



## BOARD OF TRUSTEE MEETING

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Monday, May 10, 2021 6:00 p.m.  
Memorandum

Mr. Mills called the meeting to Order at 6:03 p.m.

### **ROLL CALL**

Present: President Carl Mills, Vice President Steve Pitman, Treasurer Jane Merrill, Secretary Michael McDonald, members, Amanda Foley, Jeff Kimbell, Eric Hand, and Chuck Ryerson. Others in attendance were Utility Director Andrew Williams, Legal Counsel Scott Wyatt, Engineering Manager Wes Merkle, Controller Cindy Sheeks, Plant Superintendent Scot Watkins, and Administrative Assistant Maggie Crediford.

### **PUBLIC COMMENT**

There was no one present from the public.

### **APPROVAL OF MEETING MEMORANDUM**

Mr. Pittman made a motion to approve the April 12, 2021 Board meeting memorandum. Mr. McDonald seconded the motion, and it was unanimously approved.

### **APPROVAL OF CLAIMS DOCKET**

Ms. Sheeks said it was a good month. One item of note was to Barth Electric on page two in the amount of \$187,000 to replace the generator at Lift Station 1 which was damaged by a falling tree. Ms. Merrill made a motion to approve the Claims Docket. Mr. McDonald seconded the motion, and it was unanimously approved.

Mr. McDonald asked if the Utility has received reimbursement from the insurance company for the generator. Mr. Williams said they will reimburse the Utility when all the claims are finalized. Mr. Merkle said when he has the total cost of the project staff will file for reimbursement.

### **ATTORNEY'S REPORT**

Mr. Wyatt had nothing to report.

### **UTILITY DIRECTOR'S REPORT**

Mr. Williams said he has been contacted by a consultant regarding an expansion opportunity. He will be following up with the consultant and will update the Board if the opportunity develops into a request for service. Staff will be participating in DiSC training on Friday, May 14, 2021. Two summer interns have been hired one is an Environmental Science major at Indiana University and will be assisting Mr. Roudebush in the lab.

Mr. Williams said there was an overflow at the plant. He was working on Sunday, April 25 and noticed moisture on the drive, after investigating the source he saw the overflow. Staff and contractors came to the site. Before the excavation began, the leak stopped. Excavation did proceed to locate the source of the leak. Crews were onsite until around midnight and were unable to relocate the source of the prior leak. The next morning when they returned it was discovered a rag had lodged itself into the cracked pipe and stopped the leak. The leak was in a section the old force main stub. This stub was removed and the force main patched.

Mr. Hill arrived at 6:05 p.m.

## **COMMITTEE REPORTS**

### **Budget & Finance Committee**

Ms. Merrill said the Budget and Finance Committee met twice to review the need for user rate and EDU (development fees) fee increases. It was determined that a user rate increase is not needed at this time, but the Committee is recommending a five percent increase in EDU fees to take effect July 1, 2021.

### **First Reading of User Rate Ordinance 5-10-21-R**

Mr. Mills gave the first reading of User Rate Ordinance 5-10-21-R. Ordinance establishing a Utility wide schedule of monthly user rates, late fees, connection fees, interceptor fees, application fees, reinspection fees and charges to be collected from owners of property served by the sewage works of the Utility and matters connected there with replacing Ordinance No. 05-11-2020.

Ms. Merrill made a motion for staff to publish the public notice for the second reading and public hearing for User Rate Ordinance 5-10-21-R to be held on June 14, 2021. Mr. McDonald Seconded the motion and it was unanimously approved.

Mr. Wyatt said there is one other issue that needed to be addressed before voting. There was a memorandum regarding Section 6 of the ordinance with a proposed change. Mr. Williams said the proposed revision to Section 6 involves defining the Utility wide connection fee. Mr. Merkle reworded the document, and it was approved by Mrs. Poindexter. The change should alleviate confusion on how EDU's are calculated. TriCo follows state standards on how water usage is calculated. Wherever possible the Utility uses Indiana State Code 327 IAC 3-6-11 to determine estimated average daily flow and the proposed use of the real estate to be served. The minimum connection fee per parcels is one EDU. This change will allow the Utility to address BOD Biological Oxygen Demand loading on the system as well.

The motion and second were rescinded. Mr. Ryerson asked that abbreviations used in the ordinance have definitions with them for clarification purposes.

Ms. Merrill made a motion to have the staff publish the public notice for the second reading and public hearing for User Rate Ordinance 5-10-21-R, with the addition as described in Mr. Williams memorandum to the Board of Trustees to Section 6, along with clarification to all the abbreviations, to be held on June 14, 2021. Mr. Kimbell Seconded the motion and it was unanimously approved.

