



## TriCo Regional Sewer Utility

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### **BUDGET & FINANCE COMMITTEE MEETING**

Friday December 3, 2021 at 7:30 a.m.  
7236 Mayflower Park Drive, Zionsville, IN 46077

#### **AGENDA**

1. Public Comment
2. Financial Statements
3. Budgets
4. Ordinance 12.13.2021 Crossfields Surcharge
5. Travel and Expense Reimbursement Policy
6. Other Business

Next Scheduled Meeting: Thursday, December 23, 2021 @ 7:30 A.M.

TriCo Regional Sewer Utility  
 Budget & Finance Committee - Analysis of October 2021  
 October 12, 2021

### Income Statements

<u>Category</u>	<u>Oct-21</u>	<u>Oct-20</u>	<u>Variance</u> (unfavorable)	% to 2021 YTD budget	<u>Explanation- Target 83.33%</u>
Residential	431,821	418,248	13,573	83.86%	On budget
Commercial	256,006	226,324	29,682	91.52%	Above budget
Other Revenue	11,002	11,560	(558)	75.76%	Slightly over YTD budget
Other Income	8,080	44,988	(36,907)	210.63%	Over budget - sale of assets
Total Revenue	706,910	701,120	5,790	87.64%	Over budget

Residential sales increase \$2,000 in October from September, up \$13,573 from October 2020 and on budget for the year. Commercial revenue was up \$29,682 from October of last year and is above the annual projections. Other revenue was \$558 below October 2020 figures. Other income was below October of 2020 but above budget for the year.

October: Total Sales of \$706,910 was \$5,790 higher than October 2020 and above the budget for year.

### October Spending Analysis

Wages & benefits in October were \$189,026. YTD spending is 84.46% of the annual budget.

Administration spending in October was \$48,589. YTD spending is 67.97% of the annual budget.

Treatment costs in October were \$184,932. YTD spending is 80.22% of the annual budget.

Collection costs were \$71,273 in October. YTD spending is 83.54% of the annual budget.

**Total Operating expenses in October were \$493,822. YTD spending is 80.61% of the overall budget.**

<u>Category</u>	<u>Actual</u>	<u>Monthly budget</u>	<u>Variance</u> (unfavorable)	% of Annual <u>Budget</u>	<u>Explanation</u>
Wages	135,242	127,750	(7,492)	83.77%	Over budget
Professional Education	3,034	1,666	1,368	76.19%	Over budget- Extra software training
Computer Expenses	12,789	20,000	7,211	61.83%	Under budget
Office Expense	3,384	833	(2,551)	197.12%	Over budget
Postage	6,601	5,000	(1,601)	95.98%	Over budget - meter refill
Sewerage treatment to Carmel	90,206	100,000	9,794	74.06%	Under budget
Plant R & M	45,313	15,000	(30,313)	102.37%	Ace, Professional Garage Door, Connect Elec
Utilities Plant	30,355	25,000	(5,355)	87.18%	Over budget - Duke Energy
Operating Supplies-plant	3,962	25,000	21,038	63.03%	Over budget- BioChem
Lift Station R & M	27,322	14,000	(13,322)	99.10%	Ace, Lionheart, Circle City Trees, Fluid Waste
Equipment Repairs	1,821	1,500	(321)	142.96%	MacAllister, Action Equipment
Vehicle R & M	7,833	4,000	(3,833)	289.61%	Pearson Ford
Uniforms	3,423	1,100	(2,323)	87.48%	Fall clothing order
Total Operating Expenses	493,822	478,632	(15,190)	80.61%	Under budget

<b>MTD Net Income (loss) net of depreciation</b>	<b>89,583</b>	<b>34,570</b>	<b>55,013</b>	<b>259.13%</b>	<b>Over monthly projection</b>
<b>YTD Net Income (loss) net of depreciation</b>	<b>759,382</b>	<b>405,347</b>	<b>354,034</b>	<b>187.34%</b>	<b>Of YTD Projected Net Income</b>

### Cash Generated

Cash generated for October shows a net decrease in all funds by \$675,281. Capital spending was \$995,915.43 and included spending for SCADA switch, WIFI in plant buildings, new billing software, administration building furnishings, plant expansion, LS 14 interceptor extension and neighborhood sewers.

Individual fund balances and changes are listed on the Cash Generated Statements included with the monthly financial statements.

	October	September	+/- from last month	
Operating	\$ 6,978,026	\$ 6,745,468	\$ 232,558	
Interceptor	\$ (677,687)	\$ (580,548)	\$ (97,139)	
Plant Expansion	\$ 2,996,664	\$ 2,969,585	\$ 27,079	
Operating Reserve	\$ 519,252	\$ 519,252	\$ -	
Reserve for Replacement	\$ (146,359)	\$ (126,217)	\$ (20,142)	\$ 142,357
2020 Bond Fund	\$ 3,511,186	\$ 4,328,824	\$ (817,638)	
Total	\$ 13,181,082	\$ 13,856,363	\$ (675,281)	

Cash balances in the operating, interceptor, plant exp and R4R increased \$142,357 in October.

Bond funds decreased \$817,638 in October.

### Investments

The money market rate remained at 1.0% at Merchants Bank. Total interest in October was \$9,161.68.

