality is checked.

Mr. Williams said the contractors have already given notice there could be future delays.

Mr. Merkle and Mrs. Poindexter have responded and given them notice the pandemic is not a free ticket for delays. However, there could be issues with suppliers which could impact the receipt of materials.

Mr. McDonald asked if the Utility has seen an increase in rags with toilet paper being in short supply.

Mr. Williams said the Collections Department has seen a slight uptick in customer concerns about slow running drains. However, of the six cases that were investigated all the issues were in the lateral running from the house to the main. The mains were running freely. The Utility previously installed macerators that shred rags to small pieces resulting in less clogs. Impellers on the pumps also shred rags. Mr. Williams said he does have concerns about rags coming from hospitals but there have been no issues yet. TriCo Pretreatment Education focuses on lateral blockages and how costly they can be to the homeowner.

Mr. McDonald asked that staff be reminded to stay vigilant to avoid cyber security attacks going on during this time. Be on the lookout for links and emails that could be attacks, paying special attention to anything that asks for immediate action.

Mr. Williams agreed and added that staff have been trained that "breaking news" links could be untrustworthy as well.

Mr. McDonald said ZOOM meetings are leading to stolen emails and are proving to not be very secure.

Mr. Williams said TriCo is only using GoToMeeting software which came with the new VOiP phone system. The system is set up so that if an employee's desk phone rings it also rings on their cell phone at home. Customers don't even realize they are speaking to someone working from a remote location.

Mr. Mills made a motion to end the meeting.

The Meeting adjourned at 9:10 a.m.

Respectfully Submitted



Cindy Sheeks  
Controller



## Memorandum

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To: Board of Trustees

From: Cindy Sheeks, Controller

Date: April 8, 2020

Subject: Citizens State Bank Public Fund Resolution 2020-01

With the election of new Board of Trustee Officers at the January 2020 meeting, it was necessary to update the signers on all TriCo bank accounts. Citizens State Bank requires a Public Funds Banking Resolution when signers are modified on accounts. The Budget and Finance committee accepted Resolution 2020-01 at the virtual meeting on April 3, 2020.

**Recommended action:** Approve the Citizens State Bank Public Funds Banking Resolution 2020-01

**RESOLUTION NO. 2020-01**

**RESOLUTION OF THE TRICO REGIONAL SEWER UTILITY CONCERNING  
PUBLIC FUNDS BANKING**

RESOLVED, that Citizens State Bank of New Castle (Financial Institution) at any one or more of its offices or branches, be and it hereby is designated as a depositor for the funds of TriCo Regional Sewer Utility (Entity), which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies bearing the following appropriate number of signatures: Any one (1) of the following named officers or employees of this Entity ("Agents") shown below:

Jane B Merrill  
Michael A McDonald  
Andrew J Williams  
Cynthia L Sheeks  
Steve A Pittman  
Carl S Mills

and that the Citizens Financial Institution shall be and is authorized to honor and pay the same whether or not they are payable to the bearer or to the individual order of any Agent or Agents signing the same.

FURTHER RESOLVED, that the Financial Institution is hereby directed to accept and pay without further inquiry any item drawn against any of the Entity's accounts with the Financial Institution bearing the signature or signatures of Agents, as authorized above or otherwise, even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation of such Agent or for deposit to the Agent's personal account, and the Financial Institution shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed in accordance with the resolutions contained herein, or the application or disposition of such item or the proceeds of the item.

FURTHER RESOLVED, that any one of such Agents is authorized to endorse all checks, drafts, notes and other items payable to or owned by this Entity for deposit with the Financial Institution, or for collection or discount by the Financial Institution; and to accept drafts and other items payable at the Financial Institution.

FURTHER RESOLVED, that the above named agents are authorized and empowered to execute such other agreements, including, but not limited to, special depository agreements and arrangements regarding the manner, conditions, or purposes for which funds, checks, or items of the Entity may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these resolutions. The other agreements and other acts may not be contrary to the provisions contained In this Resolution.

FURTHER RESOLVED, that the authority hereby conferred upon the above named Agents shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the

Financial Institution at each location where an account is maintained. Financial Institution shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this resolution. Any such notice shall not affect any items in process at the time notice is given.

