



BOARD OF TRUSTEE MEETING

Monday November 14, 2022, 6:00 p.m.
Memorandum

Mr. Kimbell called the meeting to Order at 6:00 p.m.

ROLL CALL

Present: Vice President Jeff Kimbell, Treasurer Jane Merrill, Secretary Michael McDonald, members, Eric Hand, Chuck Ryerson, Amanda Foley, and Jeff Hill. Others in attendance were Utility Director Andrew Williams, Legal Counsel Anne Poindexter, Engineering Manager Wes Merkle, and Controller Cindy Sheeks.

Carl Mills and Steve Pittman were absent.

PUBLIC COMMENT

There was no one present from the public.

APPROVAL OF MEETING MEMORANDUM

Ms. Merrill made a motion to approve the October 10, 2022, Board Meeting memorandum. Ms. Foley seconded the motion, and it was unanimously approved.

APPROVAL OF CLAIMS DOCKET

Ms. Sheeks said the only additional spending for the month was for replacement pumps at Lift Station 1 for \$282,000. Mr. McDonald made a motion to approve the claims docket. Mr. Hand seconded the motion, and it was unanimously approved.

ATTORNEY'S REPORT

Mrs. Poindexter had no report.

UTILITY DIRECTOR'S REPORT

Mr. Williams said staff has been working on budgets and insurance options for 2023. Bob Roudebush has been bringing his puppy Roxie to work with him and the staff has adopted her as the plant dog. Ms. Crediford had been looking for a plant dog. Roxie coming along has filled the position and goes home nightly with Mr. Roudebush which works out perfectly. Mr. Kimbell said he would like Roxie to attend a meeting.

COMMITTEE REPORTS

Budget & Finance Committee

2022 Operating Budget

Ms. Merrill said the Committee has reviewed the Operating Budget and expects it will be voted on at the next meeting.

C&C Realty Fees

Mrs. Poindexter explained the Board needs to set a fee for the fourth violation by C&C Realty of TriCo's FOG Ordinance. The Budget and Finance Committee recommends fining C&C Realty \$2500 for their fourth violation. The Committee recommended the fine be held in abeyance to allow Mr. Carlson some time to remedy the issue. Mr. Kimbell asked for background information. Ms. Merrill said Jackie's Café on Michigan Road has been discharging grease into the sewer system. Mr. Kimbell said he remembers having discussions about Jackie's Café at previous meetings. Ms. Merrill said at this point staff has been dealing with Jackie, the property manager, and the owner of the property to get the issue resolved. Mr. Kimbell asked if Jackie's Cafe is responsible for the grease, but C&C Realty is responsible for the fines because they own the lateral tying into TriCo's sewers. Ms. Merrill verified that was correct. Ms. Merrill said Reed Carlson owner of C&C Realty attended the Budget and Finance Committee meeting. He seemed to be willing to work out the issue and had just recently been advised of the problem by the property management company as the fees began to increase. Ms. Merrill said the Committee asked Mr. Carlson to provide them with a progress report every Friday until the issue is resolved, so they can monitor the situation and decide how to move forward. They have been assessed other fees regarding grease violations in the amounts of \$200, \$400, and \$1,000, this request from the Committee is for the Board to discuss and determine a fee amount for their most recent violation.

Ms. Merrill made a motion to assess C&C Realty with a \$2500 fee for its fourth violation of TriCo's FOG Ordinance to be held in abeyance. Mrs. Poindexter said the discussion in the Committee meeting was about assessing the fine, holding the fine in abeyance with regular reports coming from C&C Realty with the final decision on what to do with the fines to be made later. Mr. Kimbell asked if the Board could assess a fine this evening and notice C&C Realty that if the issue is not resolved by the next Board meeting December 12, 2022, additional fines will be assessed. Mrs. Poindexter said it is within the Board's rights to do that. Mr. Kimbell said he would be in favor of fining C&C Realty and collecting the fine without holding it in abeyance. Mr. McDonald recommended issuing the \$2500 fee, holding the fee in abeyance with the stipulation that if immediate updates are not received on the status of remediation of the grease issue the Board will take further action. Mr. Williams said in the past the Board has held some fees in abeyance and if the repair ended up being costly, applying the fee to the cost of the repair. Mr. Williams said the repair needed in this instance will be at least \$10,000 to \$20,000. Mr. Hill asked if the previous fees have been held in abeyance. Mr. Williams said they have been billed but not all of them have been paid because some are going out on the next billing cycle. Mr. Ryerson asked how long the issue has been ongoing. Mr. Williams said TriCo has been meeting with Jackie's for months, the property owner has been brought into the situation within the last month, when it was uncovered that the grease is flowing to TriCo from Jackie's via C&C Realty's private sewer line.

Ms. Merrill made a motion to issue C&C Realty a fine in the amount of \$2,500 to be held in abeyance with the stipulation C&C Realty provides TriCo with weekly progress updates to be sent to the Board. Mr. McDonald seconded the motion, The motion passed with seven affirmative votes. Jeff Hill opposed indicated that he did not want the fine to be held in abeyance rather than being collected.

