



TriCo Regional Sewer Utility

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Board of Trustees Meeting Agenda

Monday, October 9, 2023 @ 6:00 p.m.

TriCo WRRF

7236 Mayflower Park Drive, Zionsville, IN 46077

- 1. Roll Call**
- 2. Public Comment**
- 3. Memorandum Approval, Board Meeting September 11, 2023**
- 4. Approval of Claims Docket**
- 5. Attorney's Report**
- 6. Utility Director's Report**
- 7. Committee Reports**
 - a. Budget & Finance Committee**
 - b. Personnel & Benefits Committee**
 - i. Holiday Schedule
 - ii. Part-Time Laborer (Janitorial) position
 - c. Capital & Construction Committee**
 - i. Dedications
 - ii. Surplus Equipment
 - iii. Service Agreement Amendment for Highlands Latin School
- 8. Old Business**
- 9. New Business**
- 10. Adjourn**



BOARD OF TRUSTEE MEETING

Monday September 11, 2023, 6:00 p.m.
Memorandum

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

ROLL CALL

Present: President Carl Mills, Vice President Jeff Kimbell, Treasurer Jane Merrill, Secretary Michael McDonald, members, 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. Mr. Pittman and Ms. Foley were not present for roll call.

PUBLIC COMMENT

There was no one in attendance from the public.

APPROVAL OF MEETING MEMORANDUM

Ms. Merrill made a motion to approve the August 14, 2023, Board Meeting Memorandum. Mr. Hill seconded the motion, and it was unanimously approved.

APPROVAL OF CLAIMS DOCKET

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

ATTORNEY'S REPORT

Mr. Wyatt had no report.

Ms. Foley arrived at 6:02 p.m.

UTILITY DIRECTOR'S REPORT

Mr. Williams reviewed the list of awards TriCo received at the IWEA Conference in August. Bob Roudebush received the Barb Smith award; Scot Watkins received the honor of becoming a Tumble Bug. TriCo received the Excellence in Safety and Lab awards, only around 18-20 Utilities in the state out of around 500 receive these awards. Daniel Rossman received an IWEA scholarship to go towards completing his master's degree.

Mr. Pittman arrived at 6:03 p.m.

Mr. Williams said there have not been many committee meetings recently, but he expects to go back to the normal schedule this month. He asked the Budget and Finance Committee if they would prefer to meet on September 29th instead of September 22nd. Ms. Merrill said she is not available to meet on the 29th. She could however meet on Thursday September 28th. All other committee members are also available so the September Budget and Finance Committee meeting will be held on Thursday September 28, 2023.

Mr. Williams said a development project at Interstate 465 and Spring Mill Road is scheduled to connect to TriCo sewers. Mr. Strong proactively had his team televise the line to make sure it is ready for connection. It was discovered that there has been a shift in an 8" diameter pipe that has floated in its casing and needs repair. Engineering staff will be working with INDOT to repair the issue as the pipe is under the highway. Mr. Merkle said he expects the cost to be well over \$25,000. Updates will be given to the Board when quotes are received.

COMMITTEE REPORTS

Budget & Finance Committee

Ms. Merrill said the Budget and Finance Committee did not meet and had no report.

Personnel & Benefits Committee

Mr. Kimbell said the Personnel and Benefits Committee did not meet and had no report.

Capital & Construction Committee

Ms. Foley said the Capital and Construction Committee did not meet. Ms. Foley made a motion to approve the dedication of the Pennwood Professional Office Park sanitary sewers. Mr. Hill seconded the motion, and it was unanimously approved.

ADJOURNMENT

Mr. Kimbell made a motion to adjourn the meeting. Mr. Hill seconded the motion. The meeting adjourned at 6:15 p.m.

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

Respectfully submitted,



Andrew Williams
Utility Director

Approved:

_____ as Presented

_____ as Amended

Michael McDonald, Secretary

Carl Mills, President

The TriCo Connection

Volume 17 Issue 10 October 2023

MONTHLY NEWSLETTER

AROUND THE DISTRICT-



Bob Roudebush continues to rack up the 2023 accolades by winning the 2023 TriCo Employee Chili Cookoff. Congratulations Bob. Cindy Sheeks took home top honors in the dessert category.

IT'S A GIRL!

Over the last two months the ducks have surprised us by putting on their very own gender reveal party. Each duck has now laid about 10 eggs a piece. Squashing all suspicions that at least one of them was a boy. They say duck eggs are a delicacy, staff members will be trying them out.



Above: Lift Station #8's new wet well, valve pit, control cabinet and generator.

Left: Some of the underground conduct at Lift Station #8.

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Calendar of Events

| | | |
|------------|---------------|-----------|
| October 9 | Board Meeting | 6:00 p.m. |
| October 25 | P&B Meeting | 7:30 a.m. |
| October 27 | B&F Meeting | 7:30 a.m. |
| November 6 | C&C Meeting | 4:30 p.m. |

FINANCIAL UPDATE – CINDY SHEEKS

In August 2023, total revenue was \$801,255, up \$21,256 from July 2023. The Annual total revenue projection for 2023 is \$8,129,400. YTD through August revenue is 72.6% of the annual budget projection. Residential income was \$441,922 during the month and commercial sales totaled \$293,497. Residential sales decreased \$7,405 from July to August. Commercial sales increased \$23,201 from July to August. The Other Revenue category (late fees, application fees, plan review fees) was \$16,913 in August. The Other Income category (interest, gains on asset disposal, miscellaneous revenue) was \$48,923 during the month.

Total operating expenses were \$620,948 in August. YTD spending is 68.78% of the 2023 Operating Budget of \$6,409,726. Total expenses during August 2023 were \$99,822 higher than expenses in July 2023 and \$117,270 higher spending in August 2022. Wages and benefits spending totaled \$259,328 during the month. Administration spending was \$106,675 during August. Treatment costs totaled \$171,559 and collection costs totaled \$33,662 during the month.

Net income in August was \$63,141 after depreciation and amortization of CIAC.

Spending Breakdown in August:

| | |
|------------------|--------|
| Wages | 41.76% |
| Administration | 17.18% |
| Treatment Costs | 27.63% |
| Collection Costs | 13.43% |

Interceptor fees collected in August were \$195,865. EDU fees collected in August were \$124,168.

Cash generated for August shows a decrease in all funds of \$198,307. Capital spending during the month totaled \$398,453 for plant cameras, LS 8, 10 and 16 improvements, and post aeration updates. Cash on hand as of August 31, 2023, was \$12,533,570.

The balances in the funds are listed below:

| | |
|-------------------------|--------------------|
| Operating | \$8,332,686 |
| Interceptor | \$-122,980 |
| Plant Expansion | \$2,670,391 |
| Operating Reserve | \$519,252 |
| Reserve for Replacement | \$-697,479 |
| 2020 Bond Funds | <u>\$1,831,701</u> |
| Total | \$12,533,570 |

SAFETY UPDATE - LOREN PRANGE

No injuries reported this month, and we are at 609 days without a loss time accident.

