



TriCo Regional Sewer Utility

www.TriCo.eco Phone (317) 844-9200 Fax (317) 844-9203

Board of Trustees Meeting Agenda

Monday, January 10, 2022 @ 6:00 p.m.

TriCo WRRF

7236 Mayflower Park Drive, Zionsville, IN 46077

1. Roll Call
2. Election of Officers
 - a. Committee Assignments
3. Public hearing Ordinance No. 12.13.2021 Crossfields Surcharge
4. Public Comment
5. Approval of Meeting Memorandum,
 - a. Board Meeting December 13, 2021
 - b. Executive Session December 13, 2021
6. Approval of Claims Docket
7. Conflict of Interest
8. Attorney's Report
9. Utility Director's Report
10. Committee Reports
 - a. Budget & Finance Committee
 - b. Personnel & Benefits Committee
 - i. Performance Bonus Resolution
 - c. Capital & Construction Committee
 - d. Executive Committee
11. Old Business
 - a. Second Reading of Ordinance No. 12.13.2021 Crossfields Surcharge
12. New Business
 - a. By-Laws Of TriCo Regional Sewer Utility
13. Adjourn



BOARD OF TRUSTEE MEETING

Monday December 13, 2021, 6:00 p.m.
Memorandum

Mr. Mills called the meeting to Order at 6:05 p.m.

ROLL CALL

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

Amanda Foley was absent

PUBLIC COMMENT

There was no one present from the public.

APPROVAL OF MEETING MEMORANDUM

Mr. Kimbell made a motion to approve the November 8, 2021 Board meeting memorandum. Ms. Merrill seconded the motion, and it was unanimously approved.

APPROVAL OF CLAIMS DOCKET

Ms. Sheeks said the Zero Turn mower that had been stolen from the plant was replaced. The insurance company would not reimburse for the mower without a receipt for its replacement. There was a bond and interest payment made that was due in December for \$563,000.

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

ATTORNEY'S REPORT

Mr. Wyatt explained that when a majority of the Board attends a committee meeting, the meeting needs to be noticed as a Joint Committee & Board Meeting to be in compliance with a ruling from the Public Access Counselor. Going forward, all TriCo Committee meetings will be noticed as Joint Committee & Board meetings so if more than four members attend a Committee Meeting the Utility will be in compliance.

Mr. Hill asked if at least five Board members were at a social event would that be considered a public meeting. Mr. Wyatt said there are exceptions for chance encounters. If it is a coordinated event with Board members that could constitute a full meeting, but just happening to be in the same place at the same time does not. It is different when a majority of the Board members show up for a meeting where business is discussed, and information is being presented. Mr. Wyatt said receiving information is considered a formal act by a governing body.

UTILITY DIRECTOR'S REPORT

Mr. Williams invited the Board members to attend the staff's Christmas lunch on Monday, December 20, 2021 at 11:00 a.m. Ham is provided by the Utility and sides are potluck style. All are welcome to attend.

Mr. Williams is on the Indiana 811 Board which handles matters pertaining to underground locates. They are hosting a Christmas dinner for their Board. Mr. Williams suggested having a dinner for Board members and spouses after the holidays in either January or February to show the Utility's appreciation for all the Board does throughout the year.

Mr. Williams said several items were stolen from the barn, weed eaters, chainsaws, a small generator, and a zero-turn mower. Staff watched several days of video and did not see the theft occur. The tapes recycle themselves and the incident could not be found. A police report was filed with the Town of Zionsville and Staff reached out to IMPD but none of the items have been located. Since the thefts TriCo has been working with the contractor to be sure they are securing the facilities when they leave at night.

Mr. Williams said this was the first of three meetings being held this evening. The normal Board Meeting, the Executive Session which is a closed meeting, then concluding with a public Executive Committee meeting. Mr. Wyatt said that for the Executive Committee meeting only four Board members will be allowed in the room since it was not noticed as a joint Board meeting. Mr. Williams said he was not made aware there would be an issue with how many members could attend the Executive Committee meeting prior to this evening.

Mr. Ryerson asked if the issue with the AT&T pedestal location had been resolved. Mr. Williams said it has been moved. The Collections staff hydro-excavated the area and exposed the lines to expedite the project.

Mr. Williams said the base asphalt has been laid for the roads around the plant. Surface paving will have to wait until spring, but it is much easier to drive around the plant now.

COMMITTEE REPORTS

Personnel & Benefits Committee

Mr. Kimbell said the Committee met to discuss health insurance options. He asked Mr. Williams and Ms. Sheeks to give an overview of what was discussed. Mr. Williams said a quote was received from the Indiana Public Employers Plan which is through the State of Indiana. It is a plan that TriCo had looked at before, but until the large increases in insurance premiums the last couple of years it wasn't a feasible option. However, with the last two insurance premium increases it has become the most affordable option staying with Anthem which provides compatible coverage with the current plan. There will be a 12.17% decrease in premiums by switching to IPEP. Family and individual deductibles rise but those numbers match the max out of pocket for employees which balances out. Decisions had to be made by December 1, 2021, and the Committee was supportive of this option so what is needed now is for the Board to ratify the decision to move to the IPEP Health Insurance Plan for 2022. Mr. Kimbell mentioned that Mr. Williams had expressed to the Committee that he had discussed the insurance options with Mr. Mills and that Mr. Mills was comfortable with the change.

Mr. Kimbell made a motion to ratify the decision to move to the IPEP Health Insurance Plan for 2022. Mr. Hand seconded the motion, and it was unanimously approved.

Budget and Finance Committee

Ms. Merrill said the Committee needs to give a first reading of Ordinance No. 12.13.2021 and direct staff to notice a public hearing to be held at the January 10, 2022 Board of Trustees Meeting.

Mr. Wyatt read into the record "First Reading of Ordinance 12.13.2021 Crossfields Surcharge accepting the dedication of private sewer lines in Crossfields. 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 parcels in Crossfields commonly known as 2490, 2495, 11180 and 11910 Durbin Drive and 2420, 2440 and 2460 Scarborough Lane, 2430, 2445, 2460 Crossfields Court, and 2410 W. 116th Street (not in Crossfields)."

Ms. Merrill made a motion to approve the 2022 Operating Budget as shown in the meeting packet. Mr. McDonald seconded the motion, and it was unanimously approved.

Ms. Merrill made a motion to approve the revisions to the Travel and Expense Reimbursement Policy as written in the memorandum provided to show \$55 plus tips with receipts. Mr. McDonald seconded the motion, and it was unanimously approved.

Mr. Hill asked if there is a prorated amount if an employee is on travel status for a partial day. Ms. Sheeks said the policy has a section which defines what is considered a travel day that qualifies for meal reimbursement.

Capital & Construction Committee

Mr. Merkle gave a PowerPoint presentation highlighting expenses and project updates included in the proposed 2022 Capital Budget.

Mr. Pittman made a motion to approve the Capital Budget as presented and recused himself from the vote. Mr. Hill seconded the motion, and it was unanimously approved.

Old Business

Mr. Mills encouraged Board members to attend the staff's Holiday Party.

Adjournment

The meeting adjourned at 6:57 p.m.

Recall Adjournment to Recess the Meeting

Ms. Merrill made a motion to withdraw the adjournment from the Board meeting and instead recess the Board meeting until after the Executive Committee Meeting. The motion was seconded by Steve Pittman and approved unanimously.

Roll Call

Mr. Mills did a roll call before the Board meeting recessed. Members present President Carl Mills, Vice President Steve Pittman, Secretary Michael McDonald, Treasurer Jane Merrill, members Eric Hand, Jeff Kimbell, Chuck Ryerson and Jeff Hill. Amanda Foley was absent.

Recess

Mr. Mills recessed the Board meeting at 7:00 p.m.

Reconvene Board Meeting

Mr. Mills reconvened the Board meeting at 8:05 p.m.