SO RESOLVED this \_\_\_\_ day of \_\_\_\_\_, 2020. TriCo Regional Sewer Utility by its Board of Trustees.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ATTEST: \_\_\_\_\_



## Memorandum

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To: Board of Trustees

From: Cindy Sheeks, Controller

Date: April 8, 2020

Subject: Check Signing Policy Resolution 2020-02

The State of Indiana has declared a Public Health Emergency due to the coronavirus pandemic. The State of Indiana has issued State Examiner Directive 2020-1 regarding timely deposits and claims processing. The directive allows for the governing body of TriCo Regional Sewer Utility to designate one of its members to approve and sign claims for payment in advance of board allowance. The Utility has ongoing invoices and claims that need to be paid to maintain normal operations. The Budget and Finance committee authorized Carl Mills to approve claims and granted Andrew Williams to sign checks if the board does not meet until the health emergency has come to an end.

**Recommended action:** Approve Resolution 2020-02 Check Signing Policy Resolution allowing Carl Mills to approve claims and Andrew Williams to sign checks

**RESOLUTION NO. 2020-02**

**RESOLUTION OF THE TRICO REGIONAL SEWER UTILITY CONCERNING THE  
APPROVAL OF CLAIMS AND SIGNING OF CHECKS**

WHEREAS the Board of Trustees of the TriCo Regional Sewer Utility is aware that the State of Indiana has declared a Public Health Emergency due to the coronavirus pandemic; and

WHEREAS the State of Indiana has issued Executive Order 20-08 which calls for all Hoosiers to stay at home until 11:59 pm on April 6, 2020; and

WHEREAS the Executive Order recognizes TriCo Regional Sewer Utility as Essential Infrastructure and may continue to operate; and

WHEREAS the State of Indiana has issued State Examiner Directive 2020-1 regarding timely deposits and Claims Process; and

WHEREAS the directive allows for the governing body of TriCo Regional Sewer Utility to designate one of its members to approve claims for payment in advance of board allowance; and

WHEREAS the Utility has ongoing invoices and claims that need to be paid to maintain normal operations; and

NOW THEREFORE BE IT RESOLVED BY THE TRICO REGIONAL SEWER UTILITY BOARD OF TRUSTEES AS FOLLOWS:

Board President Carl Mills is hereby authorized to approve claims and Andrew Williams is authorized to sign checks during the Public Health Emergency. All claims will be presented to the Board for approval after the Emergency has ended or at the next Board Meeting whether virtual or in person.

SO RESOLVED this \_\_\_\_ day of \_\_\_\_\_, 2020. TriCo Regional Sewer Utility by its Board of Trustees.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ATTEST: \_\_\_\_\_





## CAPITAL & CONSTRUCTION MEETING

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Monday, April 6 at 4:30 p.m.  
Memorandum

This meeting was held virtually through GoToMeeting.

Mr. Pittman called the meeting to order at 4:45 p.m.

Members Present: Committee Chair Steve Pittman, members Eric Hand and Jeff Hill. Others in attendance were Board President Carl Mills, Board member Chuck Ryerson, Legal Counsel Anne Poindexter, Utility Director Andrew Williams, Engineering Manager Wes Merkle, Collections Superintendent Aaron Strong, Utility Engineer Ryan Hartman, Administrative Assistant Maggie Crediford. Public: Keith Beall, Tim Huston, Clark Byrum and Susan Wiable.

### **Public Comment**

There was no public comment.

### **Dedications**

Mr. Pittman made a motion to recommend the Board accept the dedications of Green on Meridian and Ansley Park sanitary sewers. Mr. Hill and Mr. Hand had no questions.

The Committee will recommend the Board of Trustees accept the proposed dedications.

### **Citizens/Byrum Sewer Service**

Mr. Pittman reviewed the memorandum. Mr. Williams said he hopes to have a recommendation to the Board next week. Mrs. Poindexter is still corresponding with the school and Citizens. Mr. Williams may ask the Board to approve an agreement provided staff and Legal Counsel are satisfied with the terms. Mr. Williams was pleased that Citizens dropped the requirement for a wholesale agreement and instead is agreeing the parcel can be serviced as a customer of TriCo until Citizens extends sewer. If Citizens would not provide service to the parcel within 10 years, the parcel would become a permanent TriCo customer.

Mrs. Poindexter said no Committee action is needed at this time. The attorneys are working on the details of the term sheet. Mrs. Poindexter will work with the other attorneys in the hopes to get a consensus before the Board meeting.

Mr. Hill asked if this agreement would alleviate the concerns Mr. Merkle and Mr. Williams had with servicing the property under a wholesale agreement.

