

BOARD OF TRUSTEE MEETING

Monday January 11, 2021 6:00 p.m.
Memorandum

The meeting was held virtually via GoToMeeting.

Mr. Mills called the meeting to Order at 6:02 PM.

ROLL CALL

Present: President Carl Mills, Vice President Steve Pitman, Treasurer Jane Merrill, members, Amanda Foley, 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, Collection Superintendent Aaron Strong, Controller Cindy Sheeks and Administrative Assistant Maggie Crediford

Mr. McDonald joined the meeting at 6:06 PM.

Election of Officers

Ms. Merrill made a motion for the nomination of Carl Mill for President, Steve Pittman for Vice President, Michael McDonald for Secretary and Jane Merrill for Treasurer. The motion was seconded by Mr. Kimbell and approved unanimously.

Committee Assignments

Mr. Mills said the only changes in committee assignments will be Mr. Hand moving from Capital and Construction to Personnel and Benefits and Mr. Kimbell will now chair the Personnel and Benefits Committee. Amanda Foley will be on the Capital and Construction Committee.

Budget and Finance
Jane Merrill- Chair
Carl Mills
Michael McDonald

Personnel and Benefits
Jeff Kimbell- Chair
Chuck Ryerson
Eric Hand

Capital and Construction
Steve Pittman- Chair
Jeff Hill
Amanda Foley

Mr. Mills welcomed Ms. Foley back onto the Board and asked her to give the other members a brief background. Ms. Foley is an engineer and previously worked for the Engineering Department at the City of Carmel in stormwater management, site reviews and easements.

IWEA/WEF Awards

Mr. Williams informed the Board that the awards have not arrived. This item was moved to the February agenda.

Public Comment

There was no one present from the public.

Approval of Meeting Memorandum,

Mr. McDonald made a motion to approve the December 14, 2020 Board meeting memorandum. Ms. Merrill seconded the motion, and it was approved unanimously.

Mr. McDonald made a motion to approve the December 14, 2020 Executive Session meeting memorandum. Mr. Pittman seconded the motion, and it was approved unanimously.

Mr. McDonald made a motion to approve the December 14, 2020 Executive Committee Meeting memorandum. Mr. Hill seconded the motion, and it was approved unanimously. Mr. Ryerson said during the meeting it was discussed that the specific dollar amounts would be left out of the memorandum. Mr. Williams said since it is public record, they were left in to be transparent. Mrs. Poindexter said there needs to be some record of the amounts. Mr. Williams said staff felt this would be the cleanest record for the State Board of Accounts.

Mr. Mills lost his audio feed. Mr. Pittman took over the agenda and called for votes on the following items.

Approval of Claims Docket

Ms. Merrill made a motion to approve the claims docket. Mr. McDonald seconded the motion. Ms. Sheeks asked if the Board wanted to authorize Mr. Williams and Mr. Mills to sign the large checks approved at this meeting. Ms. Sheeks said Mr. Williams was given the authority to sign checks in April when the first shutdown began. Mr. Pittman said that was his recollection as well. Mrs. Poindexter said the checks would still need a signature from one Board member. Ms. Sheeks said Mr. Mills had indicated he could come into the office to sign the checks. Mr. Mills audio feed returned, and he verified he will be available to sign checks at the office in the morning. Mrs. Poindexter suggested amending the motion.

Ms. Merrill amended her motion approving the claims docket to include the authorization for Mr. Williams and Mr. Mills to sign the large, approved checks in the morning. Mr. McDonald amended his second of the motion as well and it was approved unanimously.

Attorney's Report

Mrs. Poindexter had no report.

Utility Director's Report

Mr. Williams said Mr. Hand pointed out some numbers in the selected stats sheet were not calculating properly and the necessary corrections have been made to the number of manholes and feet of sewers.

There is a new contact list for Board Members. Board members have a TriCo email that is listed on the website and forwarded to personal email accounts. Mr. Williams asked the Board members to let him know if they need to be refreshed on how to log into their TriCo email accounts.

Mr. Williams said staff is working on a calendar of events for each committee to plan for meeting topics throughout the year.

Mr. Williams asked if there would be interest in forming a strategic planning committee. There was no immediate response.

Ms. Merrill noted that according to the selected stats the Utility only had seven I&I failed inspections compared to 31 from 2019. It looks like the program is working. Mr. Williams indicated that there has been a substantial reduction in I&I thanks to the efforts by the staff.

Mr. Hill asked if employees are working in the office or virtual. Mr. Williams said staff is practicing social distancing but coming into the office every day. None of the employees have tested positive for COVID-19. Mr. Hill asked how employees are emotionally dealing with the pandemic and if everyone is staying engaged. He asked if there is anything the Board could do to assist with morale. Mr. Williams said he thinks it is going well, moving to the new building seemed to help.

Mr. Williams and Mr. Mills discussed the current pandemic leave ordinance believe the policy needs to be reviewed at the Personnel and Benefits Committee at their January meeting to see if TriCo needs to make any updates or extensions to the current policy.

Mr. Williams told the Board that the Utility almost had a lost time accident. An employee fell and broke his nose on a pipe but returned to work as soon as he was done at the doctor's appointment, so it did not reset the lost time accident clock. Mr. McDonald asked what the circumstances surrounding the accident were. Mr. Williams said the employee was helping move a large monitor and tripped over a pallet on the floor. Not clearing a path before moving the monitor led to the accident. Mr. McDonald commented that it is importance to report accidents and remain compliant and not focus on the record. Mr. Williams said that the clock can be a hinderance because he does not want employees to be afraid of it and he stresses that it is much more important to report accidents than worrying about resetting the clock.

Mr. Williams said an employee who was out on medical leave returned to work and seems to be doing well. He is phasing back into full time work. Staff is glad to have him back.

Committee Reports

Budget & Finance Committee

Ms. Merrill said the Budget and Finance Committee did not meet. She asked Ms. Sheeks to provide her with a report of what the Utility paid the City of Carmel monthly in 2020. Mr. Mills asked Ms. Sheeks to include the monthly payments from 2019 as well.

Personnel & Benefits Committee

Mr. Kimbell said the Personnel and Benefits Committee did not meet.

Capital & Construction Committee

Mr. Pittman made a motion to award the #1911 Lift Station 11 Equipment Installation contract

to Pyramid Construction in the amount of \$85,898. The motion was seconded by Mr. Hand and approved unanimously. Ms. Merrill said she is excited to see that the updated Odor Control unit at Lift Station 2 is upcoming.

Mr. Mills asked if TriCo needs to schedule another meeting with the Mayor of Zionsville to discuss their capacity issues and if there is anything TriCo can do to help. It was decided that TriCo might reach out to Zionsville towards the end of February.

New Business

Mr. Mills asked the Personnel and Benefits Committee to revisit TriCo's Pandemic Leave Ordinance and compare it to what the federal pandemic leave requirements and benefits are and make a recommendation for 2021.

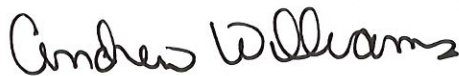
2021 Goals and Objectives

Mr. Mills asked Board members to review the draft of the 2021 Goals and Objectives provided in their meeting packets and let Mr. Williams know if they have any questions or additional suggestions. The Goals and Objectives will be brought back to the Board in February for final review.

Adjournment

Ms. Merrill made a motion to adjourn the meeting. Mr. Hand seconded the motion and the meeting adjourned at 6:43 PM.

Respectfully submitted,



Andrew Williams
Utility Director

Approved:

 X as Presented
 as Amended


Michael McDonald, Secretary
Carl Mills, President