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

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 last month. Fire extinguishers and emergency lights inspections were completed. TriCo Ladder's and extension cords were inspected for damaged. No issues were found.

PLANT UPDATE - SCOT WATKINS

Plant staff completed 448 tasks in Cartegraph this month. The VLR 1-4 flow meter failed; a new unit is on-site and ready for installation. Maddox installed four new actuators; two in the headworks and two in the RAS/WAS building. These four were originally installed in the 2004 expansion. The plant generator had its annual service completed. It was found that one of the block heaters had failed; TCI has been made aware as it is still under warranty. Scot and Maggie hosted the IWEA Safety Committee meeting.

One Hundred and three pump-outs have been logged and accounted for over 35,000 gallons of FOG being prevented from entering the system this month. Seventy-five inspections were completed with three follow-up inspections completed. Chick-fil-A and Pho Plus opened as new facilities. TriCo hosted the IWEA Pretreatment Committee meeting.

The laboratory performed 435 CBOD5 tests, 295 Total Suspended Solids (TSS) tests, 244 Phosphorus & Ammonia tests, 87 Total Nitrogen tests, 36 Nitrates & Nitrites tests, and 69 E. Coli tests. Monthly Method Detection Limit studies were completed on TSS, Phosphorus, and Ammonia. Staff started additional sampling for Evoqua for total nitrogen. All lab staff completed their quarterly QA/QC tests. Bob attended his first Leadership Development Institute (LDI) class, IWEA Laboratory Committee, and LDI roundtable Zoom meetings. Bob also designed a sign for the Zionsville Christmas festival.

COLLECTIONS UPDATE – AARON STRONG

Collections Staff inspected 25,723 feet of gravity sewer bringing our yearly total to 228,000 feet of CCTV footage. Carter is currently inspecting sewers in the Lift Station #11 Basin with minor issues forwarded to Shaun for further FOG investigation.

Staff hosted KSB, a pump manufacturer, for training at the WWRF. This hands-on service training included the breakdown and rebuild of four KSB pumps. Staff took delivery of two new KSB pumps at Lift Station #8, slated to go on-line in the coming weeks. TriCo staff performs full-service pump inspection and repair of the 54 pumps in the collections system encompassing four manufactures.

Dan is assisting engineering staff by performing construction inspection at the Flora on Springmill subdivision. The project is expected to conclude in early November.

LionHeart Critical Power Specialists, completed annual PM's on lift station and plant generators. Items of note included a failed block heater contactor at the WWRF and aging batteries at Lift Station #17. The contactors are under a manufacturers warranty and the industrial batteries were replaced in-house by Collections Staff.

Lift Stations #11 & #26 received new MTU pad mounted generators. Staff observed the commissioning of both units. Lift Station #26 has only minor punch list items remaining and staff is working with contractors ironing out startup issues at Lift Station #11. Staff hopes to have both units fully operational in the coming weeks.

Matt and Brian attended the Water Environment Federation's Technical Exhibition and Conference (WEFTEC) in Chicago, they enjoyed networking with other wastewater professionals, and experiencing the latest product innovations and technology in the industry.

ENGINEERING & CONSTRUCTION - WES MERKLE

Staff completed 265 locates, 42 I&I inspections and 49 lateral inspections in September. There was one failed I&I inspection due to a crushed cleanout. 1,938 locate requests were received and reviewed. Brandon completed most lateral and I&I inspections and Nate completed most locates. Nate started an ad campaign to drive social media interest in our site. Eric is observing construction at Ambleside Section 2, and Jeff is observing construction at Bedford Falls. Dan is assisting Engineering observing construction at Flora. It's been a very busy month for Engineering with so many projects moving forward!

Ryan continued coordination and inspection on both Lift Station 8 and 16 projects. Ryan, Jeff and Eric have been assisting with various needs at seven other projects including testing, warranty inspections and repairs. Wes updated the 2024 capital budget and financial projections. He is also observing new generator installations at Lift Stations 11 and 26.

Construction contractor Thieneman continues work on punch list and warranty items for the WRRF Expansion project. At Lift Station 8 (Laurelwood), equipment installation and electrical work are complete, except we continue to wait for AES to install the new electric service and transformer. Crews completed equipment startup on generator power. Once electric service is complete, Lykins will complete remaining gravity sewer and force main tie-in work, and demolish the old lift station. Completion is anticipated in November. Construction contractor TPI plans to complete the work this fall on the Lift Station 26 (Jackson's Grant) Parallel Force Main project; all pipe material has been received.

Construction contractor Ottenweller placed a substantial amount of fill to bring the Lift Station 16 (Michigan Road/Sycamore Street) lift station site up to within two feet of final grade. Electrical conduit installation is underway. We are waiting for Duke Energy to install new power service at the site prior to finishing the new lift station. Overall completion is anticipated this fall. New generators have been installed and started up at Lift Station 11 (Old 106th Street/Bennett Parkway) and Lift Station 26 (Jackson's Grant). Several work items remain, however, and staff is looking into problems with the Lift Station 11 generator installation. Crews will complete work at Lift Station 14 (Austin Oaks) in October, which includes installation of a new generator, control panel, VFDs, and automatic transfer switch. The old generator and fuel tank were disconnected, removed and sold via auction.

Design work continues for the Lift Station 10 (Ashbrook) upgrades project. Staff received and evaluated quotes for new pumps. Design will be complete and permits received this fall. Greeley Hansen continues to make good progress on the WRRF master planning project. The final report is expected late-October.

