



TriCo Regional Sewer Utility

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Board of Trustees Meeting Agenda

Monday, February 14, 2022 @ 6:00 p.m.

TriCo WRRF

7236 Mayflower Park Drive, Zionsville, IN 46077

1. Roll Call
2. Public Comment
3. Approval of Meeting Memorandum,
 - a. Board Meeting January 10, 2022
4. Approval of Claims Docket
5. Attorney's Report
6. Utility Director's Report
7. Committee Reports
 - a. Budget & Finance Committee
 - i. Funds Transfer to Interceptor Fund
 - ii. Void Stale dated checks
 - b. Personnel & Benefits Committee
 - i. Compensation Study
 - c. Capital & Construction Committee
8. Old Business
9. New Business
 - a. Surplus Equipment
 - b. 2022 Goals and Objectives
10. Adjourn



BOARD OF TRUSTEE MEETING

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

Memorandum

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

ROLL CALL

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

ELECTION OF OFFICERS

Ms. Merrill made a motion to elect the following Board members as Officers for 2022; Carl Mills President, Jeff Kimbell Vice President, Jane Merrill Treasurer and Michael McDonald Secretary. Mr. Hill seconded the motion, and it was unanimously approved.

Mr. Mills said Mr. Pittman requested to not be an officer in 2022, and Mr. Kimbell agreed to accept the Vice President position.

COMMITTEE ASSIGNMENTS

Mr. Mills said the Budget and Finance Committee will remain the same, Jane Merrill Committee Chair, members Michael McDonald and Carl Mills.

The Personnel and Benefits Committee will remain the same with Jeff Kimbell Committee Chair, members Chuck Ryerson and Eric Hand.

The Capital and Construction members will remain the same with Amanda Foley as the new Committee Chair and members Jeff Hill and Steve Pittman.

PUBLIC HEARING ORDINANCE NO. 12.13.2021 CROSSFIELDS SURCHARGE

Mr. Mills opened the public hearing at 6:07 p.m. There was no one present from the public. Ms. Merrill made a motion to close the public hearing. Ms. Foley seconded the motion, and the public hearing was closed at 6:07 p.m.

PUBLIC COMMENT

There was no one present from the public.

APPROVAL OF MEETING MEMORANDUM

Ms. Merrill made a motion to approve the Board Meeting Memorandum from December 13, 2021 and the Executive Session Meeting Memorandum from December 13, 2021. Mr. McDonald seconded the motion, and the memoranda were unanimously approved.

APPROVAL OF CLAIMS DOCKET

Ms. Sheeks had no unexpected claims to report. Ms. Merrill made a motion to approve the claims docket. Mr. Hand seconded the motion, and it was unanimously approved.

ATTORNEY'S REPORT

Mr. Wyatt gave an update on the change in public notice according to the Public Access Counselor's guidelines. He reminded the Board that going forward all Committee meetings will be noticed as joint Board meetings in case five or more Board members wish to attend Committee meetings. Mr. Hill had asked a question last month regarding how the new requirements apply to social gatherings. Mr. Wyatt said there are seven exceptions to the requirements which are as follows: chance meetings and social gatherings, onsite inspection of a project or program including tours that do not include decision making, travelling to, and attending meeting of organization devoted to the betterment of government, for example an Indiana Regional Sewer District Association meeting or function, a caucus, a gathering to discuss an industrial or commercial prospect that does not include a conclusion as to recommendations, policy, decisions, or final action on the terms of a request or offer of public financial resources, new Board member orientation, or a gathering for the sole purpose of administering an Oath of Office to an individual.

UTILITY DIRECTOR'S REPORT

Mr. Merkle gave the Utility Director's report in Mr. Williams' absence. Mr. Merkle said the Laborer position is open and there are two applicants thus far. The Staff Holiday Party was well attended and a success. Mr. Merkle gave an update on current projects. Mr. McDonald asked Mr. Merkle about the level of concern regarding the effects hydrogen sulfide has on concrete and electrical elements at the plant. Mr. Merkle said those issues are being addressed with the addition of protective coatings to the affected areas of the plant. Appropriate materials resistant to hydrogen sulfide corrosion must be used for items such as electrical conduit. Mr. Hill asked beyond the mitigating factors is there a maintenance bond period. Mr. Merkle said yes, Thieneman must provide a maintenance bond valued at 10% of the construction contract or about \$2.2 million and the bond is good for three years. Mr. Ryerson asked how the new asset management software is coming along. Mr. Merkle said staff is working with the vendor and things are moving forward as expected, with training to begin soon. Mr. Watkins said the test environment will be up and running in the next couple of weeks. Mr. Merkle said the permitting portion of the project will be ready in the next several months.

MEMBER AT LARGE EXECUTIVE COMMITTEE

Mr. Mills said the Board needs to elect a member at large to the Executive Committee. Ms. Merrill made a motion to elect Eric Hand to the Executive Committee. Ms. Foley seconded the motion, and it was unanimously approved.

COMMITTEE REPORTS

Budget & Finance Committee

Ms. Merrill said the Budget and Finance Committee did not meet.

Personnel & Benefits Committee

Mr. Hand made a motion to approve Performance Bonus Resolution 01-10-2022, which would

award a one-time performance bonus to all full-time employees of the Utility to recognize their hard work during the plant expansion, office relocation and adverse conditions brought on by the pandemic as well as the performance of the Utility as a whole. Ms. Merrill seconded the motion. Mr. Hill asked if the approval of the bonuses would affect the previously approved 2022 Operating Budget. Mr. Mills said there is room in the budget to accommodate the resolution. The motion was unanimously approved.

Capital & Construction Committee

Ms. Foley said the Capital and Construction Committee did not meet.

OLD BUSINESS

Mr. Mills and Mr. Wyatt gave the Second Reading of Ordinance 12.13.2021 Crossfields Surcharge an Ordinance to pay for the 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 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). Ms. Merrill made a motion to approve Ordinance 12.13.2021 Crossfields Surcharge Ordinance. Mr. McDonald seconded the motion, and it was unanimously approved.

NEW BUSINESS


Ms. Sheeks said Mrs. Poindexter made revisions to the By-Laws of TriCo Regional Sewer Utility. Ms. Sheeks said there is some concern about the word "district" being used and suggested anywhere "district" is mentioned in the update to the By-Laws, it be substituted with the word "utility" to keep consistent with the organizations name change and other internal documents. Mr. Wyatt said the document can be approved at this meeting with the stipulation the updates are made, as the word exchange is not substantive to the document. Ms. Sheeks said the substantive change to the document is to indemnify the Board members. Mr. McDonald asked if the Board needs to do an audit of documents to be sure the name change hasn't affected any other Utility records. Ms. Sheeks said staff has reviewed almost all documents and updates have been made, this one just slipped through. Mr. Ryerson made a motion to amend the document as discussed. Mr. Hill seconded the motion, and it was unanimously approved. Ms. Merrill made a motion to approve the By-Laws as amended. Ms. Foley seconded the motion, and it was unanimously approved.

ADJOURNMENT

Mr. Hill made a motion to adjourn the meeting. Mr. McDonald seconded the motion. The meeting adjourned at 6:37 p.m.

The next Board of Trustees Meeting is scheduled for Monday, February 14, 2022, at 6:00 p.m.

Respectfully submitted,


Andrew Williams
Utility Director

Approved: 1.10.22

_____ as Presented

_____ as Amended

Michael McDonald, Secretary

Carl Mills, President

The TriCo Connection

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MONTHLY NEWSLETTER

FINANCIAL UPDATE- CINDY SHEEKS

In December 2021, total revenue was \$649,558. YTD revenue of \$8,152,103 is 105.21% of the 2021 annual projections of \$7,748,500 and \$403,603 over projections. Residential income was \$430,930 during the month, and YTD was \$5,106,028 which is 100.91% of the budget. It was \$46,028 higher than the annual projection. Commercial sales totaled \$207,049 in December 2021, and \$2,653,376 YTD which is 110.56% of the budget. It was \$253,376 higher than projections and over \$212,000 more than 2020. Residential sales accounted for 62.63% of the operating revenues and commercial was 32.54%. The Other Revenue category (late fees, application fees, plan review fees) was \$80,341.40 in December and is \$246,459 YTD, 129.72% of the budget. Other Income category (interest, gains on asset disposal, miscellaneous revenue) was \$-68,762.04 during the month due to a reclassification but was \$146,240 YTD and was 148.47% of the projected revenue.

