



TriCo Regional Sewer Utility

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Board of Trustees Meeting Agenda

Monday, December 14, 2020 @ 6:00 p.m.
7236 Mayflower Park Drive, Zionville, IN 46077

- 1. Roll Call**
- 2. Public Comment**
- 3. Approval of Meeting Memorandum**
 - a. Board Meeting November 9, 2020
- 4. Approval of Claims Docket**
- 5. Attorney's Report**
- 6. Utility Director's Report**
- 7. Committee Reports**
 - a. Personnel & Benefits Committee
 - i. Salary Step System COLA and Performance Adjustment
 - ii. Salary Ordinance 12.14.2020
 - iii. Health Insurance Coverage
 - b. Budget & Finance Committee
 - i. Operating Budget
 - c. Capital & Construction Committee
 - i. Capital Budget
 - ii. Locate Wire Repair
- 8. Old Business**
- 9. New Business**
 - i. Surplus Equipment Disposal
 - ii. Recognition of Barb Lamb's Service on the Board of Trustees
- 10. Adjourn**



BOARD OF TRUSTEE MEETING

Monday November 9, 2020 6:00 p.m.

Memorandum

Mr. Mills called the meeting to Order at 6:00 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 Anne Poindexter, Engineering Manager Wes Merkle, Controller Cindy Sheeks, Utility Engineer Ryan Hartman, Plant Superintendent Scot Watkins, Collections Superintendent Aaron Strong and Administrative Assistant Maggie Crediford

Mr. Pittman was absent

PUBLIC COMMENT

There was no one present from the public.

APPROVAL OF MEETING MEMORANDUM

Ms. Merrill made a motion to approve the Monday October 12, 2020 Board meeting memorandum. Mr. McDonald seconded the motion, and it was unanimously approved.

APPROVAL OF CLAIMS DOCKET

Ms. Sheeks said \$2.8 million was spent on Capital Projects.

Mr. McDonald made a motion to approve the Claims Docket. Ms. Merrill seconded the motion, and it was unanimously approved.

ATTORNEY'S REPORT

Mrs. Poindexter had no report.

UTILITY DIRECTOR'S REPORT

Mr. Williams said the move went well. Employees are unpacking and settling in.

Mr. Williams presented an invention created by TriCo's Collections' Staff that is used to clean low-pressure sewer systems. Staff has discussed investigating what it would take to get a patent on the invention. The Board members agreed staff should investigate getting a patent. Mrs. Poindexter said her firm could make a recommendation for representation.

Mr. Williams said the Committees have not started discussing the 2021 budgets. Administration is waiting on health insurance numbers. A Personnel and Benefits Committee meeting will be scheduled when insurance quotes are received. The other committees can review the final budget proposal once health insurance costs are known and staff compensation recommendations are made.

COMMITTEE REPORTS

Personnel & Benefits Committee

Ms. Lamb said the Committee will be scheduling a meeting to review health insurance quotes and make a recommendation on compensation once those are received.

Ms. Lamb made a motion to approve the proposed 2021 Holiday Schedule which includes 10 designated and 3 floating holidays. Mr. Kimbell seconded the motion, and it was unanimously approved.

Budget & Finance Committee

Ms. Merrill said the Budget and Finance Committee did not meet, but have scheduled a meeting for Friday, November 20, 2020.

Capital & Construction Committee

Mr. Hand made a motion to accept the sanitary sewer dedications at Bear Creek South Sections 1A and 1B, Hamlet at Jacksons Grant Section 2, and Michigan Road Retail-Redd Road Sanitary Sewers. Mr. Hill Seconded the motion and it was unanimously approved.

Office Construction Committee

Mr. Kimbell made a motion to disband the Office Construction Committee. The motion was seconded by Mr. McDonald and unanimously approved.

Old Business

Mr. Mills asked if the holiday luncheon has been scheduled. Mr. Williams said it has not, invitations will go out when it is.

Mr. Mills announced that Ms. Lamb will be retiring from the Board at the end of 2020. Mr. Mills asked that the Utility Director's 360 Review be completed before Ms. Lamb leaves the Board. Mr. Mills suggested the Executive Committee meet immediately following the December 14, 2020 Board of Trustees meeting. The Board agreed.

Adjournment

Mr. McDonald made a motion to adjourn the meeting. Ms. Merrill seconded the motion and the meeting adjourned at 6:14 p.m.

The next Board of Trustees Meeting is scheduled for Monday, December 14, 2020 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 14 Issue 12 December 2020

MONTHLY NEWSLETTER



FINANCIAL UPDATE- CINDY SHEEKS

In October 2020, the Total Revenue was \$656,131 which is \$27,254 below the projected revenue of \$683,386. Commercial sales totaled \$226,324 which is \$23,480 lower than budget. It is \$18,800 lower than September and 9.4% lower than budgeted. Commercial sales are at 78.33% of the annual budget. The Other Revenue totaled \$11,560, 25% below the monthly budget. Other Income categories were above projections in October by \$31,150 for a total of \$44,987. Overall, YTD revenue is 81.57% of annual budget.

Total operating expenses were \$476,613 in October which is 8.39% over the monthly budget of \$439,725 and 81.23% of the annual budget. Wages and benefits spending totaled \$189,413 and was over budget by \$6,125 during the month and 83.49% of the annual budget. Administration spending was \$59,723 in October and under the monthly budget by \$3,663. YTD spending is 78.22% of annual budget. Treatment costs totaled \$147,644 which was over the monthly budget by \$18,795 and YTD spending is 81.09% of the annual budget. Collection costs totaled \$79,831 in October which was \$15,621 over budget and YTD is 77.23% of the annual budget. YTD operating expenses are 81.23% of annual budget.

Net income in October was \$122,312 after depreciation and amortization of CIAC and was under projections by \$31,619.

Spending Breakdown in October:

Wages	44.06%
Administration	11.25%
Treatment Costs	31.60%
Collection Costs	13.08%

Cash generated for October shows a increase in operating, R4R, Plant Expansion and Interceptor funds by \$505,979. The bond fund expenses incurred in October but were paid in November for a total of \$1,637,997 for plant expansion. Other capital spending during the month included the administration office construction, plant outfall, Haver Way, plant level sensors, neighborhood sewers, and LS 14 elimination. Total capital spending in October was \$2,822,217. Cash on hand as of October 31, 2020 was \$26,798,136. The balances in the funds are listed below:

Operating	\$5,884,437
Interceptor	\$-58,475
Plant Expansion	\$4,782,827
Operating Reserve	\$519,252
Reserve for Replacement	\$364,300
2020 Bond Funds	\$15,305,795

The Operating, Interceptor, Plant Expansion and Reserve for Replacement funds increased \$1,022,891 since January 1, 2020.

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Calendar of Events

December 14	C&C Meeting	5:30 p.m.
December 14	Board Meeting	6:00 p.m.
December 14	Executive Session/Committee	
December 17	Holiday Party	11:00 a.m.
December 23	P&B Meeting	7:30 a.m.
December 23	B&F Meeting	7:30 a.m.

ENGINEERING & CONSTRUCTION - WES MERKLE

Eric, Jeff, and Ryan observed construction at multiple jobsites: Lift Station 14 (Austin Oaks) Parallel Force Main, Plant Outfall Sewer, Timber Ridge, Woodhaven, Williams Creek Manor, Haver Way, and Jackson's Grant Section 7. Restoration and punch list work remains on the Lift Station 14 and Neighborhood Sewer projects. Eric, Ryan and Wes worked with Collections to complete and follow-up on 3-year warranty inspections for Heritage at Spring Mill, Woods at Shelborne, Jackson's Grant, and the 106th Street Parallel Force Main projects, plus follow up inspections to confirm repairs.

Staff completed 508 locates, 22 I&I inspections and 27 lateral inspections in November. There were no failed I&I inspections. A total of 1,806 locate requests were received and reviewed. Brandon assisted Nate with locates as time allowed. Jeff and Brandon unloaded and organized project files at the new office. Nate and Ryan got the remaining tone wire repairs quoted out; if approved by the Board the work should be done early next year. This will allow staff to complete utility locate requests by contractors and homeowners via Indiana 811 in an accurate and timely manner on these lines, which are currently unlocatable.

