



TriCo Regional Sewer Utility

www.TriCo.eco Phone (317) 844-9200 Fax (317) 844-9203

Board of Trustees Meeting Agenda

Monday, November 13, 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 October 9, 2023**
- 4. Approval of Claims Docket**
- 5. Attorney's Report**
- 6. Utility Director's Report**
- 7. Committee Reports**
 - a. Personnel & Benefits Committee
 - i. Salary Ordinance 11-13-2023
 - ii. Medical Insurance Renewal
 - b. Capital & Construction / Budget & Finance Committees
 - i. 2024 Capital Budget
- 8. Old Business**
- 9. New Business**
 - a. On-Call I&C Professional Services & LS 10 Task Order
- 10. Adjourn**

The TriCo Connection

Volume 17 Issue 11 November 2023

MONTHLY NEWSLETTER

AROUND THE DISTRICT-

IWEA Lab Committee Microscopy Class Hosted by TriCo
(Below and Right)



Lift Station 16
Reconstruction

Prior to Backfill
(Left)

New Slab
(Right)



Employee Appreciation Lunch (Above and Right)

In This Issue

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| Birthdays and Anniversaries | 4 |

Calendar of Events

| | | |
|-------------|---------------|-----------|
| November 13 | Board Meeting | 6:00 p.m. |
| November 22 | P&B Meeting | 7:30 a.m. |
| November 27 | B&F Meeting | 7:30 a.m. |
| December 4 | C&C Meeting | 4:30 p.m. |

FINANCIAL UPDATE – CINDY SHEEKS

In September 2023, total revenue was \$822,765, up \$21,510 from August 2023. The Annual total revenue projection for 2023 is \$8,129,400. YTD through September revenue is 82.72% of the annual budget projection. Residential income was \$449,194 during the month and commercial sales totaled \$284,784. Residential sales increased \$7,272 from August to September. Commercial sales decreased \$8,713 from August to September. The Other Revenue category (late fees, application fees, plan review fees) was \$29,545 in September. The Other Income category (interest, gains on asset disposal, miscellaneous revenue) was \$59,243 during the month.

Total operating expenses were \$484,636 in September. YTD spending is 76.35% of the 2023 Operating Budget of \$6,409,726. Total expenses during September 2023 were \$136,312 lower than expenses in August 2023 and \$26,825 lower than September 2022. Wages and benefits spending totaled \$235,055 during the month. Administration spending was \$59,262 during September. Treatment costs totaled \$153,861 and collection costs totaled \$36,458 during the month.

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

Spending Breakdown in September:

| | |
|------------------|--------|
| Wages | 48.50% |
| Administration | 12.23% |
| Treatment Costs | 31.75% |
| Collection Costs | 7.52% |

Interceptor fees collected in September were \$35,738. EDU fees collected in September were \$86,799. Cash generated for September shows an increase in all funds of \$41,389. Capital spending during the month totaled \$340,679 for the Kubota replacement, LS 7, 10, 16 and 26 improvements, actuator replacement, and a flow meter for VLR1. Cash on hand as of September 31, 2023, was \$12,574,960.

The balances in the funds are listed below:

| | |
|-------------------------|--------------------|
| Operating | \$8,470,453 |
| Interceptor | \$-292,511 |
| Plant Expansion | \$2,757,189 |
| Operating Reserve | \$519,252 |
| Reserve for Replacement | \$-718,648 |
| 2020 Bond Funds | <u>\$1,839,224</u> |
| Total | \$12,574,960 |

SAFETY UPDATE - LOREN PRANGE

No injuries reported this month, and we are at 643 days without a loss time accident. Scot, Loren and Maggie attended the monthly IWEA Safety Committee meeting.

Safety Resources completed training with our staff that covered several topics including cold weather stress, fire prevention, fire extinguishers and basic PPE.

Fire extinguishers and emergency lights inspections were completed. All TriCo ladders and extension cords were inspected for damaged. No issues were found.

PLANT UPDATE - SCOT WATKINS

Staff conducted a plant tour for an Aqua intern and hosted a Central Indiana Operators Association (CIOA) meeting. Plant staff completed 415 tasks in Cartegraph this month. The VLR 1-4 flow meter was installed by Maddox. The air conditioner for the server room failed; it was repaired and is now working properly. Staff completed biannual oil changes on gear reducers, exercised all the plant actuators and performed annual hydrant maintenance. The level control device on digester 4 was replaced after it failed. Kusters, the new Pretreatment screen manufacturer, sent a tech out to troubleshoot the screens for excess rags passing by. They believe it was a scrapper on the back side of the unit that was the cause. Scot, Loren, and Maggie hosted the IWEA Safety Committee meeting.

One Hundred and twenty-six pump-outs have been logged and accounted for over 40,000 gallons of FOG being prevented from entering the system this month. Seventy-five inspections were completed. Shaun worked on updating data in SwiftComply after an update and attended a Pretreatment committee meeting in Columbus.

The laboratory performed 434 CBOD5 tests, 279 Total Suspended Solids (TSS) tests, 228 Phosphorus & Ammonia tests, 60 Total Nitrogen tests, 7 Nitrates & Nitrites tests, and 73 E. Coli tests. Monthly Method Detection Limit studies were completed on TSS, Phosphorus, and Ammonia. Bob attended a Leadership Development Institute (LDI) class and hosted a 2-day Microbiology class.

COLLECTIONS UPDATE – AARON STRONG

Collections Staff televised 25,195 feet of gravity sewer, including warranty inspections of Carmel Medical Arts and Zotec Partners Tech Village. Carter has been busy televising the 96th Street interceptor and noted heavy grit and stone on Ditch Road across the street from the old Simon Property. The main was cleaned, re-televised, and found to be intact. The source of the stone was attributed to a scheduled main repair in the area to remove a sag in the pipe performed late last year.