Total operating expenses were \$495,474 in December. YTD spending of \$5,609,097 was 97.50% of the 2021 Operating Budget of \$5,753,081 which is \$143,983 under the budget. It is \$65,720 lower than YTD expenses in 2020. Wages and benefits spending totaled \$194,630 during the month and YTD expenses are 100.29% of the annual budget. Administration spending was \$64,026 in December and YTD expenses of \$661,670 were 82.76% of the annual budget. Treatment costs totaled \$166,059 in December 2021 and YTD expenses are 97.09% of the annual budget. Collection costs totaled \$70,760 in December and YTD expenses total 107.39% of the annual budget due to the large amount of vehicle repairs in 2021.

Net income in December 2021 was \$74,821 after depreciation and amortization of CIAC. YTD it is \$1,051,976.63 and 259.52% of projections.

Spending Breakdown in 2021

Wages	42.22%
Administration	11.80%
Treatment Costs	34.37%
Collection Costs	11.62%

Interceptor fees collected in December were \$301,387 and YTD is \$577,767. EDU fees collected during December were \$669,247 and \$1,268,558.22 YTD.

Cash generated for December shows a decrease in all funds of \$594,261. Capital spending during the month totaled \$496,761. YTD Capital spending was \$10,110,081. The bond fund expenses in December were \$385,956 for plant expansion. Additional capital spending during the month included expenses for the asset management software, admin office improvements, Little Eagle Creek interceptor, pretreatment building screens and other miscellaneous plant repairs. Cash on hand as of December 31, 2021, was \$12,597,339. The balances in the funds are listed below:

Operating	\$6,812,632
Interceptor	\$1,880
Plant Expansion	\$2,331,300
Operating Reserve	\$519,252
Reserve for Replacement	\$1,107
2020 Bond Funds	<u>\$2,931,168</u>
Total	\$12,597,339

Two end of year transfers were completed. \$675,000 was transferred to the Interceptor from the Plant Expansion fund. The Reserve for Replacement fund received a \$325,000 transfer from the Operating Fund.

The Operating, Interceptor, Plant Expansion and Reserve for Replacement funds decreased \$287,886 since January 1, 2021. Bond construction fund spending during 2021 was \$6,542,476.

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Calendar of Events

February 14	Board Meeting	6:00 p.m.
February 23	P&B Meeting	7:30 a.m.
February 25	B&F Meeting	7:30 a.m.
March 7	C&C Meeting	4:30 p.m.

ENGINEERING & CONSTRUCTION - WES MERKLE

Staff completed 219 locates, 10 I&I inspections and 26 lateral inspections in January. There were no failed I&I inspections. Nate completed most of the 1,136 locate requests received and reviewed. Brandon assisted with lab work and locates in addition to completing inspections. Eric started inspection of sewer installation at Asherwood. Eric, Brandon and Ryan are monitoring numerous lateral repairs and relocations resulting from storm sewer installation in the Home Place area. Jeff continued working on implementation of the new asset management system which continues to go well. Parts of the new asset management system to be utilized by Plant and Collections staff should be online in the coming weeks. Engineering projects and permitting is expected to be online in spring. Ryan is guiding 15 private development projects through plan review. Albany Village, Edge Apartments, and the Islamic Center projects are ready for construction.

The Lift Station 2 odor control system installation is complete. Preliminary design work for the Little Eagle Interceptor Extension project is nearly complete; Ryan and Wes are working with legal counsel to proceed with easement acquisition. The 2021 neighborhood sewer projects are nearly complete with punch list work remaining. Wes is working with Aaron to secure quotes for replacement pumps at Lift Stations 1 and 2. GRW will prepare plans and specifications for new generators at Lift Stations 11, 14 and 26. Later this month we will issue proposal requests for design of Lift Station 8 Reconstruction and Lift Station 26 Parallel Force Main projects. Many other projects will start later this year.

PLANT EXPANSION PROJECT UPDATE - WES MERKLE

Site cleanup and grading continued. Demolition of the original three small clarifiers, mixed liquor splitter, and RAS pump station, is complete. Remaining pavement, including surface pavement throughout the site, final grading and seeding will be completed in spring.

Influent splitter bypassing continues. Concrete repairs and protective coating system installation in the splitter are complete, except for the chamber feeding the existing VLRs, which will be done when flows are moved over to the new VLRs later this month. Installation of the same protective coating system is complete in the new grit removal structure. Coating installation is underway in remaining pretreatment building channels which is getting done in multiple phases, some requiring extensive bypass operations.

Startup of the grit removal and VLRs is planned for this month as crews work through punch list items and finish installation of electrical and control equipment. Once startup is complete and flows are moved to the new VLRs, crews will 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.

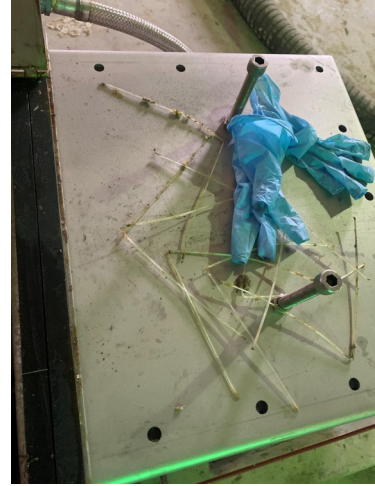


Inside the VLR

PLANT UPDATE- SCOT WATKINS



Kusters, the manufacturer of the new headworks screening equipment, sent out a technician to trouble shoot why the new brushes were falling out at an unacceptable rate. They believe they have resolved the issue and replaced all existing brushes while onsite. Staff is looking forward to the completion of the expansion project and returning to normal operations.



Staff continued to work with Thieneman on the Pretreatment channel bypasses. Bypass pumping of all influent was required to enable the contractor to apply the coating to the channels.

The roof-top HVAC on the Biosolids building quit working and staff was able to get Vasey out in a timely made the needed repairs. To enhance the facility's security, new cameras have been installed in the storage barn and Biosolids buildings.

Forty FOG inspections were completed with two follow ups. One hundred and thirty-five pump outs have been logged and account for over 37,000 gallons of FOG being prevented from entering the system this month. Staff worked with the Engineering department on a cleanout issue and performed under slab inspections at Marco's Pizza and Aspasia Café and Bakery (Appaloosa). New facilities that have opened include Taco Bell, Garbanzo Mediterranean and Ocean Thai Sushi.

The laboratory performed 294 CBOD5 tests, 231 Total Suspended Solids tests, 139 Phosphorus & Ammonia tests and 32 Total Nitrogen tests. Monthly Method Detection Limit studies were completed on TSS, Phosphorus and Ammonia. Staff submitted the IWEA Laboratory Excellence application. Bob attended two IWEA CORE conference meetings, a Wastewater challenge meeting, and a Lab Committee meeting.

COLLECTIONS PHOTOS- HELFORD LANE DAMAGE- DUKE ENERGY



SAFETY UPDATE - LOREN PRANGE

We had an employee injured on February 1st. This is a lost time accident. The employee was getting the sewer cleaning truck ready to go and clean a sewer line. When he reached over to open the valve to drain the pump, the pump cracked and released a powerful stream of water into his arm. The blast of water was strong enough to penetrate deep into his arm. They found no major damage and was able to stitch him up.

The H2S sensor for the pretreatment building failed and was replaced and put back into service.

We are increasing in-person training with Safety Resources. We will now have seven sessions throughout the year instead of three. TriCo will also continue using online safety training with Safety Plus Web for 2022.

Loren and Scot attended the IWEA Safety Meeting for January. The meeting focused on the IWEA Operators Challenge event. The Safety Committee completed an outline describing our event and sent it into the Operators Challenge Committee.

