



TriCo Regional Sewer Utility

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Board of Trustees Meeting Agenda

Monday, June 15, 2020 @ 4:30 p.m.
John W. Hensel Government Center
10701 N. College Avenue, Indianapolis, IN 46280
Community Room

- 1. Roll Call**
- 2. Public Hearing Ordinance 05.11.2020**
- 3. Public Comment**
- 4. Approval of Meeting Memorandum**
 - a. Board Meeting May 11, 2020
- 5. Approval of Claims Docket**
- 6. Attorney's Report**
- 7. Utility Director's Report**
- 8. Committee Reports**
 - a. Personnel & Benefits Committee
 - b. Budget & Finance Committee
 - i. Second Reading of Rate Ordinance 05.11.2020
 - c. Capital & Construction Committee
 - i. Flow Meter Equipment
 - ii. #1902 WRRF Expansion Change Order 1
 - iii. #1910 Office Unification Change Order 2
 - iv. #1910 Office Unification Change Order 3
 - d. Office Construction Committee
- 9. Old Business**
- 10. New Business**
- 11. Adjourn**



BOARD OF TRUSTEE MEETING

Monday May 11, 2020 4:30 p.m.

Memorandum

This meeting was conducted via video conference, per Governor Holcomb's Executive Order 20-09, using GoToMeeting

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

ROLL CALL

Present: President Carl Mills, Treasurer Jane Merrill, Secretary Michael McDonald, members, Barb Lamb, Jeff Kimbell, Eric Hand, Chuck Ryerson, and Jeff Hill. Others in attendance were Utility Director Andrew Williams, Legal Counsel Scott Wyatt, Engineering Manager Wes Merkle, Controller Cindy Sheeks, Plant Superintendent Scot Watkins, and Administrative Assistant Maggie Crediford

Vice President Steve Pittman was absent

Public Comment

There was no public Comment.

Approval of Meeting Memorandum

Mr. McDonald made a motion to approve the April 13, 2020 Board Meeting Memorandum. The motion was seconded by Ms. Merrill and approved unanimously.

Approval of Claims Docket

Ms. Sheeks said construction is moving forward. \$1.6 Million in payouts were made to contractors Alderson and Thieneman. The Carmel Utility bill was low at \$82,000. Mr. Watkins said there were a couple of days with no readings. Mr. Williams said even on days with low flow or no readings the Utility pays the minimum flow rate to Carmel.

Mr. Hand had a question regarding sewer sampling charges listed on page two and asked if the Utility is using a third party for sampling. Ms. Sheeks said the payments were to vendors for testing supplies for TriCo's lab. Mr. Hand asked about the drainage fees paid to Hamilton county and asked if there will be similar bills coming from Boone County or Zionsville? Ms. Sheeks said she does not believe so. Mr. Williams said the Hamilton County Surveyor is proactive on collecting fees for drainage systems.

Mr. Pittman joined the meeting at 4:39 p.m.

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

Attorney's Report

Mr. Wyatt updated the Board regarding Dow easements they have been waiting to obtain. The paperwork has been submitted to the Dow attorney. Mr. Wyatt spoke with him this afternoon and it is anticipated the signed easements will be returned by the end of the week. Mrs. Poindexter got the Byrum agreement signed by the City of Westfield.

Utility Director's Report

The Utility is continuing operations with limited access to the office. Customers and contractors call and are met at the front door to exchange permits. Payments are being dropped off in the drop box outside the front of the building. Phone calls increased today; the customer service staff was busy with unusual phone calls. The building will remain closed until at least May 24, 2020, which would be the start of Stage 3 of Indiana's reopening recommendations. Most all staff members have returned to work and are being separated by social distancing. The office received a shipment of face masks and hand sanitizer today.

Mr. Mills asked if the customer service department has received many calls asking for deferred payments. Ms. Sheeks said customer service has been keeping a record of people that call. The last count she heard was eight customers. Most calls have been regarding refinancing. Ms. Sheeks said she expects to see more issues in May than April.

Committee Reports

Personnel & Benefits Committee

Operator Position

Ms. Lamb said the 2020 Salary Ordinance includes a new position for an Operator at the plant. Originally it was thought the position would be filled closer to the end of the construction. With the capacity increase there will be double the equipment and more tasks to schedule. However, the plant has an employee out on medical leave and the construction itself is requiring a lot of accommodations. Drew has asked to hire an Operator now. It will cost about \$47,500 in salary a year and \$30,000 in benefits. It will bring the Utility to 24 equivalent full-time employees.

Ms. Lamb made a motion to approve hiring a full-time Operator to the Utility. The motion was seconded by Mr. Pittman and approved unanimously.

Budget & Finance Committee

First Reading of Rate Ordinance 05.11.2020

Ms. Merrill said the proposed rate ordinance does not include an increase in user fees for existing customers. It establishes a fee for the revision to previously issued permits in the amount of \$150 and increases EDU fees by \$76 from \$1908 to \$1984. Ms. Merrill gave the first reading; "Rate Ordinance 05.11.2020 An ordinance establishing Utility wide schedule of monthly user rates, late fees, connection fees, interceptor fees, application fees, reinspection fees and charges to be collected from the owners of property served by the sewage works of the Utility and matters connected therewith, replacing Ordinance 05-14-2018."

Proposed Fee for Carmel Phosphorus Removal

Mr. Williams said Carmel is required to add phosphorus removal to their wastewater treatment process. They are going to be using biological removal which is the same process TriCo uses with an additional chemical drip because some days it is hard to hit the limits with the biological process. Carmel received a State Revolving Loan for the project. Mr. Duffy proposed that TriCo pay its share of the monthly removal fee based off capacity. Westfield Citizens will be doing the same for their share of the capacity. Mr. Williams sent the proposal to Buzz Krohn for review. He made a couple of suggestions that were accepted by the City of Carmel. Mr. Krohn suggested the payment be based off TriCo's share of fourteen million gallons not twelve, the debt reserve payments would only be for five years, or until the debt reserve account is fully funded. Mr. Krohn suggested the monthly payments be \$4458 for the first five years and then years six to nineteen pay \$3701 per month. Mr. Krohn also suggested that there would be nineteen years of payments not twenty because the last year would be fully funded by the debt reserve account. Mr. Williams said one of the caveats in the agreement is that Carmel does not charge TriCo more until TriCo's Board approves it and there is an amendment made to the contract. This change needs to be approved by TriCo's Board. The next step will be to amend the contract if the Board is willing to accept these terms.

Mr. Kimbell asked if this would be a good time to revisit the whole contract with Carmel. Mr. Williams said there have been some conversations about minimum flow TriCo is sending to Carmel, but he said as TriCo continues to grow it will need to use it. Carmel is not asking for a rate increase this year for treatment, so it is best to just leave it as is for now.

Mr. Merkle said a year ago TriCo was asked to take over the lift station at Haver Way. Capacity needs to be rolled into the Carmel agreement for flow from that station. There is a written agreement with Carmel that will need to be added when the contract is renegotiated. Mr. Wyatt verified that the written agreement for the Haver Way Lift station will just need to be rolled into the global agreement when the time comes to revise it.

Mr. Hill asked Mr. Williams for clarification on the statement he made regarding the payments going down after year five because the debt service will be paid off. Mr. Williams clarified he meant debt reserve not debt services. Mr. Williams said per the loan it is required that there be a years' worth of payments held in reserve. Carmel will fund that over five years.

Ms. Merrill made a motion to approve the Carmel fee for phosphorus removal. The motion was seconded by Mr. McDonald. Mr. Hill asked how the payments remain steady with the inflation of goods and services? Mr. Williams said this is a bond strictly for capital improvements and the payments are for the loan from the state. Operating costs could go up in the future as they have additional costs, but this is just to repay the bond. The motion was approved unanimously.

Capital & Construction Committee Temporary Service Agreement with Citizens

Mr. Pittman made a motion to approve the Temporary Service Agreement with Citizens, Byrum and Highlands Latin School. The motion was seconded by Mr. Hill. Mr. Williams

shared that Mrs. Poindexter was able to obtain a signature from the City of Westfield on the agreement before the meeting. Mr. Mills asked Mr. Wyatt if everything is in order. Mr. Wyatt confirmed that it is. The motion was approved unanimously.