PLANT EXPANSION AND OFFICE PROJECT UPDATES - WES MERKLE

On the plant project: Crews continued installing equipment in all three new clarifiers as well as the mixed liquor splitter. Backfilling and process piping installation continued in the area. The last large concrete pours were completed on construction of the new VLRs. Several smaller concrete pours remain for the VLRs. Finish work within these structures is ongoing with equipment installation to follow. Work began on the grit structure, which is an addition onto the south side of the pretreatment building. This structure is not as large as the VLRs or clarifiers, however it is quite complex and will require many separate concrete pours to finish. Electrical work continues as equipment is delivered to the site. Crews began removing the original screen in the pretreatment building and assembling new UV equipment. Overall the work continues on schedule and below budget.

On the office project: Punch list work continues by various contractors. Control Tech is replacing the lab HVAC system, which is separate from the office construction contract; work should be complete shortly. Staff requested various furniture modifications from RJE. Staff spent several weeks working with the furnishings provided, which works well for most, however several items didn't meet staff needs. RJE has several furniture pieces and replacement parts that they are waiting to receive and install as well. Architects at Blackline are working on solutions for acoustics in the open office, lobby, and training/board room, as well as interior décor.



COLLECTIONS – AARON STRONG

Favorable November temperatures allowed Collections Staff to put the Aquatech sewer cleaning truck to work, cleaning 2,700 feet of main in the Lift Station 10 Basin. Manny had another great month televising nearly 40,000 feet, bringing his yearly total to over 320,000 feet of main in the year 2 inspection cycle.

Collections staff assisted in the office consolidation project by performing small tasks around the office. Mounting TV monitors in the conference and break rooms, installing an additional sanitary cleanout on the north side of the building just to name a few.

In preparation for pending cold temperatures, staff put plows on the trucks and winterized all gas-powered equipment in the storage barn. All lift station heat trace tape and block heaters have been powered up and confirmed working.

BLD Services installed an additional 12 pipe patches in the month of November with the remaining 10 patches scheduled to be completed by the end of the year. Staff continues to work with ACE technologies in preparation for the temporary control panel to be placed at Lift Station 11.

Looking forward, Staff will be focusing on organizing and purging excess equipment in the barn, inventory and fine tuning our manhole inspection program for 2021.



TriCo

2020 TriCo Holiday Party

Please join us on Thursday, December 17, 2020 at 11:00 a.m. at 7236 Mayflower Park Drive for the TriCo Regional Sewer Utility Holiday luncheon. Ham will be provided by the Utility.

You are also invited to participate in the optional \$15 gift exchange.

Date: 12/17/2020 (Thu.)

Time: 11:00am - 12:00pm EST

Location: Training Room

In Other News

A brief mention of TriCo's move to a new office appeared on Page 8 of the November 30 edition of Current in Carmel . Keep an eye open in the coming weeks for a more detailed article in the Current regarding the relocation.

SAFETY UPDATE - LOREN PRANGE

No injuries reported this month and we are at 3920 days without a loss time accident.

No safety tailgates are being performed during social distancing. Safety training has continued thru Safety Plus Web online.

Employees are now working together in the new building. This included consolidating our safety equipment. The new office was designed with a nice workstation with lots of cabinet space and charging stations. The extra room helps keep equipment organized and ready to go when needed.

Safety inspection of the plant railings and walkways were completed with only one issue being found. One walkway near the return building had a loose piece of grating that was fixed during inspection.

✓ Site Safety

3 9 2 0

No. of days since the last lost time accident.

TREATMENT- SCOT WATKINS

The move is complete; everyone is now settling into the new building!

Staff assisted the Carmel Utilities with their SARS-CoV-2 testing program by facilitating sampling at Lift Station 1 and at the plant influent. Staff completed yearly non-potable hydrant maintenance, repaired damaged insulation on the Orbal chemical feed lines, cleared the prairie grass for the season, cleaned the belt press polymer injection system and replaced scraper blades. Clarifiers 4, 5 & 6 were pumped down, and the annual inspections were completed. The ultraviolet (UV) system was taken offline for the winter; TCI is upgrading the equipment as part of the plant expansion project. Annual fire extinguishers throughout the Utility had their inspection completed. Clark Excavating bypassed the Post Aeration structure to install the new effluent structure.

TriCo received the IWEA Excellence in Safety Award; this is the 13th consecutive year we have received this award. This award is designed to give recognition to all plants which grade high in merit points to such an extent that a plant may sustain a minimum of lost-time accidents and good safety practices.

Loren Prange was awarded the IWEA Operator of the Year for 2020! This Award is presented annually to an individual operator of a municipal public, semi-public, or private Water Resource Recovery Facility (WRRF) in Indiana. The Award recognizes an operator that has made a long-standing contribution to the success of his/her WRRF by providing service that goes above-and-beyond the requirements of the position. Candidates for consideration of this award must have a positive attitude that others look to, possess unique expertise that results in better plant performance, train/mentor/encourage the next generation of operators and be viewed as a highly valuable member of the operations team which would be difficult to replace. We congratulate Loren on being awarded the 2020 IWEA Operator of the Year.

Ninety pump outs had been logged and accounted for almost 20,000 gallons of FOG being prevented from entering the system this month. SwiftComply has recognized TriCo Regional Sewer Utility as the first and currently the only Utility using SwiftComply to

achieve 100% enrollment. A special thanks goes out to Shauna Odom and David Isenberg for working with all the FOG facilities to ensure they all enrolled and started using the online software.

SWIFT
COMPLY

Would like to recognize

Shaun Odom

Pretreatment Coordinator for TriCo Regional Sewer Utility

As the first, and currently only city regulator to achieve 100% Enrollment.

All 164 establishments listed in the TriCo database are active users of SwiftComply FOG.