Roll Call

Present: President Carl Mills, Vice President Steve Pitman, Treasurer Jane Merrill, Secretary Michael McDonald, members, Jeff Kimbell, Eric Hand, and Chuck Ryerson. Others in attendance were Legal Counsel Scott Wyatt, and Utility Director Andrew Williams. Ms. Foley and Mr. Hill were absent.

Utility Director Salary

Mr. Kimbell stated that he did not have a motion to make regarding the Utility Director's salary. At the last Board meeting a 5% salary range increase was approved for the Utility which included the Utility Director's salary. The Personnel and Benefits Committee did not make any further recommendations.

Mr. Williams said in 2021 his salary was moved to the top of the Utility Director's range. In the past the Board of Trustees has given Utility Director pay increases at their discretion since the Director position only has a min and max salary stated.

Mr. Wyatt said anyone on the Board can make a motion regarding the Utility Director's salary. Mr. Wyatt believed that Mr. Kimbell does not feel a motion needs to be made for a 5% increase for the Utility Director as it is already accounted for in the 2022 Salary Ordinance.

Mr. Ryerson made a motion asking the Personnel and Benefits Committee to evaluate the current pay ranges and report back to the Board with results. Mr. Kimbell said after discussions during the Executive Session there he felt that a 5% raise for Mr. William's position would be the minimum the Board would consider. Hopefully by mid-2022 a market compensation evaluation for all positions at the Utility will be complete. It is anticipated that several positions are currently under market and will need to be adjusted. Discretion will be used to make those adjustments before the end of 2022. It is believed that Mr. William's performance over the last year and years prior would justify an increase more than 5% but the Board is hesitant to make a larger adjustment for one position in the salary scale that would be different from the rest of the staff. At the next Personnel and Benefits meeting an adjustment in addition to the 5% salary increases will be discussed. When the Board reviewed Mr. Williams performance it reminded them that not only did Mr. Williams do an excellent job, but the entire staff did as well under Mr. Williams leadership.

Mr. Williams said he has a very strong staff which makes it easier to accomplish and exceed the goals and objectives of the Utility. The market is chaotic right now so it will be interesting to see

the results of the salary study. Mr. Williams said he has asked First Person to compare benefit packages offered as well.

Mr. Mills recommended the Personnel and Benefits Committee conduct a market evaluation on the Utility's current pay structure. Once the books are closed in December, he would like to look at where the Utility ended for the year and consider an across the board thank you to all the employees for their work in 2020 and 2021, over and above the step increase as a one-time bonus for everyone.

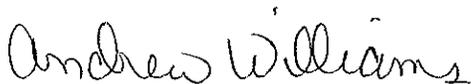
Mr. Ryerson said this year Mr. Williams had the strongest reviews he has seen since he became a member of the Board. Mr. Ryerson noted that items discussed during strategic planning sessions were implemented immediately. Mr. Ryerson said he did not want the 5% increase to stand as a reflection of how the Board viewed Mr. Williams job performance in 2021. The Board felt bound by the step system when implementing Mr. Williams raise, because of how giving a larger increase could be or would be perceived by the rest of the staff. Mr. Pittman complemented Mr. Williams on his humility and said it says a lot about Mr. William's character that he will participate in or do any task or job at the Utility. Mr. McDonald complemented Mr. Williams on his exceptional review and job performance in 2021. Mr. Hand complemented Mr. Williams on his consistent high standards and performance since he has been on the Board and thanked him for his approachability. Mr. Mills complemented Mr. Williams for the relocation of the office and staff and his commitment to developing a relationship with Zionsville.

Adjournment

Ms. Merrill made a motion to adjourn the meeting. Mr. McDonald seconded the motion and the meeting was adjourned.

The next Board of Trustees Meeting is scheduled for Monday, January 10, 2022 at 6:00 p.m.

Respectfully submitted,



Andrew Williams
Utility Director

Approved:

_____ as Presented
_____ as Amended

Michael McDonald, Secretary

Carl Mills, President



Executive Session

Monday, December 13, 2021 @ 7:00 P.M.
Memorandum

Mr. Mills called the meeting to Order

ROLL CALL

Members present President Carl Mills, Vice President Steve Pittman, Secretary Michael McDonald, Treasurer Jane Merrill, members Eric Hand, Jeff Kimbell, Chuck Ryerson and Jeff Hill. Amanda Foley was absent. Legal Counsel Scott Wyatt.

The Committee discussed the job performance of the Utility Director and management staff in compliance with (IC5-14-1.5-6.1(b)(9)). Mr. Mills closed the Executive Session. It is certified that no matters other than the above job performance were discussed in the Executive Session.

Respectfully submitted,

Michael McDonald
Secretary

The TriCo Connection

Volume 16 Issue 1 January 2022

MONTHLY NEWSLETTER

FINANCIAL UPDATE- CINDY SHEEKS

In November 2021, total revenue was \$712,426. It is up \$5,500 from October 2021, and \$56,222 above figures from November 2020. YTD revenue of \$7,444,892 is 96.08% of the 2021 annual projections of \$7,748,500. Residential income was \$431,017 during the month, \$12,938 higher than November 2020. Commercial sales totaled \$249,892 in November 2021, \$48,023 higher than November 2020. Commercial sales are \$197,827 higher in 2021 than the same time last year. YTD commercial sales total \$2,446,327 and above budget. Overall, residential sales comprise 62.76% of the annual revenue, commercial is 32.85%. The Other Revenue category (late fees, application fees, plan review fees) was \$22,916 in November and is \$188,498 YTD. The Other Income category (interest, gains on asset disposal, miscellaneous revenue) was \$8,600 during the month and is \$137,502 YTD.

Total operating expenses were \$499,509 in November. YTD spending is 94.33% of the 2021 Operating Budget of \$5,753,081. It is \$19,624 higher than expenses in November 2020. Wages and benefits spending totaled \$178,675 during the month and YTD expenses are 98.42% of the annual category budget. Administration spending was \$56,686 in November and YTD expenses is 76.95% of the annual budget. Treatment costs totaled \$191,749 and YTD expenses are 90.56% of the annual budget. Collection costs totaled \$72,399 in November and YTD expenses total 104.15% of the annual budget due to the large amount of vehicle repairs in 2021.

Net income in November was \$89,411 after depreciation and amortization of CIAC. November 2020 net income totaled \$112,747.

Spending Breakdown in November:

Wages	38.28%
Administration	9.84%
Treatment Costs	37.45%
Collection Costs	14.43%

No Interceptor fees were collected in November, YTD is \$276,380. EDU fees collected during November were \$26,942 and \$599,311 YTD.

Cash generated for November shows an increase in all funds of \$10,518. Capital spending during the month totaled \$697,297. The bond fund expenses in November were \$194,097 for plant expansion. Additional capital spending during the month included plant expansion, plant outfall, new billing software, LS 2 odor control, Haver Way sewers, Little Eagle Creek interceptor extension, neighborhood sewers, Cartegraph, replacement mower, and lab equipment. Cash on hand as of November 31, 2021 was \$13,191,600. The balances in the funds are listed below:

Operating	\$7,155,664
Interceptor	\$-677,687
Plant Expansion	\$3,023,605
Operating Reserve	\$519,252
Reserve for Replacement	\$-146,358
2020 Bond Funds	<u>\$3,317,124</u>
Total	\$13,181,082

The Operating, Interceptor, Plant Expansion and Reserve for Replacement funds decreased \$757,514 since January 1 2021. Bond construction fund spending YTD is \$6,156,520.

In This Issue

Financial Update	1
Construction & Engineering	2
Office & Plant Construction	2
Collections	3
Safety Update	4
Treatment	4
Birthdays and Anniversaries	4

Calendar of Events

January 10	Board Meeting	6:00 p.m.
January 26	P&B Meeting	7:30 a.m.
January 28	B&F Meeting	7:30 a.m.
February 7	C&C Meeting	4:30 p.m.