Resolution No. 2020-3 – Intergovernmental Transfer of Property Interests

Mr. Pittman made a motion to approve Resolution No. 2020-3. The motion was seconded by Mr. Hand. Mr. Mills asked Mr. Wyatt if everything is in order. Mr. Wyatt said it is, the Statute requires the parties to pass similar resolutions Mrs. Poindexter has a copy of the Township Trustee's Resolution and they are similar. Mr. Hand pointed out that Ms. Lamb's name was spelled incorrectly. Mr. Hill asked how the resolution will be signed if approved. Mr. Wyatt said as he reads it the roll call vote can be certified by Mr. Williams. Mr. Wyatt will ask Mrs. Poindexter and one of them will advise Mr. Williams on how to proceed with obtaining signatures. Ms. Merrill asked if there could be nine signature pages attached. Mr. Wyatt said they will let Mr. Williams know.

Mr. Mills called a roll call vote:

Mr. Ryerson- Affirmative

Ms. Lamb- Affirmative (per her name being corrected)

Mr. Hand- Affirmative

Mr. Kimbell- Affirmative

Mr. Hill- Affirmative

Ms. Merrill- Affirmative

Mr. McDonald- Affirmative

Mr. Pittman- Affirmative

Mr. Mills- Affirmative

Mr. Williams said the sales and lease agreements are on the Township Trustee's agenda for May 26, 2020. TriCo could have a check by the end of the month.

Hensel Government Sales Agreement

Mr. Pittman made a motion to approve the Hensel Government Building Sales and Lease Agreements. The motion was seconded by Mr. Kimbell and approved unanimously. Mr. Williams thanked Mrs. Poindexter and Mr. Wyatt for working to get the agreement finalized.

Mr. Wyatt directed the Board to the second page of the resolution where it requires the Board to designate an officer of the Board to execute the resolution. In bullet point five there is a blank, that was left intentionally to be filled in by the Board. The Board needs to select an officer they wish to execute the resolution.

Mr. Hill made a motion to withdraw the resolution. The motion was seconded by Ms. Merrill and approved unanimously.

Mr. Pittman made a motion to amend the resolution and name the Board President, Carl Mills to take care of all matters regarding the transfer of the property. The motion was seconded by Ms. Merrill and approved unanimously.

Mr. Pittman made a motion to approve the resolution as amended including the authorization of the Board President to sign documents. The motion was seconded by Mr. Kimbell and approved unanimously.

Office Construction Committee

Mr. Pittman said the committee did not meet.

Mr. Merkle said Alderson is waiting on steel framing to arrive next Tuesday. Once the framing arrives the work will move fast. They anticipate finishing by the end of October as scheduled.

Mr. Mills encouraged the Board members to schedule a time to go out and see the construction. He suggested having a Board meeting at the plant in the summer as well.

Mr. McDonald asked if there have been any issues or complications with pouring, Mr. Merkle said nothing that has not been worked through, and Thieneman is ahead of schedule and is hoping they do not run into issues with supplies.

Adjournment

Mr. Kimbell made a motion to adjourn the meeting. Mr. McDonald seconded the motion and it was approved unanimously. The meeting adjourned at 5:13 p.m.

Respectfully submitted,



Andrew Williams
Utility Director

Approved:

_____ as Presented

_____ as Amended

Michael McDonald, Secretary

Carl Mills, President

			TriCo Regional Sewer Utility			
			Register of Claims			
			For the period 5/11/20-6/8/20			
Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
5/11/20	14516	Operating	Merrell Brothers, Inc.	\$12,045.14	\$12,045.14	Biosolids Disposal
5/12/20	14517	Operating	Rick Hoole	\$57.50	\$57.50	Mileage
5/12/20	14518	Operating	Taylor Imel	\$83.77	\$83.77	Refund-10901 Tottenham
5/13/20	14519	Operating	Michael Byers	\$114.25	\$114.25	Refund-13016 Thurmond
5/13/20	14520	Plant Expansion	The Dow Chemical Company	\$2,250.00	\$2,250.00	CIP - Proj 1906 Outfall
5/14/20	14521	Operating	Emmanuel Sanchez	\$6.84	\$6.84	Mileage
5/19/20	14522	Operating	Dianne Gubka	\$107.17	\$107.17	Refund - Duplicate payment
5/21/20	14524	Operating	Kelly Ryan	\$15.00	\$15.00	Cell phone
5/21/20	14525	Operating	Maggie Crediford	\$7.50	\$7.50	Cell phone
5/22/20	14526	Operating	Cody Cain	\$96.60	\$96.60	Mileage 5/2-5/7
5/22/20	14527	Operating	Matt Starr	\$34.50	\$34.50	Mileage 5/17
5/26/20	14528	Operating	Carmel Utilities	\$13.85	\$13.85	LS 1 Water
5/26/20	14528	Operating	Carmel Utilities	\$13.85	\$13.85	LS 2 Water
5/26/20	14528	Operating	Carmel Utilities	\$28.17	\$28.17	LS 26 Water
5/26/20	14529	Operating	AT&T Mobility	\$323.75	\$323.75	Lift Station Phone Service
5/26/20	14530	Operating	AFLAC	\$477.52	\$477.52	Employee Deferred Comp
5/29/20	14531	Operating	Aaron Strong	\$30.00	\$30.00	Monthly cell phone
5/29/20	14532	Operating	Brandon Woolf	\$30.00	\$30.00	Cell phone reimbursement
5/29/20	14533	Operating	Eric Luis Delacruz	\$30.00	\$30.00	Monthly cell phone reimbursement
5/29/20	14534	Operating	Jeffrey Martin	\$30.00	\$30.00	Monthly cell phone bill
5/29/20	14535	Operating	Nathan Crowder	\$30.00	\$30.00	Monthly cell phone
5/29/20	14536	Operating	Colleen Byrnes	\$22.50	\$22.50	Cell phone reim - 3 weeks
5/29/20	14537	Operating	Shelly Keefe	\$15.00	\$15.00	Cell phone 5/18-5/29
6/1/20	14538	Operating	Joe Hood	\$28.75	\$28.75	Travel/Mileage-On Call
6/4/20	14539	Operating	AT & T	\$698.93	\$698.93	Office Internet Service
6/4/20	14539	Operating	AT & T	\$698.93	\$698.93	Plant Internet
6/4/20	14539	Operating	AT & T	\$90.80	\$90.80	Plant phone
6/4/20	14540	Operating	Black Tie Courier	\$530.00	\$530.00	Courier Service
6/4/20	14540	Operating	Black Tie Courier	\$500.00	\$500.00	Courier Service
6/4/20	14541	Operating	Republic Services #761	\$418.89	\$418.89	Plant trash service
6/5/20	14542	Operating	Emmanuel Sanchez	\$3.45	\$3.45	Travel/Mileage-On Call
6/8/20	14543	Operating	Barbara Lamb	\$150.00	\$150.00	Board Meeting Fees
6/8/20	14544	Operating	Carl S. Mills	\$300.00	\$300.00	Board Member Fees
6/8/20	14545	Operating	Charles Ryerson	\$50.00	\$50.00	Board Member Fees
6/8/20	14546	Operating	Eric Hand	\$150.00	\$150.00	Board Member Fees
6/8/20	14547	Operating	Jane B. Merrill	\$100.00	\$100.00	Board Member Fees
6/8/20	14548	Operating	Jeff Hill	\$100.00	\$100.00	Board Member Fees
6/8/20	14549	Operating	Jeffrey Kimbell	\$150.00	\$150.00	Board Member Fees
6/8/20	14550	Operating	Michael A. McDonald	\$200.00	\$200.00	Board Member Fees
6/8/20	14551	Operating	Steve Pittman	\$300.00	\$300.00	Board Member Fees
6/8/20	14552	Operating	ACE Technologies, LLC	\$1,595.00	\$1,595.00	Collections Support
6/8/20	14552	Operating	ACE Technologies, LLC	\$6,985.00	\$6,985.00	Plant Support
6/8/20	14552	Operating	ACE Technologies, LLC	\$3,245.00	\$3,245.00	Plant Support
6/8/20	14552	Operating	ACE Technologies, LLC	\$1,782.68	\$1,782.68	Collections Support
6/8/20	14552	Operating	ACE Technologies, LLC	\$1,595.00	\$1,595.00	Collections Support
6/8/20	14552	Operating	ACE Technologies, LLC	\$4,125.00	\$4,125.00	Plant Support
6/8/20	14553	Operating	Alderson Commercial Group, Inc	\$176,935.91	\$176,935.91	CIP Proj 1910 Office
6/8/20	14554	Operating	Altman, Poindexter & Wyatt, LLC	\$2,582.50	\$2,582.50	Legal Fees
6/8/20	14555	Operating	Bio Chem, Inc.	\$4,138.03	\$4,138.03	Biosolids Removal-Chemicals
6/8/20	14556	Operating	BL Anderson Company, Inc.	\$620.00	\$620.00	Plant R&M
6/8/20	14557	Operating	Blackburn Manufacturing Co	\$868.49	\$868.49	Line maintenance-Paint
6/8/20	14558	Operating	Carmel Utilities	\$1,036.80	\$1,036.80	May Reads
6/8/20	14558	Operating	Carmel Utilities	\$93,438.82	\$93,438.82	May Flow to Carmel
6/8/20	14559	Operating	Carmel Utilities	\$41.50	\$41.50	Storm Water Fees
6/8/20	14560	Operating	Clay Township Trustee	\$2,244.22	\$2,244.22	Gov't Center Expenses-May
6/8/20	14560	Operating	Clay Township Trustee	\$4,185.00	\$4,185.00	Rent-Lease June 2020
6/8/20	14561	Operating	Community Occupational Health Service	\$99.00	\$99.00	Drug Test
6/8/20	14562	Operating	Doxim	\$3,808.81	\$3,808.81	Billing Services
6/8/20	14562	Operating	Doxim	\$5,210.00	\$5,210.00	Postage
6/8/20	14563	Operating	Element Materials Technology Daleville	\$290.10	\$290.10	Sewer Sampling
6/8/20	14564	Operating	Fastenal Company	\$368.52	\$368.52	Plant R&M
6/8/20	14564	Operating	Fastenal Company	\$714.80	\$714.80	Plant R&M
6/8/20	14564	Operating	Fastenal Company	\$428.91	\$428.91	Plant R&M
6/8/20	14564	Operating	Fastenal Company	\$265.09	\$265.09	Plant R&M