<b>TriCo Regional Sewer Utility</b>									
<b>Income Statement</b>									
October 2021 vs October 2020									
		<b>Actual</b>	<b>Actual</b>						<b>Annual</b>
		<b>10/31/2021</b>	<b>10/31/2020</b>	<b>Variance</b>	<b>2021 YTD</b>	<b>2020 YTD</b>	<b>Variance</b>	<b>% YTD</b>	<b>Budget</b>
<b>Sales</b>									
<b>Residential</b>									
4001-1	Sales - Residential	431,821.41	418,247.94	13,573.47	4,243,482.74	4,170,242.93	73,239.81	83.86%	5,060,000.00
	Residential	431,821.41	418,247.94	13,573.47	4,243,482.74	4,170,242.93	73,239.81	83.86%	5,060,000.00
<b>Commercial</b>									
4003-1	Sales - Commercial	256,006.02	226,323.71	29,682.31	2,196,434.99	2,046,632.14	149,802.85	91.52%	2,400,000.00
	Commercial	256,006.02	226,323.71	29,682.31	2,196,434.99	2,046,632.14	149,802.85	91.52%	2,400,000.00
<b>Other Revenue</b>									
4005-1	Late Charges	7,514.25	7,022.64	491.61	63,778.94	59,817.11	3,961.83	63.78%	100,000.00
4007-1	Applications Fees	2,100.00	4,200.00	(2,100.00)	52,412.50	43,954.50	8,458.00	80.63%	65,000.00
4009-1	Plan Reviews, Inspections, Misc	1,387.50	337.50	1,050.00	28,360.20	19,776.96	8,583.24	113.44%	25,000.00
	Other Revenue	11,001.75	11,560.14	(558.39)	144,551.64	123,548.57	21,003.07	76.08%	190,000.00
	<b>Total Sales</b>	<b>698,829.18</b>	<b>656,131.79</b>	<b>42,697.39</b>	<b>6,584,469.37</b>	<b>6,340,423.64</b>	<b>244,045.73</b>	<b>86.07%</b>	<b>7,650,000.00</b>
<b>Other Income</b>									
4501-1	Interest - Investments	0.00	0.00	0.00	0.00	44,498.12	(44,498.12)	0.00%	0.00
4503-1	Interest - Banking	9,161.68	26,424.89	(17,263.21)	115,131.23	200,313.48	(85,182.25)	115.13%	100,000.00
4507-1	Bank Fees	(1,173.55)	(105.00)	(1,068.55)	(2,150.55)	(1,765.18)	(385.37)	107.53%	(2,000.00)
4601-1	Interest - by project	92.34	121.36	(29.02)	1,074.01	1,418.92	(344.91)	214.80%	500.00
4701-1	Customer Fees & Reimburseme	0.00	0.00	0.00	0.00	(1,143.05)	1,143.05	0.00%	0.00
4801-1	Gain/Loss on Asset Disposal	0.00	18,546.00	(18,546.00)	90,598.12	533,550.72	(442,952.60)	0.00%	0.00
4901-1	Misc Income/Expense	0.00	0.00	0.00	1,749.18	0.10	1,749.08	0.00%	0.00
	<b>Other Income</b>	<b>8,080.47</b>	<b>44,987.25</b>	<b>(36,906.78)</b>	<b>206,401.99</b>	<b>776,873.11</b>	<b>(570,471.12)</b>	<b>209.55%</b>	<b>98,500.00</b>
	<b>Total Revenue</b>	<b>706,909.65</b>	<b>701,119.04</b>	<b>5,790.61</b>	<b>6,790,871.36</b>	<b>7,117,296.75</b>	<b>(326,425.39)</b>	<b>87.64%</b>	<b>7,748,500.00</b>
<b>Operating Expenses</b>									
<b>Wages &amp; Benefits</b>									
5001-1	Gross Wages	135,242.49	135,810.25	567.76	1,454,681.43	1,313,042.20	(141,639.23)	87.59%	1,660,726.00
5003-1	Other Employee Exp	1,448.11	1,183.03	(265.08)	18,134.86	16,660.66	(1,474.20)	113.34%	16,000.00
5005-1	Retirement Plan - Hoosier STAR	13,528.72	13,209.42	(319.30)	145,192.79	129,803.40	(15,389.39)	87.43%	166,073.00
5007-1	Employee Insurance	29,172.59	29,512.83	340.24	344,741.32	302,235.01	(42,506.31)	88.12%	391,236.00
5009-1	Taxes (Employer FICA)	9,634.98	9,697.94	62.96	103,186.28	94,627.96	(8,558.32)	81.22%	127,046.00
	<b>Wages &amp; Benefits</b>	<b>189,026.89</b>	<b>189,413.47</b>	<b>386.58</b>	<b>2,065,936.68</b>	<b>1,856,369.23</b>	<b>(209,567.45)</b>	<b>87.50%</b>	<b>2,361,081.00</b>
<b>Administration</b>									
5101-1	Clay Township Govt Center Ope	0.00	4,862.90	4,862.90	0.00	41,656.87	41,656.87	0.00%	0.00
5103-1	Professional Education	3,034.88	0.00	(3,034.88)	15,238.17	11,556.23	(3,681.94)	76.19%	20,000.00
5105-1	Boardmember Fees	1,800.00	900.00	(900.00)	12,850.00	14,250.00	1,400.00	67.63%	19,000.00
5107-1	Board Expense	183.61	6.98	(176.63)	825.09	821.27	(3.82)	55.01%	1,500.00
5109-1	Consulting	0.00	0.00	0.00	11,601.78	176.16	(11,425.62)	23.20%	50,000.00
5111-1	Computer Expenses/Consultants	12,789.34	14,977.39	2,188.05	155,667.21	185,592.26	29,925.05	64.86%	240,000.00
5113-1	Insurance	9,577.53	9,708.25	130.72	85,361.82	104,009.44	18,647.62	71.13%	120,000.00
5115-1	Accounting Fees	0.00	0.00	0.00	3,145.00	1,200.00	(1,945.00)	62.90%	5,000.00
5117-1	Legal Fees	1,237.50	1,480.00	242.50	13,857.15	24,514.99	10,657.84	39.59%	35,000.00
5119-1	Engineering Fees	129.90	0.00	(129.90)	1,259.80	12,018.66	10,758.86	5.04%	25,000.00
5125-1	Professional Affiliations	24.24	9.00	(15.24)	3,597.40	2,169.44	(1,427.96)	51.39%	7,000.00
5127-1	Travel & Mileage	189.92	35.59	(154.33)	4,828.08	4,258.81	(569.27)	68.97%	7,000.00
5129-1	Collection	125.00	302.00	177.00	3,544.19	7,974.65	4,430.46	27.26%	13,000.00

		Actual 10/31/2021	Actual 10/31/2020	Variance	2021 YTD	2020 YTD	Variance	% YTD	Annual Budget
5131-1	Billing Service Contracts	5,483.02	5,420.85	(62.17)	98,355.14	75,476.28	(22,878.86)	98.36%	100,000.00
5133-1	Bad Debt Expense	0.00	0.00	0.00	1,403.12	471.78	(931.34)	70.16%	2,000.00
5135-1	Office Expense	3,384.12	1,938.95	(1,445.17)	19,711.64	13,682.79	(6,028.85)	197.12%	10,000.00
5137-1	Postage Expense	6,601.52	5,744.65	(856.87)	57,590.77	49,718.15	(7,872.62)	95.98%	60,000.00
5139-1	Office Services	2,165.00	14,337.15	12,172.15	48,230.33	50,590.25	2,359.92	80.38%	60,000.00
5141-1	Customer Outreach & Education	1,863.64	0.00	(1,863.64)	15,534.69	3,741.00	(11,793.69)	62.14%	25,000.00
Administration		48,589.22	59,723.71	11,134.49	552,601.38	603,879.03	51,277.65	69.12%	799,500.00
Treatment									
5201-1	Sewage Treatment - Carmel WW	90,206.65	82,767.24	(7,439.41)	888,758.98	908,874.49	20,115.51	74.06%	1,200,000.00
5203-1	Sewer Sampling & Lab	2,576.23	1,068.31	(1,507.92)	62,428.11	56,598.26	(5,829.85)	104.05%	60,000.00
5205-1	Biosolids Disposal	11,748.77	16,183.17	4,434.40	136,275.17	133,969.37	(2,305.80)	82.59%	165,000.00
5207-1	Plant R & M	45,313.17	17,517.95	(27,795.22)	184,624.54	159,056.48	(25,568.06)	102.57%	180,000.00
5209-1	Utilities - Plant	30,355.18	25,538.53	(4,816.65)	279,751.12	259,495.82	(20,255.30)	87.42%	320,000.00
5211-1	Operating Supplies - Plant	3,962.26	3,799.48	(162.78)	23,618.44	28,861.19	5,242.75	78.73%	30,000.00
5213-1	Safety Materials & Training	770.00	770.00	0.00	13,995.50	10,905.53	(3,089.97)	93.30%	15,000.00
5215-1	Permits	0.00	0.00	0.00	10,381.53	10,180.00	(201.53)	66.98%	15,500.00
Treatment		184,932.26	147,644.68	(37,287.58)	1,599,833.39	1,567,941.14	(31,892.25)	80.58%	1,985,500.00
Collection System									
5301-1	Lift Station R & M	27,322.15	28,173.39	851.24	134,716.70	133,995.64	(721.06)	99.79%	135,000.00
5303-1	Line Maintenance	989.08	28,885.79	27,896.71	24,646.02	47,797.75	23,151.73	70.42%	35,000.00
5305-1	Line Repair	0.00	0.00	0.00	30,978.49	5,617.22	(25,361.27)	61.96%	50,000.00
5307-1	Equipment Repair	1,821.04	3,578.26	1,757.22	26,049.77	10,733.69	(15,316.08)	144.72%	18,000.00
5313-1	Vehicle R & M	7,832.99	190.14	(7,642.85)	44,000.90	9,713.64	(34,287.26)	293.34%	15,000.00
5315-1	Fuel	2,126.76	4,026.54	1,899.78	19,687.30	16,869.61	(2,817.69)	98.44%	20,000.00
5317-1	Utilities - Lift Stations	14,279.56	12,355.05	(1,924.51)	162,414.25	140,875.09	(21,539.16)	83.29%	195,000.00
5319-1	Operating Supplies - Collection S	2,091.99	2,081.40	(10.59)	16,042.05	22,908.48	6,866.43	80.21%	20,000.00
5321-1	Manhole R&M	0.00	0.00	0.00	28,195.39	57,237.06	29,041.67	42.72%	66,000.00
5322-1	Televising	11,387.04	14.96	(11,372.08)	26,381.15	11,430.81	(14,950.34)	65.95%	40,000.00
5323-1	Uniforms & Shop Towels	3,422.99	525.67	(2,897.32)	11,552.31	6,626.58	(4,925.73)	88.86%	13,000.00
Collection System		71,273.60	79,831.20	8,557.60	524,664.33	463,805.57	(60,858.76)	86.44%	607,000.00
Total Operating Expenses		493,821.97	476,613.06	(17,208.91)	4,743,035.78	4,491,994.97	(251,040.81)	82.44%	5,753,081.00
Interest Expense									
5801-1	Interest Expense	44,246.25	42,120.00	(2,126.25)	486,708.75	379,080.00	(107,628.75)	91.67%	530,955.00
Total		44,246.25	42,120.00	(2,126.25)	486,708.75	379,080.00	(107,628.75)	91.67%	530,955.00
Total Interest Expense		44,246.25	42,120.00	(2,126.25)	486,708.75	379,080.00	(107,628.75)	91.67%	530,955.00
Depreciation									
5901-1	Depreciation	351,470.32	352,296.06	825.74	3,523,671.10	3,535,355.33	11,684.23	81.46%	4,325,660.52
Depreciation		351,470.32	352,296.06	825.74	3,523,671.10	3,535,355.33	11,684.23	81.46%	4,325,660.52
Amortization									
5911-1	Amortization of CIAC	(272,212.00)	(292,222.00)	(20,010.00)	(2,722,120.00)	(2,922,220.00)	(200,100.00)	83.33%	(3,266,544.00)
Amortization		(272,212.00)	(292,222.00)	(20,010.00)	(2,722,120.00)	(2,922,220.00)	(200,100.00)	83.33%	(3,266,544.00)
Total Expenses		617,326.54	578,807.12	(38,519.42)	6,031,295.63	5,484,210.30	(547,085.33)	82.14%	7,343,152.52
NET SURPLUS/(DEFICIT)		89,583.11	122,311.92	(32,728.81)	759,575.73	1,633,086.45	(873,510.72)	187.39%	405,347.48