ENGINEERING & CONSTRUCTION - WES MERKLE

Staff completed 231 locates, 25 I&I inspections and 25 lateral inspections in December. There were two failed I&I inspections. Brandon assisted with lab work and locates in addition to completing inspections. Nate completed most locates. A total of 1,142 locate requests were received and reviewed. Eric continued inspecting sewer installation at Countrywood and Ambleside. Jeff continued working on implementation of the new asset management system – work has been going well so far as Jeff and Aaron began testing part of the new system and prepare to complete training. Staff is monitoring lateral relocation and repair work in the Home Place area where crews are installing storm sewers. Ryan is guiding numerous private development projects either in the plan review or approval stages with several waiting for construction to begin.

The Lift Station 2 odor control system installation contractor has completed heat tracing of exposed water lines; insulating and jacketing of those lines remains. Design work is underway for the Little Eagle Interceptor Extension project. This year's neighborhood sewer project is nearly complete with testing and restoration work remaining. Staff is preparing to start several capital projects in 2022 including new pumps at Lift Stations 1, 2, 18, 20 and 21, new generators at Lift Stations 11, 14 and 26, and a parallel force main for Lift Station 26 along Spring Mill Road. Other projects will start later this year.

PLANT EXPANSION PROJECT UPDATE - WES MERKLE

Site cleanup is underway including site grading and hauling away excess materials and equipment. Demolition of the original three small clarifiers, mixed liquor splitter, and RAS pump station is nearly complete. Crews completed installation of most base asphalt pavement. Remaining pavement, including surface pavement throughout the site, will be complete in spring. The UV disinfection equipment supplier continued their troubleshooting efforts which seems to have resolved most outstanding issues. The screenings conveyor saw a new issue this month as new brushes were found prematurely breaking down and clogging a drain line, which resulted in flooding of dumpsters and the room below.

Influent splitter bypassing continues. Modifications and new gate installation are complete. Crews also installed the new 42" pipe to carry water from the new grit removal structure to the influent splitter. Concrete repairs are underway in the splitter which will be followed by installation of a coating system which will protect the concrete from future damage due to hydrogen sulfide exposure. Installation of the same protective coating system is nearly complete in the new grit removal structure. Several channels in the pretreatment building will receive the same protective coating under a separate bypass plan. Startup of grit removal and VLRs has been pushed back to late January as crews work through punch list items and finish installation of electrical and control equipment. Thieneman continues to battle issues with leaking gates. Crews plan to take existing VLRs offline to complete cleaning work, replacement of corroded electrical conduits, installation of new gates and recycle piping, and replacement of the original rotor gear boxes. Overall substantial completion has been pushed back to spring. Jeff, Ryan and Wes are observing construction through completion. .



Site Paving



Old and new VLRs



Old RAS Pump Station Demo



VLR 8 Upper Level

COLLECTIONS –AARON STRONG

Collections Staff inspected a manhole rehabilitation project completed by Culy Contracting Inc. encompassing 19 manholes located in Basin #1. The structures looked good and should serve the utility well for years to come.

Staff prepared for winter weather by putting plows and salt spreaders on the trucks. In addition, ice melt and snowblowers have been staged in the garage.

Lift Station #17 received updated programming to include a revamped daily pump down cycle to help mitigate the coagulation of grease at this station. Staff will evaluate the station weekly to see if the parameters of the cycle need to be adjusted.

New replacement pumps are scheduled to be installed at Lift Station #11 in the first week of 2022.

Collections and Engineering Staff met to discuss the aggressive capital project schedule for 2022 to include multiple pump and lift station replacement projects.

EMPLOYEE ENGAGEMENT

The employee Christmas Party was held on Monday, December 20, 2021. The Utility provided a ham for lunch and sides were brought in by employees. Some employees participated in a voluntary gift exchange. All employees and guests received a small gift bag. Mr. Mills attended the lunch.

SAFETY UPDATE - LOREN PRANGE

No injuries reported this month, and we are at 363 days without a loss time accident.

We had 10 attendees for the safety tailgate held on November 22. The topics were "Hypothermia and Heat Exhaustion" and "Texting and working don't mix".

The annual inspections of the fire extinguishers and emergency lights were completed. We have 2 light bulbs out and 2 units need new batteries. They are scheduled and will be replaced soon.

Completed the yearly Calibration on the H2S and LEL gas sensors for the pretreatment building. During the inspection we found the emergency horn was not working. But the emergency light is operational. A new horn has been ordered and will be replaced soon.

✓
Site Safety

0

3

6

3

No. of days since the last lost time accident.

TREATMENT- SCOT WATKINS

Staff pulled the UV modules for winter storage and will re-install mid-March in preparation of the disinfection season. During routine inspections, staff discovered the H2S sensor had failed; a new sensor has been ordered and will be installed once received. An old plant yard hydrant was found to be leaking near the demolished clarifier; the line was cut and capped at our request. TCI tied the non-potable water into the new grit system; startup is yet to be scheduled. A bad capacitor was replaced, and surge protection was added to the Headworks flow meters. BL Anderson was able to repair the old step screen and install a new plant lift station VFD; we are now back to full capacity in both areas. ACE Technologies worked on the new actuators that were failing randomly throughout the day. There was a timing issue, and it has been resolved. Staff had safety training with Safety Resources. Topics included machine guarding, lockout tagout and work zone safety.

Thirty-five FOG inspections were completed with three follow up inspections. One hundred and thirty-five pump outs had been logged and accounted for almost 48,000 gallons of FOG being prevented from entering the system this month.

The laboratory performed 308 CBOD5 tests, 231 Total Suspended Solids tests, 142 Phosphorus & Ammonia tests and 52 Total Nitrogen tests. Monthly Method Detection Limit studies were completed on TSS, Phosphorus and Ammonia. Bob continues to work on getting the new HACH WIMS software up and running for all the operators.