Birthdays

Brian Vaughn October 1

Scot Watkins October 2

Shelly Keefe October 14

Nathan Crowder October 25

Anniversary

Nathan Crowder 7 years of Service

| TriCo Regional Sewer Utility Register of Claims For the period 9/8/23-10/23/23 | | | | | | |
|--|--------------|------------------|----------------------------------|-------------|----------------|---|
| Payment date | Check number | Bank name | Payee name | Amount | Amount Allowed | Description |
| 9/8/2023 | 19539 | Operating | Brian Vaughn | \$110.04 | \$110.04 | Mileage - on call |
| 9/12/2023 | 19540 | Operating | Lawrence Prange | \$139.10 | \$139.10 | Mileage - conference |
| 9/13/2023 | 19541 | Operating | McGavic Outdoor Power Equipmer | \$872.18 | \$872.18 | Reparis to Gem |
| 9/13/2023 | 19542 | Operating | Citizens Energy Group | \$250.00 | \$250.00 | Monthly readings |
| 9/14/2023 | 19543 | Operating | Robert Roudebush | \$141.64 | \$141.64 | Mileage - IWEA Conference |
| 9/14/2023 | 19544 | Operating | Carmel Utilities | \$14.92 | \$14.92 | LS 1 7/31-8/29 |
| 9/14/2023 | 19544 | Operating | Carmel Utilities | \$30.35 | \$30.35 | LS 26 |
| 9/14/2023 | 19544 | Operating | Carmel Utilities | \$482.24 | \$482.24 | LS 2 8/3-9/6 |
| 9/14/2023 | 19545 | Operating | Kinetrex Energy | \$15.15 | \$15.15 | Natural gas 7/27-8/28 |
| 9/18/2023 | 19546 | Operating | Jazmine Ealy | \$400.00 | \$400.00 | Dependent care reim |
| 9/18/2023 | 19547 | Operating | Altman, Poindexter & Wyatt, LLC | \$132.50 | \$132.50 | Legal fees |
| 9/19/2023 | 19548 | Operating | AFLAC | \$374.02 | \$374.02 | EE Deductions |
| 9/20/2023 | 19549 | Operating | Daniel Rossman | \$60.52 | \$60.52 | On call mileage |
| 9/20/2023 | 19550 | Operating | Brian Vaughn | \$36.68 | \$36.68 | Fall festival mileage |
| 9/21/2023 | 19552 | Operating | Robert Roudebush | \$96.00 | \$96.00 | Detergent for TriCo |
| 9/21/2023 | 19553 | Operating | IUPPS | \$1,803.10 | \$1,803.10 | Tickets |
| 9/25/2023 | 19554 | Operating | Scot Watkins | \$1,665.39 | \$1,665.39 | 2023 Dep care reim |
| 9/26/2023 | 19555 | Operating | Brandon Woolf | \$30.00 | \$30.00 | Sept cell phone |
| 9/26/2023 | 19556 | Operating | Eric Luis Delacruz | \$30.00 | \$30.00 | Sept cell phone |
| 9/26/2023 | 19557 | Operating | Jeffrey Martin | \$30.00 | \$30.00 | Sept cell phone |
| 9/26/2023 | 19558 | Operating | Nathan Crowder | \$30.00 | \$30.00 | Sept cell phone |
| 9/28/2023 | 19559 | Operating | Amanda Foley | \$300.00 | \$300.00 | Sept board fees |
| 9/28/2023 | 19560 | Operating | Carl S. Mills | \$600.00 | \$600.00 | Sept board fees |
| 9/28/2023 | 19561 | Operating | Charles Ryerson | \$300.00 | \$300.00 | Sept board fees |
| 9/28/2023 | 19562 | Operating | Eric Hand | \$450.00 | \$450.00 | Sept board fees |
| 9/28/2023 | 19563 | Operating | Jane B. Merrill | \$300.00 | \$300.00 | Sept board fees |
| 9/28/2023 | 19564 | Operating | Jeff Hill | \$150.00 | \$150.00 | Sept board fees |
| 9/28/2023 | 19565 | Operating | Jeffrey Kimbell | \$450.00 | \$450.00 | Sept board fees |
| 9/28/2023 | 19566 | Operating | Michael A. McDonald | \$900.00 | \$900.00 | Sept board fees |
| 9/28/2023 | 19567 | Operating | Steve Pittman | \$300.00 | \$300.00 | Sept board fees |
| 9/28/2023 | 19568 | Operating | Brian Vaughn | \$36.68 | \$36.68 | Mileage-9/26/23 |
| 9/28/2023 | 19569 | Operating | Carter Kaminski | \$77.55 | \$77.55 | Mileage-9/16,9/17,9/19 |
| 9/28/2023 | 19570 | Operating | Cindy Sheeks | \$30.25 | \$30.25 | B & F meeting |
| 9/29/2023 | 19571 | Operating | JOSEPH OR KATHERINE HOKAN | \$29.12 | \$29.12 | REFUND-3232 SUNRISE CT - REISSUE CK 19463 |
| 9/29/2023 | 19572 | Operating | Matt Starr | \$102.18 | \$102.18 | Mileage 9/22-9/26 |
| 10/2/2023 | 19573 | Operating | Jazmine Ealy | \$400.00 | \$400.00 | Dep care reim |
| 10/4/2023 | 19574 | Reserve for Repl | BL Anderson Company, Inc. | \$8,567.00 | \$8,567.00 | CIP-R4R - New 24" Flow meter VLR1 |
| 10/4/2023 | 19575 | Reserve for Repl | Commonwealth Engineers, Inc | \$4,110.00 | \$4,110.00 | CIP-Proj 2301 LS 10 pump replacement R4R |
| 10/4/2023 | 19576 | Reserve for Repl | Maddox Industrial Group, Inc. | \$6,500.00 | \$6,500.00 | CIP - Proj 2365 Actuator R4R |
| 10/4/2023 | 19577 | Reserve for Repl | Pyramid Design & Construction Co | \$30,000.00 | \$30,000.00 | CIP-Proj 2354 Pump replacement LS 21 R4R |
| 10/4/2023 | 19577 | Reserve for Repl | Pyramid Design & Construction Co | \$9,168.75 | \$9,168.75 | CIP-Proj 2201 LS 1 wet weather pumps R4R |
| 10/4/2023 | 19578 | Interceptor | GRW | \$178.13 | \$178.13 | CIP-Proj 2207 LS 26 Interceptor |
| 10/4/2023 | 19578 | Interceptor | GRW | \$392.50 | \$392.50 | CIP-Proj 2208 LS 16 Interceptor |
| 10/4/2023 | 19579 | Interceptor | Shambaugh & Son, LP | \$68,990.00 | \$68,990.00 | CIP-Proj 2208 Interceptor |
| 10/4/2023 | 19580 | Operating | Altman, Poindexter & Wyatt, LLC | \$1,120.00 | \$1,120.00 | Legal fees |
| 10/4/2023 | 19581 | Operating | Amazon Capital Services | \$677.82 | \$677.82 | Cleaning supplies |
| 10/4/2023 | 19581 | Operating | Amazon Capital Services | \$50.99 | \$50.99 | Letter opener, storage basket |
| 10/4/2023 | 19581 | Operating | Amazon Capital Services | \$407.79 | \$407.79 | Vehicle R & M |
| 10/4/2023 | 19582 | Operating | ASAP Aquatics | \$430.00 | \$430.00 | Fall fountain treatment |
| 10/4/2023 | 19583 | Operating | Bee Green Lawn & Plant Health | \$655.01 | \$655.01 | Aeration/Overseeding |
| 10/4/2023 | 19584 | Operating | Biomonitor | \$2,500.00 | \$2,500.00 | Testing fees |
| 10/4/2023 | 19585 | Operating | Black Tie Courier | \$500.00 | \$500.00 | Courier service |
| 10/4/2023 | 19586 | Operating | Bridgestone Hosepower, LLC | \$3,137.18 | \$3,137.18 | Operating supplies - Collection System |
| 10/4/2023 | 19587 | Operating | Carmel Utilities | \$81,554.25 | \$81,554.25 | Sept flow |
| 10/4/2023 | 19587 | Operating | Carmel Utilities | \$1,047.00 | \$1,047.00 | September commercail reads |
| 10/4/2023 | 19588 | Operating | Donohue | \$1,505.31 | \$1,505.31 | Plant R & M/LS R & M |
| 10/4/2023 | 19588 | Operating | Donohue | \$2,640.00 | \$2,640.00 | CIP-Proj 2202 LS 8 reconstruction Operating |
| 10/4/2023 | 19589 | Operating | Doxim | \$4,524.86 | \$4,524.86 | Mailing |
| 10/4/2023 | 19589 | Operating | Doxim | \$7,238.98 | \$7,238.98 | Postage |
| 10/4/2023 | 19590 | Operating | Environmental Resource Associate | \$686.45 | \$686.45 | Sewer sampling |
| 10/4/2023 | 19591 | Operating | Fastenal Company | \$59.02 | \$59.02 | Plant R & M |
| 10/4/2023 | 19592 | Operating | Fish Window Cleaning | \$725.00 | \$725.00 | Window clearing |
| 10/4/2023 | 19593 | Operating | Hach Company | \$812.79 | \$812.79 | Sewer sampling |
| 10/4/2023 | 19593 | Operating | Hach Company | \$66.79 | \$66.79 | Sewer sampling |
| 10/4/2023 | 19594 | Operating | IDEXX Laboratories | \$975.00 | \$975.00 | Sewer sampling |
| 10/4/2023 | 19595 | Operating | IT Indianapolis/Core | \$10,206.96 | \$10,206.96 | Monthly services |
| 10/4/2023 | 19595 | Operating | IT Indianapolis/Core | \$1,500.00 | \$1,500.00 | CIS IG1 & IG2 Assessment & implementation |
| 10/4/2023 | 19596 | Operating | IUPPS | \$1,873.40 | \$1,873.40 | Monthly tickets |
| 10/4/2023 | 19597 | Operating | KnowBe4, Inc. | \$858.00 | \$858.00 | Awareness training |