The OSHA 300 log was updated and posted in our office on the required February 1st due date.

COLLECTIONS UPDATE- AARON STRONG

In preparation for Lift Station #8 Reconstruction (Capital Project #2202), Collections Staff assisted Engineering by revisiting an Inflow & Infiltration Study conducted in-house in 2019. Subsequent flow metering results deemed a second look at selected targeted areas within Basin 8. Carter televised nearly 20,000 feet of gravity sewer in January and reported his findings to Engineering to help size the new Lift Station.

In order to ensure TriCo is receiving competitive pricing, staff met with pump representatives from both Flygt and KSB as we begin vetting manufacturers for pump replacements at Lift Stations #1,2,18,20 & 21.

Nate presented an underground utility locate training class for the Collections Staff since they perform after hours 811 utility locates. Nate covered the newest revision of the Utilities locate SOP and took staff in the field to get familiar with our array of locating equipment.

Staff assisted a homeowner on Helford Lane who had a blocked lateral and had hired two plumbing companies only to be told that the line was block out by the street. Collections staff responded to determine the homeowner's lateral had been bored through by a Duke Energy power line servicing a 5G light post on Clay Center Road. Staff acted as a liaison between the Duke subcontractor who struck the lateral and the homeowner. Repairs were made within 24 hours of notification and the homeowner was elated with TriCo's response.

Birthdays

Cody February 5

Bob Roudebursh February 16

Cindy Sheeks February 29

Anniversaries

Brian Vaughn February 10 1 Year of Service

			TriCo Regional Sewer Utility			
			Register of Claims			
			For the period 1/7/2022-2/18/22			
Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
1/7/22	17307	Operating	Mark Garrison	\$6.60	\$6.60	Refund-10223 N Central Ave
1/7/22	17308	Operating	Julie Edwards	\$6.73	\$6.73	Refund-2850 E 96th St
1/7/22	17309	Operating	Chad Daugherty	\$7.24	\$7.24	Refund-3952 Andretti Dr
1/7/22	17310	Operating	Jean Medina	\$7.39	\$7.39	Refund-2108 E 96th St
1/7/22	17311	Operating	Martin or Kathy Berg	\$7.97	\$7.97	Refund-13875 Magic Stallion Dr
1/7/22	17312	Operating	Barbara Barton	\$8.24	\$8.24	Refund-1738 Timber Heights Dr
1/7/22	17313	Operating	Tom or Dalea Bardach	\$10.02	\$10.02	Refund-380 Millridge Dr
1/7/22	17314	Operating	Russ Vanatter	\$10.59	\$10.59	Refund-4018 Ivory Ct
1/7/22	17315	Operating	Haley Whiteside	\$11.62	\$11.62	Refund-2979 Brooks Bend
1/7/22	17316	Operating	Michael S Ray	\$14.22	\$14.22	Refund-2440 Scarborough
1/7/22	17317	Operating	Audra Frezza	\$14.68	\$14.68	Refund-13738 Woodside Hollow
1/7/22	17318	Operating	Tim Forden	\$17.17	\$17.17	Refund+2612 Hadley Grove South Dr
1/7/22	17319	Operating	Brian Crump	\$17.45	\$17.45	Refund-10565 Broken Creek Circle
1/7/22	17320	Operating	Jenna Anderson	\$18.00	\$18.00	Refund-507 Walbridge St
1/7/22	17321	Operating	Brigitta Bittner	\$19.43	\$19.43	Refund-4079 Wildwood Ct
1/7/22	17322	Operating	Beth L Miller	\$19.51	\$19.51	Refund-10023 Franklin Ct
1/7/22	17323	Operating	Donald Hall	\$21.17	\$21.17	Refund-11191 Ruckle Street
1/7/22	17324	Operating	John M Anderson Jr	\$82.50	\$82.50	Refund-10620 Vali Dr
1/7/22	17325	Operating	Susan Chamberlin	\$66.68	\$66.68	Refund-939 E 101st St
1/7/22	17326	Operating	Matthew Foreman	\$61.39	\$61.39	Refund-12519 Timber Creek Dr #11
1/7/22	17327	Operating	Dennis Mullins	\$95.18	\$95.18	Refund-546 Bolderwood Lane
1/7/22	17328	Operating	Florence Kelm	\$125.87	\$125.87	Refund-10302 N Delaware
1/7/22	17329	Operating	Sarah Sagi	\$128.11	\$128.11	Refund-1436 N Claridge
1/7/22	17330	Operating	Yi Cao or Kai Xiao	\$140.00	\$140.00	Refund-14353 Chariots Whisper Dr
1/7/22	17331	Operating	Daniel Rossmann	\$49.28	\$49.28	Mileage - Callout mileage
1/7/22	17332	Operating	Maggie Crediford	\$8.01	\$8.01	Mileage
1/7/22	17333	Operating	Ryan Hartman	\$163.67	\$163.67	Workboots
1/10/22	17334	Operating	Fast Signs #240301	\$73.79	\$73.79	Plant signs
1/14/22	17335	Operating	Boone County Recorder	\$150.00	\$150.00	Lien releases
1/14/22	17336	Operating	Matt Starr	\$60.84	\$60.84	Mileage 1/8, 1/9
1/14/22	17337	Operating	Sibusisiwe Ndebele	\$250.45	\$250.45	Refund-Overpayment
1/20/22	17338	Operating	Eco Infrastructure Solutions, Inc.	\$2,440.24	\$2,440.24	Televising
1/20/22	17339	Operating	Eco Infrastructure Solutions, Inc.	\$2,649.28	\$2,649.28	Televising
1/24/22	17340	Operating	Xing Yue Zhang	\$0.55	\$0.55	Refund-11821 Harvard Lane
1/25/22	17342	Operating	Brian Vaughn	\$32.76	\$32.76	On Call
1/25/22	17343	Operating	Matt Starr	\$30.42	\$30.42	On Call
1/27/22	17344	Operating	Carmel Utilities	\$28.54	\$28.54	LS 1
1/27/22	17344	Operating	Carmel Utilities	\$196.56	\$196.56	LS2 Water
1/27/22	17344	Operating	Carmel Utilities	\$29.02	\$29.02	LS25 Water
1/27/22	17344	Operating	Carmel Utilities	\$44.03	\$44.03	Storm Water Fees
1/27/22	17345	Operating	Kinetrex Energy	\$2,514.40	\$2,514.40	Plant Natural Gas
1/28/22	17346	Operating	Back Municipal Consulting	\$1,195.00	\$1,195.00	ITCP CIPP Training - Ryan Hartman
1/28/22	17347	Operating	Back Municipal Consulting	\$1,195.00	\$1,195.00	ITCP CIPP Training - Ryan Hartman
1/28/22	17348	Operating	Alta Davis	\$56.97	\$56.97	Reissue refund from 2019
1/28/22	17349	Operating	Eric D Elliott	\$841.55	\$841.55	Refund-2643 Fairwind Ct
1/31/22	17350	Interceptor	Platinum Properties Mgmt. Co. LLC	\$7,137.25	\$7,137.25	Albany Village Offsite Sewer Extension
2/2/22	17351	Operating	John Magley	\$267.26	\$267.26	Refund-11740 Glenbrook Ct
2/2/22	17352	Operating	Indiana Public Employers	\$30,620.87	\$30,620.87	H ins- Jan 2022
2/2/22	17352	Operating	Indiana Public Employers	\$30,620.87	\$30,620.87	H ins-Feb 2022
2/7/22	17353	Operating	Indiana Property Management Group	\$49.02	\$49.02	Refund-2360 Glebe St
2/7/22	17354	Operating	Phyllis Elliott	\$22.97	\$22.97	Refund-11548 Applewood Circle
2/7/22	17355	Operating	Aamir Zakaria	\$22.70	\$22.70	Refund-13681 Cheswick
2/7/22	17356	Operating	Robert or Teresa Hinnard	\$23.17	\$23.17	Refund-10190 Guilford
2/7/22	17357	Operating	EIG14T KCE 302008 IN CARMEL L	\$106.96	\$106.96	Refund-10910 N Michigan Road
2/7/22	17358	Operating	Matthew Crain	\$53.80	\$53.80	Refund-931 Wickham Ct #205
2/7/22	17359	Operating	John London	\$53.23	\$53.23	Refund-1044 Timber Creek Dr #3
2/7/22	17360	Operating	Robert Kirkpatrick	\$51.38	\$51.38	Refund-10624 Torrey Pines Circle
2/7/22	17361	Operating	Wayne McWhirter	\$22.37	\$22.37	Refund-11512 Blossom Way
2/7/22	17362	Operating	Michelle Gaeddert	\$6.18	\$6.18	Refund-2942 Brooks Bend