Tristin and Brian inspected nearly 30 manholes on and adjacent to the northern interceptor. Additionally, the team inspected interceptor mains and manholes as identified by Engineering Staff as having minimum slopes and configurations that may be susceptible to having solids fall out of suspension and accumulate in the main. Inspections and associated photos are collected in Cartegraph.

Staff are overseeing temporary power and bypass pumping operations at Lift Station #8 as the power service is upgraded to 480 Volt and final piping is laid to divert flow from the legacy station to the new wet well. Staff will monitor and maintain vital telemetry on both stations until the final cutover is completed. Monitored telemetry includes wet well levels, power outages, generator and standby pump failures, and low-level fuel levels, just to name a few. TriCo's network of radios relay these mission critical alarms to TriCo's SCADA alarm system that is monitored by on-call Collections Staff 24/7/365.

Collections responded to a customer stating possible wastewater is percolating through his asphalt drive in the Woodhaven subdivision, serviced by a low pressure forced main. Staff responded and worked closely with Carmel Water for the duration of the investigation. Carmel Water hydro excavated their water main and found it to be intact with no leaks. TriCo Staff pushed nearly 2,000 gallons of water through the 3-inch High Density Polyethylene (HDPE) main and monitored the excavation for leaks. Ultimately, both Utilities were found to be watertight and ruled out as the root cause. Staff moved quickly to help restore the lawn and temporarily patch the driveway before Trick-or-Treaters took over the neighborhood. Carmel Water will permanently restore the driveway later.

ENGINEERING & CONSTRUCTION - WES MERKLE

Staff completed 361 locates, 26 I&I inspections and 43 lateral inspections in October. There was one failed I&I inspection due to a buried cleanout which has since been corrected. 1,914 locate requests were received and reviewed. Brandon completed lateral and I&I inspections and Nate completed locates. October continued to be a very busy month for construction inspection: Jeff observed sewer construction at Bedford Falls, Eric observed construction at Ambleside Section 2, and Dan continued assisting Engineering in observing construction at Flora. Ryan, Jeff and Eric observed testing and completed warranty inspections for multiple other projects. Jeff continued efforts to integrate sewer televising and asset management systems. Ryan continued coordination and inspection on both Lift Station 8 and 16 projects. He completed plan review for Carmel's 99th Street path project and a roundabout at 106th Street and Rangeline Road. Wes continued working on the 2024 capital budget and financial projections.

Construction contractor Thieneman continues work on punch list and warranty items for the WRRF Expansion project. At Lift Station 8 (Laurelwood), work was on hold through October as we waited for AES to install the new electric service and transformer, which is finally scheduled for next week. 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 finally start work on the Lift Station 26 (Jackson's Grant) Parallel Force Main project in the coming weeks; all pipe material has been received.

Construction contractor Ottenweller filled the new Lift Station 16 (Michigan/Sycamore Street) site to grade, completed underground electrical conduit installation, and poured a concrete slab within the future fence. Next crews will install electrical equipment and controls above grade while we continue to wait for Duke Energy to install new power service at the site. If Duke service is installed in the next few weeks, the lift station can be started up, force main tied in, old lift station demolished, and other remaining work complete by the end of the year.

Crews began work at Lift Station 14 (Austin Oaks), which includes installation of a new generator, control panel, VFDs, and automatic transfer switch. Completion is anticipated in November. The generator installation at Lift Station 26 (Jackson's Grant) is complete. The new generator at Lift Station 11 (Old 106th Street/Bennett Parkway) suffered a mechanical or electrical failure. An investigation is ongoing. Both the equipment rep and the contractor are engaged in this matter and at this time staff believes it can be resolved amicably.

Design work is nearly complete on the Lift Station 10 (Ashbrook) Upgrades project. Staff anticipates receiving permits, bidding construction, and quoting equipment by mid-December. We are reviewing Greeley Hansen's final report. Staff will next review construction cost estimates, phasing, timing, and complete an updated EDU fee analysis.