100%

			TriCo Regional Sewer Utility			
			Register of Claims			
			For the period 11/6/2020 - 12/8/2020			
Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
11/6/20	15224	Operating	Rick Hoole	\$28.75	\$28.75	Mileage
11/9/20	15225	Operating	Altman, Poindexter & Wyatt, LLC	\$1,480.00	\$1,480.00	Legal fees
11/10/20	15226	Operating	Ryan Ermel	\$89.35	\$89.35	Refund-2047 E 106th St
11/11/20	15227	Operating	Indiana Department of Environment	\$30.00	\$30.00	Cain - Certified Operator Exam
11/13/20	15228	Operating	Stan J Hollingsworth	\$24.32	\$24.32	Refund-10355 Winchester Place
11/17/20	15229	Operating	Cody Cain	\$117.07	\$117.07	Mileage 10/29-10/30
11/18/20	15230	Operating	Joe Hood	\$28.75	\$28.75	Mileage 11/10/20
11/20/20	15231	Operating	Matt Starr	\$59.80	\$59.80	Mileage 11/16-11/18
11/20/20	15232	Operating	Duncan Snowden	\$6.01	\$6.01	Refund-11495 Golden Willow Dr
11/23/20	15233	Operating	AFLAC	\$429.40	\$429.40	Employee Deferred Liability
11/23/20	15234	Operating	AT&T Mobility	\$66.13	\$66.13	Trimble 01 & Trimble 02
11/23/20	15235	Operating	Carmel Utilities	\$2,820.98	\$2,820.98	Oct Flow-Balance
11/23/20	15236	Operating	Indiana Water Environment Associ	\$295.00	\$295.00	Scot Watkins-Conference
11/23/20	15237	Operating	Johnson Controls	\$763.92	\$763.92	Plant security system
11/23/20	15238	Operating	Kinetrex Energy	\$451.69	\$451.69	Natural Gas-Plant
11/23/20	15239	Operating	Liberty National	\$127.88	\$127.88	Payrol Deductions
11/23/20	15240	Operating	Southern Indiana Operators Associ	\$300.00	\$300.00	2020 Course-Op Exam Prep-Cody Cain
11/23/20	15241	Operating	Carmel Utilities	\$13.85	\$13.85	LS 1 Water
11/23/20	15241	Operating	Carmel Utilities	\$13.85	\$13.85	LS 2 Water
11/23/20	15241	Operating	Carmel Utilities	\$28.17	\$28.17	LS 26 Water
11/30/20	15242	Operating	AT & T	\$3,108.54	\$3,108.54	Internet Service
11/30/20	15243	Operating	Aaron Strong	\$30.00	\$30.00	Nov Cell Phone Reimb
11/30/20	15244	Operating	Brandon Woolf	\$30.00	\$30.00	Nov Cell Phone Reimb
11/30/20	15245	Operating	Eric Luis Delacruz	\$30.00	\$30.00	Nov Cell Phone Reimb
11/30/20	15246	Operating	Jeffrey Martin	\$30.00	\$30.00	Nov Cell Phone Reimb
11/30/20	15247	Operating	Nathan Crowder	\$30.00	\$30.00	Nov Cell Phone Reimb
11/30/20	15249	Reserve for Repl	GRW	\$185.00	\$185.00	CIP-Proj 1911 LS 11 Improvements
11/30/20	15250	Operating	Smth Family Investments	\$23.77	\$23.77	Refund-10460 Micigan Road
11/30/20	15251	Operating	James Richardson	\$25.49	\$25.49	Refund-9603 Wild Cherry
11/30/20	15252	Operating	Mallah Mordoh	\$21.09	\$21.09	Refund-963 Summerlakes
11/30/20	15253	Operating	Ray or Mary Lukowski	\$21.08	\$21.08	Refund-954 Birnam Woods
11/30/20	15254	Operating	Eric C Hoffmeister	\$17.11	\$17.11	Refund-1767 Timber Heights Dr
11/30/20	15255	Operating	Paul M McLearn	\$18.36	\$18.36	Refund-11369 Royal Place
11/30/20	15256	Operating	Claude or Melissa Mossian	\$39.95	\$39.95	Refund-12610 Pembroke Circle
11/30/20	15257	Operating	Paul L Ray	\$68.49	\$68.49	Refund-13067 Portsmouth Dr
11/30/20	15258	Operating	Angie C Dooley	\$19.53	\$19.53	Refund-1055 Timber Creek Dr #6
11/30/20	15259	Operating	Richard or Kelly White	\$109.20	\$109.20	Refund-1013 Deer Lake
11/30/20	15260	Operating	J Mark Howell	\$35.34	\$35.34	Refund-1982 Finchley
11/30/20	15261	Operating	Kursten Blanchard	\$42.86	\$42.86	Refund-1783 Blythe St
11/30/20	15262	Operating	John or Judith Harkey	\$30.11	\$30.11	Refund-12668 Devon Lane
11/30/20	15263	Operating	Jamie or Wendy Mehringer	\$27.00	\$27.00	Refund-10659 Jewel Lane
11/30/20	15264	Operating	Semi Cinbat	\$134.59	\$134.59	Refund-9619 Cypress Way
11/30/20	15265	Operating	Aaron or Nicole Busse	\$87.96	\$87.96	Refund-13200 Ditch Road
11/30/20	15266	Operating	Laurie M Elmore	\$17.17	\$17.17	Refund-10807 Bunker Hill
11/30/20	15267	Operating	Shaun McDonald	\$40.33	\$40.33	Refund-11573 Bent Tree Ct
11/30/20	15268	Operating	Tim Moehl	\$63.30	\$63.30	Refund-10403 Pennsylvania
11/30/20	15269	Operating	Aaron Cole	\$24.32	\$24.32	Refund-10340 Delaware
11/30/20	15270	Operating	Scott Andrews	\$20.40	\$20.40	Refund-9668 Avenel Ct
11/30/20	15271	Operating	DJ or Jacquelyn Dalton	\$26.32	\$26.32	Refund-492 Dylan
11/30/20	15272	Operating	Todd Ward	\$8.01	\$8.01	Refund - 931 Wickman Ct
11/30/20	15273	Operating	Kristin Hardy	\$14.48	\$14.48	Refund-10118 Solace Lave
11/30/20	15274	Operating	Dominik Kalinski	\$16.65	\$16.65	Refund-1337 Hinault
11/30/20	15275	Operating	Ted Kramer	\$82.60	\$82.60	Refund-10740 Crooked Stick Lane
11/30/20	15276	Operating	Michael Garvey	\$40.98	\$40.98	Refund-2195 Glebe St
11/30/20	15277	Operating	Andrea Robinson	\$27.00	\$27.00	Refund-2713 High Grove Circle
11/30/20	15278	Operating	Discount Tire	\$60.50	\$60.50	Refund-1031 Deer Lake Dr
11/30/20	15279	Operating	In Do or Sook Young Kim	\$38.35	\$38.35	Refund-12743 Forsythe
11/30/20	15280	Operating	Phillip Yuska	\$16.42	\$16.42	Refund-10688 Morristown
11/30/20	15281	Plant Expansion	GRW	\$2,486.25	\$2,486.25	CIP-Proj 1906 Outfall Const. Admin
11/30/20	15282	Plant Expansion	Landscapes Unlimited	\$2,485.00	\$2,485.00	CIP-Proj 1906 Plant outfall
11/30/20	15283	Plant Expansion	TSW Utility Solutions, Inc	\$76,204.80	\$76,204.80	CIP -Proj 1906
11/30/20	15284	Interceptor	Altman, Poindexter & Wyatt, LLC	\$225.00	\$225.00	CIP-Proj 1901 Parallel Force Main Extension
11/30/20	15285	Interceptor	GRW	\$2,260.00	\$2,260.00	CIP-Proj 1901 LS 14 Const. Admin
11/30/20	15286	Interceptor	MS Consultants, Inc	\$4,230.00	\$4,230.00	CIP-Proj 1802 Haver Way
11/30/20	15287	Plant Expansion	Clark Excavation & Utility	\$1,676.94	\$1,676.94	CIP-Proj 1906 Plant outfall
11/30/20	15288	Operating	Barbara Lamb	\$200.00	\$200.00	Board Fees
11/30/20	15289	Operating	Carl S. Mills	\$100.00	\$100.00	Board Fees
11/30/20	15290	Operating	Charles Ryerson	\$100.00	\$100.00	Board Fees
11/30/20	15291	Operating	Eric Hand	\$150.00	\$150.00	Board Fees
11/30/20	15292	Operating	Jane B. Merrill	\$100.00	\$100.00	Board Fees
11/30/20	15293	Operating	Jeff Hill	\$100.00	\$100.00	Board Fees
11/30/20	15294	Operating	Jeffrey Kimbell	\$150.00	\$150.00	Board Fees
11/30/20	15295	Operating	Michael A. McDonald	\$150.00	\$150.00	Board Fees
11/30/20	15296	Operating	ACE Technologies, LLC	\$10,314.74	\$10,314.74	Plant Support
11/30/20	15297	Operating	All Seasons Landscape Managemen	\$76,590.93	\$76,590.93	CIP-Proj 1910 Admin Office
11/30/20	15298	Operating	Alpha-Liberty Company Inc.	\$667.00	\$667.00	Sewer Sampling
11/30/20	15299	Operating	Altman, Poindexter & Wyatt, LLC	\$848.39	\$848.39	Legal Fees
11/30/20	15299	Operating	Altman, Poindexter & Wyatt, LLC	\$330.00	\$330.00	Legal Fees

