

## BOARD OF TRUSTEE MEETING

Monday December 14, 2020 6:00 p.m.  
Memorandum

Mr. Mills called the meeting to Order at 6:07 p.m.

### **ROLL CALL**

Present: President Carl Mills, Vice President Steve Pittman, Treasurer Jane Merrill, Secretary Michael McDonald, members Barb Lamb, Jeff Kimbell, Eric Hand, and Chuck Ryerson. Others in attendance were Utility Director Andrew Williams, Legal Counsel Anne Poindexter, Engineering Manager Wes Merkle, Controller Cindy Sheeks, Utility Engineer Ryan Hartman, Administrative Assistant Maggie Crediford, and the Clay Township Trustee Doug Callahan.

Mr. Hill attended the meeting virtually.

### **Public Comment**

There was no one present from the public.

Mr. Mills moved the presentation for Ms. Lamb's Retirement from the Board to the front of the Agenda. Mr. Callahan thanked Ms. Lamb for her years of friendship and service on the Board of Trustees. Mr. Callahan presented Ms. Lamb with a plaque. Mr. Mills listed Ms. Lamb's contribution to the Board of Trustees, Mr. Williams thanked her for her service to the Utility and presented her with retirement gifts. All in attendance wished Ms. Lamb well on her retirement from service. Ms. Lamb thanked the Board members for their comradery, cooperation, and friendship over the years. Mr. Mills stated that Ms. Lamb will be greatly missed.

### **Approval of Meeting Memorandum**

Ms. Merrill made a motion to approve the Board Meeting Memorandum from November 9, 2020. Mr. Pittman seconded the motion, and it was unanimously approved.

### **Approval of Claims Docket**

Ms. Sheeks said last month there was a payment to Theineman in the amount of \$1.5 million that was lost. That check was reissued in this month's claims. The second interest payment on the bonds in the amount of \$267,000 was also paid. Mr. McDonald asked for clarification regarding the check for \$1.5 million that was lost. Mr. Williams said the payment was approved last month, the check was lost and voided. The check is being reissued this month. Mr. McDonald asked that the incident be noted for the State Board of Accounts. Ms. Sheeks said she has made the proper notations regarding the lost check and reissuance.

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 reminded the Board of the presentation he made last month regarding an invention created by the Collections team. This device has received the IWEA award. Mrs. Poindexter has made a recommendation for a patent attorney. Loren Prange the Utility's Chief Operator received

the Operator of the Year Award. The Utility also received national recognition with the WEF Burke Safety Award.

Mr. Williams said his 360 Review revealed that many employees wanted the opportunity to review their direct managers. A second round of phone interviews were held between employees and Cici Conover for manager evaluations. Mr. Williams has scheduled conference calls with Ms. Conover so she can give the managers direct feedback from her conversations with the employees.

Mr. Williams reminded the Board of the Holiday pitch-in lunch at 11:00 a.m. on Thursday, December 17, 2020 and invited them all to attend.

### **Committee Reports**

#### **Personnel & Benefits Committee**

##### **Salary Step System COLA and Performance Adjustment**

Ms. Lamb made a motion to approve a two percent adjustment to the salary system which means a two percent pay increase across the board for employees. One percent for cost of living and one percent for Utility performance in 2020. With the two percent adjustment and expected employee Step increases the Utility is looking at an increase of \$60,000 for 2021 in employee wages. Mr. Ryerson seconded the motion, and it was unanimously approved.

##### **Salary Ordinance 12.14.2020**

Ms. Lamb made a motion to approve Salary Ordinance 12.14.2020. Mr. Pittman seconded the motion, and it was unanimously approved.

#### **Health Insurance Coverage**

Ms. Lamb said the renewal quote for the current health insurance plan came in with a 21.7% increase. The committee reviewed alternative options and chose the proposed Anthem plan which comes with an increase of 8.66%. Deductibles and out of pocket maximums go up with this plan, but cost of coinsurance and prescriptions is more favorable. Ms. Lamb made a motion to approve Anthem Option 3 with RX Option 5, Blue 6 Plan. Mr. Kimbell seconded the motion, and it was unanimously approved.

#### **Budget & Finance Committee**

##### **Operating Budget**

Ms. Merrill made a motion to approve the 2021 Operating Budget as presented. Mr. Kimbell asked for clarification on why there is not a rate increase recommended. Mrs. Poindexter reviewed the requirements for the Utility to implement a rate increase. Mr. Williams explained that the budget is presented without consideration of a rate increase so the Board is approving a worst case scenario regarding revenue. Mr. McDonald seconded the motion, and it was unanimously approved.

#### **Capital & Construction Committee**

##### **Capital Budget**

Mr. Pittman made a motion to approve the Capital Budget with the recommendation from the C&C Committee for an increase in the line relocation budget to \$175,000. Ms. Merrill seconded the motion, and it was unanimously approved.

##### **Locate Wire Repair**

Mr. Pittman made a motion to award the Locate Wire Repair to TPI in the amount of \$45,000. Ms. Merrill seconded the motion, and it was unanimously approved.

**New Business**

**Surplus Equipment Disposal**

Mr. Williams reviewed a list of surplus items the Utility would like to dispose of through the government auction site GovDeals. Ms. Merrill made a motion to declare the list of items surplus to be sold at auction. Mr. McDonald seconded the motion, and it was unanimously approved.

Mr. Mills made a motion to form a Nominating Committee for Board Officer positions with Ms. Merrill as the Chair. Mr. Pittman seconded the motion and it was unanimously approved.

Mr. Ryerson suggested Staff find a consultant and undertake a comprehensive strategic planning initiative. Mr. Kimbell and Ms. Merrill agreed. Mr. Mills suggested the P&B Committee help with this.

Mr. Williams said Amanda Foley will be returning to the Board in 2021 and that Mr. Ryerson was appointed to a four year term by the Township Trustee.

Mr. Williams said the Utility is providing the Carmel Utilities with samples from Lift Station 1 and TriCo's plant for Carmel's COVID-19 study.

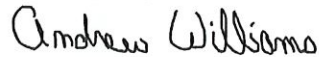
Mr. Williams said the Current in Carmel will be running a story on the Utility's relocation.

Mr. Mills invited the Board members to have dinner and stay for the Executive Session and Committee meeting which will begin ten minutes after the conclusion of the Board meeting.

**Adjournment**

Mr. Mills adjourned the meeting adjourned at 7:00 p.m.

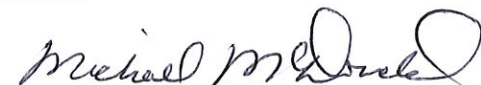
Respectfully submitted,



Andrew Williams  
Utility Director

Approved:

as Presented  
 as Amended

  
Michael McDonald, Secretary

  
Carl Mills, President