Birthdays

Drew Williams November 1

Eric Luis De La Cruz November 6

Anniversary

Maggie Crediford November 29 6 Years of Service

| Selected Statistics 2023 | January | February | March | April | May | June | July | August | September | October | 2023 Monthly Average | 2023 YTD | 2022 Total Through October |
|----------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|----------------------|---------------|----------------------------|
| Maintenance Information | | | | | | | | | | | | | |
| Lateral Inspections | 14 | 23 | 31 | 20 | 25 | 39 | 24 | 41 | 49 | 43 | 31 | 309 | 228 |
| Certified I&I Inspections | 22 | 15 | 33 | 18 | 53 | 44 | 48 | 32 | 42 | 26 | 33 | 333 | 281 |
| Failed I&I Inspections | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 1 | 0 | 3 | 3 |
| Sewer Locates | 264 | 227 | 331 | 291 | 322 | 372 | 284 | 449 | 245 | 361 | 315 | 3,146 | 2,790 |
| Manholes Added | 27 | 3 | 5 | 13 | 1 | 0 | 3 | 2 | 5 | 0 | 6 | 59 | 36 |
| Total # of Manholes | 6,084 | 6,087 | 6,087 | 6,100 | 6,101 | 6,101 | 6,104 | 6,106 | 6,111 | 6,111 | N/A | NA | 6,038 |
| Manholes Inspected | 196 | 632 | 963 | 34 | 9 | 8 | 0 | 11 | 3 | 65 | 192 | 1,921 | 2,153 |
| Feet of Sewer Added | 12,063 | 745 | 1,020 | 2,121 | 74 | 0 | 16 | 399 | 794 | 0 | 1,723 | 17,232 | 1,296 |
| Total Footage of Sewers | 1,752,882 | 1,753,627 | 1,754,647 | 1,756,768 | 1,756,842 | 1,756,842 | 1,756,858 | 1,757,257 | 1,758,051 | 1,758,051 | N/A | N/A | NA |
| Feet of Sewer Televised | 21,077 | 8,223 | 32,959 | 26,599 | 26,101 | 42,308 | 22,129 | 23,103 | 25,723 | 25,159 | 25,338 | 253,381 | 230,431 |
| Acoustic Sewer Inspection | 0 | 0 | 0 | 0 | 45,919 | 79,332 | 67,270 | 0 | 0 | 0 | 19,252 | 192,521 | 152,630 |
| Feet of Sewer Cleaned | 0 | 0 | 0 | 400 | 12,655 | 1,104 | 3,020 | 5,964 | 403 | 3,269 | 2,682 | 26,815 | 28,580 |
| Overflows | 0 | 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 | 1,710 | 3,597 | 35,966 | 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 | 2.84 | 3.50 | 34.96 | 36.83 |
| 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 | 28,810,357 | 32,624,097 | 326,240,967 | 461,357,435 |
| 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 | 1,410,635 | 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 | 929,366 | 1,070,235 | 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 | 864,317 | N/A | 864,317 | 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 | 92,885,000 | 99,984,700 | 999,847,000 | 929,345,000 |
| 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 | 3,358,000 | 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 | 2,996,290 | 3,288,139 | 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 | 2,686,000 | 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 | 121,695,357 | 124,429,035 | 1,326,087,967 | 1,390,702,435 |
| 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 | 2,064,000 | 1,726,700 | 17,267,000 | 11,245,200 |
| Dewatered | 528,700 | 77,080 | 122,087 | 446,596 | 451,300 | 378,995 | 599,560 | 611,295 | 562,272 | 612,802 | 439,069 | 4,390,687 | 3,726,840 |
| 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 | 1,231,000 | 1,379,400 | 13,794,000 | 8,060,000 |
| Customer Information | | | | | | | | | | | | 16,601 | |
| New Sewer Service Accounts | 12 | 13 | 22 | 13 | 9 | 14 | 18 | 18 | 35 | 32 | 19 | 186 | 186 |
| Permits Issued | 12 | 13 | 35 | 25 | 49 | 24 | 42 | 36 | 17 | 15 | 27 | 268 | 168 |



JOINT PERSONNEL & BENEFITS AND BOARD OF TRUSTEES MEETING

Wednesday, October 25, 2023, at 7:30 a.m.
Memorandum

Mr. Ryerson called the meeting to order at 7:40 AM

Members Present: Members Eric Hand and Chuck Ryerson. Others in attendance were Utility Director Andrew Williams, Administrative Assistant Maggie Crediford, Staff Member Daniel Rossman. Jeff Kimbell was absent.

Public Comment

There was no one present from the public.

Safety Report

Mr. Williams said the Utility has gone 630 days without a loss time accident. Scot Maggie and Loren continue to be on the IWEA Safety Committee and attend monthly meetings. Field staff attended safety training with Safety Resources. The training covered cold weather stress, Fire/Fire Extinguisher/Evacuation, and basic PPE. Half the staff completed their biannual CPR training.

2024 Range Adjustment/Salary Ordinance

Mr. Williams said last month the Committee discussed the 2024 range adjustment and came to an agreement on 4.5%. Preliminary insurance costs are estimated to have a 5% increase in 2024. Mr. Williams asked the Committee to recommend the Board approve the proposed 4.5% range adjustment for 2024. The Committee will recommend the Board approve Salary Ordinance 11-13-2023 as proposed.

2024 Medical Insurance

Mr. Williams has received a verbal quote from the insurance agent that IPEP is expecting a 5% increase in 2024 health insurance premiums. Mutual of Omaha who services Long Term/Short Term and volunteer life insurance will have no increase. Dental and basic life will see a 5% increase in 2024. Mr. Williams recommended accepting the renewals if there are no major changes to the coverage limits. Mr. Williams is hoping to have the documents by the November Board meeting.

Adjournment

The meeting adjourned at 8:30 AM

Respectfully Submitted,


Andrew Williams
Utility Director



MEMORANDUM

To: Board of Trustees
From: Andrew Williams
Date: November 8, 2023
Subject: Salary Ordinance

At the September Personnel and Benefits Committee meeting, the members agreed to recommend a 4.5% increase to the salary range. The recommendation was forwarded to the Budget and Finance Committee for consideration and is included in the 2024 Operating Budget.

Attached is the salary ordinance for 2024 that reflects a 4.5% range increase.

Requested Action: Approve Salary Ordinance 11-13-2023.

Ordinance 11-13-2023

An Ordinance establishing updated positions and salaries for TriCo Regional Sewer Utility (hereinafter "Utility") staff and other salary related matters.

WHEREAS, the Utility requires a staff of full and/or part time employees in order to carry out its mission and duties as a political subdivision of the State of Indiana and municipal corporation, and;

WHEREAS, the Utility Board of Trustees (hereinafter "Board") has adopted prior ordinances pertaining to salary matters for the TriCo staff; and;

WHEREAS, positions and salary ranges have been updated and need to be amended.

NOW THEREFORE, Be It Ordained by the Board that:

Effective December 23, 2023, the following amounts will be in force for exempt and non-exempt staff positions.