Birthdays

Tristin Gardner January 10

Kelly Ryan January 14

Wes Merkle January 31

Anniversaries

Wes Merkle January 14 9 Years of Service

Brandon Woolf January 27 2 years of Service

TriCo Regional Sewer Utility						
Register of Claims						
For the period 12/1/2021-1/6/2022						
Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
12/13/21	17218	Operating	Matt Starr	\$58.24	\$58.24	Travel/Mileage On Call
12/13/21	17220	Operating	U.S. Postal Service	\$2,003.66	\$2,003.66	Postage for post card
12/14/21	17221	Operating	Tristin Gardner	\$300.00	\$300.00	Wellness reimbursement
12/14/21	17222	Operating	Philip Pryor	\$252.86	\$252.86	Refund-3553 Sugal Pine Lane
12/15/21	17223	Operating	Thomas Moore	\$300.00	\$300.00	Refund-10417 Spring Highland Drive
12/17/21	17224	Operating	Brian Vaughn	\$94.08	\$94.08	Travel/Mileage On Call
12/21/21	17225	Operating	Shaun Odom	\$150.00	\$150.00	FSA Reim - Dec 2021
12/22/21	17227	Operating	Rhonda Tryba	\$1,980.00	\$1,980.00	Refund-Overpayment 1425 N Claridge
12/22/21	17228	Operating	Carter Kaminski	\$484.47	\$484.47	Reim - tools
12/23/21	17230	Operating	Shaun Odom	\$317.92	\$317.92	Reim-jeans
12/29/21	17231	Operating	AFLAC	\$644.10	\$644.10	Deferred Liability
12/29/21	17232	Operating	Carmel Utilities	\$14.27	\$14.27	LS 1 Water
12/29/21	17232	Operating	Carmel Utilities	\$113.81	\$113.81	LS 2 Water
12/29/21	17232	Operating	Carmel Utilities	\$29.02	\$29.02	LS 26 Water
12/30/21	17233	Operating	Brandon Woolf	\$30.00	\$30.00	Cell Phone December
12/30/21	17234	Operating	Colleen Byrnes	\$30.00	\$30.00	Cell Phone December
12/30/21	17235	Operating	Eric Luis Delacruz	\$30.00	\$30.00	Cell Phone December
12/30/21	17236	Operating	Jeffrey Martin	\$30.00	\$30.00	Cell Phone December
12/30/21	17237	Operating	Nathan Crowder	\$30.00	\$30.00	Cell Phone December
12/30/21	17238	Operating	Amanda Foley	\$100.00	\$100.00	Board Fees
12/30/21	17239	Operating	Carl S. Mills	\$150.00	\$150.00	Board Fees Dec
12/30/21	17240	Operating	Charles Ryerson	\$50.00	\$50.00	Board Fees
12/30/21	17241	Operating	Eric Hand	\$150.00	\$150.00	Board Fees
12/30/21	17242	Operating	Jane B. Merrill	\$100.00	\$100.00	Board Fees
12/30/21	17243	Operating	Jeff Hill	\$100.00	\$100.00	Board Fees
12/30/21	17244	Operating	Jeffrey Kimbell	\$100.00	\$100.00	Board Fees
12/30/21	17245	Operating	Michael A. McDonald	\$300.00	\$300.00	Board Fees
12/30/21	17246	Operating	Steve Pittman	\$200.00	\$200.00	Board Fees
12/31/21	17247	Operating	Ryan Hartman	\$501.90	\$501.90	FSA Reim - 2021
12/31/21	17248	Operating	Shaun Odom	\$75.00	\$75.00	2021 FSA Reim
12/31/21	17249	Operating	Daniel Rossman	\$3,000.00	\$3,000.00	Tuition reimbursement
12/31/21	17250	Operating	Tristin Gardner	\$280.00	\$280.00	2021 Tuition reimbursement
12/31/21	17251	Reserve for R	CarteGraph	\$11,839.23	\$11,839.23	CIP-Asset mgt software Cartegraph
12/31/21	17251	Reserve for R	CarteGraph	\$6,250.00	\$6,250.00	CIP-Asset mgt software - Cartegraph
12/31/21	17252	Reserve for R	TPI Utility Construction	\$51,750.00	\$51,750.00	CIP-Annual Misc Repairs/Repl/Relocation
12/31/21	17253	Reserve for R	WesTech	\$17,282.97	\$17,282.97	CIP-Plant Improvements PTB screen repa
12/31/21	17254	Interceptor	GRW	\$7,709.25	\$7,709.25	CIP-Proj 2101 LEC Ext Prelim Design
12/31/21	17255	Operating	Alderson Commercial Group, Inc	\$16,000.00	\$16,000.00	CIP-Proj 1910
12/31/21	17256	Operating	Altman, Poindexter & Wyatt, LLC	\$1,766.50	\$1,766.50	Legal fees
12/31/21	17257	Operating	Amazon Capital Services	\$26.48	\$26.48	Sponges
12/31/21	17257	Operating	Amazon Capital Services	\$23.96	\$23.96	Card Holders
12/31/21	17257	Operating	Amazon Capital Services	\$98.10	\$98.10	AAA Batteries
12/31/21	17257	Operating	Amazon Capital Services	\$1,079.55	\$1,079.55	Covid Test Kits
12/31/21	17258	Operating	Bee Green Lawn & Plant Health	\$115.00	\$115.00	Plant Health Care Treatment 6
12/31/21	17259	Operating	Biomonitor	\$2,200.00	\$2,200.00	Sewer Sampling
12/31/21	17260	Operating	BL Anderson Company, Inc.	\$650.00	\$650.00	Plant R & M
12/31/21	17260	Operating	BL Anderson Company, Inc.	\$753.00	\$753.00	Plant R & M
12/31/21	17261	Operating	Black Tie Courier	\$550.00	\$550.00	December courier service
12/31/21	17262	Operating	Blackburn Manufacturing Co	\$2,238.00	\$2,238.00	Locating Paint
12/31/21	17263	Operating	Brehob Corporation	\$743.31	\$743.31	Plant R & M
12/31/21	17265	Operating	Culy Contracting, LLC	\$24,000.00	\$24,000.00	Manhole R&M
12/31/21	17266	Operating	CuraLinc, LLC	\$295.00	\$295.00	Q3 support service
12/31/21	17266	Operating	CuraLinc, LLC	\$295.00	\$295.00	Q4 support fees
12/31/21	17267	Operating	Dell Marketing L.P.	\$4,906.74	\$4,906.74	Computer Expense
12/31/21	17268	Operating	Doxim	\$4,699.74	\$4,699.74	Billing Fees
12/31/21	17268	Operating	Doxim	\$5,929.80	\$5,929.80	Postage
12/31/21	17269	Operating	Eco Infrastructure Solutions, Inc.	\$2,420.64	\$2,420.64	Televising
12/31/21	17269	Operating	Eco Infrastructure Solutions, Inc.	\$3,300.48	\$3,300.48	Televising
12/31/21	17269	Operating	Eco Infrastructure Solutions, Inc.	\$376.87	\$376.87	Wheel Spacers, Tow Bridge Assembly