Mrs. Poindexter said the previous concerns would be a non-issue. Under this proposal the Utility would service the customer in all respects, and that all TriCo rules would apply, including the right to inspect the system.

Mr. Hill asked if this proposal is agreeable for the Byrums.

Mrs. Poindexter said Mr. Byrum's attorney has asked for some adjustments to the wording in the proposal as well, but she believes they can all reach an agreement.

Mr. Williams said the new term sheet is much more agreeable to staff. He is very optimistic an agreement can be reached.

Mr. Pittman thanked everyone for working hard to come to an agreement and get this done. Tim Huston of Highlands Latin School thanked everyone as well.

### **#2003 Neighborhood Sewer Extension Design Services**

Mr. Williams asked the committee to recommend the Board proceed with engineering services for extending sewers to Woodhaven, Timber Ridge, Williams Creek Farms and remaining parts of Lakewood Gardens neighborhoods and approve the professional services agreement with GRW in an amount not to exceed \$56,510.

Mr. Merkle said this project is one of two projects left to make sewer available to all neighborhoods in TriCo's service area.

The Committee members had no questions or comments and will recommend the Board of Trustees award the #2003 Neighborhood Sewer Extension Design Services to GRW in an amount not to exceed \$56,510.

### **#1902 Construction Inspection Services**

Mr. Pittman said staff recommends approving a professional services agreement with GRW for inspection services in an amount not to exceed \$164,000.

Mr. Merkle said there was a lot of competition. Several firms were interested in the project. GRW offered an inspector with the most applicable experience and lowest cost. The candidate has done inspection work for TriCo before. Mr. Merkle recommended moving forward.

Mr. Hand asked if this request was considered in the budget or if it is a new dollar item.

Mr. Merkle said it was in the original budget but removed when the bids came back so far over budget. Staff had then hoped to cover the inspections in house but realized this is not possible after reviewing the contractor's schedule and considering other sewer projects underway consuming staff time, so this is a new budget item. He said the inspection cost will be more than made up by value engineering efforts to be discussed later in the meeting.

Mr. Hill agreed that using a contract employee in this instance is reasonable. He asked if it will be a full-time position.

Mr. Merkle said it will be 40 hours per week, the candidate has 40+ years' experience, and GRW will charge \$80 per hour.

Mr. Williams said Mr. Merkle doesn't have time to inspect the work while running other projects at the same time as well as TriCo's Engineering Department. The \$80 per hour rate is very reasonable, the other firms came in up to \$140 per hour.

There were no other questions. The committee will recommend the Board approve the professional services agreement with GRW for inspection services in an amount not to exceed \$164,000.

### **#1910 A/V Equipment**

Mr. Pittman read staff's recommendation to approve the agreement with Ultimate Technologies Group to provide and install new AV equipment for \$26,780.

Mr. Merkle said the AV system is for the new training room. It includes a PA system for Board meetings, projector and screen, wireless equipment and new speakers. This equipment will provide only what is needed. Mr. Merkle said staff could not purchase the equipment on their own at the prices offered, and this price includes installation.

Mr. Pitman asked if this project is included in the approved budget or if it is an additional request outside of the budget.

Mr. Merkle said it is included in the approved budget but needs approval from the Board since it is over \$25,000.

The Committee had no questions or concerns and will recommend the Board approve the request.

### **Capital Project Updates**

Mr. Merkle explained all the easements for the Haver Way project have been secured. Staff plans to proceed with bidding the project next month if the pandemic subsides.

Lift Station 14 Parallel Force Main construction begins this month.

Plant expansion construction contractor Thieneman has mobilized, moving equipment and crews to the jobsite. Job trailers are set up in the back of the plant next to the Biosolids Building. Thieneman began clearing ground at the plant. The force main relocation along Mayflower Park Drive was completed overnight last week. Crews are now excavating for the new clarifiers.

Staff continued an extensive value engineering effort with Thieneman selecting over \$300,000 in savings. Staff anticipates presenting a change order to the Board next month to finalize savings.

On the Eagle Creek Outfall Sewer Extension, Legal Counsel is working with DOW counsel to negotiate easements. Bidding will proceed when easement acquisition is complete, possibly in May.

Office Project construction contractor Alderson demolished the original office to its metal frame. Alderson identified several savings opportunities that deliver what we want for lower cost, and staff executed a change order for a \$17,069 credit. Several other savings items are still being explored. Work has been added to Alderson's scope as they demolish parts of the existing building and identify previously hidden problems with the existing building that have to be addressed. This information will be provided once changes to scope and cost are known.