POSITION TITLE

Non-exempt Employees

| | Min. Hourly Rate | Max. Hourly Rate |
|-----------------------------------|-------------------------|-------------------------|
| Chief Operator | \$ 36.69 | \$ 51.38 |
| Technical Specialist | \$ 36.69 | \$ 51.38 |
| Utility Billing Specialist | \$ 31.90 | \$ 44.68 |
| Laboratory Coordinator | \$ 31.90 | \$ 44.68 |
| Field Operation Specialist | \$ 31.90 | \$ 44.68 |
| Pretreatment Coordinator | \$ 30.33 | \$ 40.96 |
| Chief Locator | \$ 30.33 | \$ 40.96 |
| Operator | \$ 28.80 | \$ 37.46 |
| Main Line Inspector Lead | \$ 28.80 | \$ 37.46 |
| Service Inspector Lead | \$ 28.80 | \$ 37.46 |
| Billing Assistant | \$ 28.80 | \$ 37.46 |
| Administrative Support Specialist | \$ 28.80 | \$ 37.46 |
| Administrative Assistant HR | \$ 28.80 | \$ 37.46 |
| Customer Service Assistant | \$ 26.78 | \$ 33.48 |
| Field Operations Technician | \$ 26.78 | \$ 33.48 |
| Skilled Laborer | \$ 24.14 | \$ 30.17 |
| Laborer | \$ 20.48 | \$ 25.60 |
| Summer Intern | \$ 12.00 | \$ 20.00 |

Exempt Employees

| | | |
|----------------------------|----------|----------|
| Utility Director | \$ 71.92 | \$111.48 |
| Engineering Manager | \$ 61.16 | \$ 94.81 |
| Controller | \$ 54.25 | \$ 81.37 |
| District Engineer | \$ 47.15 | \$ 70.73 |
| Plant Superintendent | \$ 47.15 | \$ 70.73 |
| Collections Superintendent | \$ 41.64 | \$ 60.38 |

All TriCo personnel who are on-call during a pay period shall receive an additional \$4.00 per hour above their hourly pay rate.

All personnel working on the following holidays will be paid double time for the hours worked in addition to receiving the 7.5 hours of Holiday pay:

- Monday, January 1, 2024 – New Years Day
- Monday, January 15, 2024 - Martin Luther King Jr. Day
- Monday, May 27, 2024 - Memorial Day
- Thursday, July 4, 2024 - Independence Day
- Monday, September 2, 2024 - Labor Day
- Thursday, November 28, 2024 – Thanksgiving
- Wednesday, December 25, 2024 - Christmas Day

For all other holidays declared in the TriCo 2024 Holiday Schedule, personnel working will be paid time and one half for the hours worked in addition to receiving the 7.5 hours of Holiday pay.

Overtime compensation for full-time, part-time and temporary employees shall be paid in compliance with the federal Fair Labor Standards Act and the Utility's most current compensation ordinance as adopted by the Board of Trustees.

An employee may not carry over more than 30 days (225 hours) of PTO from one anniversary year to the next. Should the total accumulated PTO exceed 30 days (225 hours) on the employee's anniversary date, TriCo will pay the employee a rate equivalent to 50% of the employee's current rate of pay for the days over 30 (225 hours) and any remaining time/compensation will be forfeited. This payment will be made with the paycheck containing the employee's anniversary day. Upon termination of employment, an employee will be paid for all accrued unused PTO.

Employees that waive TriCo offered health insurance will receive an amount not-to exceed \$2,300 per year as set forth in the Health Insurance Waiver policy.

In the event of a conflict between this ordinance and previous ordinances, the most recent ordinance terms will prevail.

Executed this 13th day of November 2023
TriCo Regional Sewer Utility by its Trustees:

By: _____
Jeff Hill

By: _____
Eric Hand

By: _____
Amanda Foley

By: _____
Carl Mills

By: _____
Jane Merrill

By: _____
Jeffrey Kimbell

By: _____
Michael McDonald

By: _____
Steve Pittman

By: _____
Charles Ryerson



Joint Capital & Construction and Budget & Finance and Board of Trustees Meeting

Monday November 6, 2023, at 4:30 p.m.

Memorandum

Ms. Merrill called the meeting to order at 4:30 p.m.

Members Present: Amanda Foley, Steve Pittman, Jane Merrill, Carl Mills, Micheal McDonald, and Eric Hand. Others in attendance were Legal Counsel Anne Poindexter, Utility Director Andrew Williams, Engineering Manager Wes Merkle, and Controller Cindy Sheeks. Jeff Hill was absent.

Public Comment

There was no one present from the public.

Financial Statements

Ms. Sheeks stated that revenues are tracking ahead of budget and expenses are on budget. Ms. Merrill asked if there were any questions. Mr. McDonald asked about cash and investments. Ms. Sheeks indicated that she is keeping some cash on hand to handle some year-end expenses. We have some of the reserves invested at 4.88% at Merchants.

2024 Capital Budget

Ms. Merrill asked Mr. Merkle to go over the Capital Budget. Mr. Merkle referred to the memo that has the details. Mr. Merkle stated that there have been a few changes since it was presented in October. The budget for the sewer cleaning truck replacement has been increased to \$650,000 after hearing from Carmel that is what they paid this year for a truck like ours. Projects are moving along this year and several will be wrapping up this year. LS #10 is expected to be under construction next year. We are continuing the practice of acquiring the equipment ahead of time so that construction is not slowed down while waiting on deliveries. We have gotten positive feedback from our contractors on this approach. Wes reviewed project fact sheets.

Mr. Pittman wanted to disclose that he is in a partnership with Platinum Properties and put 100 acres under contract. He is not sure what might move forward on this property but will abstain from any votes regarding sewer service in this area. Ms. Poindexter affirmed that Mr. Pittman must remember to abstain from any votes regarding the Little Eagle Creek Interceptor Extension project.

Mr. Merkle indicated that the 10-year plan does include capacity projects should we partner with HSE on wholesale treatment. These might not go forward, but we wanted to account for these projects should this happen. Mr. Merkle said the new capital budget does show that we are spending a little more over the period from 2023 to 2028. We are

up to \$23 million, but on a positive note spending for 2023 is nearly \$900,000 below budget for this year and we anticipate everything completed that we wanted to this year. Ms. Foley made a motion to recommend the Board approve the proposed Capitol Budget with the exception of the Little Eagle Creek Interceptor upsizing. Ms. Merrill seconded the motion. The motion passed unanimously.

Ms. Foley made a motion to recommend the Board approve the proposed Little Eagle Creek project as part of the capital budget. Ms. Merrill seconded the motion. The motion passed with Mr. Pittman abstaining.

