



BOARD OF TRUSTEE MEETING

Monday, July 13, 2020 6:00 p.m.
Memorandum

Mr. Mills called the meeting to Order at 6:06 p.m.

ROLL CALL

Present: President Carl Mills, Vice President Steve Pitman, Treasurer Jane Merrill, Secretary Michael McDonald, members, Jeff Kimbell, Eric Hand, Chuck Ryerson, and Jeff Hill. Others in attendance were Utility Director Andrew Williams, Legal Counsel Anne Poindexter, Utility Engineer Ryan Hartman, and Controller Cindy Sheeks

Barb Lamb was absent.

PUBLIC COMMENT

There was no one present from the public.

APPROVAL OF MEETING MEMORANDUM

Ms. Merrill made a motion to approve the Board Meeting Memorandum from June 15, 2020. Mr. Hill seconded the motion and it was unanimously approved.

APPROVAL OF CLAIMS DOCKET

Ms. Sheeks said the bill from the City of Carmel was received late and is included in the checks to be signed at the end of the meeting. Thieneman had a large request for the Plant Expansion project at \$1.1 million. Another \$226,000 was spent on the Office Remodel Project.

Mr. McDonald made a motion to approve the claims docket. Mr. Hill asked if spending is ahead of schedule or on track. Ms. Sheeks said it is a little bit ahead but expects it to slow by November. Mr. Williams elaborated, Thieneman has several crews working simultaneously on different parts of construction and is moving through the work quickly. Mr. Hill noted the large number of refunds issued on the docket report and asked if refunds are common and if so, is there a way to avoid having to issue them? Ms. Sheeks explained that these refunds are typically the result of title companies requesting final account totals for closing documents while the homeowner pays the bill at the same time, therefore requiring refunds to be issued. The motion was seconded by Mr. Hill and unanimously approved.

ATTORNEY'S REPORT

Mrs. Poindexter received and reviewed the commitment for title insurance for the sale of TriCo's portion of the Hensel Government Building. Mrs. Poindexter said the sale is likely to close before the next Board meeting, she suggested the Board appoint a member to execute the sales documents at closing.

Ms. Merrill made a motion to authorize the Board President to sign the closing documents for TriCo's interest in the Hensel Government Center. The motion was seconded Mr. Hill and unanimously approved.

UTILITY DIRECTOR'S REPORT

The drywall will be installed for the office project Tuesday, July 14, 2020. When the drywall is up it will really start to feel like an office.

Last week, one of the iron workers at the plant had heat stroke. The Town of Zionsville responded to the 911 call with an ambulance, two police cars and two fire trucks. We definitely get good service in Zionsville.

Several employees are off on vacation this week and next. People are starting to get out and about again.

Mr. McDonald asked if the heat stroke affected TriCo's lost time accident days. Mr. Williams said it was not a TriCo employee, so it did not affect TriCo's time. TriCo did have an employee twist and severely sprain his ankle on the job. The employee went to the doctor got a boot and came back to work in the office. While it is a reportable accident, it was not a lost time accident.

The Utility is having issues getting restaurants to comply with its FOG guidelines. Budget and Finance Committee may be hearing appeals from restaurants who are being assessed fees for second violations.

Ms. Merrill said she noticed there were two overflows in June. Mr. Williams said one overflow happened when the tree fell on Lift Station #1. The other one occurred because an air release valve, which lets air out of the force main, got plugged open so sewage was trickling out of a valve pit. The issue happened about a month before the ARV was due for annual cleaning.

Mr. McDonald asked if the restaurants who will be appealing their fines have any justification for an appeal or will they appeal just because they do not want to pay the fine? Mr. Williams said restaurants were sent letters letting them know inspections would resume on July 1, 2020, so they had advance notice. Restaurants that will contest their fines had issues getting their haulers out to the sites to clean the traps.

COMMITTEE REPORTS

Personnel & Benefits Committee

Mr. Kimbell and Mr. Ryerson said the Committee did not have any action items. Mr. Mills said at his bank they are giving employees five additional vacation days because no one took vacation during the pandemic, he doesn't know if it is added on to this year's vacation time or if it will be added in 2021. He wanted the Committee to be aware what other businesses are doing.

Mr. Ryerson asked what the rationale is for giving five additional vacation days. Mr. Mills said because employees were not able to take vacations during the pandemic. People went five to six months without a vacation and hours cannot be rolled over. Everyone's vacations are compressed into six months. This is a way to spread the time out a little bit. Mr. Mills asked the Committee to be aware in case the subject arises.

Budget & Finance Committee

Ms. Merrill said the Budget and Finance Committee did not have any action items. Ms. Mills said while reviewing the Utility's Investment Policy it was noted it expired May of 2019. The Investment Policy needs to be reviewed and updated to present to the Board for approval.

Capital & Construction Committee

Office Furnishings #1910 Contract Award

Mr. Pittman made a motion to award the Office Furnishings #1910 Contract to RJE Business Interiors in the amount of \$180,505.18. Mr. Hand seconded the motion and it was unanimously approved.

Haver Way Sewer Improvements #1802 Contract Award

Mr. Pittman made a motion to award the Haver Way Sewer Improvements #1802 Contract to

Lykins Contracting for \$627,050. Mr. Hill seconded the motion. Ms. Merrill asked if Lykins is a company the Utility has worked with before. Mr. Hartman said TriCo has not, but they have a large water contract with the City of Carmel, and they have been good to work with when there has been a conflict with the sewer. Mr. Pittman said Lykins had to put up a bid bond and will also have to put up a performance bond to do the work. The motion was unanimously approved.

Outfall Sewer Expansion #1906 Contract Award

Mr. Pittman made a motion to award the Outfall Sewer Expansion #1906 Contract to Clark Excavation Utility for a 30" sewer pipe in the amount of \$1,929,750. Mr. Kimbell seconded the motion and it was unanimously approved.

LS #1 Emergency Generator Replacement Contract Award

Mr. Pittman made a motion to declare an emergency per IC 36-1-12-9 and award the replacement of the Lift Station #1 Emergency Generator to Barth Electric Company in the amount of \$329,716 based off the bids were received from the aforementioned three firms. Mr. Hand seconded the motion and it was unanimously approved.

Office Construction Committee

Mr. Pittman stated the Office Construction Committee met jointly with the Capital and Construction Committee and has no additional action items.

Adjournment

Mr. McDonald made a motion to adjourn the meeting. Mr. Pittman seconded the motion and the meeting adjourned at 6:38 p.m.

The next Board of Trustees Meeting is scheduled for Monday, August 10, 2020 at 6:00 p.m.

Respectfully submitted,



Andrew Williams
Utility Director

Approved:

☒ as Presented
☐ as Amended



Michael McDonald, Secretary



Carl Mills, President