<b>TriCo Regional Sewer Utility</b>									
<b>Income Statement</b>									
October 2021 vs Monthly Budget									
		<b>Actual</b>	<b>Budget</b>						
		<b>MTD</b>	<b>MTD</b>						
		<b>thru</b>	<b>thru</b>						
		<b>10/31/2021</b>	<b>10/31/2021</b>	<b>Variance</b>	<b>% MTD</b>	<b>Actual</b>	<b>Annual</b>	<b>Variance</b>	<b>% YTD</b>
						<b>YTD</b>	<b>Budget</b>		
Sales									
Residential									
4001-1 Sales - Residential		431,821.41	421,666.67	10,154.74	102.41%	4,243,482.74	5,060,000.00	(816,517.26)	83.86%
Residential		431,821.41	421,666.67	10,154.74	102.41%	4,243,482.74	5,060,000.00	(816,517.26)	83.86%
Commercial									
4003-1 Sales - Commercial		256,006.02	200,000.00	56,006.02	128.00%	2,196,434.99	2,400,000.00	(203,565.01)	91.52%
Commercial		256,006.02	200,000.00	56,006.02	128.00%	2,196,434.99	2,400,000.00	(203,565.01)	91.52%
Other Revenue									
4005-1 Late Charges		7,514.25	8,333.34	(819.09)	90.17%	63,778.94	100,000.00	(36,221.06)	63.78%
4007-1 Applications Fees		2,100.00	5,416.67	(3,316.67)	38.77%	52,412.50	65,000.00	(12,587.50)	80.63%
4009-1 Plan Reviews, Inspections, Misc. R		1,387.50	2,083.34	(695.84)	66.60%	28,360.20	25,000.00	3,360.20	113.44%
Other Revenue		11,001.75	15,833.35	(4,831.60)	69.48%	144,551.64	190,000.00	(45,448.36)	76.08%
Total Sales		698,829.18	637,500.02	61,329.16	109.62%	6,584,469.37	7,650,000.00	(1,065,530.63)	86.07%
Other Income									
4503-1 Interest - Banking		9,161.68	8,333.34	828.34	109.94%	115,131.23	100,000.00	15,131.23	115.13%
4507-1 Bank Fees		(1,173.55)	(166.66)	(1,006.89)	704.16%	(2,150.55)	(2,000.00)	(150.55)	107.53%
4601-1 Interest - by project		92.34	41.67	50.67	221.60%	1,074.01	500.00	574.01	214.80%
4801-1 Gain/Loss on Asset Disposal		0.00	0.00	0.00	0.00%	90,598.12	0.00	90,598.12	0.00%
4901-1 Misc Income/Expense		0.00	0.00	0.00	0.00%	1,749.18	0.00	1,749.18	0.00%
Other Income		8,080.47	8,208.35	(127.88)	98.44%	206,401.99	98,500.00	107,901.99	209.55%
Total Revenue		706,909.65	645,708.37	61,201.28	109.48%	6,790,871.36	7,748,500.00	(957,628.64)	87.64%
Operating Expenses									
Wages & Benefits									
5001-1 Gross Wages		135,242.49	127,750.00	(7,492.49)	105.87%	1,454,681.43	1,660,726.00	206,044.57	87.59%
5003-1 Other Employee Exp		1,448.11	1,333.34	(114.77)	108.61%	18,134.86	16,000.00	(2,134.86)	113.34%
5005-1 Retirement Plan - Hoosier START		13,528.72	12,775.00	(753.72)	105.90%	145,192.79	166,073.00	20,880.21	87.43%
5007-1 Employee Insurance		29,172.59	29,875.70	703.11	97.65%	344,741.32	391,236.00	46,494.68	88.12%
5009-1 Taxes (Employer FICA)		9,634.98	9,773.00	138.02	98.59%	103,186.28	127,046.00	23,859.72	81.22%
Wages & Benefits		189,026.89	181,507.04	(7,519.85)	104.14%	2,065,936.68	2,361,081.00	295,144.32	87.50%
Administration									
5103-1 Professional Education		3,034.88	1,666.67	(1,368.21)	182.09%	15,238.17	20,000.00	4,761.83	76.19%
5105-1 Boardmember Fees		1,800.00	1,583.34	(216.66)	113.68%	12,850.00	19,000.00	6,150.00	67.63%
5107-1 Board Expense		183.61	125.00	(58.61)	146.89%	825.09	1,500.00	674.91	55.01%
5109-1 Consulting		0.00	4,166.67	4,166.67	0.00%	11,601.78	50,000.00	38,398.22	23.20%
5111-1 Computer Expenses/Consultants		12,789.34	20,000.00	7,210.66	63.95%	155,667.21	240,000.00	84,332.79	64.86%
5113-1 Insurance		9,577.53	10,000.00	422.47	95.78%	85,361.82	120,000.00	34,638.18	71.13%
5115-1 Accounting Fees		0.00	416.67	416.67	0.00%	3,145.00	5,000.00	1,855.00	62.90%
5117-1 Legal Fees		1,237.50	2,916.67	1,679.17	42.43%	13,857.15	35,000.00	21,142.85	39.59%
5119-1 Engineering Fees		129.90	2,083.34	1,953.44	6.24%	1,259.80	25,000.00	23,740.20	5.04%
5125-1 Professional Affiliations		24.24	583.34	559.10	4.16%	3,597.40	7,000.00	3,402.60	51.39%
5127-1 Travel & Mileage		189.92	583.34	393.42	32.56%	4,828.08	7,000.00	2,171.92	68.97%
5129-1 Collection		125.00	1,083.34	958.34	11.54%	3,544.19	13,000.00	9,455.81	27.26%
5131-1 Billing Service Contracts		5,483.02	8,333.34	2,850.32	65.80%	98,355.14	100,000.00	1,644.86	98.36%