2024 Operating Budget

Mr. Williams indicated that the proposed budget reflects the 5.2% premium increase from Anthem for the health insurance and the 4.5% range adjustment recommended by the P&B Committee. He indicated that we are projecting to end the year \$480,000 over the budgeted \$1,719,000 income. We are again being very conservative on our revenue projections and are showing 2024 commercial revenue at \$2,700,000, which is the same amount we are projecting for the end of this year. If the economy slows down, we have historically seen the affect in commercial sales. Mr. Williams stated that the proposed budget does not include a rate increase. This is something for the Board to discuss. A 5% rate increase results in approximately a \$400,000 revenue increase over a whole year. However, the Board could approve a rate increase at any point in the year. And while the \$2,000,000 plus operating income might look to some as a lot of income, this funds our Reserve for Replacement Fund. As our equipment ages, we must put money aside to replace the old equipment. Since TriCo does not finance such equipment replacements, we need to budget for these costs and have current customers paying for the consumption of the equipment that benefits them and not put the cost off into future customers. Mrs. Poindexter believes the 10-year planning of capital projects, that Mr. Merkle is continually updating, is very important when considering rate adjustments.

Cash projection tables were handed out looking 5 and 10 years into the future. Ms. Sheeks pointed out that she is projecting our cash balance decreasing from \$11,000,000 at the end of 2023 to \$3,600,000 at the end of 2028.

WRRF Master Plan and Rate Study Updates

Mrs. Poindexter recommended that the Board wait for the rate study before making any decisions on a 2024 increase. It would not have to take effect in January. Mr. Williams indicated that we are waiting on both the final report from Greeley and Hansen on the Plant Master Plan Update and final report from Mrs. Poindexter's consultant on the rate study. Mr. McDonald is concerned about the many possible single points of failure on expanding. One question is "Can we do it?" and the other is what is the level of risk.

Mrs. Poindexter indicated that the Board will be the one to make a final decision on expansion and they need details to make that decision. The studies are being completed to provide these details. Mr. Pittman asked if TriCo had no future expansion, what future projects were needed? Mr. Merkle stated that after our last plant expansion, we are prepared for the full buildout of our existing service area.

Mr. Mills made a motion to table the Operating Budget until the December meeting. Mr. McDonald seconded the motion. The motion passed unanimously.

Capital Project Updates

Mr. Merkle provided updates on active capital projects outlined in the memorandum. He explained staff is working with the electrical contractor and equipment rep to resolve issues with the generator installation and startup at Lift Station 11.

Adjournment

The meeting adjourned at 6:12 p.m.

Respectfully submitted,



Andrew Williams
Utility Director



MEMORANDUM

To: Board of Trustees

From: Wes Merkle

Date: November 8, 2023

Subject: 2024 Capital Budget

The proposed 2024 Capital Budget is attached. The following revisions were made to the draft budget presented at the October 2 C&C Committee meeting:

- Easement clearing added \$13,000 in 2024
- Lab equipment added \$5,000 in 2024
- LS 18 line wet well increased \$1,500 in 2024
- Aquatech replacement increased \$300,000 in 2025

In 2023, staff completed or expects to complete the following projects:

- #2201 Lift Station 1 wet weather pump replacements (Keystone/99th Street)
- #2202 Lift Station 8 Reconstruction (Laurelwood)
- #2204 Lift Station 11 Added Generator (106th/Bennett Parkway)
- #2205 Lift Station 14 Generator and Controls Replacement (Austin Oaks)
- #2206 Lift Station 26 Added Generator (Jackson's Grant)
- #2207 Lift Station 26 Parallel Force Main (Jackson's Grant)
- #2208 Lift Station 16 Replacement/Relocation (Michigan Road/Sycamore)
- Lift Station 21 Pump and Discharge Piping Replacement (High Grove)

The following project will be designed and bid in 2023, with construction or installation to be completed in 2024:

- #2301 Lift Station 10 Upgrades (Ashbrook)

The following projects may begin or continue in 2024, pending capacity needs and private development.

- Lift Station 23 Upgrades (126th Street near West Clay Elementary)
- Little Eagle Interceptor Extension
- Lift Station 6 (Walden Pond) Elimination and 99th Street Interceptor Extension

The pump truck will be replaced in 2024.

Changes from 2023 include updated project costs based on changes in scope, inflation, or both. Some projects were pushed back one or more years. Multiple equipment replacement projects were added at the plant and collection system where equipment will reach the end of its service life. Upgrade projects at Lift Station 14 (Austin Oaks) as well as the Little Eagle Interceptor were added to accommodate anticipated capacity for Union Township service.

The 2023 Capital Budget included \$22.5 million in spending from 2023 through 2028. The draft 2024 Capital Budget includes \$23.0 million for that same period, including actual spending in 2023. Actual spending for 2023 will be \$0.9 million under budget.

Recommended Action: Approve the 2024 Capital Budget.