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
2/7/22	17363	Operating	Sara Hart	\$13.88	\$13.88	Refund-12550 Pembroke Circle
2/7/22	17364	Operating	Hudon Homes Management	\$17.38	\$17.38	Refund-4509 Austin Oaks Ct
2/7/22	17365	Operating	Marcia Gatlin	\$19.17	\$19.17	Refund-2986 Brooks Bend Dr
2/7/22	17366	Operating	Bob Haag	\$19.51	\$19.51	Refund-10461 Woodlawn Dr
2/7/22	17367	Operating	Richard Miles	\$19.74	\$19.74	Refund-952 Chevy Chase
2/7/22	17368	Operating	Nancy Ellen Ramsey	\$21.32	\$21.32	Refund-9639 Maple Dr
2/7/22	17369	Operating	Pillsang Youn	\$21.74	\$21.74	Refund-1055 Timber Creek Dr #5
2/7/22	17370	Operating	Robert Clifford	\$22.32	\$22.32	Refund-12907 Broad St
2/7/22	17371	Operating	Canary House	\$38.96	\$38.96	Refund-903 E 104th St
2/7/22	17372	Operating	Brian Ferrell	\$38.88	\$38.88	Refund-961 Foxfire Circle
2/7/22	17373	Operating	Bernard F or Jennifer Szuhaj	\$75.96	\$75.96	Refund-1635 Marbro
2/7/22	17374	Operating	Ron Tenbrink	\$41.33	\$41.33	Refund-9852 Haverstick Road
2/7/22	17375	Operating	Melissa Yurechko	\$32.39	\$32.39	Refund-10458 Bellefontaine
2/7/22	17376	Operating	Sherman or Jamilia King	\$34.78	\$34.78	Refund-13888 Royal Saddle
2/7/22	17377	Operating	Ryan Burton	\$37.00	\$37.00	Refund-1044 Timber Creek Dr #10
2/7/22	17378	Operating	Mauricio Aguilar	\$37.92	\$37.92	Refund-3582 Evergreen
2/7/22	17379	Operating	Thomas Krengel	\$38.11	\$38.11	Refund-464 Burlington
2/7/22	17380	Operating	Amanda Foley	\$100.00	\$100.00	Board Fees
2/7/22	17381	Operating	Carl S. Mills	\$350.00	\$350.00	Board Fees
2/7/22	17382	Operating	Charles Ryerson	\$50.00	\$50.00	Board Fees
2/7/22	17383	Operating	Eric Hand	\$150.00	\$150.00	Board Fees
2/7/22	17384	Operating	Jane B. Merrill	\$200.00	\$200.00	Board Fees
2/7/22	17385	Operating	Jeff Hill	\$50.00	\$50.00	Board Fees
2/7/22	17386	Operating	Jeffrey Kimbell	\$50.00	\$50.00	Board Fees
2/7/22	17387	Operating	Michael A. McDonald	\$200.00	\$200.00	Board Fees
2/7/22	17388	Operating	Brandon Woolf	\$30.00	\$30.00	Cell Phone
2/7/22	17389	Operating	Colleen Byrnes	\$30.00	\$30.00	Cell Phone
2/7/22	17390	Operating	Eric Luis Delacruz	\$30.00	\$30.00	Cel Phone
2/7/22	17391	Operating	Jeffrey Martin	\$30.00	\$30.00	Cell Phone
2/7/22	17392	Operating	Nathan Crowder	\$30.00	\$30.00	Cell Phone
2/8/22	17436	Interceptor	GRW	\$7,709.25	\$7,709.25	CIP-Proj 2101 LEC Prelim Design
2/8/22	17436	Interceptor	GRW	\$4,400.00	\$4,400.00	CIP-Proj 2101 LEC Wetland Delineation
2/8/22	17435	Interceptor	TPI Utility Construction	\$118,045.80	\$118,045.80	CIP-Proj 2103
2/8/22	17395	Reserve for R	IT Indianapolis/Core	\$4,449.93	\$4,449.93	CIP-Redundant Power Power for Switch S
2/8/22	17395	Reserve for R	IT Indianapolis/Core	\$20,506.50	\$20,506.50	CIP- BDR Upgrade Appliance (Hardware
2/8/22	17395	Reserve for R	IT Indianapolis/Core	\$375.00	\$375.00	CIP-SCADA and wifi in all building
2/8/22	17396	Reserve for R	Maddox Industrial Group, Inc.	\$8,382.66	\$8,382.66	CIP-Proj 2002 R4R
2/8/22	17397	Reserve for R	CarteGraph	\$6,250.00	\$6,250.00	CIP-Asset Mangement Software
2/8/22	17398	Operating	AFLAC	\$422.10	\$422.10	Employee deductions
2/8/22	17399	Operating	Altman, Poindexter & Wyatt, LLC	\$1,180.00	\$1,180.00	Legal fees
2/8/22	17400	Operating	Amazon Capital Services	\$1,226.29	\$1,226.29	Covid Home Tests
2/8/22	17401	Operating	Bio Chem, Inc.	\$5,019.37	\$5,019.37	Chemicals
2/8/22	17402	Operating	Biomonitor	\$1,100.00	\$1,100.00	Sewer Sampling
2/8/22	17403	Operating	Black Tie Courier	\$500.00	\$500.00	Courier services
2/8/22	17404	Operating	Carmel Utilities	\$524.02	\$524.02	Line maintenance
2/8/22	17405	Operating	Carmel Utilities	\$1,049.40	\$1,049.40	Jan 2022 Reads
2/8/22	17405	Operating	Carmel Utilities	\$90,227.21	\$90,227.21	Jan 2022 flow to Carmel
2/8/22	17406	Operating	Carmel Utilities	\$88.06	\$88.06	Stormwater Fees
2/8/22	17407	Operating	Carmel Welding	\$31.00	\$31.00	Bulb
2/8/22	17408	Operating	Cindy Sheeks	\$72.65	\$72.65	Reim-1099's, mileage
2/8/22	17409	Operating	Concentra Health Services, Inc - CM	\$60.00	\$60.00	DOT Test
2/8/22	17410	Operating	Dell Marketing L.P.	\$5,246.38	\$5,246.38	Computer Expense
2/8/22	17410	Operating	Dell Marketing L.P.	\$498.94	\$498.94	Computer Expense
2/8/22	17411	Operating	Doxim	\$687.50	\$687.50	Programming fees
2/8/22	17411	Operating	Doxim	\$7,360.82	\$7,360.82	Postage
2/8/22	17411	Operating	Doxim	\$3,743.05	\$3,743.05	Printing and mailing fees
2/8/22	17412	Operating	Fastenal Company	\$176.62	\$176.62	Plant R&M
2/8/22	17413	Operating	Ferguson Enterprises Inc #1480	\$41.53	\$41.53	Plant R & M
2/8/22	17414	Operating	Ferguson Waterworks #1934	\$508.00	\$508.00	Operating Supplies
2/8/22	17415	Operating	Grainger	\$889.41	\$889.41	Plant R&M
2/8/22	17415	Operating	Grainger	\$58.34	\$58.34	Plant R&M
2/8/22	17415	Operating	Grainger	\$154.60	\$154.60	Plant R & M
2/8/22	17416	Operating	Gripp, Inc.	\$245.68	\$245.68	Sewer Sampling
2/8/22	17417	Operating	IN.GOV	\$16.00	\$16.00	Other employee expense