		Actual MTD thru 10/31/2021	Budget MTD thru 10/31/2021	Variance	% MTD	Actual YTD	Annual Budget	Variance	% YTD
5133-1	Bad Debt Expense	0.00	166.67	166.67	0.00%	1,403.12	2,000.00	596.88	70.16%
5135-1	Office Expense	3,384.12	833.34	(2,550.78)	406.09%	19,711.64	10,000.00	(9,711.64)	197.12%
5137-1	Postage Expense	6,601.52	5,000.00	(1,601.52)	132.03%	57,590.77	60,000.00	2,409.23	95.98%
5139-1	Office Services	2,165.00	5,000.00	2,835.00	43.30%	48,230.33	60,000.00	11,769.67	80.38%
5141-1	Customer Outreach & Education	1,863.64	2,083.34	219.70	89.45%	15,534.69	25,000.00	9,465.31	62.14%
Administration		48,589.22	66,625.07	18,035.85	72.93%	552,601.38	799,500.00	246,898.62	69.12%
Treatment									
5201-1	Sewage Treatment - Carmel WWT	90,206.65	100,000.00	9,793.35	90.21%	888,758.98	1,200,000.00	311,241.02	74.06%
5203-1	Sewer Sampling & Lab	2,576.23	5,000.00	2,423.77	51.52%	62,428.11	60,000.00	(2,428.11)	104.05%
5205-1	Biosolids Disposal	11,748.77	13,750.00	2,001.23	85.45%	136,275.17	165,000.00	28,724.83	82.59%
5207-1	Plant R & M	45,313.17	15,000.00	(30,313.17)	302.09%	184,624.54	180,000.00	(4,624.54)	102.57%
5209-1	Utilities - Plant	30,355.18	25,000.00	(5,355.18)	121.42%	279,751.12	320,000.00	40,248.88	87.42%
5211-1	Operating Supplies - Plant	3,962.26	2,500.00	(1,462.26)	158.49%	23,618.44	30,000.00	6,381.56	78.73%
5213-1	Safety Materials & Training	770.00	1,250.00	480.00	61.60%	13,995.50	15,000.00	1,004.50	93.30%
5215-1	Permits	0.00	0.00	0.00	0.00%	10,381.53	15,500.00	5,118.47	66.98%
Treatment		184,932.26	162,500.00	(22,432.26)	113.80%	1,599,833.39	1,985,500.00	385,666.61	80.58%
Collection System									
5301-1	Lift Station R & M	27,322.15	14,000.00	(13,322.15)	195.16%	134,716.70	135,000.00	283.30	99.79%
5303-1	Line Maintenance	989.08	4,000.00	3,010.92	24.73%	24,646.02	35,000.00	10,353.98	70.42%
5305-1	Line Repair	0.00	7,300.00	7,300.00	0.00%	30,978.49	50,000.00	19,021.51	61.96%
5307-1	Equipment Repair	1,821.04	1,500.00	(321.04)	121.40%	26,049.77	18,000.00	(8,049.77)	144.72%
5313-1	Vehicle R & M	7,832.99	4,000.00	(3,832.99)	195.82%	44,000.90	15,000.00	(29,000.90)	293.34%
5315-1	Fuel	2,126.76	1,600.00	(526.76)	132.92%	19,687.30	20,000.00	312.70	98.44%
5317-1	Utilities - Lift Stations	14,279.56	16,250.00	1,970.44	87.87%	162,414.25	195,000.00	32,585.75	83.29%
5319-1	Operating Supplies - Collection Sys	2,091.99	1,250.00	(841.99)	167.36%	16,042.05	20,000.00	3,957.95	80.21%
5321-1	Manhole R&M	0.00	6,000.00	6,000.00	0.00%	28,195.39	66,000.00	37,804.61	42.72%
5322-1	Televising	11,387.04	11,000.00	(387.04)	103.52%	26,381.15	40,000.00	13,618.85	65.95%
5323-1	Uniforms & Shop Towels	3,422.99	1,100.00	(2,322.99)	311.18%	11,552.31	13,000.00	1,447.69	88.86%
Collection System		71,273.60	68,000.00	(3,273.60)	104.81%	524,664.33	607,000.00	82,335.67	86.44%
Total Operating Expenses		493,821.97	478,632.11	(15,189.86)	103.17%	4,743,035.78	5,753,081.00	1,010,045.22	82.44%
Interest Expense									
5801-1	Interest Expense	44,246.25	44,246.25	0.00	100.00%	486,708.75	530,955.00	44,246.25	91.67%
Total		44,246.25	44,246.25	0.00	100.00%	486,708.75	530,955.00	44,246.25	91.67%
Total Interest Expense		44,246.25	44,246.25	0.00	100.00%	486,708.75	530,955.00	44,246.25	91.67%
Depreciation									
5901-1	Depreciation	351,470.32	360,471.71	9,001.39	97.50%	3,523,671.10	4,325,660.52	801,989.42	81.46%
Depreciation		351,470.32	360,471.71	9,001.39	97.50%	3,523,671.10	4,325,660.52	801,989.42	81.46%
Amortization									
5911-1	Amortization of CIAC	(272,212.00)	(272,212.00)	0.00	100.00%	(2,722,120.00)	(3,266,544.00)	(544,424.00)	83.33%
Amortization		(272,212.00)	(272,212.00)	0.00	100.00%	(2,722,120.00)	(3,266,544.00)	(544,424.00)	83.33%
Total Expenses		617,326.54	611,138.07	(6,188.47)	101.01%	6,031,295.63	7,343,152.52	1,311,856.89	82.14%
<b>NET SURPLUS/(DEFICIT)</b>		<b>89,583.11</b>	<b>34,570.30</b>	<b>55,012.81</b>	<b>259.13%</b>	<b>759,575.73</b>	<b>405,347.48</b>	<b>354,228.25</b>	<b>187.39%</b>