Blackline worked with staff to review furnishings proposals from three local firms. Furnishings and equipment are expected to come in well below the \$200,000 budget. Staff plans to tour vendor showrooms in May, prior to finalizing furnishing selection, and presenting to the Board for approval.

Staff received three quotes for blinds. Blackline assisted in the process to make sure we would get products that will meet our needs. The low quote was from the local firm Drapery Street.

Little Eagle Creek Interceptor Extension is on hold. The developer is waiting to proceed until the Zionsville Economic Development study is concluded. Plans to extend the runway further to the south at the airport could kill the project. Mr. Merkle will provide an update when one is available.

Mr. Pittman said he had a conversation with Ken Cochran from HSE regarding sewer service for Union Township through Citizens Westfield's wastewater plant. He asked staff to be mindful of this and asked that they pay attention to developments in that area.

### **Other Business**

Mr. Pittman said he was contacted by a homeowner who lives across from Westmont subdivision on a one-acre parcel. The homeowner is interested in connecting to sanitary sewer service. Mr. Pittman said he instructed the homeowner to contact Mr. Merkle or Mr. Hartman.

Mr. Hartman said he spoke to the homeowner and he believes there are options in the area to serve his property.

Mr. Pittman asked if the Utility has had any issues with customers not paying bills due to employment issues during the pandemic.

Mr. Williams said the stay at home order hit around the same time as the billing due date in March. It appears that customers had time to pay their bills since late fees dropped from \$7,200 on a typical month to \$5,200. April will be a better indicator for judging if customers will have issues making payments. Bills are due on April 20<sup>th</sup>.

The meeting was adjourned at 5:17 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'WM' with a stylized flourish.

Wes Merkle  
Engineering Manager



## MEMORANDUM

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**To:** Board of Trustees

**From:** Wes Merkle

**Date:** April 1, 2020

**Subject:** Dedications

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Green on Meridian and Ansley Park sanitary sewers are complete and ready for dedication. Staff is recommending acceptance of these sewers.

Recommended Action: Accept the dedication of Green on Meridian and Ansley Park sanitary sewers.



## MEMORANDUM

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**To:** Board of Trustees

**From:** Andrew Williams

**Date:** April 8, 2020

**Subject:** Citizens / Byrum Sewer Service

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Citizens Energy Group submitted a revised term sheet on March 12, 2020. They have dropped the wholesale approach and would allow this parcel to connect to the TriCo sewers under a temporary service agreement. Citizens would have 10 years to provide service to this parcel. If service is not provided in that time frame, then TriCo service would become permanent.

Staff is working with Mrs. Poindexter to finalize a workable agreement between TriCo, Citizens, Byrum and Highland Latin School. If a consensus can be reached before the Board meeting an agreement will be presented.



## MEMORANDUM

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**To:** Board of Trustees

**From:** Wes Merkle

**Date:** April 1, 2020

**Subject:** #2003 2020 Neighborhood Sewer Extension Design Services

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Currently there are 8 unsewered neighborhoods with 195 homes in TriCo's service area. The capital budget includes \$300,000 in 2020 and 2021 for neighborhood sewer extension projects, with additional money thereafter, to make service available to all neighborhoods. Staff prioritizes neighborhoods based on interest in connecting and failed or failing septic systems.

At its March 2 meeting, the C&C Committee discussed a project extending sewers to Woodhaven, Timber Ridge, Williams Creek Farms and remaining parts of Lakewood Gardens. All four neighborhoods have reported failed septic systems and requests from homeowners for service. Project costs are expected to be at or just above the \$300,000 budgeted; however, one more comparably sized project in the future will extend service to the remaining 4 neighborhoods, and greatly reduce longer-term budgeted capital costs.

The next step in this project is to proceed with design, permitting and bidding. GRW Engineers, who completed the last four of neighborhood low pressure sewer design projects, has proposed a fee of \$56,510, which is in line with past projects based on a similar scope of work.

Recommended Action: Proceed with engineering services for extending sewers to Woodhaven, Timber Ridge, Williams Creek Farms and remaining parts of Lakewood Gardens neighborhoods and approve the professional services agreement with GRW in an amount not to exceed \$56,510.