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
11/30/20	15299	Operating	Altman, Poindexter & Wyatt, LLC	\$950.00	\$950.00	Legal Fees
11/30/20	15299	Operating	Altman, Poindexter & Wyatt, LLC	\$192.50	\$192.50	Leagl fees - Foreclosure
11/30/20	15300	Operating	American Public Works Association	\$208.00	\$208.00	Membership
11/30/20	15302	Operating	Beaver Research Company	\$153.12	\$153.12	Plant R&M
11/30/20	15303	Operating	Bio Chem, Inc.	\$3,508.80	\$3,508.80	Alum-Plant Chemicals
11/30/20	15304	Operating	Black Tie Courier	\$500.00	\$500.00	Courier services
11/30/20	15305	Operating	Blackbaud	\$5,895.46	\$5,895.46	FE NXT & Fund Accounting Solutions Maintenance
11/30/20	15306	Operating	BLD Services, LLC	\$9,000.00	\$9,000.00	CIPP lining lateral repairs
11/30/20	15307	Operating	Carmel Utilities	\$1,170.00	\$1,170.00	Hydrant Usage
11/30/20	15308	Operating	Carmel Utilities	\$86,022.90	\$86,022.90	November Flow
11/30/20	15308	Operating	Carmel Utilities	\$1,049.10	\$1,049.10	Meter Reads-November
11/30/20	15309	Operating	Carmel Utilities	\$83.00	\$83.00	Sortmwater fees 1/20, 11/20
11/30/20	15310	Operating	Commercial Sewer Cleaning Co. In	\$460.00	\$460.00	Labor to pump oil water seperator and drums
11/30/20	15311	Operating	Doxim	\$5,246.67	\$5,246.67	Postage
11/30/20	15311	Operating	Doxim	\$3,830.58	\$3,830.58	Billing charges
11/30/20	15311	Operating	Doxim	\$1,318.75	\$1,318.75	Logo and address changes
11/30/20	15312	Operating	Drapery Street	\$3,047.00	\$3,047.00	CIP-Proj 1910 Admin Office
11/30/20	15313	Operating	Eco Infrastructure Solutions, Inc.	\$8,155.92	\$8,155.92	Televising-2020 TV Project
11/30/20	15313	Operating	Eco Infrastructure Solutions, Inc.	\$2,438.40	\$2,438.40	Televising-2020 TV Project
11/30/20	15313	Operating	Eco Infrastructure Solutions, Inc.	\$619.04	\$619.04	Televising-Camden Walk
11/30/20	15313	Operating	Eco Infrastructure Solutions, Inc.	\$1,234.48	\$1,234.48	2020 TV Project
11/30/20	15314	Operating	Faco Waterworks, LLC	\$660.11	\$660.11	Plant R&M
11/30/20	15315	Operating	Fastenal Company	\$117.96	\$117.96	Plant R&M
11/30/20	15315	Operating	Fastenal Company	\$763.25	\$763.25	Plant R&M
11/30/20	15315	Operating	Fastenal Company	\$184.56	\$184.56	Plant R&M
11/30/20	15315	Operating	Fastenal Company	\$717.31	\$717.31	Plant R&M
11/30/20	15316	Operating	GCI Slingers, LLC	\$37.58	\$37.58	Equipment Repair
11/30/20	15317	Operating	Hach Company	\$975.86	\$975.86	Sewer Sampling
11/30/20	15317	Operating	Hach Company	\$2,157.06	\$2,157.06	Sewer Sampling
11/30/20	15318	Operating	Indianapolis Business Journal	\$110.50	\$110.50	1 Year Renewal
11/30/20	15319	Operating	IUPPS	\$2,264.80	\$2,264.80	Locates
11/30/20	15320	Operating	Legacy Painting LLC	\$1,550.00	\$1,550.00	LS R&M
11/30/20	15321	Operating	MacAllister Machinery	\$4,569.55	\$4,569.55	Insurance-Tree Damage Ins Reimb-LS 1
11/30/20	15322	Operating	Maco Press	\$85.92	\$85.92	Moving & Map Card
11/30/20	15322	Operating	Maco Press	\$1,121.53	\$1,121.53	Billing Insert
11/30/20	15322	Operating	Maco Press	\$164.56	\$164.56	Invoice-NBR Typesetting
11/30/20	15322	Operating	Maco Press	\$218.37	\$218.37	Window Decal
11/30/20	15322	Operating	Maco Press	\$300.56	\$300.56	Envelopes
11/30/20	15323	Operating	Merrell Brothers, Inc.	\$524.94	\$524.94	LS Disposal
11/30/20	15323	Operating	Merrell Brothers, Inc.	\$9,654.66	\$9,654.66	Biosolids Disposal
11/30/20	15324	Operating	Microbac Laboratories, Inc.	\$220.00	\$220.00	Sewer Sampling
11/30/20	15324	Operating	Microbac Laboratories, Inc.	\$41.75	\$41.75	Sewer Sampling
11/30/20	15325	Operating	Nature Turf Services	\$100.00	\$100.00	Plant Mowing
11/30/20	15326	Operating	Office Depot	\$156.98	\$156.98	Office Supplies
11/30/20	15326	Operating	Office Depot	\$153.09	\$153.09	Office Supplies
11/30/20	15326	Operating	Office Depot	\$36.18	\$36.18	Office Supplies
11/30/20	15326	Operating	Office Depot	\$30.29	\$30.29	Office Supplies
11/30/20	15326	Operating	Office Depot	\$368.21	\$368.21	Office Supplies
11/30/20	15326	Operating	Office Depot	\$132.99	\$132.99	Office Supplies
11/30/20	15326	Operating	Office Depot	\$185.11	\$185.11	Office Supplies
11/30/20	15326	Operating	Office Depot	\$118.44	\$118.44	Office Supplies
11/30/20	15326	Operating	Office Depot	\$104.85	\$104.85	Office Supplies
11/30/20	15327	Operating	Office Keepers	\$850.86	\$850.86	Office Cleaning
11/30/20	15328	Operating	Praxair Distribution, Inc.	\$32.32	\$32.32	Cylinder Rental
11/30/20	15329	Operating	PSD Software, LLC	\$15,000.00	\$15,000.00	HiperWeb Annual Maintenance 2020
11/30/20	15330	Operating	Shred Monkey	\$40.00	\$40.00	Paper Shredding Service
11/30/20	15331	Operating	Shrewsberry & Associates, LLC	\$3,525.00	\$3,525.00	Construction Insp.-Bellevue
11/30/20	15332	Operating	Simplifile	\$210.00	\$210.00	Filing Fees
11/30/20	15333	Operating	SiteOne Landscape Supply LLC	\$108.39	\$108.39	Fertilizer
11/30/20	15334	Operating	Taylor Oil Company, Inc.	\$824.72	\$824.72	Fuel
11/30/20	15334	Operating	Taylor Oil Company, Inc.	\$9.88	\$9.88	Oil
11/30/20	15335	Operating	Ultimate Technologies Group	\$1,234.76	\$1,234.76	CIP-Proj 1910 Audio System
11/30/20	15336	Operating	Utility Supply Company	\$281.90	\$281.90	LS R&M
11/30/20	15336	Operating	Utility Supply Company	\$70.72	\$70.72	LS R&M
11/30/20	15337	Operating	Vasey Commercial Heating & AC, I	\$351.82	\$351.82	Plant R&M
11/30/20	15337	Operating	Vasey Commercial Heating & AC, I	\$351.76	\$351.76	Plant R&M
11/30/20	15338	Operating	Xylem Water Solutions USA Inc	\$3,928.60	\$3,928.60	Repair Kit
11/30/20	15338	Operating	Xylem Water Solutions USA Inc	\$1,880.00	\$1,880.00	LS 1 Pump Installation
11/30/20	15339	Operating	Zionsville Chamber of Commerce,	\$275.00	\$275.00	Basic Membership Fee
12/7/20	15340	Operating	Amazon Capital Services	\$64.99	\$64.99	Plant R & M
12/7/20	15341	Operating	Del Marketing L.P.	\$450.66	\$450.66	Monitors
12/7/20	15342	Operating	Emmanuel Sanchez	\$64.97	\$64.97	Clothing
12/7/20	15343	Operating	IUPPS	\$1,677.70	\$1,677.70	Locates
12/7/20	15344	Operating	Liberty National	\$58.72	\$58.72	Deductions - Dec 2020
12/7/20	15345	Operating	Microbac Laboratories, Inc.	\$41.75	\$41.75	Sewer sampling
12/7/20	15346	Operating	Tony Collins	\$540.00	\$540.00	CPR Training
12/7/20	15347	Operating	Huntington Public Cap Corp	\$267,300.00	\$267,300.00	Interest payment - 2020 Bond
12/8/20	15348	Operating	Alderson Commercial Group, Inc	\$119,864.41	\$119,864.41	CIP-Proj 1910
12/8/20	15349	Operating	Shelly Keefe	\$21.39	\$21.39	Reimbursement
12/8/20	15350	Operating	Nathan Crowder	\$209.56	\$209.56	Clothing reimbursement
12/8/20	15351	Operating	IT Indianapolis	\$4,824.10	\$4,824.10	Agreement Management Services-Dec
12/8/20	15351	Operating	IT Indianapolis	\$2,606.66	\$2,606.66	Agreement Managed Thread Response-Dec

