



## TriCo Regional Sewer Utility

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### **PERSONNEL & BENEFITS COMMITTEE MEETING**

Wednesday, October 27, 2021 @ 7:30 A.M.  
7236 Mayflower Park Drive, Zionsville, IN 46077

#### **AGENDA**

1. Public Comment
2. Safety Update
3. Proposed Laborer Position
4. Holiday Schedule
5. Insurance Renewal
  - a. Dental Coverage
  - b. Health/Vision Coverage
  - c. Long Term / Short Term Disability
6. Pay Range Market/Performance Adjustment Consideration

Next Scheduled Meeting: Wednesday, November 17, 2021 @ 7:30 A.M.



## MEMORANDUM

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**To:** P&B Committee  
**From:** Loren Prange  
**Date:** 10/21/2021  
**Subject:** Safety Update

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We had one reportable injury to an employee who was rear ended in a utility vehicle.

We are at 287 days without a loss time accident.

We had 11 attendees for the safety tailgate held on September 28th. The topic was "Don't be shocked by charged pipes" and "Know your colors, call before you dig".

The monthly inspections of the fire extinguishers and emergency lights were completed.

During the plant expansion our staff can be exposed to safety hazards almost daily when sharing the same area as the contractor. Our staff communicates with the contractor when they see something that could cause an injury. Some examples of what we see could be simple housekeeping such as tools and debris in our walkway. Other hazards we see could be missing or damaged sidewalk or missing railing around a tank. Communication with the contractor has been key to keeping our employees safe.



## MEMORANDUM

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**To: Personnel and Benefits Committee**

**From: Andrew Williams**

**Date: October 21, 2021**

**Subject: Laborer Position**

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TriCo continues to grow the utility by extending sewers into existing neighborhoods and into new developments. We are also completing the expansion of the plant from 3.05 MGD to 5.72 MGD to ensure we have the operational capacity to provide service to these new customers.

Over the past 16 years we have grown from 10,460 customers to 16,000, a 50% increase. We have added 722,000 feet of sewer and now have 1,697,000 feet to maintain. A 74% increase. We are also now routinely televising all our sewers to ensure they are clean and structurally sound. We were televising 34,000 feet a year to investigate backup complaints and other problems. In 2020 we televised 341,525 feet. We are also inspecting all manholes once every three years in conjunction with our televising/cleaning cycle. We went from 161 manhole inspections in 2005 to 1,923 manhole inspections in 2020.

We had 20 employees in 2005 and we now have 24 employees, with the most recent position being the Operator position added in 2020. While we have a laborer position in the salary ordinance, we have not historically filled that position. I would like to fill this position in 2022.

The 2021 salary range for the Laborer position is \$15.00 - \$20.00. I would expect to have to pay \$18 - \$19 per hour to get a competent employee since the labor market is so unbalanced. The increase in the Gross Wage budget for this position for an entire year would be approximately \$37,000. Additional labor expenses (insurance, taxes, retirement, etc.) would add approximately \$19,000 annually.

**Requested Action:** Recommend Board approval of the addition of a full-time Laborer position. This will bring the Utility to 25 FTEs.



## MEMORANDUM

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**To:** Personnel and Benefits Committee  
**From:** Andrew Williams  
**Date:** October 19, 2021  
**Subject:** 2021 Holiday Schedule

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The Utility historically observes 13 holidays. Since TriCo will no longer need to close the office for the election days, the proposed 2022 Holiday Schedule has 10 set holidays and three floating holidays.

New Year's Day (Observed)	Monday, January 3
Martin Luther King Jr. Day	Monday, January 17
Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Thanksgiving Day	Thursday, November 24
Day after Thanksgiving	Friday, November 25
Christmas Eve (Observed)	Friday, December 23
Christmas Day (Observed)	Monday, December 26
New Year's Eve (Observed)	Friday, December 30
Floating Holiday	Three Total



## MEMORANDUM

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**To:** P&B Committee  
**From:** Andrew Williams  
**Date:** October 22, 2021  
**Subject:** Health, Vision and Dental Insurance

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Our Huntington agent has informed us that the Anthem Health Insurance renewal quote was a 23.21% increase. It apparently once again max rated. The monthly premium would increase from \$30,560 to \$37,652, 80% of which is paid by TriCo.