2024 Capital Budget

CAPITAL BUDGET LAST UPDATED 11/1/2023

See project fact sheets for more information on individual projects

| Location | Project No. | Project | Near-term Priority | Year needed Earliest | Year needed Latest | Year Budgeted | Manager In Charge | Funding Source | 2023 Budget | 2023 Spending Thru Aug | 2023 Total Projected Spending | 2023 projected spending Sept-Dec | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | Note | Change from 2023 Approved Capital Budget to 2024 Capital Budget | | | |
|---|-------------------|---|--------------------|----------------------|--------------------|---------------|-------------------|-------------------------|--------------------------------|------------------------|-------------------------------|----------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|------------|--------------|--------------|--|--|-----------------------|--|--|
| | | | | | | | | | | | | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | | | | | |
| LS 24 | Parkwood West | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Pump & control panel replacement | Low | 2025 | 2028 | 2025 | WM | Reserve for Replacement | \$ - | \$ - | \$ - | \$ - | | \$ 110,000 | | | | | | | | | | Replace equipment at the end of its service life. | Cost adjusted | | |
| LS 25 | Towne Oak Estates | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Pump & control panel replacement | Low | 2029 | 2031 | 2030 | WM | Reserve for Replacement | \$ - | \$ - | \$ - | \$ - | | | | | | | \$ 140,000 | | | | | Replace equipment at the end of its service life. | Updated project scope | | |
| LS 26 | Jacksons Grant | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2206 | LS 26 Backup Generator | Medium | 2022 | 2025 | 2022-23 | WM | Operating | \$ 150,000 | \$ 65,237 | \$ 110,237 | \$ 45,000 | | | | | | | | | | | | | | | |
| | 2207 | LS 26 Parallel Force Main | High | 2022 | 2023 | 2022-23 | WM | Interceptor | \$ 1,600,000 | \$ 284,956 | \$ 1,484,956 | \$ 1,200,000 | | | | | | | | | | | | Additional capacity needed | | | |
| | 2702 | LS 26 Additional pumps & controls | High | 2022 | 2028 | 2027 | WM | Interceptor | \$ - | \$ - | \$ - | \$ - | \$ 300,000 | | | | | | | | | | | Install added pumps when LS 5/19 are tied in | | | |
| LS 27 | Haver Way | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | (no projects) | | | | | | | \$ - | \$ - | \$ - | \$ - | | | | | | | | | | | | | | | |
| General collection system projects | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2355 | Annual Misc. Repairs, Replacements & Line Relocations | Medium | | | annual | AS | Reserve for Replacement | \$ 150,000 | \$ - | \$ - | \$ - | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | Repairs are made as problems are found during televising. | | | |
| | 2356 | Future Sewer Extension Projects | Medium | | | annual | WM | Interceptor | \$ 50,000 | \$ 14,462 | \$ 14,462 | \$ - | \$ 50,000 | \$ 50,000 | \$ 50,000 | | | | | | | | | Extend service into unsewered areas | | | |
| Equipment | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2357 | Vehicles | Medium | | | varies | DW | Operating | \$ 40,000 | \$ 47,583 | \$ 47,583 | \$ - | \$ 45,000 | \$ 45,000 | \$ 45,000 | \$ 40,000 | \$ 50,000 | \$ 50,000 | \$ 55,000 | \$ 55,000 | \$ 55,000 | \$ 60,000 | Scheduled Replacement of Aging Vehicles (#45 in '24, #35 in '25, #25 in '26, #95 in '27) | Cost adjusted | | | |
| | 2358 | Laboratory Equipment | Medium | | | varies | SW | Reserve for Replacement | \$ 5,000 | \$ 6,142 | \$ 6,142 | \$ - | \$ 5,000 | \$ 5,000 | \$ 5,000 | | \$ 5,000 | | \$ 5,000 | | \$ 5,000 | | \$ 5,000 | Replacement and Upgrades to Lab equipment | | | |
| | | Future annual equipment and software purchases | Medium | | | | | Reserve for Replacement | \$ - | \$ - | \$ - | \$ - | | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | Annual capital purchases needed to maintain operations. | | | |
| | 2359 | Low Pressure Valve Maintenance Project | High | 2023 | 2025 | 2023 | AS | Operating | \$ 20,000 | \$ 3,200 | \$ 3,200 | \$ - | | | | | | | | | | | | | | | |
| | 2360 | Plow Replacement V42 | Medium | 2023 | 2024 | 2023 | AS | Reserve for Replacement | \$ 10,000 | \$ 9,540 | \$ 9,540 | \$ - | | | | | | | | | | | | | | | |
| | 2361 | Easement Clearing | High | 2023 | 2024 | 2023 | AS | Operating | \$ 35,000 | \$ 8,925 | \$ 8,925 | \$ - | | | | | | | | | | | | | | | |
| | 2362 | CCTV Truck Replacement | High | 2022 | 2024 | 2023/27 | AS | Reserve for Replacement | \$ 65,000 | \$ 54,887 | \$ 54,887 | \$ - | | | | \$ 340,000 | | | | | | | | New Camera/Tractor/Winch in '23, Full equipment replacement in '27 | | | |
| | | Aquatech Replacement | Low | 2026 | 2028 | 2025 | AS | Reserve for Replacement | \$ - | \$ - | \$ - | \$ - | | \$ 650,000 | | | | | | | | | | Replace 2011 Freightliner Sewer Cleaning Truck | | | |
| | | Pump Truck Replacement | Medium | 2024 | 2025 | 2024 | AS | Reserve for Replacement | \$ - | \$ - | \$ - | \$ - | \$ 220,000 | | | | | | | | | | | Replace 2008 F550 Super Duty Crane service truck | | | |
| | 2363 | Security/Process Cameras | Medium | 2022 | 2025 | 2023 | SW | Operating | \$ 10,000 | \$ 9,755 | \$ 9,755 | \$ - | \$ 15,000 | | | | | | | | | | | Additional security/process cameras | | | |