Mr. Kimbell added that in abeyance does not mean the Board will forgive the fee, if the issue continues, future fees could increase and TriCo may decide to collect and keep the fees as assessed. Mrs. Poindexter added that TriCo's decision could be based on the timeliness of the repairs. Ms. Sheeks said she received an update from Mr. Odom, and he has been in contact with the plumber hired by C&C Realty for the majority of the day and should have an update for the Board to send out tomorrow.

Mr. Kimbell revisited the Operating Budget and asked if any Board members had questions for the Budget and Finance Committee. There were none.

Personnel & Benefits Committee

Military Leave

Mr. Kimbell said Mr. Gardner who presented at the last Board meeting followed up and presented additional information at the Personnel and Benefits Committee meeting. He pointed out that TriCo's Military Leave Policy includes pay that is coded as BAH and BAS as part of the total pay when calculating differential pay. Mr. Gardner explained that BAH and BAS are expense reimbursements from the military and not included in his taxable income.

Mr. Kimbell made a motion to revise TriCo's Military differential pay policy to exclude BAH and BAS when calculating the pay differential. Mr. Hand seconded the motion, and it was unanimously approved. Ms. Merrill and Mr. Kimbell commented on how impressed they were with Mr. Gardner's presentations to the Board and the Committee.

Health Insurance

Mr. Kimbell made a motion to approve the renewal of TriCo's IPEP employee health insurance plan for 2023. The premium increase will be nearly 20% or \$74,000 to the Utility in 2023. Mr. Kimbell said his motion includes a total matching increase to employee HSA accounts to TriCo contributing \$1,000 and matching an additional \$1,400. Mr. Kimbell said the 2022 Health Insurance premiums went down around 12% by switching to IPEP so the overall increase over the two-year period is around 7%.

Mr. Williams said the Committee discussed going with a higher deductible plan as well. The Committee suggested that next year staff look ahead and research other options available in the event there is another large increase. Due to the small pool of TriCo employees, management can't get statistics from Anthem on the number of employees that meet the yearly deductibles.

Mr. Kimbell said staying on the current plan with the proposed \$74,000 increase is included in the proposed 2023 Operating Budget. If the Board decides to increase the HSA contributions, that number will need to be added to the budget before it is approved.

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

2022 Holiday Schedule

Mr. Williams said the proposed schedule includes 13 Holidays which is the same as previous years. There is one change, moving the day normally given at New Year's Eve to July 3rd, since

New Year's Eve is on a weekend. Ms. Merrill said Christmas Eve was also moved to the Day after Christmas since it falls over a weekend. Mr. Williams said that was correct.

Mr. Kimbell made a motion to approve the proposed 2023 Holiday Schedule. Ms. Merrill seconded the motion, and it was unanimously approved.

2023 Salary Adjustment

Mr. Kimbell made a motion to approve a 5% increase to the salary step system in addition to the built in Step for each employee. This will result in most employees receiving an overall salary increase around eight percent in 2023. The Committee considered the midyear salary range adjustment that went into effect on July 1, 2022, when making this recommendation. Ms. Merrill seconded the motion, and it was unanimously approved.

Capital & Construction Committee

#2202 Lift Station 8 Reconstruction Bid Award

Ms. Foley made a motion to award the Lift Station 8 Reconstruction Contract to Lykins Contracting, LLC for \$1,555,790. Mr. Hill seconded the motion. Mr. Ryerson said there are two bid award requests coming out of the Capital and Construction Committee totaling around \$3 million. He asked where the money is coming from. Ms. Sheeks said the requests are accounted for in the 2022 Capital Budget. The motion was unanimously approved.

#2207 Lift Station 26 Parallel Force Main Bid Award

Ms. Foley made a motion to award the Lift Station 26 Parallel Force Main Contract to TPI Utility Construction, LLC for \$1,431,600. Mr. McDonald seconded the motion. Mr. Kimbell asked if the \$68,800 engineering design services fees are included in this amount. Ms. Foley said it is not. Mr. Kimbell asked if the project is under budget \$200,000 or \$207,000. Mr. Merkle said the project is under budget \$200,000. The motion was unanimously approved.

2023 Capital Budget

Ms. Foley made a motion to approve the proposed 2023 Capital Budget. Mr. Hill seconded the motion. Mr. Kimbell noted that a fund name was misspelled causing the column to miscalculate. Mr. Merkle will correct the error which will allow the column to calculate correctly. The motion was unanimously approved.

ADJOURNMENT

Mr. Kimbell adjourned the meeting at 6:29 p.m.

The next Board of Trustees Meeting is scheduled for Monday, December 12, 2022, at 6:00 p.m.


Respectfully submitted,



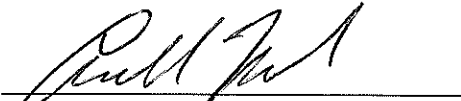
Andrew Williams
Utility Director

Approved:

as Presented
 as Amended



Michael McDonald, Secretary



Carl Mills, President