| TriCo Regional Sewer Utility Register of Claims For the period 9/8/23-10/23/23 | | | | | | |
|--|--------------|-------------|--------------------------------------|--------------|----------------|-------------------------------------|
| Payment date | Check number | Bank name | Payee name | Amount | Amount Allowed | Description |
| 10/4/2023 | 19598 | Operating | KOORSEN FIRE & SECURITY | \$30.00 | \$30.00 | Quarterly monitoring |
| 10/4/2023 | 19599 | Operating | Kuhn & Gustafson Land Surveying | \$2,437.50 | \$2,437.50 | Survey 2201 E 99th St |
| 10/4/2023 | 19600 | Operating | Lionheart Critical Power Specialists | \$8,697.59 | \$8,697.59 | LS R & M |
| 10/4/2023 | 19600 | Operating | Lionheart Critical Power Specialists | \$54.00 | \$54.00 | LS R & M |
| 10/4/2023 | 19601 | Operating | Lykins Contracting LLC | \$55,874.24 | \$55,874.24 | CIP-Proj 2208 LS 8 Operating |
| 10/4/2023 | 19602 | Operating | MacAllister Machinery | \$23,533.72 | \$23,533.72 | CIP - New Kubota |
| 10/4/2023 | 19603 | Operating | Merrell Brothers, Inc. | \$18,976.96 | \$18,976.96 | August disposal |
| 10/4/2023 | 19603 | Operating | Merrell Brothers, Inc. | \$15,061.28 | \$15,061.28 | Biosolid disposal |
| 10/4/2023 | 19604 | Operating | Meyer Truck Equipment | \$2,110.92 | \$2,110.92 | Equipment repair |
| 10/4/2023 | 19605 | Operating | Mission Mechanical | \$437.00 | \$437.00 | Plant R & M |
| 10/4/2023 | 19606 | Operating | Motion Industries | \$1,516.92 | \$1,516.92 | Plant R & M |
| 10/4/2023 | 19607 | Operating | Nalco Company, LLC | \$204.30 | \$204.30 | Sewer sampling |
| 10/4/2023 | 19608 | Operating | NCL of Wisconsin, Inc | \$1,017.43 | \$1,017.43 | Sewer sampling |
| 10/4/2023 | 19609 | Operating | Pace Analytical Services LLC | \$276.00 | \$276.00 | Sewer sampling |
| 10/4/2023 | 19609 | Operating | Pace Analytical Services LLC | \$276.00 | \$276.00 | Sewer sampling |
| 10/4/2023 | 19609 | Operating | Pace Analytical Services LLC | \$276.00 | \$276.00 | Sewer sampling |
| 10/4/2023 | 19609 | Operating | Pace Analytical Services LLC | \$420.80 | \$420.80 | Sewer sampling |
| 10/4/2023 | 19610 | Operating | PFM Auto & Fleet - Zionsville | \$517.67 | \$517.67 | Vehicle R & M - 2015 F-150 |
| 10/4/2023 | 19611 | Operating | Reynolds Farm Equipment | \$369.41 | \$369.41 | Equipment repairs |
| 10/4/2023 | 19612 | Operating | Simplifile | \$480.00 | \$480.00 | Filing fees |
| 10/4/2023 | 19613 | Operating | Straeffer Pump & Supply, Inc. | \$2,000.00 | \$2,000.00 | Short pay on Inv 38898 |
| 10/4/2023 | 19614 | Operating | Taylor Oil Company, Inc. | \$2,570.04 | \$2,570.04 | CIP-Pro 2206 LS 26 Backup Generator |
| 10/4/2023 | 19614 | Operating | Taylor Oil Company, Inc. | \$2,140.95 | \$2,140.95 | Fuel |
| 10/4/2023 | 19615 | Operating | USA BlueBook | \$651.62 | \$651.62 | LS R & M |
| 10/4/2023 | 19615 | Operating | USA BlueBook | \$96.42 | \$96.42 | Sewer sampling |
| 10/4/2023 | 19615 | Operating | USA BlueBook | \$81.55 | \$81.55 | Sewer sampling |
| 10/4/2023 | 19615 | Operating | USA BlueBook | \$244.65 | \$244.65 | Sewer sampling |
| 10/4/2023 | 19615 | Operating | USA BlueBook | \$1,266.30 | \$1,266.30 | LS R & M |
| 10/4/2023 | 19616 | Operating | Utility Supply Company | \$36.88 | \$36.88 | LS R & M |
| 10/4/2023 | 19617 | Interceptor | Ottenweller Contracting | \$129,402.00 | \$129,402.00 | CIP-Proj 2208 LS 16 |
| 10/4/2023 | 19618 | Operating | Commonwealth Engineers, Inc | \$2,531.73 | \$2,531.73 | CIP-Proj 2202 LS 8 Reconstruction |
| 9/13/2023 | 2023429 | Operating | CenterPoint Energy/Vectren Energy | \$61.85 | \$61.85 | Plant water |
| 9/13/2023 | 2023430 | Operating | Citizens Energy Group | \$45.94 | \$45.94 | LS 17 |
| 9/13/2023 | 2023431 | Operating | Citizens Energy Group | \$219.80 | \$219.80 | Plant water |
| 9/8/2023 | 2023432 | Operating | ADP | \$156.35 | \$156.35 | Workforce Now |
| 9/18/2023 | 2023433 | Operating | ADP | \$146.45 | \$146.45 | Time and Attendance |
| 9/18/2023 | 2023434 | Operating | ADP | \$79,963.39 | \$79,963.39 | Payroll PPE 9/15/23 |
| 9/18/2023 | 2023435 | Operating | Empower Retirement (Hoosier STA) | \$12,229.31 | \$12,229.31 | 401a, 457b, Roth |
| 9/21/2023 | 2023436 | Operating | AT&T Mobility | \$3,414.82 | \$3,414.82 | EE Phones/tablets |
| 9/28/2023 | 2023437 | Operating | CenterPoint Energy/Vectren Energy | \$50.46 | \$50.46 | LS 2 |
| 9/28/2023 | 2023438 | Operating | CenterPoint Energy/Vectren Energy | \$19.67 | \$19.67 | LS 10 |
| 10/9/2023 | 2023439 | Operating | Comcast | \$241.17 | \$241.17 | Backup Internet |
| 9/21/2023 | 2023440 | Operating | Mutual of Omaha | \$4,124.80 | \$4,124.80 | Ins- Oct 2023 |
| 9/25/2023 | 2023441 | Operating | ADP | \$156.35 | \$156.35 | Workforce Now |
| 9/25/2023 | 2023442 | Operating | AT & T | \$1,367.64 | \$1,367.64 | Internet |
| 9/5/2023 | 2023443 | Operating | IPL | \$5,336.26 | \$5,336.26 | LS 2 |
| 9/13/2023 | 2023444 | Operating | Duke Energy | \$373.80 | \$373.80 | LS 23 |
| 10/12/2023 | 2023445 | Operating | Duke Energy | \$25,543.74 | \$25,543.74 | Plant |
| 10/12/2023 | 2023446 | Operating | Duke Energy | \$345.46 | \$345.46 | LS 16 |
| 10/11/2023 | 2023447 | Operating | Duke Energy | \$359.23 | \$359.23 | LS 11 |
| 10/11/2023 | 2023448 | Operating | Duke Energy | \$1,144.35 | \$1,144.35 | LS 17 |
| 10/10/2023 | 2023449 | Operating | Duke Energy | \$1,057.44 | \$1,057.44 | LS 14 |
| 10/6/2023 | 2023450 | Operating | Duke Energy | \$300.74 | \$300.74 | LS 19 |
| 10/5/2023 | 2023451 | Operating | Duke Energy | \$556.71 | \$556.71 | LS 26 |
| 10/4/2023 | 2023452 | Operating | Duke Energy | \$283.72 | \$283.72 | LS 21 |
| 10/4/2023 | 2023453 | Operating | Duke Energy | \$1,012.24 | \$1,012.24 | LS 1 |
| 10/3/2023 | 2023454 | Operating | Duke Energy | \$63.36 | \$63.36 | LS 6 |
| 10/4/2023 | 2023455 | Operating | Duke Energy | \$148.87 | \$148.87 | LS 4 |
| 10/1/2023 | 2023456 | Operating | Indiana Public Employers | \$32,654.66 | \$32,654.66 | October insurance |
| 10/1/2023 | 2023457 | Operating | Globe Life | \$58.72 | \$58.72 | EE Deductions |
| 9/29/2023 | 2023458 | Operating | Citizens State Bank | \$20.00 | \$20.00 | Bank fee |
| 10/2/2023 | 2023459 | Operating | ADP | \$79,278.83 | \$79,278.83 | Payroll PPE 9/29/23 |
| 10/2/2023 | 2023460 | Operating | Empower Retirement (Hoosier STA) | \$11,700.16 | \$11,700.16 | 401a, 457b, Roth |
| 10/3/2023 | 2023462 | Operating | Jive Communications, Inc | \$767.21 | \$767.21 | Monthly phone service |
| 9/30/2023 | 2023463 | Operating | Citizens State Bank | \$965.40 | \$965.40 | Lock box fees |
| 10/19/2023 | 2023464 | Operating | IPL | \$49.70 | \$49.70 | LS 18 |
| 10/20/2023 | 2023465 | Operating | IPL | \$100.45 | \$100.45 | LS 3 |
| 10/20/2023 | 2023466 | Operating | IPL | \$359.03 | \$359.03 | LS 8 |
| 10/20/2023 | 2023467 | Operating | IPL | \$252.14 | \$252.14 | LS 9 |