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
2/8/22	17418	Operating	Indiana Department of Environment	\$9,500.00	\$9,500.00	Permit Fees
2/8/22	17419	Operating	IT Indianapolis/Core	\$3,822.04	\$3,822.04	Annual Firewall Security Sercie & Warran
2/8/22	17419	Operating	IT Indianapolis/Core	\$124.99	\$124.99	5 Port Switch
2/8/22	17419	Operating	IT Indianapolis/Core	\$1,764.00	\$1,764.00	Annual cloud file & email security filter
2/8/22	17419	Operating	IT Indianapolis/Core	\$10,159.96	\$10,159.96	Managed services
2/8/22	17419	Operating	IT Indianapolis/Core	\$1,100.56	\$1,100.56	Azure
2/8/22	17420	Operating	Merrell Brothers, Inc.	\$10,191.03	\$10,191.03	Biosolid Disposal
2/8/22	17421	Operating	Office Depot	\$62.84	\$62.84	Office Supplies
2/8/22	17421	Operating	Office Depot	\$42.49	\$42.49	Office supplies
2/8/22	17421	Operating	Office Depot	\$421.14	\$421.14	Cleaning wipes
2/8/22	17422	Operating	Office Pride	\$2,165.00	\$2,165.00	Janitorial Services-Jan
2/8/22	17423	Operating	Ogletree Deakins	\$120.15	\$120.15	Legal Fees
2/8/22	17424	Operating	Paymentus Group, Inc.	\$19.90	\$19.90	Payment Processing
2/8/22	17425	Operating	PFM Truck & Car Care Center	\$331.68	\$331.68	Vehicle R&M
2/8/22	17426	Operating	Quench USA, Inc.	\$103.95	\$103.95	Water Cooler Rental
2/8/22	17427	Operating	Safety Plus, Inc.	\$1,188.00	\$1,188.00	Training
2/8/22	17428	Operating	Safety Resources, Inc.	\$789.14	\$789.14	Safety Services 4 of 4 Oct-Dec
2/8/22	17429	Operating	Shred Monkey	\$40.00	\$40.00	Shredding
2/8/22	17430	Operating	Simplifile	\$4,260.00	\$4,260.00	Fiing fees
2/8/22	17431	Operating	Taylor Oil Company, Inc.	\$1,502.73	\$1,502.73	Fuel
2/8/22	17431	Operating	Taylor Oil Company, Inc.	\$13.38	\$13.38	Diesel
2/8/22	17432	Operating	Tristin Gardner	\$2,940.00	\$2,940.00	Tuition reimbursement
2/8/22	17433	Operating	Utility Supply Company	\$117.38	\$117.38	Plant R & M
2/8/22	17434	Operating	Vasey Commercial Heating & AC, Inc.	\$1,050.00	\$1,050.00	Plant R&M
1/31/22	100069	Huntington Bo	Centier Bank	\$36,739.76	\$36,739.76	CIP-Proj 1902 Escrow Deposit
1/31/22	100070	Huntington Bo	GRW	\$3,477.60	\$3,477.60	CIP-Proj 1902 Const Admin
1/31/22	100071	Huntington Bo	Thieneman Construction, Inc.	\$330,657.89	\$330,657.89	CIP-Proj 1902 Plant Expansion
1/20/22	2021632	Operating	Indianapolis Power and Light	\$123.34	\$123.34	LS 3
1/20/22	2021633	Operating	Indianapolis Power and Light	\$642.92	\$642.92	LS 8
1/20/22	2021634	Operating	Indianapolis Power and Light	\$459.37	\$459.37	LS 9
1/20/22	2021635	Operating	Indianapolis Power and Light	\$977.14	\$977.14	LS 10
1/20/22	2021636	Operating	Indianapolis Power and Light	\$103.09	\$103.09	LS 12
1/20/22	2021637	Operating	Indianapolis Power and Light	\$63.17	\$63.17	LS 18
1/20/22	2021638	Operating	Indianapolis Power and Light	\$76.40	\$76.40	LS 20
1/20/22	2021639	Operating	Indianapolis Power and Light	\$45.94	\$45.94	LS 22
1/20/22	2021641	Operating	Indianapolis Power and Light	\$64.26	\$64.26	LS 25
1/20/22	2021642	Operating	Indianapolis Power and Light	\$56.27	\$56.27	Valve Vault
1/20/22	2021644	Operating	Indianapolis Power and Light	\$6,223.69	\$6,223.69	LS 2
1/10/22	2021654	Operating	ADP	\$97,956.84	\$97,956.84	Payroll PPE 1/7/22
1/10/22	2021655	Operating	Empower Retirement (Hoosier STA	\$2,233.23	\$2,233.23	457B, Roth
1/10/22	2021656	Operating	Empower Retirement (Hoosier STA	\$7,398.96	\$7,398.96	401a
1/13/22	2021657	Operating	ADP	\$38,754.00	\$38,754.00	Bonus payment
1/18/22	2021658	Operating	Republic Services #761	\$366.64	\$366.64	Trash
1/21/22	2021659	Operating	ADP	\$414.33	\$414.33	ADP Workforce Now and Time and Attend
1/24/22	2021660	Operating	Globe Life	\$58.72	\$58.72	Payroll withholdings
1/24/22	2022100	Operating	Mutual of Omaha	\$3,822.97	\$3,822.97	Ins-Feb 2022
1/20/22	2022101	Operating	Indianapolis Power and Light	\$78.32	\$78.32	LS 24
1/20/22	2022102	Operating	Indianapolis Power and Light	\$64.48	\$64.48	LS 27
1/24/22	2022103	Operating	CenterPoint Energy/Vectren Energy	\$49.50	\$49.50	LS 2
1/21/22	2022104	Operating	CenterPoint Energy/Vectren Energy	\$1,237.78	\$1,237.78	Plant
1/24/22	2022105	Operating	CenterPoint Energy/Vectren Energy	\$21.38	\$21.38	LS 10
1/24/22	2022106	Operating	ADP	\$69,694.30	\$69,694.30	Payroll PPE 1/21/22
1/24/22	2022107	Operating	Empower Retirement (Hoosier STA	\$2,262.42	\$2,262.42	457b, Roth
1/24/22	2022108	Operating	Empower Retirement (Hoosier STA	\$6,793.47	\$6,793.47	401a
1/31/22	2022109	Operating	Citizens State Bank	\$20.00	\$20.00	Service fee
2/3/22	2022110	Operating	Duke Energy	\$3,129.16	\$3,129.16	LS 1
2/3/22	2022111	Operating	Duke Energy	\$209.38	\$209.38	LS 5
2/3/22	2022112	Operating	Duke Energy	\$72.89	\$72.89	LS 6
2/3/22	2022113	Operating	Duke Energy	\$450.26	\$450.26	LS 11
2/3/22	2022114	Operating	Duke Energy	\$1,588.17	\$1,588.17	LS 14
2/3/22	2022115	Operating	Duke Energy	\$425.98	\$425.98	LS 16
2/3/22	2022116	Operating	Duke Energy	\$1,513.00	\$1,513.00	LS 17
2/3/22	2022117	Operating	Duke Energy	\$309.09	\$309.09	LS 19
2/3/22	2022118	Operating	Duke Energy	\$308.81	\$308.81	LS 21