**TriCo Regional Sewer Utility****Balance Sheet**

October 2021

	<b>Actual as of 10/31/2021</b>	<b>Actual as of 10/31/2020</b>	<b>% of Prior Year</b>
<b>ASSETS</b>			
Utility Plant	135,475,187.95	126,629,364.04	106.99%
Current Assets			
Cash & Investments			
Cash & Investments - Operating Fund	6,978,026.08	5,884,437.06	118.58%
Cash & Investments - Operating Reserve	519,252.00	519,252.00	100.00%
Cash & Investments - Reserve for Replacement	(146,358.57)	364,299.55	(40.18%)
Cash & Investments - Interceptor Fund	(677,686.86)	(58,475.33)	1,158.93%
Cash & Investments - Plant Expansion Fund	2,996,663.70	4,782,827.27	62.65%
Cash & Investments - 2020 Bond Funds	3,511,185.50	15,305,795.48	22.94%
Total Cash & Investments	13,181,081.85	26,798,136.03	49.19%
Accounts Receivable	1,581,522.29	1,260,299.21	125.49%
Liens Receivable	25,360.86	33,242.87	76.29%
Invoiced Receivables	368,488.04	168,448.20	218.75%
Notes & Interest Receivable	20,058.24	25,062.49	80.03%
Other Current Assets	242,449.95	237,005.71	102.30%
Current Assets	15,418,961.23	28,522,194.51	54.06%
<b>TOTAL ASSETS</b>	<b>150,894,149.18</b>	<b>155,151,558.55</b>	<b>97.26%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>			
<b>LIABILITIES</b>			
Current Liabilities			
Invoiced Payables	164,435.14	107,170.05	153.43%
Accounts Payable	238,389.04	4,555,412.34	5.23%
Accrued Paid Leave	103,990.81	89,777.21	115.83%
Other Current Liabilities	1,487,607.20	840,133.85	177.07%
Total Current Liabilities	1,994,422.19	5,592,493.45	35.66%
Long-Term Liabilities			
Bonds Payable	21,400,000.00	22,000,000.00	97.27%
Long-Term Liabilities	21,400,000.00	22,000,000.00	97.27%
<b>TOTAL LIABILITIES</b>	<b>23,394,422.19</b>	<b>27,592,493.45</b>	<b>84.79%</b>
<b>EQUITY</b>			
Retained Earnings	30,914,071.62	29,915,010.94	103.34%
Construction in Aid	96,585,655.37	97,644,054.16	98.92%
<b>TOTAL EQUITY</b>	<b>127,499,726.99</b>	<b>127,559,065.10</b>	<b>99.95%</b>
<b>Total</b>	<b>150,894,149.18</b>	<b>155,151,558.55</b>	<b>97.26%</b>
Balance Sheet			



# 2021 Capital Budget - Accrual Basis

CAPITAL BUDGET LAST UPDATED 12/9/2020

See project fact sheets for more information on individual projects

Year 1

Project		Funding Source	2021	October	YTD	Note		
Location	No. Project							
WRRF	Michigan Road Water Resource Recovery Facility							
	1902	WRRF Expansion	Bond Proceeds	\$ 8,000,000	\$ 352,760	\$ 5,962,147	Bonds to be paid back by Plant Expansion, Operating, and Reserve for Replacement funds. See separate breakdown included in fund projections.	
	1906	WRRF Outfall Sewer Expansion	Plant Expansion			\$ 848,841		
	1910	WRRF Office Unification	Operating		\$ 2,971	\$ 262,338		
	2104	Covered company vehicle parking	Operating	\$ 100,000		\$ -		Reduce staff time spent clearing snow and ice
	2105	Biosolids building addition	Operating	\$ 150,000		\$ -		Climate controlled storage vactor truck & equip
	2601	WRRF Belt filter press replacement	Reserve for Replacement			\$ -		
		Plant Pump Replacements	Reserve for Replacement			\$ -	Replacement pumps for the digesters, lift station and scum station.	
		Annual Plant Improvement & Repair Projects	Operating	\$ 150,000		\$ 63,185	Typical annual expenditures	
LS 1	Carmel Creek					\$ -		
	1802	Haver Way/Whitley Drive Lift Station & Sewer Reconstruction	Interceptor	\$ 250,000		\$ 639,916	Amounts budgeted do not include contribution or future reimbursement from property owners	
	2004	LS 1 Generator Replacement	Reserve for Replacement	\$ 350,000		\$ 329,895	Amount excludes 250k insurance reimbursement	
	2201	LS 1 Replace wet weather pumps	Reserve for Replacement			\$ -	Replace equipment at the end of its service life.	
LS 2	Meridian Corridor					\$ -		
	2002	LS 2 Odor Control System Replacement	Reserve for Replacement	\$ 250,000		\$ 239,768	Replace failing equipment	
		Fence Replacement and Added Trees	Reserve for Replacement	\$ 50,000		\$ -	Replace fence & improve visual screening at site	
	2401	106th Street Parallel Force main (LS 2 to Ditch Road)	Interceptor			\$ -	Timing is based on when capacity is needed.	
LS 3	Northern Heights					\$ -		
		(no projects)				\$ -		
LS 5	Spring Mill Streams					\$ -		
	2701	Interceptor extension & lift station elimination	Interceptor			\$ -	Combine this project with the LS19 elimination project.	
LS 6	Waldon Pond					\$ -		
	2302	Interceptor extension & lift station elimination	Interceptor			\$ -	Timing is development driven. Some 99th St residents have requested sewer service recently.	
LS 7	Laurelwood Sub					\$ -		
		Pump replacements	Reserve for Replacement			\$ -		
LS 8	Laurelwood					\$ -		
	2202	LS 8 Reconstruction + new force main to 106th St	Operating	\$ 75,000		\$ -	Wet weather capacity needed. Scope is pending force main troubleshooting and I&I removal	
LS 9	Towne Road					\$ -		
		Pump & control panel replacement	Reserve for Replacement			\$ -		
LS 10	Michigan Road					\$ -		
	2203	LS 10 Replace pumps, wet well piping, controls, backup generator	Reserve for Replacement	\$ 50,000		\$ -	Wet weather capacity needed. Scope is pending force main troubleshooting	
LS 11	Boone County					\$ -		
	1911	Pump and control panel replacement	Reserve for Replacement	\$ 175,000		\$ 95,979		

# 2021 Capital Budget - Accrual Basis

CAPITAL BUDGET LAST UPDATED 12/9/2020

See project fact sheets for more information on individual projects

Year 1

Project		Funding Source	2021	October	YTD	Note
Location	No. Project					
	<b>2204</b> Added generator	Operating			\$ -	Location has occasional outages with little storage and time for emergency response
<b>LS 12</b>	<b>Kingsmill</b>				\$ -	
	(no projects)				\$ -	
<b>LS 14</b>	<b>Austin Oaks</b>				\$ -	
	<b>1901</b> Parallel force main extension	Interceptor			\$ 87,600	
	<b>2205</b> LS 14 Generator & control upgrades	Reserve for Replacement			\$ -	Replace equipment at the end of its service life.
	<b>2101</b> LEC Interceptor extension	Interceptor	\$ 100,000	\$ 2,570	\$ 28,898	Timing is development driven.
<b>LS 16</b>	<b>Zionsville Presbyterian</b>				\$ -	
	<b>2102</b> LS 16 Replacement/relocation	Interceptor	\$ 200,000		\$ -	Timing is development driven.
<b>LS 17</b>	<b>Zion Hills</b>				\$ -	
	<b>2501</b> LS 17 Pump & electrical upgrades	Reserve for Replacement			\$ -	Timing is based on when capacity is needed.
<b>LS 18</b>	<b>Train Express</b>				\$ -	
	Pump replacements	Reserve for Replacement			\$ -	Replace pumps at the end of their service life.
<b>LS 19</b>	<b>Village of West Clay</b>				\$ -	
	<b>2701</b> Interceptor extension & lift station elimination	Interceptor			\$ -	Combine this project with the LS5 elimination project.
<b>LS 20</b>	<b>Mayflower Park</b>				\$ -	
	Pump replacement	Reserve for Replacement			\$ -	Replace pumps at the end of their service life.
<b>LS 21</b>	<b>High Grove</b>				\$ -	
	<b>2301</b> Interceptor extension & lift station elimination	Interceptor			\$ -	Timing is development driven.
<b>LS 22</b>	<b>North Augusta</b>				\$ -	
	(no projects)				\$ -	
<b>LS 23</b>	<b>126th Street</b>				\$ -	
	<b>2303</b> LS 23 Pump & electrical upgrades	Reserve for Replacement			\$ -	Timing is based on when capacity is needed.
<b>LS 24</b>	<b>Parkwood West</b>				\$ -	
	Pump & control panel replacement	Reserve for Replacement			\$ -	
<b>LS 25</b>	<b>Towne Oak Estates</b>				\$ -	
	Pump replacement	Reserve for Replacement			\$ -	
<b>LS 26</b>	<b>Jacksons Grant</b>				\$ -	
	<b>2206</b> LS 26 additional pumps, backup generator & parallel force main extension	Interceptor	\$ 100,000		\$ -	Timing is based on when capacity is needed in the Spring Mill Interceptor and at LS 26.
<b>General collection system projects</b>					\$ -	
	Annual Misc. Repairs, Replacements & Line Relocations	Reserve for Replacement	\$ 175,000		\$ 17,858	Repairs are made as problems are found during televising.
	<b>1908</b> Brandywine, Crossfields, Larkspur, Oak Tree, North Augusta and Lakewood Gardens Sewer Extension	Interceptor			\$ 57,409	'19 neighborhood sewer project
	<b>2003</b> Lakewood Gardens, Williams Creek Farms, Woodhaven and Timber Ridge Sewer Extension	Interceptor			\$ 6,400	'20 neighborhood sewer project
	<b>2103</b> Long Brook, Bridlewood, and Countrywood Sewer Extension	Interceptor	\$ 300,000	\$ 8,210	\$ 89,383	Final neighborhood sewer project anticipated in '21
	Future Sewer Extension Projects	Interceptor			\$ -	Extend service into unsewered areas