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
12/31/21	17269	Operating	Eco Infrastructure Solutions, Inc.	\$807.99	\$807.99	Televising
12/31/21	17270	Operating	Faco Waterworks, LLC	\$2,100.00	\$2,100.00	Lift Station R&M
12/31/21	17271	Operating	Fastenal Company	\$331.80	\$331.80	Plant R&M
12/31/21	17272	Operating	Ferguson Waterworks #1934	\$300.76	\$300.76	Line Maintenance
12/31/21	17273	Operating	FerrellGas	\$12.00	\$12.00	Plant R & M
12/31/21	17273	Operating	FerrellGas	\$12.01	\$12.01	Plant R & M
12/31/21	17274	Operating	Fluid Waste Services, Inc.	\$860.00	\$860.00	Plant R & M
12/31/21	17275	Operating	IT Indianapolis/Core	\$10,139.96	\$10,139.96	Managed services
12/31/21	17275	Operating	IT Indianapolis/Core	\$219.97	\$219.97	DVR Upgrades
12/31/21	17275	Operating	IT Indianapolis/Core	\$1,825.00	\$1,825.00	WiFi Plant Bldgs, Scada Switch Upgrade
12/31/21	17275	Operating	IT Indianapolis/Core	\$1,042.70	\$1,042.70	Azure
12/31/21	17276	Operating	Kirby Risk Corporation	\$243.18	\$243.18	Plant R & M
12/31/21	17276	Operating	Kirby Risk Corporation	\$4.16	\$4.16	Plant R & M
12/31/21	17276	Operating	Kirby Risk Corporation	\$54.57	\$54.57	Plant R & M
12/31/21	17277	Operating	KOORSEN FIRE & SECURITY	\$5,892.29	\$5,892.29	New security camera - plant
12/31/21	17278	Operating	Maco Press	\$1,858.43	\$1,858.43	12 Clogs of Christmas insert
12/31/21	17278	Operating	Maco Press	\$1,075.45	\$1,075.45	Autodraft Update postcard
12/31/21	17278	Operating	Maco Press	\$859.49	\$859.49	Billing envelopes
12/31/21	17278	Operating	Maco Press	\$859.49	\$859.49	Billing envelope
12/31/21	17278	Operating	Maco Press	\$79.52	\$79.52	Business cards
12/31/21	17278	Operating	Maco Press	\$525.82	\$525.82	I & I report forms
12/31/21	17279	Operating	Merrell Brothers, Inc.	\$10,972.40	\$10,972.40	Biosolid disposal
12/31/21	17280	Operating	Meyer Truck Equipment	\$340.00	\$340.00	Line Maintenance
12/31/21	17281	Operating	Microbac Laboratories, Inc.	\$220.00	\$220.00	Sewer Sampling
12/31/21	17282	Operating	Nature Turf Services	\$50.00	\$50.00	Plant Mowing
12/31/21	17283	Operating	Office Depot	\$391.83	\$391.83	Office Expense - Paper
12/31/21	17283	Operating	Office Depot	\$317.70	\$317.70	Office Expense - Paper
12/31/21	17284	Operating	OmniSite	\$2,208.00	\$2,208.00	Lift Station R&M
12/31/21	17285	Operating	PFM Truck & Car Care Center	\$622.84	\$622.84	Vehicle R&M - 2008 Ford F550
12/31/21	17286	Operating	Shred Monkey	\$40.00	\$40.00	Shredding
12/31/21	17287	Operating	Simplifile	\$30.00	\$30.00	Recording Fees
12/31/21	17288	Operating	Taylor Oil Company, Inc.	\$1,474.43	\$1,474.43	Fuel
12/31/21	17289	Operating	Vasey Commercial Heating & AC, Inc.	\$286.92	\$286.92	Plant R&M
12/31/21	17290	Operating	Xylem Water Solutions USA Inc	\$2,985.62	\$2,985.62	Lift Station R & M
12/31/21	17291	Operating	Zionsville Lions Park, Inc.	\$3,000.00	\$3,000.00	Partners in Park - 2022
12/31/21	17292	Reserve for R	BL Anderson Company, Inc.	\$2,202.50	\$2,202.50	R4R-Influent screen 3 repair
12/31/21	17294	Operating	Connect Electric Inc	\$316.00	\$316.00	Balance due of invoice 567- Plant R & M
12/31/21	17295	Operating	Blackburn Manufacturing Co	\$2,238.00	\$2,238.00	Green paint
12/31/21	17296	Operating	Fluid Waste Services, Inc.	\$2,515.00	\$2,515.00	12386 Hyacinth Way
12/31/21	17297	Operating	Office Pride	\$1,694.35	\$1,694.35	Dec office cleaning
12/31/21	17298	Operating	Carmel Utilities	\$96,137.92	\$96,137.92	Dec treatment
12/31/21	17298	Operating	Carmel Utilities	\$1,049.40	\$1,049.40	December reads
12/31/21	17299	Operating	Carmel Utilities	\$551.60	\$551.60	Line maintenance
12/31/21	17300	Operating	Fastenal Company	\$523.53	\$523.53	Plant R & M
12/31/21	17301	Operating	IN.GOV	\$95.00	\$95.00	Annual fee
1/6/22	17302	Operating	Nalco Water Pretreatment Solutions	\$233.82	\$233.82	Sewer sampling
1/6/22	17302	Operating	Nalco Water Pretreatment Solutions	\$380.10	\$380.10	Sewer sampling
1/6/22	17303	Operating	Pair Soft	\$4,733.14	\$4,733.14	Annual support fees
1/6/22	17304	Operating	Tristin Gardner	\$78.36	\$78.36	Mileage reim
1/6/22	17305	Operating	Fast Signs #240301	\$4,928.63	\$4,928.63	Wayfinding signs
12/31/21	100066	Huntington Bo	Centier Bank	\$38,142.76	\$38,142.76	CIP-Proj 1902 Escrow deposit
12/31/21	100067	Huntington Bo	GRW	\$4,502.70	\$4,502.70	CIP-Proj 1902 Const Obsv
12/31/21	100068	Huntington Bo	Thieneman Construction, Inc.	\$343,284.87	\$343,284.87	CIP-Proj 1902 Plant Exp
12/1/21	2021580	Operating	Indianapolis Power and Light	\$6,229.50	\$6,229.50	LS 2
12/1/21	2021581	Operating	Indianapolis Power and Light	\$116.98	\$116.98	LS 3
12/1/21	2021582	Operating	Indianapolis Power and Light	\$593.09	\$593.09	LS 8
12/1/21	2021583	Operating	Indianapolis Power and Light	\$406.55	\$406.55	LS 9
12/1/21	2021584	Operating	Indianapolis Power and Light	\$962.60	\$962.60	LS 10
12/1/21	2021585	Operating	Indianapolis Power and Light	\$100.64	\$100.64	LS 12
12/1/21	2021586	Operating	Indianapolis Power and Light	\$71.53	\$71.53	LS 18
12/1/21	2021587	Operating	Indianapolis Power and Light	\$74.78	\$74.78	LS 20
12/1/21	2021588	Operating	Indianapolis Power and Light	\$47.89	\$47.89	LS 22
12/1/21	2021589	Operating	Indianapolis Power and Light	\$83.68	\$83.68	LS 24
12/1/21	2021590	Operating	Indianapolis Power and Light	\$51.59	\$51.59	LS 25

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
12/1/21	2021591	Operating	Indianapolis Power and Light	\$56.80	\$56.80	Valve Vault
12/1/21	2021592	Operating	Indianapolis Power and Light	\$76.40	\$76.40	LS 27
12/3/21	2021593	Operating	ADP	\$138.93	\$138.93	Workforce Now Payroll
12/13/21	2021595	Operating	Empower Retirement (Hoosier STA	\$8,765.45	\$8,765.45	401a, 457b, Roth
12/13/21	2021596	Operating	ADP	\$64,979.71	\$64,979.71	Payroll PPE 12/10/21
12/16/21	2021597	Operating	Republic Services #761	\$301.77	\$301.77	Trash pickup
12/20/21	2021602	Operating	CenterPoint Energy/Vectren Energy	\$587.36	\$587.36	Plant
12/24/21	2021603	Operating	CenterPoint Energy/Vectren Energy	\$48.79	\$48.79	LS 2
12/24/21	2021604	Operating	CenterPoint Energy/Vectren Energy	\$25.73	\$25.73	LS 10
12/17/21	2021605	Operating	ADP	\$261.78	\$261.78	Payroll and Time & Attendance
12/27/21	2021606	Operating	ADP	\$63,572.76	\$63,572.76	Payroll PPE 12/24/21
12/27/21	2021607	Operating	Empower Retirement (Hoosier STA	\$8,537.19	\$8,537.19	401a, 457b, Roth
12/23/21	2021608	Operating	Mutual of Omaha	\$3,822.97	\$3,822.97	Insurance - Jan 2022
12/28/21	2021610	Operating	Citizens Energy Group	\$92.88	\$92.88	Plant
12/28/21	2021611	Operating	Citizens Energy Group	\$53.57	\$53.57	LS 17
12/31/21	2021612	Operating	Citizens State Bank	\$20.00	\$20.00	Bank fee
12/31/21	2021613	Operating	Wex Bank	\$43.20	\$43.20	Fuel
12/31/21	2021616	Operating	Citizens State Bank	\$1,321.81	\$1,321.81	Lockbox fees-Dec 2021
12/31/21	2021617	Operating	ADP	\$141.20	\$141.20	Workforce Now Bundle
12/31/21	2021618	Operating	AT&T Mobility	\$2,626.44	\$2,626.44	Cell phones
1/4/22	2021619	Operating	Duke Energy	\$2,078.77	\$2,078.77	LS 1
1/4/22	2021620	Operating	Duke Energy	\$158.36	\$158.36	LS 5
1/4/22	2021621	Operating	Duke Energy	\$62.58	\$62.58	LS 6
1/4/22	2021622	Operating	Duke Energy	\$367.73	\$367.73	LS 11
1/4/22	2021623	Operating	Duke Energy	\$1,183.61	\$1,183.61	LS 14
1/4/22	2021624	Operating	Duke Energy	\$368.13	\$368.13	LS 16
1/4/22	2021625	Operating	Duke Energy	\$1,221.15	\$1,221.15	LS 17
1/4/22	2021626	Operating	Duke Energy	\$243.58	\$243.58	LS 19
1/4/22	2021627	Operating	Duke Energy	\$355.68	\$355.68	LS 21
1/4/22	2021628	Operating	Duke Energy	\$413.51	\$413.51	LS 23
1/4/22	2021629	Operating	Duke Energy	\$713.67	\$713.67	LS 26
1/4/22	2021630	Operating	Duke Energy	\$21,730.29	\$21,730.29	Plant
1/6/22	2021631	Operating	Globe Life	\$88.08	\$88.08	Deferred liability
				\$928,149.67	\$928,149.67	
ALLOWANCE OF CLAIMS						
We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the register, such claims are hereby allowed in the total amount of						
				\$928,149.67		