Docket Report Information

CIP - Proj 1910 Office Improvements	\$200,737.10	
CIP - Proj 1802 Haver Way	\$4,230.00	
CIP - 1902 Plant Expansion	\$3,942,926.16	includes reissue of lost check
CIP-Proj 1906 Outfall Final Design	\$82,852.99	
CIP-Proj 1911 LS 11 Improvements	\$185.00	
CIP- Proj 1901 LS 14 Elimination	\$2,387.88	
	<hr/>	
	\$4,233,319.13	
District Insurance	\$37,421.45	
Carmel August Flow	\$86,022.90	
Other Expenses	\$733,314.78	
Total Claims	\$5,090,078.26	

Selected Statistics 2020	January	February	March	April	May	June	July	August	September	October	November	2020 Monthly Average	2020 YTD	2019 Total Through November
Maintenance Information														
Lateral Inspections	22	17	32	35	29	21	17	22	21	34	27	25	277	436
Certified I&I Inspections	32	34	20	14	17	77	79	43	43	51	22	39	432	597
Failed I&I Inspections	1	5	1	0	0	0	0	0	0	0	0	1	7	29
Sewer Locates	561	608	555	577	423	474	383	548	619	604	508	533	5,860	5,479
Manholes Added	0	12	0	5	3	15	-4	2	6	0	12	5	51	38
Total # of Manholes	5,886	5,898	5,898	5,903	5,906	5,921	5,917	5,919	5,925	5,925	5,937	N/A	5,898	5,886
Manholes Inspected	269	568	1,051	4	7	0	2	18	0	0	0	174	1,919	1,964
Feet of Sewer Added	0	4,324	0	1,019	831	4,954	-1,585	10,188	-3,089	0	4,514	1,923	21,156	35,471
Total Footage of Sewers	1,671,814	1,676,138	1,675,879	1,676,898	1,677,729	1,682,683	1,681,098	1,691,286	1,688,197	1,688,197	1,692,711	N/A	1,675,879	1,666,618
Feet of Sewer Televised	23,972	16,128	50,319	2,145	41,262	33,246	10,042	44,797	11,265	50,586	39,343	29,373	323,105	229,985
Feet of Sewer Cleaned	2,999	0	716	1,911	0	2,175	525	1,852	1,743	0	2,697	1,329	14,618	11,902
Overflows	0	0	0	1	0	2	0	0	0	1	0	0	4	3
Feet of LPFM Cleaned	6,617	0	0	0	53,760	0	6,887	0	0	0	0	6,115	67,264	0
Station 1 to Carmel Utilities														
Rainfall/Precipitation (inches)	5.03	2.22	5.01	2.12	5.85	2.42	3.19	2.41	0.18	6.97	3.39	3.5	38.8	42.34
Total Flow (gallons)	72,650,726	63,405,245	71,958,853	51,036,963	52,742,038	46,077,825	46,988,281	48,429,206	37,706,967	41,291,011	47,398,373	52,698,681	579,685,488	643,841,313
Maximum Daily Flow (gallons)	3,594,037	4,551,181	4,238,402	2,259,300	3,189,681	1,817,363	1,900,602	2,244,671	1,406,333	2,290,427	2,520,929	N/A	4,551,181	4,142,014
Average Daily Flow (gallons)	2,343,572	2,186,388	2,321,253	1,701,232	1,701,356	1,535,928	1,515,751	1,562,232	1,256,899	1,331,968	1,579,946	1,730,593	19,036,525	20,928,149
Minimum Daily Flow (gallons)	1,801,105	1,732,672	1,753,183	1,305,588	1,231,340	1,336,026	1,305,919	1,356,525	1,139,359	1,331,968	1,265,143	N/A	1,139,359	1,131,771
Michigan Road WWTP														
Total Flow (gallons)	89,875,000	78,930,000	91,107,150	85,040,924	97,194,437	87,218,417	91,979,836	92,866,276	81,378,109	88,096,958	88,036,271	88,338,489	971,723,378	894,875,000
Maximum Daily Flow (gallons)	7,015,000	3,950,000	386,839	3,175,904	4,529,799	3,389,293	3,650,226	3,982,489	2,879,588	4,268,686	3,605,580	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	2,907,281	2,967,091	2,995,686	2,712,604	2,841,837	2,934,542	2,898,991	31,888,900	29,502,193
Minimum Daily Flow (gallons)	2,192,000	2,292,000	2,500,000	2,631,688	2,841,935	2,711,031	2,535,229	2,607,942	2,529,722	2,387,083	1,891,579	N/A	1,891,579	1,751,000
Total Flow to Both Plants	162,525,726	142,335,245	163,066,003	136,077,887	149,936,475	133,296,242	138,968,117	141,295,482	119,085,076	129,387,969	135,434,644	141,037,170	1,551,408,866	1,538,716,313
Biosolids Handling (gallons)														
Wasted (Biosolids)	1,825,900	1,417,900	1,457,700	1,603,800	1,359,400	1,330,200	1,501,400	1,402,100	1,587,900	1,690,100	1,696,900	1,533,936	16,873,300	22,433,200
Dewatered	435,000	707,000	912,000	612,000	558,000	516,000	624,000	531,000	630,000	737,000	1,001,000	660,273	7,263,000	7,515,000
Digested Sludge Withdrawn	1,376,000	787,000	826,000	761,000	652,000	673,000	749,000	758,000	756,000	794,000	656,000	798,909	8,788,000	8,092,770
Customer Information												Billed Accts	15,966	
New Sewer Service Accounts	32	18	18	18	33	24	18	24	23	10	5	20	223	308
Permits Issued	40	20	23	11	12	23	18	21	23	30	27	23	248	352



PERSONNEL AND BENEFITS

Wednesday, November 18, 2020 at 7:30 a.m.
Memorandum

Ms. Lamb called the meeting to order at 7:38 a.m.

Roll Call

Members Present: Committee Chair Barb Lamb, members Chuck Ryerson and Jeff Kimbell. Others in attendance were Utility Director Andrew Williams, Controller Cindy Sheeks, Engineering Manager Wes Merkle, Plant Superintendent Scot Watkins, Collections Superintendent Aaron Strong and Administrative Assistant Maggie Crediford.

Public Comment

There was no one present from the public.

Safety Update

Mr. Williams said there have been no injuries. The first aid boxes and the defibrillator have been installed and labeled in the new building.

Health Insurance Renewal

Mr. Williams said the current plan came back with a 21.7% premium increase. Huntington Insurance provided the Utility with a summary table which is included in the meeting packet. The two alternatives provided by Huntington were IU Health and United Health Care. The concern with IU Health is that there is no out of network coverage except for emergencies or if someone is out of town. United Health Care is a much larger group with a broader area of coverage, however there is also no out of network coverage. The Committee discussed the 2021 health insurance options available to the Utility.