| | 2364 | Drying Bed Rehab | Medium | 2022 | 2025 | 2023 | SW | Reserve for Replacement | \$ 15,000 | \$ - | \$ - | \$ - | \$ 15,000 | | | | | | | | | | | Replace runners that are dewed into the walls. | | | |
| | 2365 | Actuator Replacement PTB&WAS4&5 | High | 2023 | 2023 | 2023 | SW | Reserve for Replacement | \$ 40,000 | \$ 29,554 | \$ 36,054 | \$ 6,500 | | | | | | | | | | | | | | | |
| | 2366 | Flow Meter Replacement | Medium | 2023 | 2023 | 2023 | SW | Reserve for Replacement | \$ 55,000 | \$ 53,090 | \$ 53,090 | \$ - | | | | | | | | | | | | | | | |
| | 2367 | Kubota Replacement | Medium | 2023 | 2024 | 2023 | SW | Reserve for Replacement | \$ 20,000 | \$ - | \$ 23,534 | \$ 23,534 | | | | | | | | | | | | Over due to not trading in the old unit, sold it on auction. | | | |
| | 2368 | Office Irrigation | Medium | 2023 | 2024 | 2023 | SW | Operating | \$ 20,000 | \$ 18,895 | \$ 18,895 | \$ - | | | | | | | | | | | | | | | |
| | 2369 | Office Humidors | Medium | 2023 | 2024 | 2023 | SW | Operating | \$ 13,000 | \$ 15,990 | \$ 15,990 | \$ - | | | | | | | | | | | | | | | |
| | 2370 | Chemical Buidling Garage Door | High | 2023 | 2023 | 2023 | SW | Reserve for Replacement | \$ 10,000 | \$ 9,613 | \$ 9,613 | \$ - | | | | | | | | | | | | | | | |
| | 2371 | HACH Equipment Replacment | High | 2023 | 2023 | 2023 | SW | Reserve for Replacement | \$ 70,000 | \$ 69,802 | \$ 69,802 | \$ - | | | | | | | | | | | | | | | |
| | 2372 | Post Aeration Electrical Upgrades | Medium | 2023 | 2023 | 2023 | SW | Operating | \$ 15,000 | \$ 9,084 | \$ 9,084 | \$ - | | | | | | | | | | | | | | | |
| | | Portable generators | High | 2022 | 2022 | 2022 | AS | Reserve for Replacement | \$ - | \$ 65,237 | \$ 65,237 | \$ - | | | | | | | | | | | | Budgeted \$230,000 in 2022 - expenses incurred in '23 | | | |
| | | Plotter Replacement | Medium | 2024 | 2024 | 2024 | SW | Reserve for Replacment | \$ - | \$ - | \$ - | \$ - | \$ 10,000 | | | | | | | | | | | New plotter to replace the existing unit; no longer supported. | Added equipment | | |
| | | Lab Incubator | High | 2024 | 2024 | 2024 | SW | Reserve for Replacment | \$ - | \$ - | \$ - | \$ - | \$ 6,000 | | | | | | | | | | | A new E.coli incubator | Added equipment | | |
| | | Laboratory Dishwasher | Medium | 2024 | 2024 | 2024 | SW | Reserve for Replacment | \$ - | \$ - | \$ - | \$ - | \$ 15,000 | | | | | | | | | | | A replacement dishwasher for the lab | Added equipment | | |
| | | Easement Clearing | High | 2024 | 2025 | 2024 | AS | Operating | \$ - | \$ - | \$ - | \$ - | \$ 13,000 | | | | | | | | | | | Clear easements that require cutting large trees | | | |
| | | Influent Sampler | High | 2024 | 2024 | 2024 | SW | Reserve for Replacment | \$ - | \$ - | \$ - | \$ - | \$ 15,000 | | | | | | | | | | | A replacement sampler for the old influent sampler | Added equipment | | |
| | | Snow Plow | Medium | 2024 | 2024 | 2024 | SW | Reserve for Replacment | \$ - | \$ - | \$ - | \$ - | \$ 5,000 | | | | | | | | | | | Snow plow for the Kubota | Added equipment | | |
| | | Server Replacement | High | 2024 | 2024 | 2024 | SW | Reserve for Replacment | \$ - | \$ - | \$ - | \$ - | \$ 40,000 | | | | | | | | | | | Replace HV04 server, hosts ArcGIS and TS | Added equipment | | |
| | | Bauer Fittings for LS Hard Suction | High | 2024 | 2024 | 2024 | AS | Reserve for Replacment | \$ - | \$ - | \$ - | \$ - | \$ 8,000 | | | | | | | | | | | Emergency bypass fittings and hose replacement | Added equipment | | |
| | | Plasma Cutter | Medium | 2024 | 2025 | 2024 | AS | Reserve for Replacment | \$ - | \$ - | \$ - | \$ - | \$ 4,000 | | | | | | | | | | | Safer cutting in confined space replace cutting torch | Added equipment | | |
| Administration Projects | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | Totals | \$ 6,798,000 | \$ 2,989,199 | \$ 5,878,400 | \$ 2,889,202 | \$ 2,781,000 | \$ 4,010,000 | \$ 4,645,000 | \$ 3,135,000 | \$ 2,565,000 | \$ 1,205,000 | \$ 995,000 | \$ 3,815,000 | \$ 4,040,000 | \$ 1,800,000 | | | | |
| | | | | | | | | | Bond Proceeds | \$ - | \$ 56,640 | \$ 56,640 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| | | | | | | | | | Operating | \$ 2,903,000 | \$ 1,472,520 | \$ 2,167,520 | \$ 695,000 | \$ 338,000 | \$ 195,000 | \$ 195,000 | \$ 190,000 | \$ 200,000 | \$ 200,000 | \$ 205,000 | \$ 205,000 | \$ 205,000 | \$ 60,000 | | | | |
| | | | | | | | | | Reserve for Replacement | \$ 1,095,000 | \$ 630,907 | \$ 810,109 | \$ 179,202 | \$ 2,052,000 | \$ 1,715,000 | \$ 4,400,000 | \$ 645,000 | \$ 465,000 | \$ 305,000 | \$ 790,000 | \$ 610,000 | \$ 635,000 | \$ 1,740,000 | | | | |
| | | | | | | | | | Plant Expansion | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| | | | | | | | | | Interceptor | \$ 2,800,000 | \$ 829,132 | \$ 2,844,132 | \$ 2,015,000 | \$ 300,000 | \$ 2,100,000 | \$ 50,000 | \$ 2,300,000 | \$ 1,900,000 | \$ 700,000 | \$ - | \$ 3,000,000 | \$ 3,200,000 | \$ - | | | | |
| | | | | | | | | | Total | \$ 6,798,000 | \$ 2,989,199 | \$ 5,878,400 | \$ 2,889,202 | \$ 2,690,000 | \$ 4,010,000 | \$ 4,645,000 | \$ 3,135,000 | \$ 2,565,000 | \$ 1,205,000 | \$ 995,000 | \$ 3,815,000 | \$ 4,040,000 | \$ 1,800,000 | | | | |