Docket Report Information

For the period 12/1/2021-1/6/2022

CIP-Asset mgt software Cartegraph	\$18,089.23
CIP-Annual Misc Repairs/Repl/Relocations	\$51,750.00
CIP-Plant Improvements PTB screen repairs R4R	\$17,282.97
CIP-Proj 2101 LEC Ext Prelim Design	\$7,709.25
CIP-Proj 1910 Admin office	\$16,000.00
CIP-Proj 1902 Plant Expansion	<u>\$385,930.33</u>
	\$496,761.78
District Insurance	\$3,822.97
Treatment Flow to Carmel Utilities	\$96,137.92
Other Expenses	\$331,427.00
Total Claims	\$928,149.67

Selected Statistics 2021	January	February	March	April	May	June	July	August	September	October	November	December	2021 Monthly Average	2021 YTD	2020 Total Through December
Maintenance Information															
Lateral Inspections	36	26	17	26	23	27	27	24	27	23	16	25	25	297	289
Certified I&I Inspections	24	26	34	38	36	34	44	57	45	41	26	25	36	430	461
Failed I&I Inspections	0	0	0	0	0	0	0	1	0	0	0	2	0	3	7
Sewer Locates	464	384	421	417	499	408	340	322	261	315	270	231	361	4,332	6,335
Manholes Added	62	3	0	14	2	14	0	18	3	0	0	0	10	116	55
Total # of Manholes	5,948	5,951	5,951	5,965	5,967	5,981	5,981	5,999	6,002	6,002	6,002	6,002	N/A	6,002	5,941
Manholes Inspected	203	481	808	342	120	2	0	0	0	6	0	19	165	1,981	1,923
Feet of Sewer Added	28,089	1,234	11	1,776	198	3,859	0	9,362	12,000	13,019	91	25,551	7,933	95,190	26,069
Total Footage of Sewers	1,699,903	1,701,137	1,701,148	1,702,924	1,703,122	1,706,981	1,706,981	1,716,343	1,718,981	1,732,000	1,732,091	1,757,642	N/A	1,757,642	1,697,624
Feet of Sewer Televised	17,293	0	4,425	18,367	29,062	27,224	39,103	45,456	44,108	55,100	31,200	15,459	27,233	326,797	341,524
Feet of Sewer Cleaned	0	180	0	0	0	388	2,495	2,943	3,012	1,375	2,764	0	1,096	13,157	14,618
Overflows	0	0	1	2	0	0	0	0	0	0	0	0	0	3	4
Feet of LPFM Cleaned	6,617	0	0	0	0	0	0	0	336	0	0	0	579	6,953	67,264
LS 1 to Carmel Utilities															
Rainfall/Precipitation (inches)	0.87	1.14	4.06	3.45	3.13	4.31	6.00	1.1	5.51	2.79	1.42	5.72	3.29	39.50	40.60
Total Flow (gallons)	54,031,909	46,768,362	65,551,000	49,290,097	55,723,745	50,447,057	59,545,841	41,129,498	39,370,453	48,120,378	46,269,000	59,527,360	51,314,558	615,774,700	636,946,139
Max Daily Flow (gallons)	2,842,113	3,136,724	3,102,000	2,256,748	2,590,619	2,092,106	3,022,677	1,537,529	1,700,512	3,150,941	1,705,000	2,656,328	N/A	3,150,941	4,551,181
Average Daily Flow (gallons)	1,742,965	1,670,299	2,114,548	1,643,003	1,797,540	1,681,569	1,920,834	1,326,758	1,312,348	1,552,270	1,542,300	1,920,237	1,685,389	N/A	N/A
Min Daily Flow (gallons)	1,374,527	1,291,312	1,445,000	1,004,331	1,361,808	1,367,682	1,195,455	697,447	1,156,212	871,363	1,321,000	1,468,790	N/A	697,447	1,139,359
TriCo WRRF															
Total Flow (gallons)	83,802,321	63,901,000	78,069,000	64,278,000	72,024,000	70,047,000	91,735,000	87,357,000	90,739,000	99,880,000	65,693,000	94,973,000	80,208,193	962,498,321	1,050,324,043
Max Daily Flow (gallons)	3,314,154	2,995,000	5,351,000	3,116,000	3,581,000	2,705,000	4,072,200	3,132,000	4,642,000	4,680,000	2,864,000	3,659,000	N/A	5,351,000	7,015,000
Average Daily Flow (gallons)	2,703,301	2,282,179	2,518,354	2,142,600	2,323,355	2,334,900	2,959,200	2,817,968	3,024,633	3,221,935	2,189,767	3,063,654	2,631,821	N/A	N/A
Min Daily Flow (gallons)	2,354,511	1,988,000	2,053,000	1,926,000	1,259,000	1,432,000	2,212,100	1,872,000	2,709,000	1,759,000	1,928,000	2,066,000	N/A	1,259,000	1,891,579
Total Flow to Both Plants	137,834,230	110,669,362	143,620,000	113,568,097	127,747,745	120,494,057	151,280,841	128,486,498	130,109,453	148,000,378	111,962,000	154,500,360	131,522,752	1,578,273,021	1,687,270,182
Biosolids Handling (gallons)															
Wasted (Biosolids)	1,273,800	1,237,400	1,252,090	1,208,200	1,152,300	1,791,900	1,278,100	1,603,800	1,336,100	1,389,700	1,044,100	910,800	1,289,858	15,478,290	18,217,600
Dewatered	548,000	395,000	398,000	398,000	363,000	660,000	677,000	754,900	800,000	571,000	383,000	262,000	517,492	6,209,900	7,869,000
Digested Sludge Withdrawn	700,000	744,000	615,000	711,000	784,000	1,142,000	871,000	753,000	892,000	790,000	708,000	697,000	783,917	9,407,000	9,470,000
Customer Information															
New Sewer Service Accounts	7	34	-4	17	24	24	4	23	4	26	15	17	16	191	247
Permits Issued	25	18	31	22	83	21	11	17	6	20	7	16	23	277	262



JOINT PERSONNEL & BENEFITS AND BOARD OF TRUSTEES MEETING

Wednesday January 5, 2022 at 7:30 a.m.
Memorandum

Mr. Kimbell called the meeting to order at 7:30 a.m.

Members Present: Committee Chair Jeff Kimbell, member Eric Hand, and Board President Carl Mills. Others in attendance were Utility Director Andrew Williams, Controller Cindy Sheeks, Engineering Manager Wes Merkle, Plant Superintendent Scot Watkins, Collections Superintendent Aaron Strong and Administrative Assistant Maggie Crediford.

Chuck Ryerson was absent.

PUBLIC COMMENT

There was no one present from the public.