TriCo Regional Sewer Utility
Register of Claims
For the period 9/8/23-10/23/23

| Payment date | Check number | Bank name | Payee name | Amount | Amount Allowed | Description |
|--------------|--------------|-----------|------------|--------------|----------------|------------------|
| 10/20/2023 | 2023468 | Operating | IPL | \$665.09 | \$665.09 | LS 10 |
| 10/20/2023 | 2023469 | Operating | IPL | \$86.46 | \$86.46 | LS 12 |
| 10/20/2023 | 2023470 | Operating | IPL | \$61.80 | \$61.80 | LS 20 |
| 10/20/2023 | 2023471 | Operating | IPL | \$45.34 | \$45.34 | LS 22 |
| 10/20/2023 | 2023472 | Operating | IPL | \$50.60 | \$50.60 | LS 25 |
| 10/20/2023 | 2023473 | Operating | IPL | \$56.31 | \$56.31 | LS VV |
| 10/23/2023 | 2023474 | Operating | IPL | \$94.63 | \$94.63 | LS 24 |
| 10/23/2023 | 2023475 | Operating | IPL | \$72.87 | \$72.87 | LS 27 |
| 9/30/2023 | 2023476 | Operating | PNC Bank | \$2,952.07 | \$2,952.07 | Sept Credit Card |
| 9/30/2023 | 2023476 | Operating | PNC Bank | \$281.98 | \$281.98 | Sept Credit Card |
| | | | | \$807,715.84 | \$807,715.84 | |

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

\$807,715.84

Docket Report Information

For the period 9/8/23-10/23/23

| | |
|---|---------------------|
| CIP-R4R - New 24" Flow meter VLR1 | \$8,567.00 |
| CIP-Proj 2301 LS 10 pump replacement R4R | \$4,110.00 |
| CIP - Proj 2365 Actuator R4R | \$6,500.00 |
| CIP-Proj 2354 Pump replacement LS 21 R4R | \$30,000.00 |
| CIP-Proj 2201 LS 1 wet weather pumps R4R | \$9,168.75 |
| CIP-Proj 2207 LS 26 Interceptor | \$178.13 |
| CIP-Proj 2208 LS 16 Interceptor | \$254,658.74 |
| CIP - New Kubota | \$23,533.72 |
| CIP-Pro 2206 LS 26 Backup Generator | \$2,570.04 |
| CIP-Proj 2202 LS 8 reconstruction Operating | <u>\$5,171.73</u> |
| | \$344,458.11 |
| | |
| Treatment costs - Carmel Utilities | \$81,554.25 |
| District Insurance | \$36,779.46 |
| Other Expenses | \$344,924.02 |
| Total Claims | \$807,715.84 |