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
6/8/20	14564	Operating	Fastenal Company	\$9.49	\$9.49	Plant R&M
6/8/20	14564	Operating	Fastenal Company	\$410.46	\$410.46	Plant R & M
6/8/20	14565	Operating	Fisher Scientific	\$418.13	\$418.13	Sewer Sampling
6/8/20	14566	Operating	Grainger	\$136.71	\$136.71	Operating Supplies-Collections
6/8/20	14566	Operating	Grainger	\$324.00	\$324.00	Line Maintenance
6/8/20	14567	Operating	Hach Company	\$2,259.04	\$2,259.04	Sewer Sampling
6/8/20	14567	Operating	Hach Company	\$758.00	\$758.00	Sewer Sampling
6/8/20	14567	Operating	Hach Company	\$1,050.00	\$1,050.00	Sewer Sampling
6/8/20	14567	Operating	Hach Company	\$2,157.06	\$2,157.06	Sewer Sampling
6/8/20	14568	Operating	IT Indianapolis	\$4,824.10	\$4,824.10	Managed services
6/8/20	14568	Operating	IT Indianapolis	\$1,666.20	\$1,666.20	Business continuity
6/8/20	14568	Operating	IT Indianapolis	\$1,009.99	\$1,009.99	Monthly services
6/8/20	14568	Operating	IT Indianapolis	\$844.00	\$844.00	Office 365
6/8/20	14568	Operating	IT Indianapolis	\$2,606.66	\$2,606.66	Managed threat response
6/8/20	14569	Operating	IUPPS	\$2,709.40	\$2,709.40	Locates
6/8/20	14570	Operating	Johnson Controls	\$763.92	\$763.92	Plant Security System
6/8/20	14571	Operating	Kinetrex Energy	\$397.77	\$397.77	Natural Gas-Plant
6/8/20	14572	Operating	Kirby Risk Corporation	\$12.70	\$12.70	Valve Vault
6/8/20	14573	Operating	Lewis Testing Services, Inc.	\$75.00	\$75.00	Sewer Sampling
6/8/20	14574	Operating	Liberty National	\$127.88	\$127.88	May Payments
6/8/20	14575	Operating	Lionheart Critical Power Specialists, In	\$3,362.50	\$3,362.50	Lift Station R&M
6/8/20	14576	Operating	Merrell Brothers, Inc.	\$10,727.40	\$10,727.40	Biosolids Disposal
6/8/20	14577	Operating	Nature Turf Services	\$200.00	\$200.00	Plant Mowing May
6/8/20	14578	Operating	Neenah Foundry Co.	\$300.00	\$300.00	Manhole R&M
6/8/20	14579	Operating	Office Depot	\$54.99	\$54.99	Office Supplies
6/8/20	14579	Operating	Office Depot	\$272.98	\$272.98	Office Supplies
6/8/20	14580	Operating	Office Keepers	\$375.00	\$375.00	Plant Cleaning Service
6/8/20	14580	Operating	Office Keepers	\$375.00	\$375.00	Cleaning fees
6/8/20	14581	Operating	Pearson Ford, Inc.	\$833.85	\$833.85	Vehicle R&M #55
6/8/20	14581	Operating	Pearson Ford, Inc.	\$2,049.55	\$2,049.55	Vehicle R&M
6/8/20	14582	Operating	Praxair Distribution, Inc.	\$30.75	\$30.75	Cylinder Rental
6/8/20	14583	Operating	Shrewsbury & Associates, LLC	\$5,062.50	\$5,062.50	Constr Obsv Servs Jacksons Grant Sec 2
6/8/20	14584	Operating	Signius Communications	\$10.05	\$10.05	Answering Service
6/8/20	14585	Operating	Simplifile	\$230.00	\$230.00	Filing fees
6/8/20	14586	Operating	Taylor Oil Company, Inc.	\$10.49	\$10.49	Fuel
6/8/20	14586	Operating	Taylor Oil Company, Inc.	\$1,491.32	\$1,491.32	Fuel
6/8/20	14587	Operating	Taylor Systems, Inc.	\$17,597.57	\$17,597.57	CIP-Plant Fiber Optic
6/8/20	14588	Operating	Utility Supply Company	\$200.27	\$200.27	Line Maintenance
6/8/20	14588	Operating	Utility Supply Company	\$1,164.80	\$1,164.80	Manhole R&M
6/8/20	14589	Operating	Wright of Indiana LLC	\$2,380.00	\$2,380.00	Line maintenance
6/8/20	14590	Operating	Xylem Water Solutions USA Inc	\$2,352.00	\$2,352.00	Repair Kit-Lift Station R&M
6/8/20	14591	Plant Expansion	Huntington Public Cap Corp	\$196,020.00	\$196,020.00	Interest due
6/8/20	14592	Interceptor	Star Media	\$326.08	\$326.08	CIP-Proj 1802 - Haver Way
6/8/20	14593	Plant Expansion	Star Media	\$359.06	\$359.06	CIP-Proj 1906 Plant Outfall
6/8/20	14594	Plant Expansion	Town of Zionsville - Street and Stormw	\$1,030.00	\$1,030.00	CIP-Proj 1906 Permit
6/8/20	100005	Huntington Bond F	Centier Bank	\$397,652.94	\$397,652.94	103323074 - CIP Proj 1902 Escrow deposi
6/8/20	100006	Huntington Bond F	Thieneman Construction, Inc.	\$1,651,827.71	\$1,651,827.71	CIP-Proj 1902 Bond Proceeds
5/4/20	20200237	Operating	ADP	\$57,694.13	\$57,694.13	PPE 5/4/20
5/4/20	20200238	Operating	Empower Retirement (Hoosier START	\$8,396.66	\$8,396.66	401a, 457b, Roth
5/11/20	20200239	Operating	MJ Insurance	\$2,762.30	\$2,762.30	Cyber binder
5/15/20	20200240	Operating	ADP	\$129.50	\$129.50	Workforce Now Oayroll
5/14/20	20200241	Operating	Vectren Energy Delivery	\$46.00	\$46.00	LS 2 Gas
5/14/20	20200242	Operating	Vectren Energy Delivery	\$17.54	\$17.54	LS 10 Gas
5/14/20	20200243	Operating	Vectren Energy Delivery	\$353.81	\$353.81	Plant Gas
5/29/20	20200244	Operating	Anthem Blue Cross and Blue Shield - \	\$338.36	\$338.36	Employee Vision
5/18/20	20200245	Operating	Anthem Blue Cross Blue Shield - HEAL	\$32,657.85	\$32,657.85	Employee Health Insurance
5/15/20	20200249	Operating	AT&T Mobility	\$3,275.43	\$3,275.43	Cellular fees
5/18/20	20200250	Operating	Neenah Foundry Co.	\$2,967.00	\$2,967.00	Rings, frame and lid
5/15/20	20200251	Operating	IPL	\$50.60	\$50.60	LS 18
5/15/20	20200252	Operating	IPL	\$113.69	\$113.69	LS 3
5/15/20	20200253	Operating	IPL	\$496.33	\$496.33	LS 8
5/15/20	20200254	Operating	IPL	\$310.73	\$310.73	LS 9
5/15/20	20200255	Operating	IPL	\$700.28	\$700.28	LS 10
5/15/20	20200256	Operating	IPL	\$85.93	\$85.93	LS 12
5/15/20	20200257	Operating	IPL	\$70.89	\$70.89	LS 20
5/15/20	20200258	Operating	IPL	\$45.36	\$45.36	LS 22
5/15/20	20200259	Operating	IPL	\$56.06	\$56.06	LS 24
5/15/20	20200260	Operating	IPL	\$50.29	\$50.29	LS 25
5/15/20	20200261	Operating	IPL	\$114.02	\$114.02	LS VV