2022 UTILITY MARKET COMPENSATION STUDY

Mr. Kimbell asked for a status update on the request for a market compensation study and Utility salary ordinance review. Mr. Williams said he has reached out to the company chosen for the study First Person and asked for a meeting to discuss the final details of the scope of the study either the third or fourth week in January. The intent is present the scope of the study at the January Personnel and Benefits Committee meeting. Mr. Kimbell stated that he and other Board members are eager to get the study started. Mr. Mills stated with the current economic climate and inflation the Board would like to make a decision regarding the compensation study no later than June 2022. Mr. Kimbell agreed a review of the study and decision should be made no later than the June 2022 Board meeting. Mr. Hand asked what the criteria is for choosing comparison utilities that will be used for the study. Mr. Williams said First Person has done salary studies for several municipalities in the surrounding area. Mr. Williams will ask if just the utility side of those municipalities will be used or if they look at their entire organizations. It is difficult to get information from private utilities that would be in the surrounding area. Mr. Williams said the study will consider who would be competitors for the local talent pool and current employees.

2021 UTILITY PERFORMANCE BONUS

Mr. Kimbell said at the December 13, 2021 meeting the Board of Trustees asked the Personnel and Benefits Committee to consider the financial feasibility to reward the entire staff for their outstanding work in 2021. The Utility underwent two construction projects, and an office move, all while maneuvering the Covid-19 pandemic, and fluctuating economic conditions.

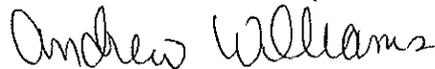
Mr. Kimbell said he believed Mr. Ryerson felt the discussion for consideration of a bonus arose out of concern that employees at the top of their pay ranges would not be receiving any additional compensation above the approved 5% cost of living adjustment made to the 2022 Salary Ordinance. While other employees receiving both a step increase and a cost-of-living adjustment were receiving around a 7% salary increase. Mr. Kimbell asked if the goal is to provide additional compensation to all employees or the employees who did not move up a step. Mr. Mills and Mr. Hand said they believed the intent of the bonuses would be for all employees not just the employees at the top of their ranges.

Mr. Kimbell proposed that all TriCo employees receive a \$1500 pretax bonus that would net each employee \$1000 to reflect the Board's appreciation for the staff's dedication and resilience while maneuvering the internal and external conditions and adversities of 2021. Mr. Hand and Mr. Mills agreed, the Personnel and Benefits Committee will recommend a \$1500 bonus for all Utility Employees at the January 10, 2022 Board of Trustees meeting.

ADJOURNMENT

The meeting adjourned at 8:03 a.m.

Respectfully Submitted



Andrew Williams
Utility Director

RESOLUTION NO. 01-10-2022

**RESOLUTION OF THE TRICO REGIONAL SEWER UTILITY TO
AWARD A ONE TIME PERFORMANCE BONUS TO ALL FULL-TIME
EMPLOYEES**

WHEREAS the Board of Trustees of the TriCo Regional Sewer Utility is aware that employees performed above and beyond during 2021 maintaining continuity of operations of essential critical infrastructure and completing several expansions of the Utility's infrastructure, and

WHEREAS the Board of Trustees would like to recognize the dedication and hard work of all full-time employees with a onetime bonus,

WHEREAS the Board desires to award a \$1,500 performance bonus to all full-time employees.

NOW THEREFORE BE IT RESOLVED BY THE TRICO REGIONAL SEWER UTILITY BOARD OF TRUSTEES AS FOLLOWS:

Each active full-time employee will receive a one-time \$1,500 performance bonus to be paid on or before January 18, 2022.

SO RESOLVED this 10th day of January, 2022. TriCo Regional Sewer Utility by its Board of Trustees.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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. 116th 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"/>
_____ Jeff Hill	<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

To: Board of Trustees
From: Drew Williams
Date: January 5, 2022
Subject: TriCo Regional Sewer Utility By-Laws

During the review on our insurance coverage the question was asked if our By-laws provided indemnification for the Board of Trustees. While TriCo does carry a Bond for each Board member, there was no indemnification clause in the By-laws.

Mrs. Poindexter has revised our By-laws by updating the utility's name, adding Section 3 under Article I:

“Section 3. Amendment. The prior bylaws provided for the amendment or repeal of the same and these are now the updated and current version of the bylaws.”

and adding Section 3 under Article IX:

“Section 3. Indemnification and Insurance. The District shall obtain and cause to remain in effect with financially sound insurers, a policy of director's and officer's liability insurance covering each of the Board members on such terms as are commercially reasonable. Further the District shall indemnify and hold harmless each and every Board member and Officer to the fullest extent permitted by law.”

Requested Action: Approve the revised By-laws as attached.

BY-LAWS OF TRICO REGIONAL SEWER UTILITY

Article I

Purpose

Section 1. **Name**. The name of this organization, as a political subdivision/municipal corporation of the State of Indiana, formerly known as the “Clay Township Regional Waste District” is now TriCo Regional Sewer Utility also to be known hereinafter as the “District”.

Section 2. **Purpose**. The purpose for which TriCo was formed was and is to provide for the collection, treatment and disposal of sewage within and without the District and to do everything necessary, proper, advisable, or convenient for the accomplishment of any of the purposes or the attainment of any of the objectives or the furtherance of any powers set forth in IC 13-26. Provided, however, that the District shall continue to be subject to Rules and Regulations of Indiana Department of Environmental Management, all as contemplated by said Statutes.

Section 3. **Amendment**. The prior bylaws provided for the amendment or repeal of the same and these are now the updated and current version of the bylaws.

Article II

Meetings of the Board

Section 1. **Regular Meetings**. Unless otherwise provided for herein, the District shall meet on the second Monday of each month at such time and place as may be determined by the Board of Trustees of the District.

Section 2. **Special Meetings**. Special meetings of the Board of Trustees may be called at any time by the President of the Board or by a majority of the Trustees and notice of such meeting, stating the date, time and place, shall be given to all members of the Board of Trustees not less than forty-eight (48) hours before the date set for such a meeting.

Section 3. Emergency Meetings. In the event of an emergency involving actual or threatened injury to person or property or threatened disruption of sewer service, the President may call for an emergency meeting to be held with less than forty-eight (48) hours notice.

Section 4. Form of Notice. Any written notice required to be given of any meeting of the Board shall be proper if given to each member of the Board either personally, by regular United States mail, by telegram, by facsimile transmission, or by e-mail.

Article III

Procedures at Meetings

Section 1. Voting. At all meetings of the Board of Trustees, all questions, the manner of deciding which is not specifically regulated by Statute or subject to control by the Indiana Department of Environmental Management, shall be determined by a majority vote of the Trustees at such adjourned meeting.

Section 2. Quorum. The presence of at least five (5) Trustees shall be necessary to constitute a quorum for the transaction of business at any meeting, but a lesser number may adjourn to some future time and the secretary of the District shall thereupon give the required notice to each Trustee entitled to vote who was absent from such meeting.

Section 3. Order of Business. The regular order of business at all meetings of the Board of Trustees shall be as follows:

- a) Executive Session (as needed);
- b) Roll call;
- c) Report of Secretary on giving notice of meeting;
- d) Approval of minutes of preceding meeting;
- e) Reports of officers, consultants and staff;
- f) Reports of Committees;
- g) Old business; and
- h) New business;
- i) adjournment.

Section 4. Consent Agendas. Any item of business before the Board may be placed on a consent agenda to be voted upon as a group unless otherwise required by statute, regulation or rule.

Section 5. Action at Regular and Special Meetings. At all regular and special meetings of the Board, it shall be valid for the Board to act on any subject within the power of the Board and the corporation.

Article IV

Officers of the Board

Section 1. Officers. The officers of the District shall be:

- 1) President;
- 2) Vice-President;
- 3) Secretary; and
- 4) Treasurer.

Section 2. Terms of Office. All officers of the District shall be elected annually by the Board of Trustees and shall hold office for a term of one (1) year or until their successors are duly elected.