# 2021 Capital Budget - Accrual Basis

CAPITAL BUDGET LAST UPDATED 12/9/2020

See project fact sheets for more information on individual projects

Year 1

Project		Funding Source	Year 1			Note
Location	No.		2021	October	YTD	
<b>Equipment</b>					\$ -	
		Vehicles	Operating		\$ -	Scheduled Replacement of Aging Vehicles
		Laboratory Equipment	Reserve for Replacement		\$ -	Replacement and Upgrades to Lab equipment
		Future annual equipment and software purchases	Reserve for Replacement		\$ -	Annual capital purchases needed to maintain operations.
		240, 480 Selectable portable Genset	Reserve for Replacement		\$ -	Existing Generators are from 1985 & 1992
		Lateral Push Camera	Reserve for Replacement	\$ 11,000	\$ 8,995	Replace existing camera, heavy use on cross-bores
		Vehicle - F-450 W/Utility Body	Operating	\$ 60,000	\$ 47,588	Trade-in 2 trucks for a specialty vehicle
		SCADA Switch Upgrades	Reserve for Replacement	\$ 25,000	\$ 20,142	Replace existing switches with gigabit switches
		Odor Loggers	Reserve for Replacement	\$ 5,000	\$ 5,341	New bluetooth odor loggers
		HACH Laboratory Software	Operating	\$ 40,000	\$ 36,280	Software to assist operations of the plant and lab
		Air Monitor	Reserve for Replacement	\$ 5,000	\$ 4,116	Replacement air monitor for safety
		Rack UPS Replacement	Reserve for Replacement	\$ 5,000	\$ 4,831	Replace the old rack UPS
		Replacement NAS	Reserve for Replacement	\$ 12,000	\$ 11,867	Replacement NAS (POSM and security videos)
		Redundant Firewall	Reserve for Replacement	\$ 5,000	\$ 5,665	A back up firewall for redundancy during updates or failures
		New Garage Doors	Reserve for Replacement		\$ -	Replacement garage doors to replace the 20+ year old doors.
		Asset Management Software	Reserve for Replacement	\$ 50,000	\$ -	Best in Class asset management software
		inHance Billing System	Operating	\$ 15,000	\$ 16,208	New billing software
		FirstNET Lift Station Radios	Reserve for Replacement		\$ -	Replace existing radios with FirstNET radios.
		UV Module	Reserve for Replacement		\$ -	A spare UV Module for stock.
		Plant Radar Level Sensors	Reserve for Replacement		\$ -	Units will replace the existing pressure transducers.
		Hand Held Sludge Blanket Sensor	Operating		\$ -	Two hand held sludge blanket sensors.
		Plant Fiber Optic Cable Mapping	Operating		\$ -	Map and correctly terminate the plant Fiber.
		Office HV01 Replacement	Reserve for Replacement		\$ -	Replacement for the DC01, FS01, HiperWeb, UMS servers and
		Plant HV Replacement	Reserve for Replacement		\$ -	Replacement for the SCADA, POSM & DC03 servers. All are
		UTV/Skid Steer Combo	Reserve for Replacement		\$ -	This unit will replace both the Skid Steer and UTV; existing skid
<b>Administration Projects</b>						
		(no projects)				
		<b>Totals</b>	<b>\$ 10,708,000</b>	<b>\$ 402,861</b>	<b>\$ 8,898,647</b>	
		<b>Bond Proceeds</b>	<b>\$ 8,000,000</b>	<b>\$ 352,760</b>	<b>\$ 5,962,147</b>	
		<b>Operating</b>	<b>\$ 590,000</b>	<b>\$ 19,180</b>	<b>\$ 433,597</b>	
		<b>Reserve for Replacement</b>	<b>\$ 1,168,000</b>	<b>\$ 20,142</b>	<b>\$ 744,456</b>	
		<b>Plant Expansion</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 848,841</b>	
		<b>Interceptor</b>	<b>\$ 950,000</b>	<b>\$ 10,780</b>	<b>\$ 909,606</b>	
		<b>Total</b>	<b>\$ 10,708,000</b>	<b>\$ 402,861</b>	<b>\$ 8,898,647</b>	

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# TriCo Regional Sewer Utility District Cash & Investments

October 31, 2021

Bank & Purch Date	Account	Amount	Maturity Date	Rate	Fund
<b><u>Citizens State Bank</u></b>					
	Checking	\$ 1,185,246		0.10%	Operating, Oper Res, R 4R
	Money Market	\$ 261,638		0.10%	Plant Expansion, Oper Res
<b><u>Merchants Bank of Indiana</u></b>					
	Money Market	\$ 3,600,064		1.00%	Plant Exp, Operating, Oper Res, R4R
	Money Market	\$ 6,794,975		1.00%	Plant Exp, Inter, Operating, Oper Res
<b><u>Huntington Bank</u></b>					
	2020 Bonds	\$ -		0.00%	Bond Proceeds
	2020 Bonds MM	\$ 61,683		0.00%	Bond Proceeds
	2020 DSR	\$ 4,995		0.00%	DSR Fund
	2020 DSR MM	\$ 1,671,036		0.13%	DSR Fund
<hr/>					
TOTAL CASH & Investments		<u>\$ 13,579,637</u>			Interest rate - Total
Less: Cash		<u>\$ 13,579,637</u>			Interest rate - Cash
NET INVESTMENTS		<u><u>\$ -</u></u>			Interest rate - Investments