[illegible]

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the register, such claims are hereby allowed in the total amount of

The TriCo Connection

Volume 13 Issue 6 June 2020

MONTHLY NEWSLETTER



Clarifier Floor Slabs Being Poured



Clarifier Wall Rebar Installation

FINANCIAL UPDATE- CINDY SHEEKS

April 2020 Total Revenues was \$621,444 which is \$15,099 below the projected revenue of \$636,542 and \$26,000 lower than March. Residential sales were steady at \$415,789 and .69% higher than budgeted. Commercial sales totaled \$173,915 which is 10.42% lower than budgeted and \$12,000 less than March. This decrease was not unexpected as most employees continued to work from home in April. But on the positive side, TriCo's expenses were lower than expected, likely related to the pandemic. Total operating expenses were \$430,188 in April which is 10.08% under the monthly budget of \$478,425 and \$54,000 lower than March. Wages and benefits spending totaled \$178,591 and were under budget by \$4,696 during the month. Administration spending was \$74,536 in April and over budget by \$11,149. Treatment costs totaled \$143,156 which was under budget by \$39,694. Collection costs totaled \$33,905 in April which was \$14,994 under budget. Net income in April was \$87,682 after depreciation and amortization of CIAC and was over projections by \$33,133 for the month.

Cash generated for April shows a decrease in all operating funds by \$84,324. The cash decrease in the bond construction account was \$1,632,030 for the Plant Expansion project. Other capital spending during the month included spending for Office construction, plant outfall, future neighborhood projects and LS 14 Elimination. Cash on hand at April 30, 2020 was \$32,483,098. The balances in the funds are listed below:

Spending Breakdown in April:

Wages	41.51%
Administration	173.33%
Treatment Costs	33.28%
Collection Costs	7.88%

Fund Balances

Interceptor	\$403,962
Plant Expansion	\$4,798,135
Operating Reserve	\$519,252
Reserve for Replacement	\$616,671
Operating	\$4,408,630
2020 Bond Funds	\$21,737,048

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Calendar of Events

June 3	TriCo's 45th Anniversary	
June 15	Board Meeting	4:30 p.m.
June 24	P&B Meeting	7:30 a.m.
June 26	B&F Meeting	7:30 a.m.
July 6	C&C Meeting	4:30 p.m.

CONSTRUCTION & ENGINEERING - WES MERKLE

Engineering staff completed 423 locates, 17 I&I inspections and 29 lateral inspections in May. There were no failed I&I inspections. A total of 2,672 locate requests were received and reviewed. Construction activity in our service area remains strong.

Sam joined us mid-May. He will primarily assist with locates. Nate has been busy with locates and keeps on eye on many area construction projects. Having Sam assist with locates gives Nate time to focus on troubleshooting. Brandon is completing lateral and I&I inspections, assisting Scot and Loren at the plant, and reviewing ISO standards for Drew. Eric observed the remaining deep sewer installation at the new Carmel Clay elementary school on Clay Center Road. He is transitioning to the Michigan Road force main project and will likely inspect sewers in Bear Creek subdivision, which will begin soon.

Jeff continued to show his versatility by filling in for everyone at some point while they were out. He completed several mapping updates and quotes for new flow meters to replace aging and unreliable equipment. Jeff and Ryan continue monitoring Carmel Utilities' water main installation project. Ryan continued driving several capital projects including the Haver Way Lift Station and Sewer Improvements project, the Lift Station 14 (Austin Oaks) Parallel Force Main project, and this year's neighborhood sewer project. Multiple private development projects are moving through plan review. Wes is overseeing the plant expansion and office projects. We will proceed with bidding the Haver Way, Outfall Sewer, and neighborhood sewer projects in June.

PLANT EXPANSION AND OFFICE PROJECT UPDATE - WES MERKLE



Construction is underway and several weeks ahead of schedule. VLR excavation is mostly complete. Crews installed new air and RAS yard piping. Floor slabs for Clarifiers 8 and 9 were poured in one long day after several weeks of excavation, stone base, under-slab piping installation, and rebar placement. The pour included nearly 750 cubic yards of concrete requiring over 80 cement truck loads. The electrical crew installed conduit and wire in the existing RAS pump building and they have since moved on to the pretreatment building.

Over the next month crews will finish VLR excavation, continue yard piping installation, pour reinforced concrete walls for Clarifiers 8 and 9, and begin excavation for Clarifier 7, the mixed liquor splitter, and the grit structure. The pandemic has had a limited overall impact on manpower and material delivery so far. Jack Hutchens with GRW continued daily inspection work at the plant.

Alderson and its subcontractors have completed foundations, steel framing, and various utility work. Roof decking is underway. Alderson is preparing to pour interior concrete floor slabs. Lagging progress to this point was a result of steel framing delivery, which was built into Alderson's schedule from the beginning. There have been minor delays caused by the pandemic yet nothing that will impact the critical path or the completion date of October 31. Staff expects the office project to be completed on time and on budget.

Over the last several months Blackline worked with staff to identify furnishing needs. Preliminary quotes were received from three local firms to provide furnishings. RJE provided the most competitive quote. RJE hosted a showroom tour last week for Blackline and staff to view samples of furnishings. Changes are being made based on staff input and a final quote will be available shortly. Furnishings are expected to be below budget.

Plant Expansion contractor, Thieneman, is responsible for site work on the building project. Thieneman plans to begin site work in July. Thieneman, Alderson, and Plant staff have worked well together. Staff plans to receive quotes for the Biosolids Building addition in August. This includes construction of two new bays – one to store the cleaning truck and the other to store workshop related equipment that won't fit in the reconfigured shop. The proposed location for the addition is currently being used by Thieneman to stockpile material and soil, which will be moved mid-summer. Staff will receive quotes for landscaping in August as well.

TREATMENT – SCOT WATKINS

During routine inspections, the WRRF staff found that the flushing valve on Clarifier #4 had broken. While a temporary inconvenience, the part has been ordered and will be installed as soon as possible.

Thieneman Construction, Inc. (TCI) has made a lot of progress on the expansion, with many crews working all over the plant. Some of the construction makes uninterrupted treatment a bit more challenging. The alum feed was temporarily shut down for the chemical line relocation. The Vertical Loop Reactor (VLR) blowers had to be shut down for an airline tie in and the Return Activated Sludge (RAS) was shut down for about four hours to connect the new RAS line. TCI has been coordinating all these activities with staff to avoid any operational issues. On top of all this work, we still get to deal with Mother Nature. On May 18th, the WRRF entered storm mode due to a large rain event; all additional flow was treated with no violations or overflows.

Eight FOG inspections have been completed as we slowly start resuming normal inspection schedules as businesses start opening back up. David Isenberg has returned this summer to assist while Shaun is out. Seventy-two pump outs have been logged and accounted for almost 17,000 gallons of fats, oils and grease being prevented from entering the sewer system this month.

