



TriCo Regional Sewer Utility

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JOINT PERSONNEL & BENEFITS COMMITTEE AND BOARD OF TRUSTEES MEETING

Wednesday, September 27, 2023 @ 7:30 A.M.
7236 Mayflower Park Drive, Zionsville, IN 46077

AGENDA

1. Public Comment
2. Safety Update
3. Part-Time Laborer (Janitorial) position
4. 2024 Holidays
5. 2024 Range Adjustment
6. 2024 Insurance Update

Next Scheduled Meeting: Wednesday, October 25, 2023 @ 7:30 A.M.



MEMORANDUM

To: P&B Committee
From: Loren Prange
Date: September 22, 2023
Subject: Safety Update

No injuries reported this month, and we are at 598 days without a loss time accident.

Scot, Loren and Maggie attended the monthly IWEA Safety Committee meeting.

TriCo staff accepted the Excellence in Safety Award at the IWEA Annual Conference held this month. Each year TriCo invites a member of the Safety Committee to complete an audit of our program. They also do a walkthrough of our facilities. You must score a 95 or higher to receive the award.

Fall protection training with Safety Resources was completed this month.



MEMORANDUM

To: Personnel and Benefits Committee

From: Andrew Williams

Date: September 15, 2023

Subject: Part-time Laborer Position

TriCo currently contracts with a cleaning service to conduct the daily janitorial services in the administration building. Our experience using such vendors has not been positive. Office Pride is the second company we have used in the three years in the new office. They were not the least expensive but assured us they had the staff needed to service our account. We have had three "area managers" in charge of our account in the last year, and while two have been very responsive they are dealing with high turnover of staff and were often cleaning it themselves. The area manager changed again last week. We currently pay \$2,165 per month for the cleaning service.

I recommend we hire a part-time laborer (20 hours per week) to perform the building janitorial services. This will provide adequate time to perform all the needed cleaning. The Salary Ordinance includes a Laborer position with a pay range of \$19.60 to \$24.50 per hour. I believe we can hire a qualified employee and remain under the current budget.

Requested Action: Recommend Board approval of the addition of a part-time Laborer to replace the outside cleaning service.



MEMORANDUM

To: Personnel and Benefits Committee
From: Andrew Williams
Date: September 22, 2023
Subject: 2024 Holiday Schedule

The Utility historically observes 13 holidays. The proposed 2024 Holiday Schedule has 10 set holidays and three floating holidays as in prior years.

New Year's Day (Observed)	Monday, January 1
Martin Luther King Jr. Day	Monday, January 15
Memorial Day	Monday, May 27
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Thanksgiving	Thursday, November 28
Day after Thanksgiving	Friday, November 29
Christmas Eve	Tuesday, December 24
Christmas Day	Wednesday, December 25
New Year's Eve	Tuesday, December 31
Floating Holiday	Three Total

Requested Action: Recommend Board approval of the 2024 Holiday Schedule.



MEMORANDUM

To: Personnel and Benefits Committee

From: Andrew Williams

Date: September 18, 2023

Subject: 2024 Range Adjustment

TriCo's annual salary ordinance ranges are taken from the established step system. The range spread and steps for each grade level are dependent on the positions and job families with an increasing number of steps for higher grades in accordance with the salary study. Steps are intended to move employees up in their ranges as they gain experience in their respective positions. The 2023 Step Chart is attached. The Board approved a 5% range adjustment for 2023.

Annual adjustments are made to the ranges to maintain competitive compensation among our peers and the local labor market. Several factors have been considered in the past including the local labor market conditions, rate of inflation, the CPI, and the operational & financial performance of the Utility.

Per the Bureau of Labor Statistics, the Consumer Price Index for All Urban Consumers (CPI-U) rose 0.6 percent in August on a seasonally adjusted basis, after increasing 0.2 percent in July. Over the last 12 months, the "all items" index increased 3.7 percent before seasonal adjustment. Current annual inflation for the 12 months ending August 2023 is 3.67 percent. The Bureau of Labor Statistics claims earnings are up 5.6 percent for the past 12 months for utilities. The Federal Reserve Bank of Atlanta claims wages are up 6 percent overall for the past 12 months.