Ms. Lamb made a motion to recommend the Board approve Anthem Lumenos Health Savings Account Option 3 which would be an 8.66% increase, with RX option 5, Blue 6 which has a calendar year annual deductible of \$2500 individual/\$5000 family, annual Out of Pocket Maximum \$3,500 individual/\$7,000 family, 0% coinsurance for office visits, 0% Inpatient Hospital, 0% ER/Urgent Care Center, \$10/\$30/\$60/25% \$200 max per prescription pharmacy and drug coverage, no cost share preventive care immunizations and screenings, and includes FMHP Benefits (Federal Mental Health Parity). Which will be an increase of approximately \$24,000 to the Utility, and to keep the current vision, dental, short- and long-term disability through Mutual of Omaha which have no increases in 2021. Mr. Kimbell seconded the motion, and it was unanimously approved.

Cost of Living Adjustment

Ms. Lamb said she would like to give at least a 1% cost of living increase (\$15,000 to the Utility) which would be enough to cover the increase in the health insurance premium costs to the lowest paid Utility employee. Mr. Kimbell asked what percentage of overall

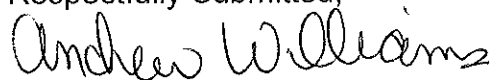
revenue is spent on employee compensation. Ms. Sheeks said about 20%. Mr. Williams said the Utility has five employees at the top of their pay scale who would receive no pay increase in 2021 without a cost of living adjustment. Mr. Williams said other employees who receive competent reviews will receive a STEP pay increase. Ms. Lamb said that cost is around \$28,800 to the Utility which is set before discussing cost of living. Mr. Kimbell said his perception of 2020 is positive, staff dealt with COVID well, the office moved on time and at or below budget. Mr. Williams said the Utility had budgeted \$1.2 million in revenue after expenses for 2020. Currently with two months left to go the Utility is at \$1.6 million, however that does include \$530,000 for the sale of ownership in the Clay Township Government Center Building which needs to be subtracted out. Even with losses in commercial revenue the Utility is close to its target for 2020. Mr. Kimbell recommended at 2% overall increase above the built in STEP system. The breakout would be 1% cost of living increase and a 1% Utility performance increase.

Ms. Lamb made a motion to recommend a 2% salary adjustment; 1% COLA and 1% for Utility performance in 2020. Mr. Kimbell seconded the motion, and it was unanimously approved. The overall pay increases will cost the Utility around \$84,000.

Adjournment

The meeting adjourned at 8:28 a.m.

Respectfully Submitted;



Andrew Williams
Utility Director



MEMORANDUM

To: Board of Trustees

From: Andrew Williams

Date: December 8, 2020

Subject: Salary Step System COLA and Performance Adjustment

2021 will be the third year that TriCo will be using the Step System. Per the Performance Management and Compensation Policy, an annual adjustment to the step system may be made at the Board's discretion. The 2020 adjustment was based on the performance of the utility and on CPI considerations. The P&B Committee discussed this year's performance throughout the pandemic and looked at the current CPI. The P&B Committee is recommending a 2% salary range adjustment to the Step System: 1% for the Utility's performance in 2020 and 1% for a cost of living adjustment.

Recommended Action: Approve a 2% salary range adjustment to the Step System; 1% COLA and 1% for Utility performance in 2020

Ordinance 12-14-2020

An Ordinance establishing updated positions and salaries for various TriCo Regional Sewer Utility (hereinafter "Utility") staff and other salary related matters.

WHEREAS, the Utility requires a staff of full and/or part time employees in order to carry out its mission and duties as a political subdivision of the State of Indiana and municipal corporation, and;

WHEREAS, the Utility Board of Trustees (hereinafter "Board") has adopted prior ordinances pertaining to salary matters for the TriCo staff; and;

WHEREAS, positions and salary ranges have been updated and need to be amended.

NOW THEREFORE, Be It Ordained by the Board that:

Effective December 26, 2020, the following amounts will be in force for exempt and non-exempt staff positions.

POSITION TITLE		
Non-exempt Employees	Min. Hourly Rate	Max. Hourly Rate
Chief Operator	\$ 29.63	\$ 37.88
Technical Specialist	\$ 29.63	\$ 37.88
Utility Billing Specialist	\$ 24.99	\$ 31.94
Pretreatment Coordinator	\$ 24.99	\$ 31.94
Laboratory Coordinator	\$ 24.99	\$ 31.94
Project Coordinator/Locator	\$ 23.40	\$ 29.91
Field Operation Specialist	\$ 23.40	\$ 29.91
District Inspector/Locator	\$ 23.40	\$ 29.91
Operator	\$ 23.40	\$ 29.91
Field Operations Technician	\$ 21.03	\$ 26.88
Administrative Assistant	\$ 21.03	\$ 26.88
Administrative Support Specialist	\$ 21.03	\$ 26.88
Customer Service Assistant	\$ 21.03	\$ 26.88
Billing Assistant	\$ 21.03	\$ 26.88
Laborer	\$ 15.00	\$ 20.00
Summer Intern	\$ 10.00	\$ 15.50
Exempt Employees	Min. Hourly Rate	Max Hourly Rate
Utility Director	\$ 50.72	\$ 64.82
Engineering Manager	\$ 46.00	\$ 58.80
Controller	\$ 39.06	\$ 49.92
District Engineer	\$ 37.49	\$ 47.92
Plant Superintendent	\$ 35.62	\$ 45.53
Collections Superintendent	\$ 33.88	\$ 43.31

All TriCo personnel who are on-call during a pay period shall receive an additional \$2.67 per hour above their hourly pay rate.

Ordinance 12-14-2020

All personnel working on the following holidays will be paid double time for the hours worked in addition to receiving the 7.5 hours of Holiday pay:

Friday, January 1, 2021 - New Year's Day
Monday, January 18, 2021 - Martin Luther King Jr. Day
Monday, May 31, 2021 – Memorial Day
Sunday, July 4, 2021 – Independence Day
Monday, September 6, 2021 – Labor Day
Thursday, November 25, 2021 – Thanksgiving
Saturday, December 25, 2021 – Christmas Day

For all other holidays declared in the TriCo 2021 Holiday Schedule, personnel working will be paid time and one half for the hours worked in addition to receiving the 7.5 hours of Holiday pay.

Overtime compensation for full-time, part-time and temporary employees shall be paid in compliance with the federal Fair Labor Standards Act and the Utility's most current compensation ordinance as adopted by the Board of Trustees.

An employee may not carry over more than 30 days (225 hours) of PTO from one anniversary year to the next. Should the total accumulated PTO exceed 30 days (225 hours) on the employee's anniversary date, TriCo will pay the employee a rate equivalent to 50% of the employee's current rate of pay for the days over 30 (225 hours) and any remaining time/compensation will be forfeited. This payment will be made with the paycheck containing the employee's anniversary day. Upon termination of employment, an employee will be paid for all accrued unused PTO.

Employees that waive TriCo offered health insurance will receive \$2,000 per year as set forth in the Health Insurance Waiver policy.

In the event of a conflict between this ordinance and previous ordinances, the most recent ordinance terms will prevail.

Executed this 14th day of December 2020. **TriCo Regional Sewer Utility** by its Trustees:

By: _____
Jeff Hill

By: _____
Eric Hand

By: _____
Barb Lamb

By: _____
Carl Mills

By: _____
Jane Merrill

By: _____
Jeffrey Kimbell

By: _____
Michael McDonald

By: _____
Steve Pittman

By: _____
Charles Ryerson



MEMORANDUM

To: Board of Trustees

From: Andrew Williams

Date: December 8, 2020

Subject: Health Insurance

After receiving a 21.7% premium increase from Anthem, we worked with Huntington Insurance to shop the coverage. In addition to the alternative coverage options provided from Anthem, proposals were received from United Health Care and IU Health.

The P&B Committee discussed the alternatives and the overall health insurance benefit package offered by TriCo. The Committee is recommending approval of the Anthem Lumenos Health Savings Account Option 3 which would be an 8.6% increase, with RX option 5, Blue 6 which has a calendar year annual deductible of \$2500 individual/\$5000 family, annual Out of Pocket Maximum \$3,500 individual/\$7,000 family, and after deductible 0% coinsurance for office visits, 0% Inpatient Hospital, 0% ER/Urgent Care Center, \$10/\$30/\$60/25% \$200 max per prescription pharmacy and drug coverage, no cost share preventive care immunizations and screenings, and includes FMHP Benefits (Federal Mental Health Parity). This will be an increase of approximately \$24,000 to the Utility, and to keep the current vision, dental, short- and long-term disability through Mutual of Omaha which have no increases in 2021. For comparison, the current Anthem plan has an Aggregate Deductible of \$1,500 Individual / \$3,000 Family and a maximum out of Pocket of \$3,000 Individual / \$6,000 Family.