The laboratory performed 441 CBOD5 tests, 231 Total Suspended Solids tests and 142 Phosphorus & Ammonia tests and 51 e. Coli tests. Monthly Method Detection Limits (MDLs) for TSS, Phosphorus and Ammonia were completed. Quarterly influent and effluent metals and cyanide were collected and sent to Element for testing. All plant dissolved oxygen sensor caps have been replaced; this is done annual per manufacturer recommendations. The effluent sampler controller failed and was replaced. Thankfully, staff were able to install the old backup unit until the repair was completed. Bob attended an IWEA Laboratory Committee meeting and an Office Improvement meeting. Cody shadowed WRRF staff before accepting the new Plant Operator position.

CUSTOMER SERVICE – SHELLY KEEFE

Late fees were not assessed in May but would have been \$8,544.73 for 2,029 customers compared to May of 2019 late fees of \$8,726.06 for 2,233 customers. To date, the Stay at Home order has not resulted in an increase in delinquent accounts as was expected. Late fees will resume in June.

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

The total lien balance is \$37,820.64, which is high compared to \$24,819 in June 2019. Last month, \$13,800 of liens were filed and since the payment of property taxes were delayed, the Hamilton County Treasurer has not yet distributed payments that will be made with the property taxes.

Under the Utility's prior sewer extension policy, property owners were required to pay the construction cost up front or at least enter into a payment agreement with the Utility, whether they connected or not. This resulted in the Utility have a large number of "contract payment" accounts. Since the policy was changed, new "contract payment" accounts are not being established. The accounts have slowly been paid off, typically when a property is sold or refinanced. One such account was paid in full in May, leaving just six active accounts.

The 100 Mile Challenge has begun, which will run for six weeks. The challenge lists a number of activities and during the six-week period, miles are accumulated for each activity. Each employee who meets the challenge and accumulates 100 or more miles will receive a \$25 gift card.

SAFETY UPDATE - LOREN PRANGE

TriCo had no reportable injuries and has gone 3,753 days without a lost time accident. No safety tailgates are being performed during social distancing.

The WRRF has applied for the Burke Award. This is the highest honor for excellence in safety. The plant staff is preparing a report and getting the Plant ready for inspection.

WRRF staff replaced batteries for the emergency backup lights for blower building. The batteries tested bad during last inspection.

Replaced faded NFPA signs for Propane and Diesel storage.

Replaced faded fire extinguisher signs for the storage barn.



3 7 5 3

No. of days since the last lost time accident.

COLLECTIONS – AARON STRONG

Collections staff had a great month, televising over 41,000 feet of gravity sewer and lateral launching 55 customer owned laterals in the month of May. Staff completed 82 corrective action manhole work orders and cleaned 19 Low Pressure Force Main (LPFM) systems encompassing 52,700 feet of force main, a task thought too risky to perform in years past for fear of over pressurizing the main.

Staff designed and built a Low Pressure Force Main (LPFM) Cleaning Apparatus to limit pressure delivered to the LPFM system which includes: flow monitor and totalizer, 0-200 PSI pressure gauge, mechanical blow off set to 90 PSI +/- 5%, and a check valve as not to let wastewater corrupt the apparatus. To protect the operator a ¼ turn valve was placed to relieve pressure between the onboard check valve and the LPFM flushing station so the device could be safely disconnected. All components are made of stainless steel for longevity and durability and mounted on a hand truck for portability.

TriCo staff cleaned 19 LPFM systems encompassing 51 individual zones without service interruption or damage to customer owned pumps or check valves. Staff recorded total gallons used to flush each zone and the maximum pressure experienced within the zone while flushing. TriCo is pleased with the preliminary results and now has a tool to mitigate blockages in the event of an emergency while protecting existing utility and customer owned infrastructure.

Engineering staff, utilizing flow monitoring equipment, identified an area along College Avenue between Arthur Avenue and 116th Street that showed high levels of inflow & infiltration during rain events. Staff televised 13 mains and lateral launched 55 customer owned laterals. Seven laterals were found to be cross bored with another utility with an additional five laterals suspect and in need of further investigation. Collection and Engineering staff are in the process of identifying the utility owners and driving lateral repairs.

Manny attended a 2-day Pipeline Assessment Certification Program (PACP) that is the standard for pipeline defect identification, providing standardization and consistency to the methods in which pipeline conditions are identified. Year to date, TriCo has televised 133,000 feet of gravity sewer in this year's cleaning and inspection cycle.

Birthdays

Cindy Ferrulli	June 1
Brandon Wolff	June 9
Manny Sanchez	June 10
Loren Prange	June 20

Anniversaries

Matt Starr	June 13	8 Years of Service
Eric Louis DelaCurz	June 18	7 Years of Service
Loren Prange	June 27	14 Years of Service



Office Walls Going Up

Selected Statistics 2020	January	February	March	April	May	2020 Monthly Average	2020 YTD	2019 Total Through May
Maintenance Information								
Lateral Inspections	22	17	32	35	29	27	135	160
Certified I&I Inspections	32	34	20	14	17	23	117	206
Failed I&I Inspections	1	5	1	0	0	1	7	2
Sewer Locates	561	608	555	577	423	545	2,724	2,330
Manholes Added	0	12	0	5	3	4	20	10
Total # of Manholes	5,886	5,898	5,898	5,903	5,906	N/A	5,898	5,858
Manholes Inspected	269	568	1,051	4	7	380	1,899	1,884
Feet of Sewer Added	0	4,324	0	1,019	831	1,235	6,174	25,657
Total Footage of Sewers	1,671,814	1,676,138	1,675,879	1,676,898	1,677,729	N/A	1,675,879	1,656,804
Feet of Sewer Televised	23,972	16,128	50,319	2,145	41,262	26,765	133,826	94,577
Feet of Sewer Cleaned	2,999	0	716	1,911	0	1,125	5,626	440
Overflows	0	0	0	1	0	0	1	1
Feet of LPFM Cleaned	6,617	0	0	0	53,760	12,075	60,377	0
Station 1 to Carmel Utilities								
Rainfall/Precipitation (inches)	5.03	2.22	5.01	2.12	5.85	4.0	20.2	20.73
Total Flow (gallons)	72,650,726	63,405,245	71,958,853	51,036,963	52,742,038	62,358,765	311,793,825	341,691,085
Maximum Daily Flow (gallons)	3,594,037	4,551,181	4,238,402	2,259,300	3,189,681	N/A	4,551,181	3,857,564
Average Daily Flow (gallons)	2,343,572	2,186,388	2,321,253	1,701,232	1,701,356	2,050,760	10,253,801	11,056,665
Minimum Daily Flow (gallons)	1,801,105	1,732,672	1,753,183	1,305,588	1,231,340	N/A	1,231,340	1,150,531
Michigan Road WWTP								
Total Flow (gallons)	89,875,000	78,930,000	91,107,150	85,040,924	97,194,437	88,429,502	442,147,511	428,667,000
Maximum Daily Flow (gallons)	7,015,000	3,950,000	386,839	3,175,904	4,529,799	N/A	7,015,000	6,199,000
Average Daily Flow (gallons)	2,899,194	2,721,724	2,938,940	2,834,697	3,135,304	2,905,972	14,529,859	14,213,453
Minimum Daily Flow (gallons)	2,192,000	2,292,000	2,500,000	2,631,688	2,841,935	N/A	2,192,000	2,343,000
Total Flow to Both Plants	162,525,726	142,335,245	163,066,003	136,077,887	149,936,475	150,788,267	753,941,336	770,358,085
Biosolids Handling (gallons)								
Wasted (Biosolids)	1,825,900	1,417,900	1,457,700	1,603,800	13,594,000	3,979,860	19,899,300	10,031,970
Dewatered	435,000	707,000	912,000	612,000	558,000	644,800	3,224,000	3,276,000
Digested Sludge Withdrawn	1,376,000	787,000	826,000	761,000	652,000	880,400	4,402,000	3,250,970
Customer Information						Billed Accts	15,862	
New Sewer Service Accounts	32	18	18	18	33	24	119	143
Permits Issued	39	20	24	10	12	21	105	161

ORDINANCE NO. 05-11-2020

An ordinance establishing Utility wide schedule of monthly user rates, late fees, connection fees, interceptor fees, application fees, reinspection fees and charges to be collected from the owners of property served by the sewage works of the Utility and matters connected therewith, replacing Ordinance 05-14-2018,

WHEREAS, based upon the Utility's 2020 Budget, it is advisable to update fees previously established pursuant to Ordinance 05-14-2018; and

WHEREAS, the Board of Trustees desires to increase the interceptor fee and establish a permit reissue fee,

Now, therefore, be it ordained by the Board of Trustees of TriCo Regional Sewer Utility, Indiana:

Section 1. Schedule of Monthly User Charges,

Metered Users: User Charge

(1) Treatment Rate:

Per 1,000 gallons of sewage flow, if measured
or per 1,000 gallons of water usage if sewage
flow is not measured..... \$2.86

(2) Base Rate – per month, as follows:

5/8	inch water meter.....	\$13.45
3/4	inch water meter*	\$13.45
3/4	inch water meter.....	\$16.93
1	inch water meter*	\$13.45
1	inch water meter.....	\$26.55
1 1/4	inch water meter.....	\$39.71
1 1/2	inch water meter.....	\$52.81
2	inch water meter.....	\$92.21
3	inch water meter.....	\$205.99
4	inch water meter.....	\$354.78
6	inch water meter.....	\$801.15
8	inch water meter.....	\$1,423.41

*Residential customers with a 3/4-inch meter or 1-inch meter shall be charged a base charge for a 5/8 inch meter.

