

BOARD OF TRUSTEE MEETING

Monday April 12, 2021 6:00 p.m.
Memorandum

Mr. Mills called the meeting to Order at 6:04 p.m.

ROLL CALL

Present: President Carl Mills, Treasurer Jane Merrill, Secretary Michael McDonald, members, Amanda Foley, Jeff Kimbell, Chuck Ryerson and Jeff Hill. Others in attendance were Utility Director Andrew Williams, Legal Counsel Anne Poindexter, Collections Superintendent Aaron Strong, Engineering Manager Wes Merkle, Controller Cindy Sheeks and Administrative Assistant Maggie Crediford

Mr. Pittman and Mr. Hand were absent.

PUBLIC COMMENT

There was no one present from the public.

APPROVAL OF MEETING MEMORANDUM

Ms. Merrill made a motion to approve the March 8, 2021 Board Meeting Memorandum. Mr. Ryerson seconded the motion and it was unanimously approved.

APPROVAL OF CLAIMS DOCKET

Ms. Sheeks said it was a large docket with \$2 million in expenses. Over \$800,000 was paid to the Plant Expansion project. \$176,000 for office furnishings, and \$164,000 for the equipment for the Lift Station 2 Odor Control Unit.

Mr. McDonald made a motion to approve the claims docket. Mr. Hill seconded the motion and it was unanimously approved.

Mr. Mills asked Ms. Sheeks to explain the changes made to the financial statements. Ms. Sheeks said the statement is comparing the prior year's month to the current year's month to get a spending comparison. Mr. Kimbell had suggested the change.

Ms. Sheeks reminded Board members to log time spent on internal controls training on their pay sheets.

Mr. Hill asked about a repair made to a truck for \$22,000. Mr. Williams said the repair was made to the camera truck which would be over \$50,000 to replace. It had a major problem with the diesel block. Mr. Strong said the truck has an emissions control unit on it that was clogged with sludge because of the time the truck spends in idle. The emission control units are made to preform when trucks are getting lots of driving hours and can build up engine sludge when used in idol for longer periods of time like in TriCo's situation. Staff investigated several options and decided making the repair was the best choice.

ATTORNEY'S REPORT

Mrs. Poindexter had no report.

UTILITY DIRECTOR'S REPORT

Mr. Williams said the first strategic planning session was held on April 1, 2021. It was a four-hour session, the next meeting will be Wednesday, April 14, 2021 from 8:00 a.m. to noon and invited any interested Board members to attend. The main theme throughout the first session seemed to be growth, and what the Utility's best strategies for growth would be.

The Board has been sent the yearly internal control training. Once the training is completed Board members should return their forms to Ms. Sheeks and log their time on the pay logs. Those training acknowledgements stay on file should the State Board of Accounts inquire about them.

Mr. Williams said a new hire started with the Utility today. Tristin Gardner, he was the gentleman that Mr. Williams and Mr. Strong were interested in during interviews earlier in the year. So, when another position opened, he was contacted and was still interested in working for TriCo. He has six years' experience in the Air Force Reserves working on sewer and water projects. He also has experience lining sewers and working for a plumbing company.

Mr. Williams mentioned that there was an overflow at Lift Station 11. The Outfall Sewer project runs through that area and some upgrades are being made to Lift Station 11 as well. While onsite, TriCo's inspector noticed sewage coming up out of the ground. At first staff thought maybe a contractor hit the line while digging in the area. Excavation revealed a large rock had been in the original backfill and came to rest on top of the pipe, causing corrosion to the pipe wall. With the construction in the area it is believed the ground was disturbed enough that the rock shifted, and the damaged pipe was exposed. The repair was made the same night it was discovered. Today staff was doing work at that same lift station. There was a bypass pump with a large hose attached to it. One of the brackets came off and when the TriCo employee went to re-clamp the hose it popped off completely and blew sewage onto the ground creating an overflow. The lift station was shut down, the bypass was reconnected, and the site was cleaned.

Staff had a picnic on the new patio a couple of weeks ago. The event was well received and attended.

Mr. Williams said under new business there are two action items for the Board to consider.

Mr. McDonald said he noticed that help wanted signs had been purchased and asked about the need for them. Mr. Williams said when Mr. Hood moved to Florida, staff had signs printed to place in the right of way out in front of the building. There are many construction workers entering and leaving the site each day. The inspector on the site noticed the signs and informed the gentleman from Thorntown that we ended up hiring.

Ms. Merrill asked if the employee that started today was the one discussed last month that management had a lot of interest in but didn't have a position for at that time. Mr. Williams said yes, it is the same gentleman.

COMMITTEE REPORTS

Budget & Finance Committee

Ms. Merrill said the Budget and Finance Committee did not meet. Ms. Merrill said there are five Fridays in April and asked the committee members if they would rather meet on the 23rd as scheduled or move the meeting to the 30th. No decision was made. Mrs. Poindexter will be notified if a change in the meeting date is made.

Personnel & Benefits Committee

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

Capital & Construction Committee

Mr. Hill said the Capital and Construction Committee did not meet.

Old Business

There was no old business.

New Business

LS 2 Odor Control Unity Installation Contract

Mr. Merkle said this odor control unit is a smaller version of what TriCo uses at the plant. It has larger upfront costs, but the media should last 15 to 25 years reducing the maintenance costs. It is a biological system. This quote is for the installation of the unit. Nine contractors were asked to quote the project and two responded with quotes. Staff is recommending the contract be awarded to Maddox in the amount of \$74,775. Mr. Hill made a motion to award the Lift Station 2 Odor Control Unity Installation Contract to Maddox in the amount of \$74,775. Ms. Merrill seconded the motion and it was unanimously approved.

Mr. Hill asked Mr. Merkle if he has any concerns about only receiving two quotes or the thirty percent price difference between the quotes. Mr. Merkle said contractors are busy right now and don't have the time in their schedules for a smaller project like this one. Mr. Merkle said he feels good about the quote from Maddox. It will be just a little over budget. Mr. Merkle said there are a lot of moving parts with this project and that could explain the discrepancies between the two quotes. Mr. Hill asked about the timing of the project. Mr. Merkle said the deadline for completion is the end of July.

Mr. Mills asked if this is the large unit, he was shown the other day. Mr. Williams said it is the same unit and is a very large tank. Staff will be working with a landscape architect to discuss screening since it is a heavily travelled area.

Workers Compensation

Mr. Williams explained that the Utility had its first lost time accident in over 10 years. The accident did not originally meet the definition of a lost time accident because the employee returned to work, but later the employee was required to miss work for surgery. Indiana law does not require an injured employee be compensated for the first work week of a lost time injury unless and until an employee misses 21 days of work. This proposal would allow TriCo to reimburse an employee PTO hours used that first week after an injury if the employee does not miss at least 21 days of work. It was decided the Workers Compensation policy will go to the Personnel and Benefits

Committee for further discussion before being voted on by the Board. Mr. Ryerson asked that detailed language in the proposal be brought to the Committee for review.

Adjournment

Ms. Merrill made a motion to adjourn the meeting. Mr. McDonald seconded the motion and the meeting adjourned at 6:53 p.m.

The next Board of Trustees Meeting is scheduled for Monday, May 10, 2021 at 6:00 p.m.

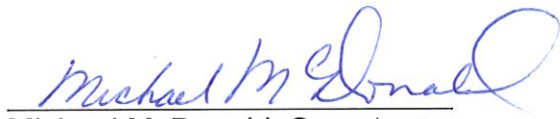
Respectfully submitted,



Andrew Williams
Utility Director

Approved:

as Presented
 as Amended



Michael McDonald, Secretary

Carl Mills, President