The table below shows the employee premium increase.

INCREASE TO EMPLOYEES			
	Bi-weekly Premium	New Premium	Annual Increase
8.66%			
EE	\$ 65.39	\$ 71.05	\$ 147.24
EE + S	\$ 137.32	\$ 149.22	\$ 309.20
EE + Child	\$ 117.71	\$ 127.90	\$ 265.03
Family	\$ 189.64	\$ 206.06	\$ 426.99

Recommended Action: Approve the Anthem Option 3 with Rx Option 5, Blue 6 plan.



BUDGET & FINANCE COMMITTEE

Friday, November 20, 2020 at 3:00 p.m.

Memorandum

The meeting was held virtually using GoTo Meeting.

Ms. Merrill called the meeting to order at 3:05 p.m.

Roll Call

Members Present: Committee Chair Jane Merrill, members Michael McDonald and Carl Mills. Others in attendance were Board member Eric Hand, Legal Counsel Scott Wyatt and Anne Poindexter, Utility Director Andrew Williams, Controller Cindy Sheeks, Engineering Manager Wes Merkle, Plant Superintendent Scott Watkins, Collections Superintendent Aaron Strong, and Administrative Assistant Maggie Crediford.

Public Comment

There was no one in attendance from the public.

Financial Statements

Mr. Mills questioned the amount of interest income listed in the financials. Ms. Sheeks said most of the money has been moved to Merchant's State Bank and is not invested in CD's at this time. Ms. Sheeks said bond interest payments will be coming to an end soon.

Operating Budget

Ms. Merrill asked for a summery of the current operating and capital budgets for 2020. Ms. Sheeks said residential projections are on target. Commercial projections are down, the 2021 budget includes very conservative commercial projections.

Mr. McDonald asked if any of the projected \$7 million in capital projects for 2021 could be pushed back, so reserves do not get too low. Mr. Merkle said the \$7 million in 2021 is for open contracts and the Utility is committed to do them.

Mr. Mills asked Ms. Sheeks about the Interest investments and Interest banking accounts. There is no money in Interest investments in 2021. Ms. Sheeks said that line is for CD investments and all the money is in money market accounts. Mr. Mills asked if there is a potential for the funds to drop to \$100,000. Ms. Sheeks said it depends on how fast the money is spent.

Mr. Mills questioned the \$530,000 showing in Gain Loss on Asset Disposal. Ms. Sheeks said it is the net gain after depreciation from the sale of the old building.

Mr. Mills asked if the budgeted increase of \$25,000 is enough for operation of the plant with the added expenses that come along with the consolidation, for instance the additional cleaning. Ms. Sheeks said the cleaning expenses are included in item 5207.

Mr. Mills said the number for vehicle repair and maintenance doubled and asked if new vehicles are being purchased. Mr. Strong said one vehicle is being added to the fleet.

Mr. McDonald said projections in computer expenses and consultants continues to jump. He asked if the projected amount is a rough estimate of services or if it is for firm contracts. Mr. Watkins said IT Indianapolis is not increasing their consulting fees for next year. Microsoft backup has been added to the budget. Mr. Williams said most of the software requires annual renewal fees as well. Mr. McDonald asked that staff make sure the Microsoft backup software is secure and not just cloud storage. Mr. Mills asked if the contract with IT Indianapolis must be negotiated every year. Mr. Watkins said the Utility does not sign multiyear contracts. Mr. Mills asked Mr. Watkins to price out a three- and five-year contract with IT Indianapolis.

Capital Budget

Mr. Williams said the Capital Budget will go before the C&C committee for recommendation as well.

Mr. McDonald asked how much of the proposed \$7 million the Utility is committed to spend in 2021 and what is the timeline on spending it. Mr. Merkle said most of the \$7 million is in the contract with Thieneman for the Plant Expansion Project. Mr. Williams said the \$7 million for the plant project is coming from bond proceeds. The projects that impact the budget are the smaller ones made to the system. There are several large apartment complexes scheduled to be built in 2021 which will generate EDU Fees.

The Committee discussed several smaller projects on the 2021 list. Mr. Mills asked if money needs to be added to move up some of the 2022 generator replacement project to 2021. Mr. Strong said it would be good if the generators could be replaced in 2021. Staff has been limping them along and repairs are becoming costly. Mr. Merkle said he prefers to buy all the generators at one time from the same source to get the best pricing, five generators need to be replaced and the cost will be several hundred thousand dollars. Mr. Merkle said he could break out the pricing separately. Mr. Mills said he would like to see those numbers.

Mr. McDonald asked about the increase in employee insurance rates. Mr. Williams said deductibles will go to \$2,500 for individuals and \$5,000 for families, with an out of pocket max of \$3,500 for individuals and \$7,000 for families. The pharmacy and drug enhancements of the new policy should be beneficial to employees. Previously prescriptions were paid 100 percent by the employees until their deductible was met, now employees will pay a co-pay for prescriptions starting on January 1, 2021. Mr. McDonald asked if the Utility could increase its HSA payments to employees to take the sting out of the increase in deductibles. Mr. Williams said there are limits to how much can be put in a Health Savings Account each year.

Mr. Mills asked per Mr. Krohn's spreadsheet if the Utility is anticipating no rate increases until 2022 and 2023. Mr. Merkle said the numbers assume rate increases in 2021 and 2022, however the Utility will not see revenue until 2022 and 2023. Ms. Merrill said she would prefer to see a budget with no rate increases. Mr. Merkle said if the proposed rate

increases for 2021 and 2022 are skipped money will be very lean. Mr. Mills asked Mr. Merkle to look at adjusting the EDU Fees.

Mr. Mills made a motion to recommend approval of the proposed 2021 Operating Budget to the Board of Trustees. Mr. McDonald seconded the motion, and it was unanimously approved.

Lien Matter

The Committee decided nothing further will be done on the request made regarding the lien. If the customer makes any further requests he will be directed to legal counsel.

Other Business

The Committee decided to move their December meeting date to Friday, December 18, 2020 at 7:30 a.m.

The Meeting adjourned at 3:53 p.m.