Unmetered Users: User Charge

Residential:

Single family residence/unit.....	\$33.51
Apartment or trailer court/unit.....	\$25.13
Duplexes	\$67.03

Triplexes.....	\$100.54
<u>Commercial:</u>	
Retail establishment:	
First 3 employees	\$33.51
Each additional employee	\$8.37
Gasoline service station:	
With car wash facilities	\$75.46
W/O car wash facilities	\$50.30
Restaurants, drive-ins and taverns with eating and/or drinking facilities:	
First 2 employees	\$33.51
Each additional employee	\$11.05
Laundromats – per washer	\$24.41
Car wash, manual – per bay	\$75.46
Professional Office:	
First 2 employees	\$33.51
Each additional employee	\$11.05
<u>Government/Institutional:</u>	
School/student:	
First 25 students	\$33.51
Each additional student	\$1.33
Churches, lodges and veteran's organizations w/o eating and/or drinking facilities:	
For each 200 members or fraction thereof ..	\$33.51
Government offices:	
First 3 employees	\$33.51
Each additional employee	\$8.37
<u>Industrial (sanitary flow only):</u>	
First 3 employees	\$33.51
Each additional employee	\$8.37

For the service rendered to the TriCo Regional Sewer Utility, said Utility shall be subject to the same rates and charges herein above provided, or to rates and charges established in harmony therewith.

In order to recover the cost of monitoring industrial wastes, the Utility shall charge the user the actual cost of the monitoring. This charge will be reviewed and revised on the same basis as all other rates and charges in the ordinance.

Section 2. The Return Check Charge for NSF (Non-Sufficient Funds) shall be charged in the amount of \$30.00 per check.

Section 3. Any current charges on the monthly user invoice that remain unpaid after the listed due date shall be assessed a late fee. The late fee assessed will be 10% of the unpaid current charges. This fee will be added to the following month's user invoice.

Section 4. A Reinspection fee of \$100.00 shall be charged to the property owner for each reinspection if a property fails an inspection or requires more than two inspections.

Section 5. An application fee of One Hundred Fifty Dollar (\$150.00) per EDU, up to a maximum of Three Thousand Dollars (\$3,000.00) per permit, is due and payable at the time of submittal or issuance of the connection permit. Requested revisions to previously issued permits shall be considered a new permit and shall be subject to the application fee of \$150.00.

Section 6. Utility Wide Connection Fee

Prior to receiving a permit to connect to the sewer works for the Utility, the owner, lessee or developer of any real estate within the Utility shall pay to the Utility a connection fee of One Thousand Nine Hundred Eighty-Four Dollars (\$1,984.00) per EDU (based upon 310 GPD). The estimated average daily flow in thousands of gallons per day for the real estate to be served by the Utility shall be determined based upon the proposed use of the real estate to be served and shall then be calculated using the number and type of units or premises to be located on the real estate and the applicable equivalent user contribution multiplies as set forth by the Indiana Administrative Code 327 IAC 3-6-11.

The owner, lessee or developer of the real estate may submit data to the Utility which purports to provide a more accurate estimation of the average daily flow (for example from water bills or other actual data setting forth flow from similar facilities). Upon receipt and review of the data provided, the Utility, may in its absolute discretion, but is not required to agree to an EDU amount that is other than the amount determined as specified above.

Residential lots previously containing a dwelling that was connected to the Utility's sanitary sewers and having paid a monthly sewer service billing are exempt from the connection charge in the event the dwelling is demolished, and new residential dwelling built on the same real estate.

Section 7. Utility Wide Interceptor Fee

In addition to the connection charge set forth above based upon EDU's there is also due prior to the receipt of a permit, an interceptor fee of Four Thousand Seventy-five Dollars (\$4,075.00) per acre. Residential lots previously containing a dwelling that was connected to the Utility's sanitary sewers and having paid a monthly sewer service billing are exempt from the interceptor fee in the event the dwelling is demolished, and new residential dwelling built on the same real estate. Lots and parcels that are part of a Utility neighborhood sewer extension project in which local sewer charges are assessed by ordinance are also exempt.

Section 8. Prior Connection, Interceptor, and Application Fees

The connection, interceptor, application fees and reinspection fees established under the Ordinance shall preempt and supersede and wholly replace the connection, interceptor, application and reinspection fees previously established under Ordinance 05-14-2018, and any other prior Ordinances of the Utility as the same may be amended from time to time by the Utility. Nothing in the Ordinance shall be construed as limiting the applicability of the Utility's various use ordinances or other definitions or terms contained in other Ordinances, exception only the specific interceptor, connection, application, and reinspection fees set forth therein.

Section 9. The invalidity of any section, clause, sentence, or provision of this Ordinance shall not affect the validity of any part of this Ordinance which can be given effect without such invalid part or parts.

Section 10. The revised rates shall become effective for service received July 1, 2020 and thereafter.

PASSED AND ADOPTED by the Board of Trustees of the TriCo Regional Sewer Utility on the ____ day of _____, 2020.

BOARD OF TRUSTEES:	Approve	Oppose	Abstain
_____ Carl Mills President	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Steve Pittman Vice President	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Michael McDonald Secretary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Jane Merrill Treasurer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Eric Hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Jeffrey Kimbell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Charles Ryerson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Barbara Lamb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Jeffrey Hill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____
Andrew Williams
Utility Director



CAPITAL & CONSTRUCTION MEETING

Monday, June 1, 2020 at 4:30 p.m.
Memorandum

This video conference meeting was held using GoToMeeting.

Mr. Pittman called the meeting to order at 4:32 p.m.

Roll Call

Members Present: Committee Chair Steve Pittman, members Eric Hand and Jeff Hill. Others in attendance were Legal Counsel Anne Poindexter, Utility Director Andrew Williams, Engineering Manager Wes Merkle, Utility Engineer Ryan Hartman, and Administrative Assistant Maggie Crediford

Public Comment

There was no one present from the public.

Flow Meter Equipment

Mr. Pittman said staff is asking the Committee to recommend the Board of Trustees approve the purchase of new flow metering equipment, from Gripp, Inc. in the amount of \$42,064.

Mr. Merkle said the current flow meter equipment purchased for the Basin 1 study six years ago has reached the end of its life cycle. New equipment needs to be purchased for the Utility to be able to monitor flows throughout the district when needed. Staff's preference is to continue conducting flow studies in house rather than contracting out the work.

Mr. Hill asked if these replacements are something that was planned for and included in the budget. Mr. Merkle said there will always be a need for the Utility to have flow meters to move around the service area to address trouble spots, and that equipment does have a shelf life. In this case staff had hoped to get a few more years of service out of existing equipment, however it has been in service almost continuously for six years. This proposal will provide five non-contact flow meters while changing to a more reliable brand.

Mr. Williams said before he became director an outside firm was hired and paid \$60,000 to conduct a flow study for the District. The study was conducted in the summer and there was no rain, which provided no meaningful flow data. Going forward staff found it was more efficient to purchase meters and conduct flow studies when necessary. Mr. Merkle said TriCo has a very talented staff and he is much more confident keeping this work in house. He noted that the I&I reduction successes in Basin 1 were a direct result of staff flow metering efforts guiding repair and improvement decisions.