MEMORANDUM

To: Board of Trustees

From: Andrew Williams

Date: November 8, 2023

Subject: On-Call I&C Professional Services
& Lift Station 10 Control Panel Task Order

In 2022, TriCo changed its on-call instrumentation and controls service provider to Donohue Associates. These services are critical to maintaining efficient plant and lift station operations, as well as completing capital projects involving installation of new equipment. Costs for operations-related tasks are included in the approved operating budget and project-related tasks are part of the approved capital budget.

The original Continuing Professional Services Agreement with Donohue included a \$100,000 cap on costs which we have nearly exceeded. This cap applies to both routine support and capital improvement related projects. On all capital improvement projects an individual task order is issued with scope and fee. Historically we averaged over \$100,000 per year with our previous vendor. The \$100,000 cap needs to be removed from the Continuing Professional Services Agreement in order for Donohue to continue providing services. Individual task orders will continue to be issued for any tasks outside of routine SCADA support services.

Separately, approval is requested for a design task order. Donohue provided a \$32,000 quote to design the new control panel for the Lift Station 10 Upgrades project, as well as provide programming and startup services. Considering past project costs as well as the added complexities of the proposed improvements at this site, staff believe the proposed amount is appropriate. Staff anticipates having the design completed by next month in order to receive quotes to build the control panel.

Requested Action: (1) Approve Amendment No. 1 to the Continuing Professional Service Agreement with Donohue Associates removing the \$100,000 fee cap and continuing to establish fees on individual task orders; and (2) approve a task order for control panel design and programming services at Lift Station 10 for \$32,000.



AMENDMENT NO. 1 to
CONTINUING PROFESSIONAL SERVICES AGREEMENT
Original Agreement Executed April 12, 2022

This Amendment is by and between:

TriCo Regional Sewer Utility (Owner)
7236 Mayflower Park Drive
Zionsville, IN 46077-7906

and

Donohue & Associates, Inc. (Donohue)
101 West Ohio Street, Suite 1650
Indianapolis, IN 46204

Who agree to amend the original Agreement, as follows:

PART III – COMPENSATION, BILLING AND PAYMENT

Delete Part III in its entirety and replace with the following:

- A. Owner shall pay Donohue for Services in accordance with a project specific negotiated fee. Compensation will be designated in each Task Order and will apply only to the Task Order in which it is designated.
- B. Donohue will be compensated for professional services on a Task Order basis. Compensation will be either on a lump sum basis or a not-to-exceed basis in accordance with Donohue’s standard chargeout rates in effect at the time the Services are performed. Routine expenses will be billed at cost and subconsultant costs will include a 10% markup.
- C. Donohue will bill Owner monthly, with net payment due in 30 days. For lump sum Task Orders, the invoice will contain a calculation of the amount of lump sum due based on percentage of Project completed during the billing period.
- D. Donohue will notify Owner if Project scope changes require modifications to the Task Order contract value. Services relative to scope changes will not be initiated without authorization from Owner.

APPROVED FOR OWNER

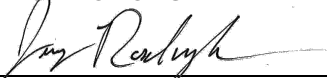
By: _____

Printed Name: _____

Title: _____

Date: _____

APPROVED FOR DONOHUE

By:  _____

Printed Name: Jeremy Roschyk, PE

Title: Area Manager

Date: November 7, 2023



TASK REQUEST NO. 11 TO
CONTINUING PROFESSIONAL SERVICES AGREEMENT
Between TriCo Regional Sewer Utility (Owner) and
Donohue & Associates, Inc. (Donohue)
Date of Original Executed Agreement: April 12, 2022

TASK ORDER NAME/DESCRIPTION

Design a new control panel, PLC code, and HMI graphics for TriCo Regional Sewer Utility Lift Station 10.

A. SCOPE OF SERVICES

Application engineering services provided:

- Prepare design drawings for a new control panel at Lift Station 10.
- Perform an internal quality control review of design drawings and incorporate review comments.
- Submit draft control panel drawings to Owner for review and comment.
- Incorporate design revisions requested by Owner.
- Submit revised drawings to panel fabricators to get pricing to fabricate panels.
- Submit received pricing from fabricators to Owner for review and issuance of a purchase order to the Owner selected panel fabricator.
- Complete Factory Authentication Testing on Lift Station Control Panel.
- Download code and graphics to Lift Station Control Panel.
- Added need graphics and alarms to Main Wonderware SCADA.
- Complete loop checks and function testing onsite.
- Provide support after startup is complete.
- Provide as-installed drawing after startup is complete.

B. PROJECT TIMING

The approximate schedule for performing services under this task request is as follows:

- Start lift station control panel design as soon as this Task Request is approved by the Owner.
- Submit draft design to the Owner within 6 weeks of this Task Request being approved.
- Make design revisions requested by Owner and resubmit design to Owner for final approval within 5 weeks of receiving review comments on the draft design submittal from the Owner.
- Send drawings to fabricators for pricing within one week of Owner approval of the revised design.

C. COMPENSATION

A total not to exceed fee of \$32,000.

APPROVED FOR OWNER

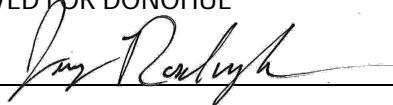
By: _____

Printed Name: _____

Title: _____

Date: _____

APPROVED FOR DONOHUE

By:  _____

Printed Name: Jeremy Roschyk, PE

Title: Area Manager

Date: November 7, 2023