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
2/3/22	2022119	Operating	Duke Energy	\$475.68	\$475.68	LS 23
2/3/22	2022120	Operating	Duke Energy	\$776.34	\$776.34	LS 26
2/3/22	2022121	Operating	Duke Energy	\$27,815.02	\$27,815.02	Plant
1/31/22	2022122	Operating	Citizens Energy Group	\$54.52	\$54.52	LS 17
1/31/22	2022123	Operating	Citizens Energy Group	\$93.21	\$93.21	Plant
1/31/22	2022124	Operating	Progressive	\$3,264.00	\$3,264.00	Auto policy insurance
1/31/22	2022125	Operating	PNC Bank	\$5,076.27	\$5,076.27	CC Expenses January 2022
1/31/22	2022126	Operating	Comcast	\$216.17	\$216.17	Back up internet service
1/28/22	2022127	Operating	ADP	\$138.93	\$138.93	Workforce Now Bundle
2/6/22	2022128	Operating	LogMein USA, Inc.	\$680.33	\$680.33	Phone charges
1/31/22	2022129	Operating	Napa Auto Parts	\$25.75	\$25.75	Cable
1/31/22	2022129	Operating	Napa Auto Parts	\$156.79	\$156.79	Battery
1/31/22	2022129	Operating	Napa Auto Parts	\$112.70	\$112.70	Charger
1/31/22	2022129	Operating	Napa Auto Parts	\$17.99	\$17.99	Equip repairs
1/31/22	2022129	Operating	Napa Auto Parts	\$166.59	\$166.59	Battery
2/6/22	2022130	Operating	Republic Services #761	\$369.23	\$369.23	Trash service
2/18/22	2022131	Operating	Indianapolis Power and Light	\$6,701.65	\$6,701.65	LS 2
2/18/22	2022132	Operating	Indianapolis Power and Light	\$122.87	\$122.87	LS 3
2/18/22	2022133	Operating	Indianapolis Power and Light	\$681.95	\$681.95	LS 8
2/18/22	2022134	Operating	Indianapolis Power and Light	\$416.93	\$416.93	LS 9
2/18/22	2022135	Operating	Indianapolis Power and Light	\$1,011.80	\$1,011.80	LS 10
2/18/22	2022136	Operating	Indianapolis Power and Light	\$100.71	\$100.71	LS 12
2/18/22	2022137	Operating	Indianapolis Power and Light	\$52.98	\$52.98	LS 18
2/18/22	2022138	Operating	Indianapolis Power and Light	\$88.97	\$88.97	LS 20
2/18/22	2022139	Operating	Indianapolis Power and Light	\$45.51	\$45.51	LS 22
2/18/22	2022140	Operating	Indianapolis Power and Light	\$86.27	\$86.27	LS 24
2/18/22	2022141	Operating	Indianapolis Power and Light	\$52.24	\$52.24	LS 25
2/18/22	2022142	Operating	Indianapolis Power and Light	\$59.47	\$59.47	Valve Vault
2/18/22	2022143	Operating	Indianapolis Power and Light	\$76.73	\$76.73	LS 27
1/31/22	2022145	Operating	Citizens State Bank	\$975.61	\$975.61	Lockbox fees
1/11/22	2022146	Operating	AT&T Mobility	\$2,308.17	\$2,308.17	Employee mobile service
1/11/22	2022147	Operating	AT & T	\$1,361.88	\$1,361.88	Internet Service
1/8/22	2022148	Operating	Quadient Leasing USA, Inc.	\$659.88	\$659.88	Postage Equipment Rental
2/7/22	2022149	Operating	ADP	\$67,106.80	\$67,106.80	Payroll PPE 2/4/22
2/7/22	2022150	Operating	Empower Retirement (Hoosier STA)	\$2,241.31	\$2,241.31	457b, Roth
2/7/22	2022151	Operating	Empower Retirement (Hoosier STA)	\$6,715.46	\$6,715.46	401a
				\$1,176,144.64	\$1,176,144.64	
ALLOWANCE OF CLAIMS						
We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the register, such claims are hereby allowed in the total amount of						
			\$1,176,144.64			

Selected Statistics 2022	January	2022 Monthly Average	2022 YTD	2021 Total Through January
Maintenance Information				
Lateral Inspections	26	26	26	36
Certified I&I Inspections	10	10	10	24
Failed I&I Inspections	0	0	0	0
Sewer Locates	219	219	219	464
Manholes Added	9	9	9	62
Total # of Manholes	6,011	N/A	6,011	5,948
Manholes Inspected	0	0	0	203
Feet of Sewer Added	0	0	0	28,089
Total Footage of Sewers	1,734,749	N/A	1,734,749	1,699,903
Feet of Sewer Televised	19,395	19,395	19,395	17,293
Feet of Sewer Cleaned	345	345	345	0
Overflows	0	0	0	0
Feet of LPFM Cleaned	0	0	0	6,617
LS 1 to Carmel Utilities				
Rainfall/Precipitation (inches)	1.11	1.11	1.11	0.87
Total Flow (gallons)	54,400,461	54,400,461	54,400,461	54,031,909
Max Daily Flow (gallons)	2,356,132	N/A	2,356,132	2,842,113
Average Daily Flow (gallons)	1,754,854	1,754,854	N/A	N/A
Min Daily Flow (gallons)	1,469,900	N/A	1,469,900	1,374,527
TriCo WRRF				
Total Flow (gallons)	89,980,000	89,980,000	89,980,000	83,802,321
Max Daily Flow (gallons)	3,659,000	N/A	3,659,000	3,314,154
Average Daily Flow (gallons)	2,902,581	2,902,581	N/A	N/A
Min Daily Flow (gallons)	2,206,000	N/A	2,206,000	2,354,511
Total Flow to Both Plants	144,380,461	144,380,461	144,380,461	137,834,230
Biosolids Handling (gallons)				
Wasted (Biosolids)	869,200	869,200	869,200	1,273,800
Dewatered	170,000	170,000	170,000	548,000
Digested Sludge Withdrawn	695,000	695,000	695,000	700,000
Customer Information			16,208	
New Sewer Service Accounts	27	27	27	7
Permits Issued	24	24	24	25



JOINT BUDGET & FINANCE COMMITTEE AND BOARD OF TRUSTEES MEETING

Friday, January 28, 2022, at 7:30 a.m.
Memorandum

Ms. Merrill called the meeting to order at 7:30 a.m.

Members Present: Committee Chair Jane Merrill, members Michael McDonald and Carl Mills. Others in attendance were Legal Counsel Anne Poindexter, Utility Director Andrew Williams, Controller Cindy Sheeks and Administrative Assistant Maggie Crediford.

PUBLIC COMMENT

There was no one present from the public.

FINANCIAL STATEMENTS

Ms. Sheeks said commercial revenue ended the year at 110% of projections. Residential revenues were on budget. Combined revenues were over projections by about 5% and expenses came in under budget by about 2.5%. The Interceptor Fund was \$673,000 in the red and a temporary transfer is needed from the Plant Expansion Fund to keep the fund in the black. Mr. Williams passed out a memo from October which describes the funding for the Interceptor Fund along with completed projects and future development projects. Looking at future buildout of the territory, staff projects \$11.7 million will be needed to finish the build out. Connection and development fees should generate around \$12.3 million. The lending between the two funds is internal to avoid paying interest to an outside source.

Mr. McDonald asked for the total capacity at the plant excluding capacity owned at Carmel's plant. Mr. Williams said 5.6 MGD.

Ms. Sheeks said she has collected two large payments from the projects listed one was the Edge Apartments for over \$700,000, and Lakeside Apartments Phase II was around \$200,000.

Mr. McDonald asked about the sale of assets line. Ms. Sheeks said she had to reclassify the previous sale of a generator, it had been classified incorrectly earlier in the year, so the classification adjustment shows on this financial statement. Mr. McDonald asked what the line-item Contribution In Aid of Construction refers to. Ms. Sheeks said it is developer contributions when sewers are built by developers and dedicated to the Utility. Mr. Williams said TriCo builds the interceptors, Contribution In Aid of Construction accounts for the lines developers build on their property which connect to TriCo's infrastructure.

FUNDS TRANSFER TO INTERCEPTOR

Mr. McDonald made a motion to recommend a funds transfer from the Plant Expansion Fund to the Interceptor Fund. Mr. Mills seconded the motion, and the recommendation will be made to the Board of Trustees.

VOID STALE DATED CHECKS

Ms. Sheeks said the total has been adjusted to \$485.91, as one of the checks has been resolved. Mr. McDonald made a motion to recommend the Board of Trustees void the 2019 stale dated checks. Mr. Mills seconded the motion, and the recommendation will be made.

Mr. McDonald asked if TriCo is participating in COVID-19 wastewater testing. Mr. Williams said Carmel received a grant to conduct testing and TriCo provided them with sewage samples to assist with their testing but did not conduct any independent testing on our own.