Mr. Hand asked if all the current equipment is being replaced with this purchase since staff wants to change vendors. Mr. Merkle said yes. Mr. Hand asked if the current equipment and proposed equipment work independently and if both brands can be used simultaneously until the current equipment is retired. Mr. Merkle said they can.

The Committee will recommend the Board of Trustees approve the request to purchase new flow metering equipment from Gripp, Inc in the amount of \$42,064.

#1902 WRRF Expansion Change Order 1

Mr. Pittman said staff is recommending the approval of WRRF Expansion Change Order 1 resulting in a credit of \$302,150. The new contract amount will be \$21,634,850.

Mr. Merkle said in January staff began value engineering conversations with Thieneman and GRW. They worked with equipment vendors to renegotiate pricing and adjusted Thieneman's scope of work where it made sense for TriCo. Staff believes the changes will provide what is needed at a lower cost. Mr. Merkle said individual items are listed in the memo that was provided in the meeting packet. Additional value engineering items will be pursued later. Staff anticipates at least \$50,000 in additional savings with these changes.

Mr. Hand asked if the change in the odor duct to a single lined wall with epoxy will cause odor issues. He does not want to save a little money now and end up having to pay more later by having to address odor issues. Mr. Merkle said a double epoxy odor duct includes a sandwich of insulation in between two epoxy walls, which is redundant and unnecessary. Mr. Merkle said the new product is what is currently used by the Utility and there should not be an odor issue created by the change.

Mr. Hill asked if staff is finding equipment specified in the plans approved by the Board that should have been addressed in the beginning of the process. Mr. Hill asked if changing any of these items will lead to higher costs in the future. Mr. Merkle said the designer should have caught many of the spec issues. Mr. Merkle said the spec book was nearly 1,500 pages. These sorts of items are often flagged by contractors once construction is underway. Mr. Merkle said the requested changes will not cheapen the quality of the construction leading to additional costs in the future. Change suggestions that could cause issues down the road were rejected.

Mr. Hill asked if Mr. Merkle is expecting any change orders to come in that will add costs to the project. Mr. Merkle said the only changes he is aware of to date may be worth up to a few thousand dollars.

Mr. Pittman recommended having the next in person C&C Meeting at the plant so the committee members can visit the site.

The Committee will recommend the Board of Trustees approve #1902 WRRF Change Order 1.

#1910 Office Unification Furnishings

Mr. Merkle said staff is working with furnishings vendor RJE and is waiting on a revised quote regarding the office furnishings. Staff members who visited the showroom and sampled the proposed furnishings asked for more options as some of the chairs selected were not comfortable. Mr. Merkle said he believes the furnishings should be finalized by the July meeting. The same update was provided at the OIC meeting.

#1910 Office Unification Change Order 2

Mr. Pittman said Staff is asking the Committee to recommend approval of Office Unification Change Order 2.

Mr. Merkle said Change Order 1 was a value engineering effort for a credit of \$17,069. Change order 2 includes additional work items identified once construction began and many were a result of unanticipated issues working with the existing building. The change order adds \$27,779 to the construction contract. Mr. Merkle said there have been issues receiving fair pricing from Alderson. In several cases staff engaged outside vendors to do the same work for a fraction of the cost. Mr. Pittman said this issue was also discussed at the Office Unification Committee meeting. Mr. Pittman has reached out to Scott Perkins from Blackline to discuss being more aggressive when dealing with Alderson.

The Committee will recommend the Board approve Office Unification Change Order 2.

Capital Project Updates

#1802 Haver Way Lift Station- bids will be presented to the Committee at the July meeting.

#1901 Austin Oaks Parallel Force Main- construction is underway. It is a directional drilling project so the overall impact on the surface should be minimal.

#1902 Plant Expansion- Thieneman is several weeks ahead of schedule. They plan to continue accelerating. There have been no scheduling issues related to the pandemic.

#1906 Eagle Creek Outfall Sewer Expansion- Easements are secured and bidding will move forward. Bids for the project should be presented at the July meeting.

#1910 Office Unification- Steel framing is up; the contractor is working on roof decking. The floor slab should be poured this week, then the contractor will begin installing the exterior framing and walls. The project is scheduled to be complete on time.

#2001 Little Eagle Creek Interceptor Project- No changes since last month. The developer is waiting on Zionsville to release an economic development plan for the area surrounding the Hamilton County owned airport.

#2003 2020 Neighborhood Sewer Extension- Design is close to completion. Bids should be received next month.

Lift Station 3 Force Main Relocation- Work was required because an existing force main conflicted with Carmel's roundabout project at 116th Street and College Avenue. The new force main is complete and in service.

Mr. Pittman asked about the 2019 Autumn Woods neighborhood project. He asked if staff knows how many of those homeowners have connected to the sewer. Mr. Merkle said that neighborhood has eight lots. Mr. Hartman said three property owners are connected and a fourth is looking to connect.

Mr. Williams said the Board of Trustees Meeting will be held in person, on June 15, 2020 at 4:30 p.m. in the John Hensel Government Center.

Adjournment

The meeting adjourned at 5:06 p.m.

Respectfully Submitted,



Wes Merkle
Engineering Manager



MEMORANDUM

To: Board of Trustees
From: Wes Merkle
Date: June 10, 2020
Subject: Flow Metering Equipment

In 2014 TriCo acquired flow metering equipment for our Basin 1 (Home Place) I&I reduction project. This equipment was installed in gravity sewer locations throughout the basin. It allowed staff to zero in on I&I sources and make improvements as needed. This project successfully reduced I&I in Basin 1 to the point that we have not had a wet weather overflow in six years. Staff still monitors parts of Basin 1 as we continue I&I reduction efforts. Many flow meters have been moved to Basin 8 for similar purposes.

Staff anticipates an ongoing and continuous need for flow metering into the foreseeable future as we identify and address trouble spots in our collection system. Flow metering equipment has been in service continuously. Reliability issues are increasing as equipment ages. Staff requests replacement of five systems to meet our flow metering needs. Hach and ISCO are the predominant manufacturers of gravity sewer flow metering equipment. Staff was not pleased with Hach's service or reliability on previously purchased equipment and has found ISCO to be a better value. Gripp, Inc. is the local representative for ISCO. Funds will come from the Capital Budget – Annual Miscellaneous Repairs, Replacements and Line Relocations.

Recommended Action: Approve the purchase of new flow metering equipment from Gripp, Inc. for \$42,064.



MEMORANDUM

To: Board of Trustees

From: Wes Merkle

Date: June 10, 2020

Subject: #1902 Plan Expansion Change Order

In January staff began working with Thieneman and GRW on an extensive value engineering effort. We worked with equipment vendors to renegotiate pricing and adjusted Thieneman's scope of work where it made sense. Staff believes these changes will provide what we need at lower cost.

- VLR equipment package voluntary price reduction (\$20,000)
- VLR equipment package adjust startup and support scope (\$23,000)
- Clarifier equipment half bridges with anti-rotational scum baffles (\$40,000)
- Blower testing requirements (\$8,300)
- Ductile iron pressure class 150 for large diameter pipe (\$80,000)
- Ductile iron pipe fittings to use epoxy coated hardware (\$20,000)
- Emergency generator voluntary price reduction & seismic requirements (\$23,700)
- Odor duct single wall lined epoxy (\$7,400)
- Delete secondary exterior stairway to grit tank (\$13,350)
- Delete additional VLR walkway between tanks 6 & 7 (\$9,300)
- Umbrella insurance requirements (\$15,000)
- Separate VLRs 4 & 5 and adjust electrical conduit routing (\$42,100)

Change Order 1 resulted in a credit of \$302,150. The new contract amount will be \$21,634,850.

Several additional value engineering items will be pursued at a later date: grating and cover system at the grit and influent splitter structures, protective channel lining at the screening, grit and influent splitter structures, and clarifier trough covers. Staff anticipates at least \$50,000 in additional savings with these changes.

Recommended Action: Approve Change Order 1.



MEMORANDUM

To: Board of Trustees
From: Wes Merkle
Date: June 10, 2020
Subject: #1910 Office Unification Change Order 2

Change Order 1 resulted from value engineering efforts for a credit of \$17,069. This included a roof overlay system for the existing building instead of complete removal and replacement, modifications to overhead doors, and changing the HVAC equipment manufacturer. Staff believes all three changes will result in a better final product in addition to reducing costs. Following the Utility's approval process, this change order was approved by the Utility Director in March.