Anthem did offer an Affordable Care Act (ACA) option that would be a 0.87% increase in the premium. The plan differences between the legacy renewal option and ACA option are:

**Deductible**

Current Plan: \$2,500 / \$5,000    ACA Plan: \$2,800 / \$5,600

**Out of Pocket:**

Current Plan: \$3,500 / \$7,000    ACA Plan: \$3,800 / \$7,600

**Copays in the prescription drug plan (after deductible is met)**

Current Plan: \$10 / \$30 / \$60    ACA Plan: \$15 / \$60 / \$100

We are waiting on coverage quotes from other carriers, but it appears that increasing the deductible and max. out of pocket and then establishing a health reimbursement account to compensate those that exceed the current \$3,500/\$7,000 limit is a reasonable approach.

**Dental and LT/ST Coverage**

We received the renewal from Mutual of Omaha. The Long-Term and Short-Term Disability coverage has a two-year rate hold so we will see no change in 2022. Dental coverage came in with a 3% increase that results in an additional premium of \$65.82 a month.



## MEMORANDUM

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**To:** P&B Committee  
**From:** Andrew Williams  
**Date:** October 20, 2021  
**Subject:** Adjustment to the Step Range

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In 2019, TriCo implemented a 10-step system for employee salary advancement. Employees advance a step a year if they receive a “Competent” rating on their annual review. The increases between steps range from 3.09% (from Step 1 to Step 2) to 2.48% (from Step 9 to Step 10). When the step system was established, the Board indicated that the adjustment of the wages rates in the step table could be made annually at the Board’s discretion, and it would not be tied to any one indicator. The Board adjusted the step table by 3% for 2020: 1.5% to reflect the financial performance of the Utility and 1.5% for a cost-of-living adjustment. For 2021, the Board adjusted the step table by 2%: 1% for the Utility’s performance in 2020 and 1% for a cost-of-living adjustment.

### Performance/Financials

While Commercial revenue was below estimates at the start of the year, sales have picked up and total revenue should meet expectations. Operating expenses are projected to be \$200,000 below budget as is typically the trend. Operating income is projected to come in at \$2,270,000 compared to the budget estimate of \$1,995,000. The Utility is completing the \$20,000,000 plant expansion a little behind schedule, but below budget. TriCo has been fortunate to not have been impacted by staffing shortages. And while we did have three employees leave, we were able to replace them with equally qualified employees.

### CPI

For the year ended September 2021, the CPI for All Urban Consumers increased 5.4%. Barb Lamb indicated that Carmel is adjusting their range 3%. Social Security is adjusting payment by 5.9%.

The 2021 Gross Wages line was \$1,660,726. This line includes full-time wages, overtime, on-call pay, and summer help. The draft budget presented to the Board in October included a 3% increase in the ranges. The table below shows the budget increase for full time wages with adjustments to the step table from 1% to 4%. TriCo has 24 full time employees with 15 employees falling between Step 1-9 and nine employees being at Step 10.

<b>Range Adjustment</b>	<b>Budget Increase</b>	<b>Precent Increase over 2021</b>
1.0%	\$39,010	2.3%
1.5%	\$46,938	2.8%
2.0%	\$54,866	3.3%
2.5%	\$62,795	3.8%
3.0%	\$70,723	4.3%
3.5%	\$78,652	4.7%
4.0%	\$86,580	5.2%

The Anthem renewal for our current legacy plan came in with a 23.21% increase. The ACA renewal came in with a 0.87% increase, but we have not seen the covered limits for this policy alternative. We are waiting on the quotes requested from other carriers.