### **First Reading of Sewer Use Ordinance 5-10-2021**

Mr. Mills gave the first reading of Sewer Use Ordinance No. 5-10-2021 replacing Sewer Use Ordinance No. 6-9-2014 an ordinance regulating the connection to and use of public and private sewers and drains, the installation and connection of building sewers and the discharge of waters and waste into the sewage system of the TriCo Regional Sewer Utility. Provides rates and charges for violations thereof.

Mr. Williams said the revisions have come about due to changes in software and how quickly inspections can be done, and corrections should be made.

Ms. Merrill made a motion for the staff to publish the public notice for the second reading and public hearing for the proposed Sewer Use Ordinance 5-10-2021.

Mr. Ryerson asked that abbreviations be defined in this document and asked for clarification regarding the number of days a business has to rectify a violation (page 23). Mr. Wyatt said the way he interprets the ordinance is that they have 30 days to install, if not done in 30 days they have an additional 15 days because the second violation is a failure to install and if after the additional 15 days it is still not installed then fines are assessed, so after 45 days of not complying they will start being fined. Mr. Hand questioned the drastic reduction from 5 days to 24 hours. Mr. Hand asked if it would be reasonable to standardize the response times throughout the document to make it more understandable. Mr. Williams said the turnaround times are based on the size of equipment and different sizes have different response times. Mr. Watkins said the 24-hour response time is for grease traps that can be cleaned by the businesses themselves, while the 48-hour response time is for larger systems that need outside contractors to clean them. Mr. Hand withdrew his comment regarding standardization.

Mr. McDonald seconded the motion, and it was unanimously approved.

### **Personnel & Benefits Committee**

Mr. Williams said in person safety training sessions have resumed and it has been 118 days since the last lost time accident. The plant passed its annual safety inspection.

### **Worker's Compensation Policy**

Mr. Kimbell made a motion for the Board to accept a change to the Employee Handbook regarding how the Utility handles Worker's Compensation Claims, by providing an injured employee compensation for the first five days of missed work stemming from a worker's compensation qualified injury. If missed time goes beyond twenty-one days the employee will reimburse the Utility for the first five days the Utility paid to them with either repayment of funds or a reduction in PTO, when insurance compensates the employee for the first five days missed. Ms. Merrill seconded the motion, and it was unanimously approved.

### **On Call Pay Policy**

Mr. Williams explained that a couple of the new employees were inquiring how to clock their time for after hour work that needed to be done remotely. After some discussion it was discovered that employees were not clocking their time spent logging in remotely to deal with issues unless they traveled back to the Utility. The proposed changes to the policy will set a clear standard for employees working remotely to follow to be compensated for that time.

Mr. Kimbell made a motion to accept the proposed-on call pay policy update to the Employee Handbook. Mr. Hand seconded the motion, and it was unanimously approved.

Mr. McDonald asked when the accident clock reset to 118 days. Mr. Williams explained that the accident Mr. Prange had did not initially qualify as a lost time accident because he returned to work, however his injury ended up needing corrective surgery, so the days missed due to the surgery made it qualify as lost time even though the days missed were not immediately following the injury.

## Capital & Construction Committee

### Dedications

Mr. Pittman made a motion to accept the dedication of Crossfields, Lamb Property Low Pressure Sewer, and Zotec Investments LLC Tech Village Sanitary Sewers. Mr. Hill seconded the motion, and it was unanimously approved.

### Surplus Equipment

Mr. Pittman made a motion to declare the existing plant generator and related equipment as surplus equipment contingent on decommissioning. Mr. Hill seconded the motion, and it was unanimously approved.

Mr. Pittman said the City of Carmel is updating its Comprehensive Plan and suggested having representatives from TriCo and the Board meet with Carmel's Department of Community Services and Mike Hollibaugh. Mr. Hill agreed.

### Old Business

### Strategic Planning Sessions Update

Mr. Williams asked if anyone had questions about the EDU information Mr. Merkle presented to the C&C Committee and said additional updates will be given as information is collected. There were no questions.

The Strategic Planning Committee held its last session and the results will be compiled and presented to the Board at the June meeting.

### Adjournment

The meeting adjourned at 6:30 p.m.

The next Board of Trustees Meeting is scheduled for Monday, June 14 at 6:00 p.m.

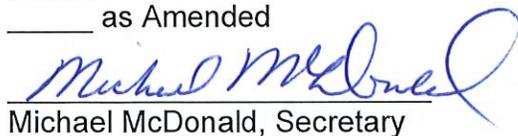
Respectfully submitted,



Andrew Williams  
Utility Director

Approved:

as Presented  
 as Amended

  
Michael McDonald, Secretary  
Carl Mills, President