## MEMORANDUM

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**To:** Board of Trustees

**From:** Wes Merkle

**Date:** April 1, 2020

**Subject:** #1902 Construction Inspection Services

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Staff issued a request for proposals to eight local firms to provide construction inspection services on the large plant expansion project now underway. Staff typically performs inspection services in-house. We have a long-held and strong preference for doing this work in-house and we only relying on outside help to cover peak construction activity where our staff is already fully utilized. Due to the size of this project and the speed at which the construction contractor plans to work, staff will need full-time assistance from an outside firm beginning the last week of April through May 2021. The assistance will allow staff to cover this and other capital projects underway, assuring quality construction in accordance with plans, specifications, and TriCo standards.

Five firms responded with proposals offering inspectors with strong resumes. Staff evaluated proposals heavily weighing resume strength, availability, additional support staff if needed, and proposed fees. GRW offered an inspector with over 40 years of experience, with many similar plant projects, full time availability, and the lowest cost.

Recommended Action: Approve the professional services agreement with GRW for inspection services in an amount not to exceed \$164,000.



## MEMORANDUM

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**To:** Board of Trustees  
**From:** Wes Merkle  
**Date:** April 1, 2020  
**Subject:** #1910 A/V Equipment

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Staff worked with local firm Ultimate Technologies Group (UTG) to identify audio/visual (A/V) equipment needs for the new office. UTG's proposal meets basic needs in the multi-purpose training room that will be utilized for board meetings, staff meetings, training, and trade association meetings. The room will typically be set up in a lecture hall format for training and presentations, as well as public board meetings. The proposal includes a PA system with microphones, speakers, and related audio equipment, an overhead projector and permanent ceiling-mounted screen.

To control costs staff will reinstall an overhead projector in the break room which was previously used in the plant training room. Staff will also install a flat panel monitor in the conference room.

Recommended Action: Approve the agreement with Ultimate Technologies Group to provide and install new AV equipment for \$26,780.

TriCo Regional Sewer Utility  
10701 North College Ave  
Suite A  
Indianapolis, IN 46280

To Whom it May Concern:

My name is Matt Long, homeowner at 13065 Airhart Blvd in Carmel, IN. I was notified by a TriCo representative in mid 2019 that I had an incorrect hookup with my sump line. I am writing this letter to make a formal request for the dismissal of the \$700 fee on my bill based on completion of my project as well as challenges I had during contacting contractors. I planned on attending your 3/27 meeting to discuss in person, but due to the current COVID 19 situation, Wes asked that I put a letter together outlining my case.

First of all, I completely understand your request to have this fix, but I also ask that you understand the position I was put in when told I have something illegal at my house without me knowing after living in my home for nearly 15 years. This was a shock to me that I would need to fix this issue at a personal cost of \$4000 and even bigger shock to realize this was not captured during my home inspection years ago, leaving me to get stuck with a huge out of pocket expense. With that being said, I understand the rule and followed suit to complete the task.

Colleen and Wes have been extremely helpful in the situation and provided me with guidance and a list of potential contractors for the work. In mid July, I took the 3 contacts recommended and called each one. Two called me back and visited my home, and the other did not return my call. Of the two that visited, they had completely different solutions and costs. One indicated that the other was doing an out of code/compliant solution and I should check if that was acceptable, of which I called Colleen and asked for clarification on something I know nothing about. It happened that the same contractor called and sent me very derogatory, threatening messages to never question his work or tell TriCo he was doing "shady" work as he put it....I just merely asked questions because I did not understand. This left me with one bid, which also left me very uncomfortable. Hence, I requested another list of contractors used to make another round of calls. Please keep in mind, this takes time and coordination of schedules as many of them want to get into my house and both my wife and I work. During this time, I even paid your requested \$20 monthly fee since I had not completed my end of the requirement.

On Dec. 10th, I received a letter from TriCo saying the service needed to be completed by January 1st or there would be a \$100 penalty per day. At that time, I contacted Wes and Colleen and continuously updated them of my daily/weekly communications. During the next round of calls, I attempted to call multiple others from your recommended list and solicit other quotes. I called approx. 4-5 additional contractors, of which 1 fit the criteria (either called me back or actually still is in business and does those type of repairs). This left me with two quotes, which I contacted the original one, Jim Gravelle to begin scheduling an appointment. Jim was unavailable to complete the work during the last week of Dec. and first week of Jan. due to holidays and prior commitments. I forwarded the emails to Wes indicating the service was to be completed. Jim came out and completed the service on 1/7/20. The team was notified of this date and situation and I still received \$100 per day charges totaling \$700. I am asking for these to be waived based on the communication above. Please feel free to contact me if you have any questions.

Thank you,  
Matt Long