<b>Revision 11.30.21</b>	<b>TriCo 2022 Preliminary Budget</b>	<b>2019 Actuals</b>	<b>2020 Actuals</b>	<b>Approved 2021 Budget</b>	<b>2021 YTD Actuals (Sept)</b>	<b>2021 Projected Spending</b>	<b>Proposed 2022 Budget</b>	<b>% Change Budget 2021 - 2022</b>	<b>% Change 2021 Proj to 2022 Budget</b>
	<b>REVENUES</b>					<b>75.00%</b>			
4001-1	Sales - Residential	4,935,129	5,009,908	5,060,000	3,811,098	5,060,000	5,150,000	1.8%	1.8%
4003-1	Sales - Commercial	2,613,029	2,440,832	2,400,000	1,940,429	2,400,000	2,400,000	0.0%	0.0%
4005-1	Late Charges	97,177	76,175	100,000	56,265	75,020	75,000	-25.0%	0.0%
4007-1	Applications Fees	68,493	50,846	65,000	49,413	65,000	60,000	-7.7%	-7.7%
4009-1	Plan Reviews, Inspections, Misc. Revenue	67,748	28,177	25,000	26,973	29,000	25,000	0.0%	-13.8%
4501-1	Interest - Investments	41,000	44,498	-	-	-	-		
4503-1	Interest - Banking	152,756	249,422	100,000	105,970	120,000	50,000	-50.0%	-58.3%
4507-1	Bank Fees	(240)	(1,980)	(2,000)	(977)	(1,303)	(1,000)	-50.0%	-23.2%
4601-1	Interest - by project	2,245	1,659	500	982	925	350	-30.0%	-62.2%
4701-1	Customer Fees & Reimbursements	60,868	(1,143)		-	-			
4801-1	Gain/Loss on Asset Disposal	7,351	533,551		90,598	90,598			
4901-1	Misc Income/Expense	1,561	0		1,749	1,749			
	<b>TOTAL REVENUES</b>	<b>8,047,116</b>	<b>8,431,944</b>	<b>7,748,500</b>	<b>6,082,499</b>	<b>7,840,990</b>	<b>7,759,350</b>	<b>0.1%</b>	<b>-1.0%</b>
	<b>EXPENSES</b>								
5001-1	Gross Wages	1,505,188	1,605,122	1,660,726	1,262,296	1,680,000	1,805,039	8.7%	7.4%
5003-1	Other Employee Exp	45,235	34,002	16,000	16,386	18,000	16,000	0.0%	-11.1%
5005-1	Retirement Plan - Hoosier START	148,767	158,719	166,073	125,949	168,000	178,404	7.4%	6.2%
5007-1	Employee Insurance	356,877	364,136	391,236	315,735	371,000	341,669	-12.7%	-7.9%
5009-1	Taxes (Employer FICA)	108,066	115,332	127,046	89,557	119,410	138,085	8.7%	15.6%
	Gov't Ctr. Oper. Acct.	46,805	42,335						
5103-1	Professional Education	15,040	15,456	20,000	12,398	20,000	20,000	0.0%	0.0%
5105-1	Board member Fees	17,930	16,500	19,000	11,050	16,000	19,000	0.0%	18.8%
5107-1	Board Expense	1,534	1,678	1,500	632	1,100	1,500	0.0%	36.4%
5109-1	Consulting	56,920	49,601	50,000	11,602	17,000	50,000	0.0%	194.1%
5111-1	Computer Expenses/Consultants	182,377	244,499	240,000	136,432	181,909	240,000	0.0%	31.9%
5113-1	Insurance	112,519	126,952	120,000	75,784	120,000	120,000	0.0%	0.0%
5115-1	Accounting Fees	18,766	1,200	5,000	3,145	4,193	5,000	0.0%	19.2%
5117-1	Legal Fees	28,778	27,173	35,000	12,620	20,000	35,000	0.0%	75.0%
5119-1	Engineering Fees	4,392	16,244	25,000	1,129	6,000	25,000	0.0%	316.7%
5125-1	Professional Affiliations	7,930	4,639	7,000	3,573	7,000	7,000	0.0%	0.0%
5127-1	Travel & Mileage	6,791	4,722	7,000	4,609	6,145	7,000	0.0%	13.9%
5129-1	Collection	267	5,430	13,000	3,364	4,486	13,000	0.0%	189.8%

<b>Revision 11.30.21</b>	<b>TriCo 2022 Preliminary Budget</b>	<b>2019 Actuals</b>	<b>2020 Actuals</b>	<b>Approved 2021 Budget</b>	<b>2021 YTD Actuals (Sept)</b>	<b>2021 Projected Spending</b>	<b>Proposed 2022 Budget</b>	<b>% Change Budget 2021 - 2022</b>	<b>% Change 2021 Proj to 2022 Budget</b>
5131-1	Billing Service Contracts	100,853	90,953	100,000	92,772	100,000	103,700	3.7%	3.7%
5133-1	Bad Debt Expense	1,149	472	2,000	1,403	1,900	2,000	0.0%	5.3%
5135-1	Office Expense	10,831	18,510	10,000	16,582	18,000	10,000	0.0%	-44.4%
5137-1	Postage Expense	57,803	60,716	60,000	50,989	67,986	68,000	13.3%	0.0%
5139-1	Office Services	45,891	54,573	60,000	44,068	58,757	60,000	0.0%	2.1%
5141-1	Customer Outreach & Education	18,664	6,336	25,000	13,671	25,000	25,000	0.0%	0.0%
5201-1	Treatment - Carmel WWTP	1,123,762	1,088,794	1,200,000	798,552	1,064,736	1,000,000	-16.7%	-6.1%
5203-1	Sewer Sampling & Lab	53,111	61,924	60,000	60,287	70,000	60,000	0.0%	-14.3%
5205-1	Biosolids Disposal	154,305	158,734	165,000	124,526	170,000	215,000	30.3%	26.5%
5207-1	Plant R & M	183,443	179,528	180,000	142,743	185,000	190,000	5.6%	2.7%
5209-1	Utilities - WRRF	306,900	312,472	320,000	251,982	335,976	365,000	14.1%	8.6%
5211-1	Operating Supplies - WRRF	35,647	36,448	30,000	18,908	25,211	30,000	0.0%	19.0%
5213-1	Safety Materials & Training	14,434	14,133	15,000	11,953	15,000	15,000	0.0%	0.0%
5215-1	IDEM Permits	10,180	10,180	15,500	10,382	10,382	15,500	0.0%	49.3%
						-			
5301-1	Lift Station R & M	141,442	166,746	135,000	117,309	135,000	135,000	0.0%	0.0%
5303-1	Line Maintenance	38,720	58,000	35,000	23,717	31,622	35,000	0.0%	10.7%
5305-1	Line Repair	29,674	17,285	50,000	30,978	50,000	50,000	0.0%	0.0%
5307-1	Equipment Repair	27,295	10,784	18,000	25,245	28,000	20,000	11.1%	-28.6%
5313-1	Vehicle R & M	9,825	10,045	15,000	42,389	46,000	20,000	33.3%	-56.5%
5315-1	Fuel	23,156	18,855	20,000	17,561	23,000	22,000	10.0%	-4.3%
5317-1	Utilities - Lift Stations	186,367	170,684	195,000	137,785	185,000	195,000	0.0%	5.4%
5319-1	Operating Supplies - Sewer System	12,704	23,494	20,000	13,950	20,000	20,000	0.0%	0.0%
5321-1	Manhole R&M	65,322	57,237	66,000	28,195	37,594	66,000	0.0%	75.6%
5322-1	Televising	29,660	25,394	40,000	10,861	30,000	40,000	0.0%	33.3%



<b>Revision 11.30.21</b>	<b>TriCo 2022 Preliminary Budget</b>	<b>2019 Actuals</b>	<b>2020 Actuals</b>	<b>Approved 2021 Budget</b>	<b>2021 YTD Actuals (Sept)</b>	<b>2021 Projected Spending</b>	<b>Proposed 2022 Budget</b>	<b>% Change Budget 2021 - 2022</b>	<b>% Change 2021 Proj to 2022 Budget</b>
5323-1	Uniforms & Shop Towels	12,555	8,689	13,000	7,949	12,000	13,000	0.0%	8.3%
	Total Operating Expenses	5,357,875	5,494,725	5,753,080	4,181,022	5,506,408	5,796,897	0.8%	5.3%
	<b>OPERATING INCOME</b>	<b>2,689,241</b>	<b>2,937,219</b>	<b>1,995,420</b>	1,901,477	2,334,582	<b>1,962,453</b>	-1.7%	-15.9%
	Bond Interest		463,320	<b>530,955</b>	442,463	530,955	<b>463,320</b>		
	Bond Principal Payment								
5901-1	Depreciation	3,920,757	4,239,953	4,244,048	3,172,201	4,578,093	4,244,048	0.0%	-7.3%
5911-1	Amortization of CIAC	(3,801,084)	(3,506,664)	(3,506,664)	(2,449,908)	(3,538,756)	(3,506,664)	0.0%	-0.9%
	<b>TOTAL EXPENSES</b>	<b>5,477,548</b>	<b>3,207,189</b>	<b>6,490,464</b>	<b>5,345,777</b>	<b>7,076,700</b>	<b>6,534,281</b>	0.7%	-7.7%
	Net Surplus (Deficit)	<b>2,569,568</b>	<b>1,740,610</b>	<b>727,081</b>	<b>736,722</b>	<b>764,290</b>	<b>1,225,069</b>	68.5%	60.3%
	<b>DEBT SERVICE PAYMENT</b>								
	Bond Interest - Plant Expansion			<b>530,955</b>		530,955	<b>514,856</b>		
	Bond Principal Payment - Plant Expansion			<b>600,000</b>		600,000	<b>850,000</b>		