Local municipalities have proposed the following adjustments, with some proposing changes to additional compensation such as bonus and longevity pay:

Carmel	3% Step System range
Fishers	5% Step System range
Westfield	4% Step System range
Zionsville	7% Merit System

2023 Step Chart Hourly Rate

Effective 12.24.2022

Position	Grade	1	2	3	4	5	6	7	8	9	10	11	12
			5.00%	4.76%	4.55%	4.35%	4.17%						
Laborer	2	\$19.60	\$20.58	\$21.56	\$22.54	\$23.52	\$24.50						
			5.00%	4.76%	4.55%	4.35%	4.17%						
Skilled Laborer	4	\$23.10	\$24.26	\$25.41	\$26.57	\$27.72	\$28.88						
			5.00%	4.76%	4.55%	4.35%	4.17%						
Customer Service Assistant Field Operations Technician	6	\$25.63	\$26.91	\$28.19	\$29.48	\$30.76	\$32.04						
			4.30%	4.12%	3.96%	3.81%	3.67%	3.54%	3.42%				
Administrative Assistant- HR Adminsitrative Support Specailist Billing Assitant Service Inspector Lead Main Line Inspector Lead Operator	8	\$27.56	\$28.75	\$29.93	\$31.12	\$32.30	\$33.48	\$34.67	\$35.85				
			4.45%	4.26%	4.08%	3.92%	3.78%	3.64%	3.51%	3.39%	3.28%		
Chief Locator Pretreatment Coordinator	10	\$29.02	\$30.15	\$31.28	\$32.41	\$33.54	\$34.68	\$35.81	\$36.94	\$38.07	\$39.20		
			4.45%	4.26%	4.08%	3.92%	3.78%	3.64%	3.51%	3.39%	3.28%		
Field Operations Specailist Laboratory Coordinator Utility Billing Specialist	12	\$30.53	\$31.89	\$33.25	\$34.61	\$35.97	\$37.33	\$38.68	\$40.04	\$41.40	\$42.76		
			4.45%	4.26%	4.08%	3.92%	3.78%	3.64%	3.51%	3.39%	3.28%		
Chief Operator Technical Specialist	14	\$35.11	\$36.67	\$38.24	\$39.80	\$41.36	\$42.92	\$44.48	\$46.04	\$47.61	\$49.17		
			4.09%	3.93%	3.78%	3.64%	3.52%	3.40%	3.28%	3.18%	3.08%	2.99%	2.90%
Collections Superintendent	16	\$39.85	\$41.48	\$43.11	\$44.74	\$46.37	\$48.00	\$49.63	\$51.26	\$52.89	\$54.52	\$56.15	\$57.78
			4.55%	4.35%	4.17%	4.00%	3.85%	3.70%	3.57%	3.45%	3.33%	3.23%	3.13%
District Engineer Plant Supervisor	20	\$45.12	\$47.17	\$49.22	\$51.27	\$53.32	\$55.37	\$57.42	\$59.47	\$61.53	\$63.58	\$65.63	\$67.68
			4.55%	4.35%	4.17%	4.00%	3.85%	3.70%	3.57%	3.45%	3.33%	3.23%	3.13%
Controller	22	\$51.91	\$54.27	\$56.63	\$58.99	\$61.35	\$63.71	\$66.07	\$68.43	\$70.79	\$73.15	\$75.51	\$77.87
			5.00%	4.76%	4.55%	4.35%	4.17%	4.00%	3.85%	3.70%	3.57%	3.45%	3.33%
Engineering Manager	24	\$58.53	\$61.45	\$64.38	\$67.31	\$70.24	\$73.16	\$76.09	\$79.02	\$81.94	\$84.87	\$87.80	\$90.72
			5.00%	4.76%	4.55%	4.35%	4.17%	4.00%	3.85%	3.70%	3.57%	3.45%	3.33%
Utility Director	26	\$68.82	\$72.26	\$75.70	\$79.14	\$82.58	\$86.03	\$89.47	\$92.91	\$96.35	\$99.79	\$103.23	\$106.68



MEMORANDUM

To: P&B Committee
From: Andrew Williams
Date: September 22, 2023
Subject: Health Insurance Update

We should receive the renewal by October 1. Our agent has indicated that they have been seeing around 8% for their clients that have earlier renewals. I have shown 10% in the draft operating budget.

Background

After receiving a proposed 23% increase from Anthem for the 2022 plan year, TriCo switched to Anthem IPEP (Indiana Public Employer's Plan) for 2022 which was a 12.17% decrease from the 2021 rates. The deductible increased from \$2,500/\$5,000 to \$3,000/\$6,000, but the Max out of Pocket reduced from \$3,500/\$7,000 to \$3,000/\$6,000. The 2023 Anthem IPEP renewal was a 19.8% increase. We shopped the coverage with IU Health and AllState Valenz last year and in order to get comparable premiums, the out of pocket maximums all increased. And IU Health provided no coverage for Non-Network. We remained with Anthem IPEP for 2023.