ADJOURNMENT

The meeting adjourned at 8:05 a.m.

Respectfully Submitted

Cindy Sheeks
Cindy Sheeks
Controller



MEMORANDUM

To: Board of Trustees, Anne Poindexter, Drew Williams

From: Cindy Sheeks

Date: February 9, 2022

Subject: Transfer from Plant Expansion to Interceptor fund

Per the State Board of Accounts, the Board shall pass a resolution authorizing a temporary transfer from Plant Expansion to Interceptor fund, so the fund is not in a negative balance at year end. As of December 31, 2021, the balance in the interceptor fund is **\$-673,120.31**.

Requested Action: Authorize \$675,000 transfer from Plant Expansion to Interceptor Fund

RESOLUTION NO. 02.14.2022

RESOLUTION OF THE TRICO REGIONAL SEWER UTILITY

**CONCERNING A TEMPORARY LOAN FROM THE PLANT EXPANSION
FUND TO THE INTERCEPTOR FUND**

WHEREAS the Board of Trustees of the TriCo Regional Sewer Utility is aware that balance of the Interceptor Fund has fallen below zero due Capital Improvement expenditures, and

WHEREAS the Board of Trustees is aware of excess cash available in the Plant Expansion fund to transfer to the Interceptor fund, and

WHEREAS the Board of Trustees desires to transfer \$675,000 from the Plant Expansion fund to the Interceptor Fund on December 31, 2021, and

WHEREAS the funds shall be repaid as soon as the unencumbered cashbalance is available in the Interceptor fund.

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

One-time transfer of \$675,000 from the available cash balance of the PlantExpansion fund to the Interceptor fund.

SO RESOLVED this 14th day of February 2022. TriCo Regional Sewer Utility
by it's Board of Trustees.



MEMORANDUM

To: Board of Trustees, Drew Williams, Anne Poindexter

From: Cindy Sheeks

Date: February 9, 2022

Subject: Void stale dated checks

Per the State Board of accounts, the Utility may void stale dated checks if they remain uncashed on December 31 two years after issue date. Below is the list of checks to void totaling \$485.91.

Date	Number	Fund	Payee	Amount	Description
4/30/19	12940	Operating	Aaron Hammett	\$14.30	Refund-508 Aberdeen St
4/30/19	12947	Operating	Jun Ho Maeng or Suk Maeng Hyang	\$22.60	Refund-12953 Airhart Blvd
4/30/19	12948	Operating	Ken Dusharm	\$5.08	Refund-3871 Cornwallis Lane
4/30/19	12949	Operating	Kristina A Ward	\$20.68	Refund-2642 Hadley Grove
6/30/19	13251	Operating	Christina Alderice	\$5.68	Refund-3803 Cole Ct
6/30/19	13255	Operating	Sara McNew	\$23.17	Refund-11977 Creekstone Way
6/30/19	13256	Operating	Karin Kelley	\$28.31	Refund-13490 Dunes Dr
7/31/19	13358	Operating	David Wacker	\$20.03	Refund-530 Aberdeen St
7/31/19	13360	Operating	Elizabeth Sanders	\$33.51	Refund-9930 Towne Road
7/31/19	13366	Operating	Jeff Beem	\$91.98	Refund-13752 Oliver Lane
7/31/19	13371	Operating	John A Kohan	\$20.30	Refund-1371 Kingsgate
7/31/19	13376	Operating	Maya Raz	\$46.25	Refund-4504 Waterchase Ct
7/31/19	13382	Operating	Ty Colin Robbins or Amanda Nicole Fox	\$39.78	Refund-3705 Sumter Way
9/30/19	13635	Operating	Elizabeth Sanders	\$34.63	Refund-9930 Towne Road
10/21/19	13731	Operating	Nelson Lentz	\$15.32	Refund-780 Woodview Dr S
11/20/19	13869	Operating	Ben Clendening	\$33.76	Sewer service refund-1065 Chevy Chase Lane
11/20/19	13870	Operating	Christopher Scott Homes	\$30.53	Sewer service refund-1095 Laurelwood
				\$485.91	

Requested Action: Void the outstanding refund checks.



JOINT PERSONNEL & BENEFITS AND BOARD OF TRUSTEES MEETING

Wednesday, February 9, 2022, at 7:30 a.m.
Memorandum

Mr. Ryerson called the meeting to order at 7:41 a.m.

ROLL CALL

Members Present: Eric Hand and Chuck Ryerson. Others in attendance were Board Member Michael McDonald, Utility Director Andrew Williams, Administrative Assistant Maggie Crediford and Megan Nail, from First Person attended via Zoom. Jeff Kimbell was absent.

PUBLIC COMMENT

There was no one present from the public.

2022 COMPENSATION STUDY

Mr. Williams introduced the Committee members to Ms. Nail. Ms. Nail introduced herself and shared an overview of how First Person intends to address the project. First Person is an Indianapolis based consulting firm that analyzes benefits, total rewards and compensation. First Person has worked and is currently working with several other local government agencies, including the Town of Zionsville and Boone County. The approach to the study will begin with defining the market, looking at both the private and public market competitors. First Person pulls information from salary ordinances as well as the Indiana Gateway for government data. First Person purchases large data bases composed of general compensation data that include public and private sectors to use as comparisons for each job description. The preliminary data provided to First Person from TriCo was for 20 different jobs, so First Person would analyze the job descriptions, roles and responsibilities for each job and compare them to the different surveys available to see what the market rate is for each job.

Mr. Ryerson asked if it had been decided if TriCo is competing with private sector employers in addition to public employers. Ms. Nail said they would look at a broad variety of comparable jobs for each position both public and private if there is a comparable match, and then could take a deeper dive into certain positions if a need arises.

Mr. McDonald asked if when TriCo loses employees is it generally to public or private sector jobs. Mr. Williams said it is about half and half. Mr. Williams said with the tightening of the market he is concerned about losing employee to the private sector not just other utilities.

Ms. Nail said the data can be pulled in sections to look at the differences between the two including reviewing benefit packages from both. Once the market is determined then comparisons can be made between salary ranges and benefit packages including TriCo's

medical plan, paid time off, and seeing where TriCo falls within the market and comparing that to where they want to be. Then deciding on potential updates to the salary ranges and salary structure. Once the structure is complete, then the individual employee analysis can be done followed by recommendations for increases or alignments if there are any. First Person does not recommend decreasing anyone's current pay.

Mr. Williams asked how long Ms. Nail anticipates the entire process would take. Ms. Nail said around six weeks for twenty job positions if the information needed is received in a timely manner, eight weeks at the most.

Mr. Hand asked for an example of what long-term incentives are being offered by other utilities, as compared to what TriCo has in place, under benchmarking, in schedule one under the second bullet point in the proposal. Ms. Nail said there are a couple that offer long term supplemental retirement benefits. Mr. Ryerson and Mr. Hand asked if that refers to pension plans, and deferred retirement plans. Ms. Nail said yes. Mr. Hand pointed out that in the agreement after the other six municipalities are listed there seems to be a word omitted from the end of the sentence. Ms. Nail said she will make sure that is updated. Mr. Williams said it may have been cut off when he converted the document to add it to the meeting packet. Either way it will be corrected.

Mr. McDonald asked if the deliverable will be one comprehensive document, and if not, how will the data be presented. Ms. Nail said there will be a comprehensive summary report addressing all the bullet items along with a workable excel document with all the analysis in it.

Mr. Williams stated that it has been five years since the last salary study was conducted and a new study was scheduled for later this year. That the last meeting of the year the Board directed staff to start the study as soon as possible given the current market conditions. Mr. Williams asked Ms. Nail if discrepancies in pay are found what would First Person's recommendations be for the timing of implementing adjustments. Ms. Nail said it depends on what the data says and how large the gap would be but often, especially for positions in which the market is moving quickly, most other clients are planning to do midyear adjustments if there is a large gap that needs to be addressed. First Person can give recommendations around phased increases if needed from a budget standpoint. Ms. Nail said First Person will also work with management to discuss how things like benefits are communicated to staff so they understand the value.