Section 3. Duties of Officers. The duties and powers of the officers of the District shall be as follows:

a) President – The President shall preside at all meetings of the Board of Trustees and shall cause to be called regular and special meetings of the Board of Trustees in accordance with these By-Laws. The President shall sign and make all contracts and agreements in the name of the District, subject to the approval of the Board of Trustees (except for any agreements which may be approved at a staff level pursuant to District policies) and shall enforce these By-Laws and perform all of the duties incident to the position and office and which are required by law.

b) Vice-President – During the absence and inability of the President to render and perform the duties or exercise the powers as set forth in these By-Laws or in the acts under which this District is organized, the same shall be performed and exercised by the Vice-President; and when so acting

shall have all the powers and be subject to all the responsibilities hereby given to or imposed upon such President.

c) Secretary – The Secretary of the Board shall attend all meetings of the Board and keep, or cause to be kept, in a book provided for the purpose, a true and complete record of the proceedings of such meetings, and shall perform a like duty, when required, for all committees appointed by the Board. The Secretary shall attest the execution by the Corporation of all deeds, leases, agreements and other official documents and shall, if necessary, affix the corporate seal thereto; shall attend to the giving and serving of all notices of the Corporation required by this Code of By-Laws or by law; and in general shall perform all duties pertaining to the office of Secretary of the Board and such other duties as this Code of By-Laws or the Board may prescribe.

d) Treasurer – The Treasurer shall act as the Chairman of the Finance Committee, shall have the care and custody and be responsible for all the funds and securities of the District, and shall deposit or invest, or cause to be deposited or invested, all such funds in the name of the District in such bank or banks, trust company or trust companies, as the Board of Trustees may designate, and may designate specific Board members and/or staff with monetary limits to sign, make and endorse the name of the District upon all checks, drafts, warrants and orders for the payment of money, and pay out and dispose of the same and receipt thereof, under the direction of the President of the Board of Trustees. The Treasurer shall render a statement of the condition of the finances of the District at each regular meeting of the Board of Trustees and at such other times as shall be required of him. The Treasurer shall do and perform all duties pertaining to the office of Treasurer in compliance with all state laws and regulations concerning the establishment and operation of a Regional Sewer District.

e) Absence of the President: During the absence and inability of the President to render and perform the duties or exercise the powers as set forth in these By-Laws or in the acts under which this District is organized, the duties shall be performed by the next available officer in the following order: Vice

President, Secretary, Treasurer. When so acting this officer shall have all the powers and be subject to all the responsibilities hereby given to or imposed upon such President.

Article V

Staff of the District

Section 1. Utility Director of District. The Utility Director shall be selected by the Board by the affirmative vote of a majority of the Trustees provided two-thirds of the Trustees are present at the meeting at which action is taken. The Board shall fix the length and term of the Utility Director's employment, which may be indeterminate.

The Utility Director shall be the chief executive officer of the District, and subject to the control of the Board, the Utility Director shall manage, direct, and be responsible for the conduct of all affairs of the District, except those which by law or these By-Laws are made the specific responsibility of the Board, the President of the Board, or another officer of the Board. The Utility Director shall attend all meetings of the Board and Committee Meetings except as otherwise directed, and shall report upon the affairs of the District.

The Utility Director shall have the power, in the name of the Corporation and/or the District, to make and execute all contracts and written instruments made in the ordinary course of the operations of the District except those which must be specifically approved and authorized by the Board. Should the Utility Director become incapacitated, the Executive Committee shall elect a successor until the next following Board meeting. At the next following Board meeting the Board shall elect a successor for the time period in which the Utility Director is incapacitated.

Section 2. Other Officers of the District. The Board may appoint such other officers of the District as it desires and may prescribe their responsibilities and duties.

Section 3. Management Staff. All management staff shall be recommended to the Board by the Utility Director, subject to the rules and policies as may from time to time be established by the Board.

Article VI

Committees of the Board of Trustees

Section 1. Permanent Committees of the Board.

A. Executive Committee. The Executive Committee of the Board shall consist of the President, Vice-President, Secretary, Treasurer, and a member at-large elected by the Board. If, at any time between the regular meetings of the Board, immediate Board action is required to further or safeguard the best interest of the Corporation and/or District, the President of the Board shall cause each member of the Board to be given notice in person, by telephone, telegram, facsimile transmission, e-mail, or in writing of the action so required, and if a special meeting of the Board cannot be called and held in time to take such action, the Executive Committee of the Board shall have and may exercise all the powers of the Board with respect to the matter necessitating such immediate action. All actions taken by the Executive Committee of the Board under this Section 1.A shall be reported to the Board at its next meeting and shall be entered in full upon minutes of said meeting of the Board. The Executive Committee shall annually evaluate the performance of the Utility Director.

B. Budget and Finance Committee. The Budget and Finance Committee shall consist of the Treasurer and two (2) Board members appointed by the President and approved by the Board. The Utility Director and staff shall submit a budget to the committee each year for approval and adoption by the Board. In addition, the committee shall monitor, assist in revisions, and report to the Board monthly on the status of the budget or matters affecting the financial condition of the District.

C. Personnel and Benefits Committee. The Personnel Committee shall consist of three (3) members of the Board appointed by the President and approved by the Board. The Committee shall recommend salary

increases for staff (other than the Utility Director) each year, review personnel policies, provide revisions as needed for Board approval, and monitor the District safety program.

D. Construction and Capital Committee. The Construction and Capital Committee shall consist of three (3) members of the Board appointed by the President and approved by the Board. The Committee shall review all construction projects and recommend to the Board for project approval. Additionally, the Committee shall review the capital needs of the District in coordination with the District staff and recommend to the Budget and Finance Committee the expenditure for capital needs. The Committee shall also evaluate the effectiveness and efficiency of all construction projects.

E. Other Committees. At any regular or special meeting thereof, the Board may designate such other special and/or permanent committees of the Board as the Board may, from time to time, deem necessary or desirable, which Committees shall have such members and functions as the Board may prescribe and shall operate under the general supervision of the Board.

Article VII

Rules and Regulations

The Board may cause to be prescribed and promulgated rules, regulations, and/or policies concerning the conduct and coordination of programs and services or business consistent with the mission of the District and providing sewer services.

Article VIII

Execution of Contracts and Other Documents

Section 1. Approval and Authorization of the Board. Except as otherwise expressly authorized by the Board or these By-Laws, all contracts and other written instruments relating to the acquisition or disposition of real estate or any interest therein, all contracts for new capital plant improvements and additions or for major alterations, repairs and rehabilitation to property owned by the

Corporation and all change orders, and all contracts imposing financial obligations on the part of the Corporation unless the obligation was previously approved by the Board through the allocation of funds or pursuant to the District's policies or otherwise, shall be specifically approved and authorized by the Board.

Section 2. Other Instruments. All contracts and written instruments not requiring the specific approval and authorization of the Board shall be executed in the name of the Corporation and/or the District by the Utility Director or a person duly authorized by the Board.

Article IX Miscellaneous Provision.

Section 1 Procedure. Roberts Rules of Order are hereby incorporated by reference and made a part of these Rules and shall control on issues and procedures not expressly provided for herein.

Section 2. Amendment or Repeal Proposed additions to, alterations, and amendments or repeal of these Bylaws may be presented by the Executive Committee at any regular or special meeting of the Board. Such additions, alterations, or amendments may be adopted only upon the affirmative vote of a majority of the members of the board. The suspension of any rule may be ordered at any meeting by a two-thirds vote of the Board.

Section 3. Indemnification and Insurance. The District shall obtain and cause to remain in effect with financially sound insurers, a policy of director's and officer's liability insurance covering each of the Board members on such terms as are commercially reasonable. Further the District shall indemnify and hold harmless each and every Board member and Officer to the fullest extent permitted by law.

Article X. Prior Bylaws

All previous bylaws heretofore published by the District Board are hereby superseded and replaced by these rules, as of _____.

SIGNED AND APPROVED this _____ day of _____, 2022_____.
