



## BOARD OF TRUSTEE MEETING

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Monday December 12, 2022, 6:00 p.m.

### Memorandum

Mr. Mills called the meeting to Order at 6:30 p.m.

#### **ROLL CALL**

Present: President Carl Mills, Treasurer Jane Merrill, Secretary Michael McDonald, members, Steve Pittman, Eric Hand, Chuck Ryerson, Amanda Foley, 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

Jeff Kimbell was absent.

#### **PUBLIC COMMENT**

There was no one present from the public.

#### **APPROVAL OF MEETING MEMORANDUM**

Mr. Ryerson made a motion to approve the November 14, 2022 Board of Trustees Meeting Memorandum. Ms. Merrill seconded the motion, and it was unanimously approved.

#### **APPROVAL OF CLAIMS DOCKET**

Ms. Sheeks said the Board would notice a large payment made towards the bond and interest. There were no other unusual expenditures. Mr. Hill made a motion to approve the Claims docket. Mr. McDonald seconded the motion, and it was unanimously approved.

#### **ATTORNEY'S REPORT**

Mr. Wyatt made the Board aware that there was an issue with Lineal Contracting. Who damaged a sewer line in March of 2021. TriCo had to seek emergency repairs for that line. The cost of the repair was around \$7,400. Aaron Strong, Collections Superintendent, had been trying to work with them to recover the repair costs. TriCo's attorneys sent them a letter requesting payment within 10 days. If the payment is not made, the matter will be brought before the Board. Since the incident occurred in March of 2021 any legal action will need to be taken before March of 2023.

#### **UTILITY DIRECTOR'S REPORT**

Mr. Williams said the Collections staff helped two customers the Wednesday before Thanksgiving by diagnosing issues they were having with their sewer laterals before the holiday. Their efforts and information, and in one instance repair were instrumental in saving both homeowners money.

Billing assistant Jazmine Ealy noticed that properties in billing that were moving towards lien filings were in arrears because the customers were signed up for e-billing only and their bills were not being delivered due to either a wrong or changed email address. She reached out by phone

and was able to collect over \$2,000 in back payments and keep the homeowners from having liens filed on their properties.

Collections staff upgraded the holiday lights at Lift Station 2 this year. Snowflakes were added to the fencing around the property as well as trees with lights. Mr. McDonald and Mr. Mills asked if there were other lift stations that could be decorated as well. Mr. Mills pointed out the station at Austin Oaks had high visibility. Mr. Williams said staff would look into it.

Mr. Williams invited the Board members to attend the Christmas luncheon on Wednesday, December 21, 2022, at 11:00 a.m. There are new activities planned along with an Ugly Sweater Contest.

A picture from the ribbon cutting made it into the Current in Zionsville. Mr. Williams provided the Board members with a copy.

Mr. Williams said there will be another Board appreciation dinner. Most likely in February or March once the Holidays are past.

Mr. Merkle is finalizing the change order on the plant project, there will need to be a C&C meeting to review those numbers. Mr. Hill said he will be out of town on January 3, 2023 so there would not be a quorum for Capital and Construction. Mr. Williams said the change order could be presented straight to the Board at the January meeting if that is agreeable to everyone. Mr. Mills said to add it as an agenda item to the January Board meeting. Mr. Williams said staff expects the project to end up under the original budget.

Mr. McDonald asked if there was a resolution to the issue of where to store the Cleaning Truck in the winter. Mr. Williams said indoor storage had not yet been acquired, but the truck is currently winterized and parked out back. It can be used in an emergency, but there are no scheduled cleanings in the winter months. Fluid Waste can be used as a resource as well, they have heated lines on their trucks.

## **COMMITTEE REPORTS**

### **Personnel & Benefits Committee**

Mr. Hand made a motion to approve Salary Ordinance 12-12-2022. He read "An Ordinance establishing updated positions and salaries for TriCo Regional Sewer Utility (hereinafter "Utility") staff and other salary related matters." Mr. Ryerson seconded the motion, and it was unanimously approved.

Mr. Hill made a motion to approve a 4% increase to the Utility Director's salary beginning January 1, 2023. Mr. Pittman seconded the motion, and it was unanimously approved.

### **Budget & Finance Committee**

Ms. Merrill made a motion to approve the proposed 2023 Operating Budget. Mr. McDonald Seconded the motion, and it was unanimously approved.

**Capital & Construction Committee**

Ms. Foley made a motion to accept the Dedication of Towns of Appaloosa Sections 1A and 1B sanitary sewers. Mr. Hill seconded the motion, and it was unanimously approved.

**OLD BUSINESS**

Mr. Hill made a motion to remove the previously issued \$2,500 fine from abeyance and assess it to C&C Realty's next bill for lack of compliance and remediation efforts, further fines, and options to deal with this issue will be discussed at future meetings until the issue is resolved. Ms. Merrill seconded the motion, and it was unanimously approved.

Mr. Williams said he and Mr. Odom are trying to meet with the Ritz Charles. They also are having issues with violating TriCo's FOG Ordinance.

**NEW BUSINESS**

Mr. Williams said the Utility switched to Cartegraph Asset Management software in 2022. The Annual License Agreement is up for renewal. The cost of the 2023 contract is \$52,513.79 which is a 3.5% increase from 2022. Mr. McDonald made a motion to approve the Cartegraph Asset Management Software Agreement for 2023. Ms. Merrill seconded the motion, and it was unanimously approved.

Mr. Mills thanked Mr. Merkle for helping with their neighborhood management company who had a sewer issue in another area, and he was very helpful to them.

Mr. Mills encouraged everyone to come to the employee holiday lunch.

**ADJOURNMENT**

Mr. Mills moved to adjourn the meeting. Ms. Merrill seconded the motion and the meeting adjourned at 7:04 p.m.

The next Board of Trustees Meeting is scheduled for Monday, January 9, 2023, at 6:00 p.m.

Respectfully submitted,



Andrew Williams  
Utility Director

Approved:

X  as Presented  
    as Amended



Michael McDonald, Secretary



Carl Mills, President