Respectfully Submitted

Cindy Sheeks

Cindy Sheeks
Controller

	TriCo 2021 Preliminary Budget	Approved 2020 Budget	2020 Projected	Proposed 2021 Budget	% Change Budget 2020 - 2021	% Change 2020 Proj to 2021 Budget
	REVENUES					
4001-1	Sales - Residential	4,975,000	4,975,000	5,060,000	1.7%	1.7%
4003-1	Sales - Commercial	2,613,000	2,496,632	2,400,000	-8.2%	-3.9%
4005-1	Late Charges	97,000	75,817	100,000	3.1%	31.9%
4007-1	Applications Fees	65,000	54,894	65,000	0.0%	18.4%
4009-1	Plan Reviews, Inspections, Misc. Revenue	25,000	23,731	25,000	0.0%	5.3%
4501-1	Interest - Investments	40,000	44,498	-	-100.0%	-100.0%
4503-1	Interest - Banking	125,000	240,000	100,000	-20.0%	-58.3%
4507-1	Bank Fees	(240)	(1,915)	(2,000)	733.3%	4.4%
4601-1	Interest - by project	1,500	1,500	500	-66.7%	-66.7%
4701-1	Customer Fees & Reimbursements		(1,143)			
4801-1	Gain/Loss on Asset Disposal		533,551			
4901-1	Misc Income/Expense	100	0			
	TOTAL REVENUES	7,941,360	8,442,565	7,748,500	-2.4%	-8.2%
			970,933			
			437,382			
	EXPENSES					
5001-1	Gross Wages	1,563,767	1,576,089	1,660,726	6.2%	5.4%
5003-1	Other Employee Exp	12,000	20,000	16,000	33.3%	-20.0%
5005-1	Retirement Plan - Hoosier START	154,277	157,609	166,073	7.6%	5.4%
5007-1	Employee Insurance	370,855	370,855	391,236	5.5%	5.5%
5009-1	Taxes (Employer FICA)	119,628	120,571	127,046	6.2%	5.4%
5101-1	Govt Center Operations	48,500	45,817	-	-100.0%	-100.0%
5103-1	Professional Education	20,000	13,959	20,000	0.0%	43.3%
5105-1	Board member Fees	19,000	17,169	19,000	0.0%	10.7%
5107-1	Board Expense	1,500	989	1,500	0.0%	51.6%
5109-1	Consulting	50,000	50,000	50,000	0.0%	0.0%
5111-1	Computer Expenses/Consultants	190,000	230,010	240,000	26.3%	4.3%
5113-1	Insurance	110,000	120,000	120,000	9.1%	0.0%
5115-1	Accounting Fees	5,000	1,446	5,000	0.0%	245.8%
5117-1	Legal Fees	35,000	29,536	35,000	0.0%	18.5%
5119-1	Engineering Fees	30,000	14,480	25,000	-16.7%	72.6%
5125-1	Professional Affiliations	7,000	7,000	7,000	0.0%	0.0%
5127-1	Travel & Mileage	7,000	5,307	7,000	0.0%	31.9%
5129-1	Collection	9,000	9,000	13,000	44.4%	44.4%
5131-1	Billing Service Contracts	92,000	92,000	100,000	8.7%	8.7%
5133-1	Bad Debt Expense	1,500	569	2,000	33.3%	251.7%
5135-1	Office Expense	10,000	13,817	10,000	0.0%	-27.6%
5137-1	Postage Expense	60,150	59,901	60,000	-0.2%	0.2%
5139-1	Office Services	60,000	60,952	60,000	0.0%	-1.6%
5141-1	Customer Outreach & Education	25,000	10,000	25,000	0.0%	150.0%
5201-1	Treatment - Carmel WWTP	1,200,000	1,095,030	1,200,000	0.0%	9.6%
5203-1	Sewer Sampling & Lab	50,000	71,598	60,000	20.0%	-16.2%
5205-1	Biosolids Disposal	165,000	161,409	165,000	0.0%	2.2%
5207-1	Plant R & M	170,000	191,634	180,000	5.9%	-6.1%
5209-1	Utilities - WRRF	295,000	313,462	320,000	8.5%	2.1%
5211-1	Operating Supplies - WRRF	29,000	34,773	30,000	3.4%	-13.7%
5213-1	Safety Materials & Training	15,000	13,139	15,000	0.0%	14.2%
5215-1	IDEM Permits	10,500	10,180	15,500	47.6%	52.3%
			-			
5301-1	Lift Station R & M	125,000	164,669	135,000	8.0%	-18.0%
5303-1	Line Maintenance	55,000	60,000	35,000	-36.4%	-41.7%
5305-1	Line Repair	50,000	45,000	50,000	0.0%	11.1%

	TriCo 2021 Preliminary Budget	Approved 2020 Budget	2020 Projected	Proposed 2021 Budget	% Change Budget 2020 - 2021	% Change 2020 Proj to 2021 Budget
5307-1	Equipment Repair	20,000	12,932	18,000	-10.0%	39.2%
5313-1	Vehicle R & M	8,000	11,703	15,000	87.5%	28.2%
5315-1	Fuel	20,000	20,325	20,000	0.0%	-1.6%
5317-1	Utilities - Lift Stations	195,000	190,000	195,000	0.0%	2.6%
5319-1	Operating Supplies - Sewer System	15,000	27,601	20,000	33.3%	-27.5%
5321-1	Manhole R&M	66,000	68,960	66,000	0.0%	-4.3%
5322-1	Televising	40,000	13,772	40,000	0.0%	190.4%
5323-1	Uniforms & Shop Towels	13,000	12,000	13,000	0.0%	8.3%
	Total Operating Expenses	5,542,677	5,545,263	5,753,080	3.8%	3.7%
	OPERATING INCOME	2,398,683	2,897,302	1,995,420	-16.8%	-31.1%
	Bond Interest		463,320			
	Bond Principal Payment					
5901-1	Depreciation	4,244,048	4,244,048	4,300,000	1.3%	1.3%
5911-1	Amortization of CIAC	(3,506,664)	(3,506,664)	(3,700,000)	5.5%	5.5%
	TOTAL EXPENSES	6,280,061	6,282,647	6,353,080	1.2%	1.1%
	Net Surplus (Deficit)	1,661,299	2,159,918	1,395,420	-16.0%	-35.4%
	DEBT SERVICE PAYMENT					
	Bond Interest - Plant Expansion			530,955		
	Bond Principal Payment - Plant Expansion			600,000		



CAPITAL & CONSTRUCTION MEETING

Monday, November 9, 2020 at 5:00 p.m.
Memorandum

Mr. Hand called the meeting to order at 5:03 p.m.

Members Present: Committee Members Eric Hand and Jeff Hill. Others in attendance were Board Members Carl Mills and Jane Merrill, Legal Counsel Anne Poindexter, Utility Director Andrew Williams, Engineering Manager Wes Merkle, Utility Engineer Ryan Hartman, Collections Superintendent Aaron Strong, Plant Superintendent Scot Watkins and Administrative Assistant Maggie Crediford.

Mr. Pittman was absent.

Public Comment

There was no one present from the public.

Dedications

Mr. Hand asked the Committee to recommend the Board accept the dedication of sewers at Bear Creek South Sections 1A and 1B, Hamlet at Jacksons Grant Section 2, and Michigan Road Retail-Redd Road Sanitary Sewers. Mr. Hill concurred. The recommendation will be made.

Capital Budget

Mr. Merkle said the Capital Budget has not yet been reviewed by the Budget and Finance Committee. Staff is waiting on health insurance quotes before finalizing the proposed 2021 budgets with the Board.

Mr. Merkle said he still expects capital spending projections to be reduced through 2025. Many of the expected expenses are being incurred in 2020.

Capital Project Updates

Mr. Merkle provided brief updates for ongoing capital projects. Mr. Hand asked about the generator replacement at Lift Station 1, and if there is currently a back up generator at that location. Mr. Merkle said there is a back up generator at that location. The replacement cost is being covered by insurance, the upsizing cost is on TriCo, which had been a planned capital project in 2022.

The meeting adjourned at 5:15 p.m.

Respectfully Submitted,

Wes Merkle
 Engineering Manager



MEMORANDUM

To: Board of Trustees

From: Andrew Williams

Date: December 8, 2020

Subject: Surplus Equipment

The Utility has surplus vehicles, equipment, furnishing and servers that can be sold or disposed of. The list is below:

Barracuda Backup Server 390
 CISCO Catalyst 2960-X (1)
 CISCO Catalyst 2960-X (2)
 Fortinet FortiGate 60E
 Fortinet FortiGate 100E
 HP Aruba 2920-24G
 4 Lockers
 Air Handling Unit
 All Wood Desk
 Allen Bradley Micro Logic PLC Hardware
 Bookshelves
 Engineered Air Odor Control Unit Model Si-2000 Max
 Engineered Air Odor Control Unit Model LM 2.0
 Engineered Air Odor Control Unit Model LM 20
 Goodwin Silenced Dri-Prime Natural Gas Driven Pump
 Lab Equipment
 Metal and wood desk
 Odor Control Unit
 Sierra Wireless AirLink GX440
 Sierra Wireless AirLink RV50
 2 Wooden Desks
 Woodchipper Engine
 New Holland LS180 Skid Steer
 Frigidaire Stove/Oven
 All furnishing remaining after the sale of the old admin building (desks, partitions, chairs, tables, etc)

Requested Action: Declare the above list of items surplus equipment.