| Selected Statistics 2023 | January | February | March | April | May | June | July | August | September | 2023 Monthly Average | 2023 YTD | 2022 Total Through September |
|----------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|----------------------|---------------|------------------------------|
| Maintenance Information | | | | | | | | | | | | |
| Lateral Inspections | 14 | 23 | 31 | 20 | 25 | 39 | 24 | 41 | 49 | 30 | 266 | 207 |
| Certified I&I Inspections | 22 | 15 | 33 | 18 | 53 | 44 | 48 | 32 | 42 | 34 | 307 | 238 |
| Failed I&I Inspections | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 2 | 3 |
| Sewer Locates | 264 | 227 | 331 | 291 | 322 | 372 | 284 | 449 | 245 | 309 | 2,785 | 2,555 |
| Manholes Added | 27 | 3 | 5 | 13 | 1 | 0 | 3 | 2 | 5 | 7 | 59 | 15 |
| Total # of Manholes | 6,084 | 6,087 | 6,087 | 6,100 | 6,101 | 6,101 | 6,104 | 6,106 | 6,111 | N/A | 6,084 | 6,017 |
| Manholes Inspected | 196 | 632 | 963 | 34 | 9 | 8 | 0 | 11 | 3 | 206 | 1,856 | 2,153 |
| Feet of Sewer Added | 12,063 | 745 | 1,020 | 2,121 | 74 | 0 | 20 | 399 | 794 | 1,915 | 17,236 | 1,296 |
| Total Footage of Sewers | 1,752,882 | 1,753,627 | 1,754,647 | 1,756,768 | 1,756,842 | 1,756,838 | 1,756,858 | 1,757,257 | 1,758,051 | N/A | 1,752,882 | NA |
| Feet of Sewer Televised | 21,077 | 8,223 | 32,959 | 26,599 | 26,101 | 42,308 | 22,129 | 23,103 | 25,723 | 25,358 | 228,222 | 204,496 |
| Acoustic Sewer Inspection | 0 | 0 | 0 | 0 | 45,919 | 79,332 | 67,270 | 0 | 0 | 21,391 | 192,521 | 152,630 |
| Feet of Sewer Cleaned | 0 | 0 | 0 | 400 | 12,655 | 1,104 | 3,020 | 5,964 | 403 | 2,616 | 23,546 | 24,238 |
| Overflows | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Feet of LPFM Cleaned | 0 | 0 | 1225 | 0 | 0 | 33,031 | 0 | 0 | 0 | 3,806 | 34,256 | 34,968 |
| LS 1 to Carmel Utilities | | | | | | | | | | | | |
| Rainfall/Precipitation (inches) | 3.68 | 2.96 | 5.92 | 2.67 | 2.3 | 1.8 | 7.39 | 3.09 | 2.31 | 3.57 | 32.12 | 35.18 |
| Total Flow (gallons) | 34,878,787 | 31,728,282 | 42,495,337 | 35,799,028 | 33,883,915 | 28,657,511 | 30,264,253 | 31,548,562 | 28,174,935 | 33,047,846 | 297,430,610 | 432,264,783 |
| Max Daily Flow (gallons) | 1,415,109 | 1,441,204 | 2,181,616 | 1,553,974 | 1,276,507 | 1,015,605 | 1,059,661 | 1,236,957 | 1,029,788 | N/A | 2,181,616 | 3,899,994 |
| Average Daily Flow (gallons) | 1,125,122 | 1,133,152 | 1,370,817 | 1,193,300 | 1,093,030 | 924,436 | 976,266 | 1,017,696 | 939,165 | 1,085,887 | N/A | N/A |
| Min Daily Flow (gallons) | 973,743 | 1,018,144 | 1,077,857 | 1,020,511 | 939,392 | 890,676 | 902,575 | 922,649 | 864,908 | N/A | 864,908 | 633,046 |
| TriCo WRRF | | | | | | | | | | | | |
| Total Flow (gallons) | 88,091,000 | 94,160,000 | 122,038,000 | 101,720,000 | 107,490,000 | 93,361,000 | 103,066,000 | 107,175,000 | 89,861,000 | 100,773,556 | 906,962,000 | 836,945,000 |
| Max Daily Flow (gallons) | 3,598,000 | 4,390,000 | 5,616,000 | 4,080,000 | 93,000 | 3,306,000 | 3,755,000 | 4,257,000 | 3,360,000 | N/A | 5,616,000 | 6,192,000 |
| Average Daily Flow (gallons) | 2,841,600 | 3,360,000 | 3,936,709 | 3,390,000 | 3,467,419 | 3,112,033 | 3,324,709 | 3,457,258 | 2,995,367 | 3,320,566 | N/A | N/A |
| Min Daily Flow (gallons) | 2,416,000 | 2,520,000 | 3,351,000 | 3,060,000 | 2,956,000 | 2,855,000 | 2,918,000 | 3,070,000 | 2,719,000 | N/A | 2,416,000 | 1,715,000 |
| Total Flow to Both Plants | 122,969,787 | 125,888,282 | 164,533,337 | 137,519,028 | 141,373,915 | 122,018,511 | 133,330,253 | 138,723,562 | 118,035,935 | 124,429,035 | 1,204,392,610 | 1,269,209,783 |
| Biosolids Handling (gals) | | | | | | | | | | | | |
| Wasted (Biosolids) | 1,332,000 | 1,172,000 | 1,626,000 | 1,485,000 | 1,709,000 | 1,754,000 | 1,985,000 | 2,041,000 | 2,099,000 | 1,689,222 | 15,203,000 | 10,062,200 |
| Dewatered | 528,700 | 77,080 | 122,087 | 446,596 | 451,300 | 378,995 | 599,560 | 611,295 | 562,272 | 419,765 | 3,777,885 | 3,558,320 |
| Digested Sludge Withdrawn | 1,667,000 | 1,352,000 | 1,800,000 | 1,096,000 | 1,271,000 | 1,511,000 | 1,300,000 | 1,398,000 | 1,168,000 | 1,395,889 | 12,563,000 | 7,159,000 |
| Customer Information | | | | | | | | | | | | |
| New Sewer Service Accounts | 12 | 13 | 22 | 13 | 9 | 14 | 18 | 18 | 35 | 17 | 154 | 161 |
| Permits Issued | 12 | 13 | 35 | 25 | 49 | 24 | 42 | 36 | 17 | 28 | 253 | 159 |



JOINT BUDGET & FINANCE COMMITTEE AND BOARD OF TRUSTEES MEETING

Thursday, September 28, 2023, 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 Engineering Manager Wes Merkle.

PUBLIC COMMENT

There was no one present from the public.

FINANCIAL STATEMENTS

Ms. Sheeks said there were no unusual items in the financial statements. Rates are currently over five percent. Investments are currently laddered. Mr. Mills asked Ms. Sheeks if she had discussed extensions at some point with John Herald with 5/3 Securities. Ms. Sheeks said there are some big projects hitting towards the end of 2023 which will use some of the money.