Mr. McDonald asked if there are any creative benefits that TriCo maybe hasn't thought of or considered in the past. It could be rewards and recognition activities that communicate that the Board cares and appreciates the staff. If so, he would like to see what others are doing that could enhance TriCo's work environment. Mr. Hand said he would be interested in seeing what shared savings or matching contributions other entities offer.

Mr. Hand asked, if this is a compensated study to assess competitiveness between TriCo and other businesses are the results proprietary and if so, should there be a nondisclosure provision in the contract, so that the study paid for by TriCo isn't shared with competitors.

Ms. Nail said the results of the study will only be provided to TriCo. Mr. Hand asked if under the provisions of the agreement does TriCo have the liberty to share the information with employees, and does it become public once disclosed to either internal or external parties. Mr. Williams said that the information presented to the Board becomes public.

Mr. Ryerson said he believes how the information is presented to the employees is very important, so that they understand the value of the benefits they are receiving on top of their hourly pay rate, most employees don't understand the monetary impact of the benefits they are provided. He asked if First Person provides a guide on how to communicate to the employees what their total compensation package is. Ms. Nail said there is a format provided that breaks that information down so it can be presented to employees.

Ms. Nail left the meeting.

The Committee will recommend the Board move forward with a salary study conducted by First Person. Mr. Ryerson asked if the scope should be broader then the six local municipalities listed, Mr. Williams will ask Ms. Nail.

SAFETY UPDATE

Mr. Williams said there was a lost time injury. An employee was working on the cleaning truck, the employee was adjusting a valve on the side of the truck and the pump cracked and water shot out the cracked pump and impaled his arm. It was clean water not sewage water. The pressure could have been as high as 3000 psi. He was taken to IU Hospital North and was treated by an orthopedic doctor and kept overnight to observe and was released the next day. He is currently on restricted duty. Mr. Williams said it was a good reminder how close the field staff is every day to events that can cause severe injuries.

Mr. McDonald left the meeting at 8:25 a.m.

With the dropping of most restrictions, Safety Resources is now scheduled to perform seven in-person sessions as opposed to three last year.

ADJOURNMENT

The meeting adjourned at 8:33 a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Andrew Williams". The signature is written in a cursive, flowing style.

Andrew Williams
Utility Director



MEMORANDUM

To: Board of Trustees
From: Andrew Williams
Date: February 10, 2022
Subject: 2022 Compensation Study Scope

We have been working with First Person, Inc. on the scope of the 2022 Compensation Study. First Person has been used and recommended by several of the public agencies in Central Indiana. The last study was completed five years ago, and it was time for a new study especially with the unusual job market conditions. We will begin the study as soon as we have the scope finalized.

The P&B Committee reviewed the attached scope at their Committee meeting and are recommending approval engaged First Person to conduct the Compensation Study.

Recommended Action: Approve hiring First Person to conduct the Compensation Study.

Schedule 1

Scope of Consulting Services to be Performed by the Advisor

Advisor will perform compensation consulting and analyses as follows:

Phase 1: Data Gathering & Clarification

FirstPerson Accountability:

- Collect and review job descriptions, list of job titles, organizational chart, current salary data and other supporting materials.
- Meet with Client to define the goals and outcomes for the project, evaluate Client's compensation program, establish Client's compensation philosophy, determine the scope of the data (industry, revenue, number of employees, geography, etc.) Advisor will focus on for the market research and address any other outstanding issues before project inception.

Client Accountability:

- Gather the information requested.
- Establish project team participants and coordinate the logistics; participate in the kickoff meeting and give input on your compensation philosophy and the survey scope data.

Phase 2: Benchmarking & Structure Development

FirstPerson Accountability:

- Benchmark **21** jobs.
 - Advisor will create benchmark reports utilizing published survey sources, aging the data to a common point in time to make it current and consistent.
 - Advisor will gather 25th, 50th, and 75th percentile data for both base and total cash compensation when available. We will also include total direct compensation when available (which includes long-term incentives).
 - Advisor will pull data from 6 different municipalities (Zionsville, Carme, Fishers, Plainfield, Westfield, Brownsburg) through the Indiana Gateway or other publicly available sources.
- Advisor will benchmark key benefits areas such as medical plan and paid time off policy.
- Advisor will meet with Client to present and discuss the benchmark data.
- Advisor will revise the benchmarking worksheets based on Client feedback.
- Advisor will update Client's existing salary structure and step system based on new data.
- Advisor will add benchmark and non-benchmark positions to the salary structures.
- Advisor will analyze gaps between the recommended pay ranges and incumbent salaries and recommend adjustments as needed.

Client Accountability:

- Participate in the benchmark review meeting and give feedback on the data.

Phase 3: Final Summary Report**FirstPerson Accountability:**

- Prepare a preliminary report of findings that includes:
 - Compensation philosophy
 - Summary benchmark data
 - Salary structure and position assignments
 - Gap analysis for each position
 - Key findings
 - Recommendations
- Meet with Client to present the final data, findings, and recommendations.
- Assist as needed with employee communications and rollout of the program, including leadership training (so that Client's leaders understand the philosophy, strategy, and tactics of the program)

Client Accountability:

- Participate in a meeting to review the final report and give feedback.

Schedule 2

Client Fee Schedule

Client will compensate Advisor for the Scope of Services outlined in Schedule 1 as follows:

<ul style="list-style-type: none">• Compensation philosophy development and strategy• Market analysis data and reports for each benchmarked position• Salary structure (pay bands/ranges) for each position• Compensation recommendation for current employees based on the new structure• A summary report that includes high-level data, findings, gap analysis, and recommended next steps	\$15,750
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Billing terms:

- Project will be billed 50% up front, 25% after the completion of Phase 2, and the balance at the completion of the project.
- Any duties required of First Person beyond the scope of Schedule 1 will be scoped and priced separately and a proposal will be provided to the Client prior to the beginning of any work.

Disclosure

As an owned firm of National Financial Partners Corp. ("NFP"), we are a member of a financial services network. Firms within the NFP network engage in one or more of its primary lines of business, which include corporate and executive benefits and property and casualty insurance brokerage. Firms are compensated through fees / commissions for services provided to clients in each of these lines of business. In addition to the standard fees received for the services provided to you, we or our affiliates may earn additional compensation for our role in providing certain products and services to you under separate contracts with insurance companies and group benefits providers. Insurance companies and group benefits providers may pay us or our affiliates contingent compensation upon satisfaction of factors such as volume, persistency or profitability of the business placed with such insurance company or group benefits provider. In addition, such product and service providers may pay us or our affiliates fixed amounts related to the support of NFP company conferences, conventions and other marketing efforts.



MEMORANDUM

To: Board of Trustees

From: Wes Merkle

Date: February 9, 2022

Subject: Surplus Equipment

New ultraviolet (UV) disinfection equipment was installed and operational in 2021 under the plant expansion project. Decommissioned equipment that cannot be used as spare parts includes modules, lamps, sleeves, and power distribution centers. The former odor control system at the plant was decommissioned in 2017 and remains onsite. Staff does not believe this equipment would be suitable for another TriCo site. Staff requests the Board declare the decommissioned UV and odor control equipment as surplus. Staff will then begin the bidding process to sell the equipment.

Requested Action: Declare the decommissioned UV disinfection and odor control equipment as surplus.



MEMORANDUM

To: Board of Trustees
From: Andrew Williams
Date: February 10, 2022
Subject: 2022 Goals and Objectives

During previous planning sessions, the Board used our Purpose, Vision and Mission as the basis to identify the following Goals as priorities. I believe they are still very relevant and help to provide direction to management.

Goal Effective Long-Term Planning Implementation
Goal Operate in an environmentally sensitive manner
Goal Maintain a professional staff and work environment
Goal Control Operating Costs

As shown on the attached draft of the 2022 Goals, Objectives have been added to each Goal. These will be discussed at the Board meeting and revisions can be made. Management uses these goals and objectives when planning the year's activities.