Change Order 2 includes additional work items identified once construction got underway, including cross bracing, foundation repairs, and existing utilities. Shadow boxes around windows includes upgraded galvanized metal that will wear better with the masonry exterior. Change Order 2 adds \$27,779 to the contract amount.

Staff has had a lot of difficulty in negotiating fair pricing with Alderson. In several cases staff engaged outside vendors to do the same work for a fraction of the price proposed by Alderson. In other cases, hours estimated or charged were substantially higher than what was actually required to complete the work. Staff and Blackline have spent much more time negotiating change pricing with Alderson than was expected.

Staff anticipates one more change order requiring Board approval which will address remaining issues with the existing building that were uncovered during demolition, as well as changes required by Zionsville's plan review process.

Recommended Action: Approve Change Order 2.



MEMORANDUM

To: Board of Trustees
From: Wes Merkle
Date: June 10, 2020
Subject: #1910 Office Unification Change Order 3

At recent Office Improvements and Capital and Construction Committee meetings, staff mentioned another upcoming change order requiring Board approval. Since those meetings staff negotiated change order pricing with construction contractor Alderson and Blackline. This change order addresses many remaining issues with the existing building that were uncovered since demolition, as well as changes required by Zionsville's plan review process. It also updates the lab with finishes to match the rest of the new office. The lab was originally left out of the office project; however, staff requested updates to replace worn surfaces and provide continuity with the rest of the building. Change Order 3 adds \$29,102 to the contract amount. Alderson's original request was over \$51,000. Alderson, Blackline, and staff do not anticipate any further substantial cost adjustments. Staff expects the project to finish below budget.

Recommended Action: Approve Change Order 3.



OFFICE IMPROVEMENTS MEETING

Thursday, May 28, 2020 at 12:00 p.m.
Memorandum

Mr. Pittman called the meeting to order at 12:30 p.m. at the TriCo Water Resource Recovery Facility office.

Members Present: Committee Chair Steve Pittman, members Carl Mills and Jeff Kimbell. Others in attendance were Utility Director Andrew Williams, Engineering Manager Wes Merkle, and Laboratory Coordinator Bob Roudebush.

Public Comment

There was no one present from the public.

Office Unification Project Status Update

Mr. Merkle said Alderson Construction is making good progress. Steel framing was delivered last week. Alderson plans to complete the project on time by the end of October. They are generally on schedule right now maybe a little bit behind. Construction will move faster now with roof installation underway.

Mr. Roudebush said Alderson has been overly accommodating with staff and has caused little disruption. Mr. Merkle said Mr. Roudebush is the only TriCo employee working in the old building; he runs the lab.

#1910 Office Unification Furnishings

Mr. Merkle said staff has been working to select office furnishings. No decisions have been made at this time.

Mr. Pittman asked if standing desks are being considered. Mr. Merkle said staff is looking at standard desks. Staff has the option to choose a feature that sits atop a desk and can be raised if an employee wishes to stand. Mr. Mills said he prefers desks with a stand-up feature. Mr. Williams said the standup option staff currently uses is Varidesk. Mr. Williams said the staff is considering stools for people who wish to stand.

Mr. Mills asked Mr. Merkle if the slowdown in selecting furnishings is affecting the timeline for the project. Mr. Merkle said it should not impact the timeline.

#1910 Office Unification Change Orders

Mr. Merkle said Change Order 1 is a \$17,069 credit for items that were value engineered. He believes overall TriCo is getting a better product. Change Order 2 includes several items that have to do with working with an existing building with unknown conditions. \$27,779 is the amount of the change order. Mr. Merkle said the meeting memo listed several issues he has encountered with Alderson Construction. Mr. Merkle feels that

Alderson is inappropriately increasing the costs on some items. There have been several instances where he has engaged someone else to come in and do work.

Mr. Kimbell asked if Mr. Merkle has engaged Blackline to help with project management. Mr. Merkle said Blackline is providing services during construction. Mr. Kimbell said Blackline should be pushing back on Alderson and should be assisting staff to determine what is reasonable. Mr. Merkle said Blackline has also been dealing with Alderson on these issues. However, Mr. Merkle said he wishes Blackline would be a little more forceful. Mr. Kimbell asked if TriCo has used Alderson for any other projects. Mr. Merkle said no. Mr. Merkle said Blackline is also frustrated with Alderson.

Mr. Merkle said he received another large change order request from Alderson that is being reviewed and negotiated. Some costs may need to be decided via dispute resolution later while staff issues a change directive to keep the work moving forward. Mr. Pittman asked how a change directive works. Mr. Merkle said the contract allows TriCo to direct the contractor to do the work without stopping and negotiate pricing later.

Mr. Mills asked, if TriCo is paying Blackline to negotiate with contractors why is Mr. Merkle having to be so involved. Mr. Merkle said because its TriCo's money and he wants to be sure it is being spent mindfully. Mr. Kimbell said it seems like Blackline should be taking a more aggressive stance and should be shouldering that responsibility. Mr. Pittman said Mr. Merkle may have to tell Blackline what TriCo is willing to do firmly and have Blackline relay the information to Alderson. Mr. Kimbell said the ultimate decisions lie with the owner; Blackline is pushing but it ultimately comes back to TriCo. Mr. Pittman asked Mr. Merkle if he feels like Alderson is taking advantage of deadlines to ask for higher pricing. He asked if Alderson is soliciting pricing from subcontractors. Mr. Merkle said Alderson has preferred subcontractors that they are using. Mr. Mills asked if the new change order is a result of issues with the existing building or design issues. Mr. Merkle said some of it is working with an old building, there is one relatively minor design related issue that Blackline took responsibility for. Mr. Pittman asked how the cost of those items are covered. Mr. Merkle said it has not gotten to that point with Blackline. If there is something that the designer missed that is going to cost above and beyond what TriCo would have originally had to pay, then the extra cost goes back on the designer. Mr. Kimbell asked, even with the tussles here and there, is the project going to be on budget. Mr. Merkle said he expects the project to finish on budget.

The OIC Committee will recommend approval of Change Order 2 to the Board of Trustees at their June 15, 2020 meeting.

#1910 Office Unification Furnishings Continued

Mr. Merkle said Blackline guided the selection of office furnishings. Blackline engaged three local vendors to provide proposals. Staff selected RJE. They were not the least expensive but had better overall value and quality products. Staff representatives went to RJE's showroom to view sample furnishings and make final selections. The scope should be finalized in the next week or so. Initially RJE came back with a price that was between 30 and 40 percent higher than their initial estimate. Blackline was successful in bringing

the quote back inline with the original pricing. It looks like the furnishings will be under budget.

Mr. Roudebush participated in the selection. He said Blackline had suggested options and RJE had those options available for the staff members to choose from. He said there were some instances where RJE had selected an item like a chair, but it was so uncomfortable staff asked for more options. Mr. Roudebush said it was beneficial visiting the showroom because there were at least three or four different chairs RJE would have selected that staff felt were undesirable.

Mr. Williams said he will need to communicate to staff that when they move into the new building, workstations and offices are going to be smaller. There will be fewer bookcases and cabinets. He will stress, the environment is new, open, and bright, with nice break and community rooms, but individual works spaces will be smaller.

OTHER BUSINESS

Mr. Williams said the Clay Township Board met on Tuesday and approved the sale and lease agreement for TriCo's share of the John Hensel Government Center. Mr. Callahan provided Mr. Williams with signed copies of the documents. The check will be received as soon as the Township processes it. Lease payments will begin in June. The Carmel IT department has visited the building with their architect.

Mr. Mills asked how many staff members are working from home. Mr. Williams said the entire staff is back at work. The Administrative office is still closed to the public except by appointment. Mr. Callahan wants to keep the Trustee's Office closed until at least July 1, 2020. Mr. Williams said TriCo is looking at opening to the public June 3, 2020, the day after election day. Mr. Williams is looking at protection options for the front desk staff. He has been unable to purchase plexiglass to make shields for them. Mr. Williams is putting together a report for the Board showing the number of Pandemic Pay hours used for both childcare and health concerns, and training completed by employees who were working from home.

ADJOURNMENT

The meeting adjourned at 1:06 p.m.

Respectfully Submitted,



Wes Merkle
Engineering Manager