2024 OPERATING BUDGET

Mr. Williams handed out the revised proposed Operating budget. The proposed step increase for 2024 was adjusted to 4.5% and the biosolid disposal costs and plant utilities were updated. Duke has reduced its fuel service charges that were implemented at the beginning of 2023 and staff has lowered the projected expense. The proposed budget does not reflect a rate increase. However, if the Board determines that it is necessary to have a rate increase in 2024, this increase in revenue will be added to the budget. Ms. Sheeks said she is hopeful that Carmel will be able to provide customer service with the appropriate reads in 2024 so balanced billing can be done. It was not done in 2023 because Carmel switched software companies and were unable to provide the data needed to calculate balanced billing. Ms. Sheeks said that she would have no problem separating a rate increase from the annual balanced billing adjustment in July. Mr. Merkle said he is expecting to have the rate study information in October which would indicate if an increase will be needed.

The Personnel and Benefits Committee recommended that the B&F Committee consider a 4.5% salary range adjustment. Mr. McDonald noted that the actual increase in salaries would be somewhere between 8% or 9% when the proposed 4.5% cost of living adjustment is added to the step increase employees will be receiving.

Mr. Williams said currently a 10% insurance premium increase is included in the proposed budget, but until the Anthem quote is received this is just a budget number. Mr. Mills asked Mr. Merkle when the next rate increase would be based on his previous projections.

Mr. Merkle said 2024. Mr. Mills said he would be in favor of a rate increase in 2024 to ensure TriCo's capital remains stable. Ms. Merrill asked when TriCo's bonds mature, Mr. Merkle said between 2036 and 2037.

The Committee discussed other potential service opportunities that might arise outside TriCo's current service area.

PROPOSED PART TIME EMPLOYEE

Ms. Sheeks said the budget includes adding a part-time employee for office cleaning in lieu of a cleaning service. Mr. Williams said a part-time employee addition was discussed at the Personnel and Benefits Committee meeting and will be coming before the Board for consideration at their October meeting.

Mr. McDonald asked if there is an update regarding the fiduciary responsibilities associated with older investment plans. Mr. Williams and Ms. Sheeks said they are working on it. A couple of old employees have switched out of that policy and a couple are still on it. Mr. McDonald offered to do a security check on the investment company for TriCo.

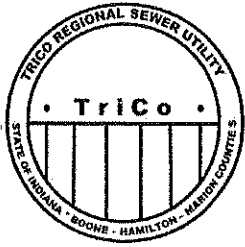
ADJOURNMENT

The meeting adjourned at 8:15 a.m.

Respectfully Submitted



Cindy Sheeks
Controller



JOINT PERSONNEL & BENEFITS AND BOARD OF TRUSTEES MEETING

Wednesday, September 27, 2023, at 7:30 a.m.
Memorandum

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

ROLL CALL

Members Present: Committee Chair Jeff Kimbell, members Eric Hand. Others in attendance were Board member Michael McDonald, Utility Director Andrew Williams, and Controller Cindy Sheeks. Mr. Ryerson was not present during the roll call.

PUBLIC COMMENT

There was no one present from the public.

SAFETY REPORT

Mr. Williams said TriCo has gone over 600 days with no lost time accidents. Staff members participated in the IWEA Safety Committee meeting. TriCo won the Excellence in Safety award again in 2023.

PART TIME LABORER POSITION

Mr. Kimbell asked the Committee members if they had reviewed the memo regarding the request. They said they had. Mr. Kimbell said the proposal sounds reasonable to him and he is in support of the addition. Mr. Hand asked for clarification on the 20 hour a week schedule and if that is for five days a week. Mr. Williams said yes, it would be for five days a week. It would be the same schedule the cleaning crew had previously. About four hours a night, five nights a week. Mr. Kimbell asked if the cost for a part-time employee would be around the same as what TriCo was paying the cleaning company. Mr. Williams said it would. Mr. Williams said costs will be reallocated from Building Services where the payments for the cleaning company came from into wages if it gets approved. Mr. Kimbell asked if a part-time employee would get benefits. Mr. Williams said they would not. Mr. Williams said there is some interest in the job from someone TriCo is familiar with. They have already applied in hopes the position gets approved. Mr. Williams said if approved, the job opening will be posted on the website to see if there is any other interest as well. The Committee will recommend the Board of Trustees approve a part-time laborer position.

2024 HOLIDAY SCHEDULE

Mr. Williams said the Holiday schedule is the same as in prior years. Thirteen total holidays; ten set and three floating. The Committee will recommend the Board of Trustees approve the proposed 2024 holiday schedule.

2024 SALARY RANGE ADJUSTMENT

Mr. Williams said the memo provided details on the CPI, inflation and what surrounding cities have proposed for pay adjustments for 2024. Mr. Kimbell said a range adjustment is a base increase for all the steps. The concept has been to make the base increase largely reflective of inflation, then step increases would be on top of a range adjustment to the whole salary scale. The Committee discussed current inflation. Mr. Kimbell said what he has seen across the board proposed salary adjustments for 2024 are right around 4%. There was discussion among the Committee about the Step System and the range adjustment. Mr. Kimbell suggested the Committee recommend a 4.5% step increase to the salary ranges. The Committee will recommend the Budget and Finance Committee consider recommending the Board of Trustees approve a 4.5% increase to TriCo's step salary system in 2024.


2024 INSURANCE RATES

Staff has not received insurance rate information at this time. Renewal rates are due around October 1, but Anthem is typically late in providing this information. Mr. Williams will notify the Committee when the renewal rate is received.

ADJOURNMENT

The meeting adjourned at 8:35 a.m.

Respectfully Submitted,


Andrew Williams
Utility Director



MEMORANDUM

To: Board of Trustees
From: Andrew Williams
Date: October 4, 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. The B&P Committee is recommending the approval of the 2024 Holiday Schedule.

| | |
|----------------------------|------------------------|
| 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: Approve the 2024 Holiday Schedule.



MEMORANDUM

To: Board of Trustees
From: Andrew Williams
Date: October 4, 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. The P&B Committee reviewed this proposal and is supportive of the addition of the part-time position.

Requested Action: Approve the addition of a part-time Laborer position.



JOINT CAPITAL & CONSTRUCTION MEETING AND BOARD OF TRUSTEES MEETING

Monday October 2, 2023, at 4:30 p.m.
Memorandum

Ms. Foley called the meeting to order at 4:32 p.m.

Members Present: Committee Chair Amanda Foley, members Steve Pittman and Jeff Hill. Others in attendance were Legal Counsel Anne Poindexter, Utility Director Andrew Williams, Engineering Manager Wes Merkle, Collections Superintendent Aaron Strong and Administrative Assistant Maggie Crediford.

PUBLIC COMMENT

There was no one present from the public.

DEDICATIONS

The Committee will recommend the Board of Trustees accept the dedication of Towns at Appaloosa Section 2 sanitary sewers.