## **ORDINANCE NO. 12.13.2021**

An Ordinance to pay for costs associated with the creation of easements and the repairs to the sewer infrastructure in order to meet dedication requirements for sewers providing service to parcel #'s 17-09-32-00-01-013.000, 17-09-32-00-01-011.000, 17-09-32-00-01-012.000, 17-09-32-00-01-042.000, 17-09-32-00-01-027.000, 17-09-32-00-01-014.000, 17-09-32-00-01-043.000, 17-09-32-00-01-041.000, 17-09-32-00-01-029.000, 17-09-32-00-01-028.000, also identified as Crossfields Lots 10, 11, 12, 13, 83, 84, 85, 97, 98, and 99; and Parcel # 17-09-32-00-00-007.000; in Hamilton County, Indiana; provisions for financing of payment and other matters connected therewith.

WHEREAS, the Board of Trustees of the TriCo Regional Sewer Utility heretofore approved the acceptance of the dedication of private sewer lines that provided sewer service to an area within Crossfields commonly known as 2490, 2495, 11880 and 11910 Durbin Drive and 2420, 2440 and 2460 Scarborough Lane, 2430, 2445, 2460 Crossfields Ct., and 2410 W. 116<sup>th</sup> St. (not in Crossfields).

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TRICO REGIONAL SEWER UTILITY, Indiana, that:**

### **Section 1. Applicable Fees and Charges.**

Every person whose premises are within Parcels as stated above, served by the sewage works of the Utility is charged the monthly user charge in the amounts and in the manner provided for by the Utility AND shall be assessed a surcharge associated with the cost of the creation of easements and the repairs to the sewer infrastructure in order to meet dedication requirements.

The total cost is \$12,492.07 and will be divided equally between the said parcels and result in a \$1,135.64 assessment to each parcel. A monthly surcharge of \$18.93 will be added to the monthly sewer bill for the above specified parcels for a period of 60 months or until payment of the assessment is made in full.

### **Section 2. Severability.**

The invalidity of any section, clause, sentence, or provision of this Ordinance shall not affect the validity of any part of this Ordinance which can be given effect without such invalid part or parts.

### **Section 3. Effective Date.**

This Ordinance shall be in full force and effect from and after its passage.

***PASSED AND ADOPTED*** by the Board of Trustees of TriCo Regional Sewer Utility on the  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

<u>BOARD OF TRUSTEES:</u>	<u>Approve</u>	<u>Oppose</u>	<u>Abstain</u>
_____ Carl Mills President	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Steve Pittman Vice President	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Michael McDonald Secretary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Jane Merrill Treasurer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Eric Hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Carl Mills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Chuck Ryerson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Amanda Foley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Jeffrey Kimbell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST:

\_\_\_\_\_  
Andrew Williams  
Utility Director



## MEMORANDUM

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**To:** B&F Committee

**From:** Cindy Sheeks

**Date:** November 30, 2021

**Subject:** Travel Reimbursement Policy Update

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The District has an employee travel reimbursement policy that has not been updated since 2012. The proposed change eliminates the daily allotment for specific meal and combines them into a daily maximum reimbursement of \$55.00 plus tips with accompanying receipts.



# **TriCo Regional Sewer Utility**

## **DRAFT UPDATE**

**Title**                      **Travel and Expense Reimbursement Policy**

**Effective Date**        December 13, 2021

### **Policy**

Utility employees will be reimbursed for expenses incurred while away on district business. The purpose of this policy is to highlight allowable travel expenses. While away from home, the intent of this policy is that a standard of living be sustained comparable to what is normally maintained under conventional living conditions. No employee should suffer a financial loss nor produce a personal gain as a result of being on district business. Expenses of a personal nature are not reimbursable.

Below are examples of general travel guidelines and allowable travel expenditures. They are not intended to be all-inclusive.

### **Hotel Accommodations**

While traveling on utility business, employees are encouraged to stay in good hotels. Premium accommodations should be avoided unless no other suitable arrangements are available or special circumstances justify their use. Overnight travel requires prior approval of the Utility Director.

### **Air Transportation**

Coach class is the standard for domestic air travel. Reservations should be made early to obtain the lowest rates. The Utility Director must approve any air transportation expenses before a reservation is made.

### **Automobile Transportation**

The Utility maintains a fleet of vehicles and employees are required to use a utility vehicle for same-day or in-state travel if a vehicle is available unless special circumstances justify using a personal vehicle. A utility vehicle should also be used for out-of-state travel if available and practical. Rental cars should only be used when necessary. Travel between an airport and seminar/meeting location should be made in the most reasonable manner, usually by shuttle or taxi.

Mileage will be reimbursed when using a personal vehicle to attend a full-day seminar or meeting if it exceeds the mileage for a normal daily commute between home and work. The mileage reimbursement rate will be the IRS mileage rate in effect at the time of travel.

The mileage reimbursement rate covers all expenses related to the use of a personal vehicle including but not limited to fuel, maintenance and insurance. The Utility is not

responsible for any expenses that may be incurred as the result of an accident when an employee is using a personal vehicle while on company business.

### **Meals**

Business meals will be reimbursed based on the actual cost of the meal and a reasonable gratuity (generally around 15%). Excessive gratuities will be considered personal expenses and will not be reimbursed above the reasonable limit. Expenses for alcoholic beverages are considered personal and are not reimbursable. The meal reimbursement limits not including tips ~~is are~~ listed below but may be adjusted when staying in high-cost areas such as Chicago, Los Angeles, or New York:

Breakfast — \$ 8.00  
Lunch — \$12.00  
Dinner — \$20.00

Not to exceed \$55 plus tips. Receipts required for reimbursement.

Breakfast will not be provided on the first day of travel unless an employee is required to leave home more than two hours earlier than normal. Dinner will not be provided unless the employee cannot reasonably return home less than two hours later than normal.

### **Miscellaneous Expenses**

Personal telephone calls should be made on Utility provided/reimbursed cell phones when traveling on utility business. In the event the employee does not have a cell phone, a reasonable amount (one or two per day) of personal calls is reimbursable.

Expenses incurred by a spouse while traveling with an employee are not reimbursable.

### **Receipts**

All original receipts must accompany a claim for reimbursement. In certain circumstances (such as a taxi) receipts are not furnished. In these situations, the reimbursement request must clearly explain the nature of the charge and why a receipt was not provided.

### **Reimbursement for Expenses**

The employee should complete an Expense Reimbursement Form within seven days after completion of their travel. List expenses that were prepaid in the “Comments” section so the entire cost of the trip will be available. After attaching the original receipts and getting the supervisor’s approval, send the form to Accounting for processing. Expense checks will be generated by the first business day after receipt of the expense form.