SURPLUS EQUIPMENT

The Committee will recommend the Board of Trustees declare the Cummins portable 210kW generator and Thompson 6" pad mounted pump equipment surplus to be sold on using the public bidding process. Mr. Pittman asked where TriCo sells its surplus items. Mr. Williams said the government surplus website GovDeals.

SERVICE AGREEMENT AMENDMENT FOR HIGHLANDS LATIN SCHOOL

Mr. Merkle said the original agreement from May 2020 between TriCo and Highlands Latin School allowed the school three years to connect to TriCo sewers. The school requested additional time to make the connection per the agreement. The May 2020 agreement also stated that since the parcel is in Citizen's service area TriCo would provide temporary service to the school for a period of ten years; if Citizens does not extend their service to that parcel within ten years, it will become a permanent customer of TriCo. As part of the extension agreement Citizens is demanding the disconnection deadline be extended to November 30, 2030. The Committee will recommend the Board approve the Highlands Latin School Service agreement amendment.

2024 CAPITAL BUDGET

Mr. Merkle reviewed the list of projects that are expected to be completed in 2023 which included Lift Station 1 (#2201) wet weather pump replacements, Lift Station 8 Reconstruction (#2202), Lift Station 11 added generator (#2204), Lift Station 14 Generator and controls replacement (#2205), Lift Station 26 added generator (#2206), Lift Station 26 parallel force main (#2207), Lift Station 16 replacement/relocation (#2208), and Lift Station 21 pump and discharge piping replacement. Project #2301 Lift Station 10 upgrades are slated to be designed and bid in 2023, with construction and installation to

be completed in 2024. Projects that may begin or continue in 2024, pending capacity need and private development, include Lift Station 23 upgrades, Little Eagle Creek Interceptor Extension and Lift Station 6 elimination and 99th Street Interceptor extension.

Mr. Merkle said changes from the 2023 Capital Budget include cost adjustments made due to changes in scope of work, inflation, and projects that could be pushed back to later years.

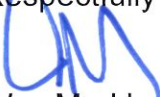
The Committee discussed how other service opportunities that might arise outside of TriCo's service area will affect TriCo's Capital Budget in future years if they materialize.

Mr. Hill said looking out into the future, capital is trending down as money is spent on capital projects. He asked if a look at rates is required. Mr. Williams said the Budget and Finance Committee is looking at a 5% user rate increase for 2024. Mr. Merkle said the rate study being conducted through Mrs. Poindexter is looking at wholesale costs as well as TriCo's current treatment costs. Mr. Merkle said he updated 20-year cash projections and expects TriCo to end the year with \$9 to \$10 million in the bank. In 2028, cash balances will drop below \$3 million. Mr. Merkle said a 5% user rate increase is needed in 2024 to maintain about \$3 million minimum cash reserves in future years. TriCo was able to get by without having a rate increase in 2023 but one is now needed. Mr. Williams said historically rate increases have been made in the middle of the year to coincide with balanced billing adjustments. Since Carmel has been replacing water meters and switched to a new software system, it is unknown when they will be able to provide TriCo with the information needed to calculate balanced billing. The Budget and Finance Committee is considering implementing a 5% rate increase in January or February instead of mid-year. Mr. Merkle explained that the budget presented for 2024 is preliminary and asked if the Committee and any other questions or suggestions. They did not at this time.

ADJOURNMENT

The meeting adjourned at 5:45 p.m.

Respectfully submitted,



Wes Merkle
Engineering Manager



MEMORANDUM

To: Board of Trustees
From: Wes Merkle
Date: October 4, 2023
Subject: Dedications

Towns at Appaloosa Section 2 sanitary sewers are complete and ready for dedication. Staff recommends acceptance of these sewers.

Recommended Action: Accept the dedication of Towns at Appaloosa Section 2 sanitary sewers.



MEMORANDUM

To: Board of Trustees
From: Aaron Strong
Date: October 4, 2023
Subject: Surplus Equipment

Staff requests the Board declare the following equipment surplus:

- Cummins portable 210kW generator
- Thompson 6" pad mounted pump

The equipment will be sold using the public bidding process.

Requested Action: Declare the Cummins portable 210kW Generator and Thompson 6" pad mounted pump as surplus equipment.



MEMORANDUM

To: Board of Trustees

From: Wes Merkle

Date: October 4, 2023

Subject: Service Agreement Amendment for
Highlands Latic School

In May 2020, TriCo entered into a service agreement allowing the Highlands Latin School to temporarily connect to TriCo sewers. The proposed school, which is expected to begin construction this year, will be located north of 146th Street and west of Shelborne Road, in Westfield and in Citizens' service area. The school will connect to TriCo sewers from Overbrook Farms just south of 146th Street. If Citizens does not extend sewers to the school and disconnect them from TriCo within ten years, the school will remain TriCo's customer permanently.

The agreement, however, allowed the school three years to make connection to TriCo sewers. The school requested additional time to make connection per the agreement, and Citizens demanded the disconnection deadline be extended to November 30, 2030.

Requested Action: Approve the service agreement amendment.

AMENDMENT TO TEMPORARY SERVICE AGREEMENT

This amendment is intended by all parties to modify certain information and deadlines established in the original agreement made and executed May 11, 2020 by and between Citizens Wastewater of Westfield, LLC (“Citizens”), TriCo Regional Sewer Utility (“TriCo”), Byrum Family Limited Partnership (“Byrum”), and Indy Latin School Association, Inc. d/b/a Highlands Latin School Indianapolis (the “School”). This amendment is specifically allowed by section 6(j) of the original Agreement.

Amendment 1.

The Byrum Family Limited Partnership sold its interest in the real Property located at 3810 W. 146th Street in the City of Westfield, Indiana to the Indy Latin School Association, Inc. d/b/a Highlands Latin School Indianapolis and, thus, is no longer a party to the Agreement.

Amendment 2.

Section 3(c) of the Agreement shall be modified to read as follows: “If Trico sanitary sewers are not complete and providing service to the School by November 30, 2023, the Agreement shall be null and void.”

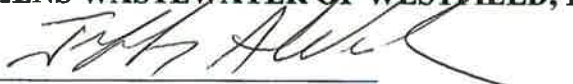
Section 4(d) of the Agreement shall be modified to read as follows: If Citizens does not disconnect the School’s Facilities on the Property from TriCo sewers and connect such facilities to Citizens sewers within 10 years from November 30, 2020, Citizens shall immediately transfer the Property from its service territory to TriCo’s territory such that the School shall permanently remain TriCo’s direct retail customer.

The Effective Date of this Amendment shall be July 28, 2023.

All other terms of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the undersigned certify that they are duly authorized and empowered to execute this Agreement and thus bind the entity on whose behalf they sign as of the Effective Date shown.

CITIZENS WASTEWATER OF WESTFIELD, LLC

By: 

Name: Jeffrey A. Willman

Title: President

TRICO REGIONAL SEWER UTILITY

By: _____

Name: _____

Title: _____

HIGHLANDS LATIN SCHOOL INDIANAPOLIS

By: Tim S. Huston

Name: Tim S. Huston

Title: Board President