



TriCo Regional Sewer Utility

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Board of Trustees Meeting Agenda

Monday, February 12, 2024 @ 6:00 p.m.

TriCo WRRF

7236 Mayflower Park Drive, Zionsville, IN 46077

1. Roll Call
2. Public Comment
3. Approval of Meeting Memorandum
 - a. Board Meeting January 8, 2024
4. Approval of Claims Docket
5. Attorney's Report
6. Utility Director's Report
7. Committee Reports
 - a. Budget & Finance Committee
 - i. Stale Dated Checks
 - ii. Fund Transfer Request
 - b. Personnel & Benefits Committee
 - c. Capital & Construction Committee
 - i. #2301 Lift Station 10 Upgrades
 1. Construction Contract Award
 2. Pump Procurement
 3. VFD Procurement
 - ii. Standby Generator and Automatic Transfer Switch Procurement
 - iii. Lift Station 16 Replacement Change Order
8. Old Business
9. New Business
10. Adjourn



BOARD OF TRUSTEE MEETING

Monday, January 8, 2024, 6:00 p.m.
Memorandum

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

ROLL CALL

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

PUBLIC COMMENT

There was no one from the public.

ELECTION OF OFFICERS

Mr. Ryerson made a motion to nominate the following Board Members and offices. Carl Mills President, Jeff Kimbell Vice President, Jane Merrill Treasurer, and Michael McDonald Secretary. Ms. Foley Seconded the motion, and it was unanimously approved.

COMMITTEE ASSIGNMENTS

Mr. Mills kept the Committee Assignments the same but asked Board members to reach out to him if they would like to request a change. Budget and Finance consists of Ms. Merrill (Chair), Mr. Mills and Mr. McDonald. Capital and Construction consists of Ms. Foley (Chair), Mr. Hill and Mr. Pittman. Personnel and Benefits consists of Mr. Kimbell (Chair), Mr. Ryerson, and Mr. Hand.

Mr. McDonald nominated Mr. Hand to be the at large member on the Executive Committee. Mr. Hill seconded the motion, and it was unanimously approved.

APPROVAL OF MEETING MEMORANDUM

Mr. Kimbell made a motion to approve the December 11, 2023, Board Meeting memorandum. Ms. Merrill seconded the motion, and it was unanimously approved.

Mr. McDonald made a motion to approve the December 11, 2023, Executive Session Meeting memorandum. Ms. Merrill seconded the motion, and it was unanimously approved.

APPROVAL OF CLAIMS DOCKET

Mr. Williams said that the bill from Carmel Utilities was not received before the claims were made, so it is not included in the meeting's Claims Docket. It should show up on the next one as it is a regular monthly expense.

Mr. Mills asked about two significant refunds made to Hopwood Cellers Winery. Mr. Merkle said expansion plans they had paid for were not going to move forward so the Utility reimbursed them

for the money they paid for the project. Mr. McDonald made a motion to approve the claims docket. Mr. Hand seconded the motion, and it was unanimously approved.

CONFLICT OF INTEREST FORMS

Mr. Williams stated that conflict of interest forms were given to all the Board members. If they had any questions Mrs. Poindexter could answer them. There were no questions.

ATTORNEY'S REPORT

Mrs. Poindexter had no report.

UTILITY DIRECTOR'S REPORT

Mr. Williams asked the Board members to review the 2024 goals and asked them to email him with any questions, suggestions, or additions they would like to make. Mr. Williams stated that managers are working on 2024 goals for their specific departments as well. Mr. Williams said the warm weather in December allowed the Collections Staff to get a jump on 2024 manhole inspections. The rate study being conducted by Mrs. Poindexter's consultant is wrapping up and findings should be presented to the Budget and Finance Committee at the end of the month. Invitations will be going out for the Board Appreciation Dinner. Dates being considered at this time are February 20, 22, 27 or 29. One of the summer interns graduated this year and has found full time employment. Staff will be looking for a summer intern to replace him and Mr. Williams asked the Board to please share the opening with anyone that might be interested.

Mr. Mills congratulated the staff on achieving the honor of having zero overflows in the collections system over that past year.

Mr. Williams stated that the higher levels of cyanide have returned. Staff are working diligently to try to narrow down the region for the source of the cyanide. Mr. Watkins has been working with the State and using suggestions from them to try to track the source. If it cannot be located and the elevated numbers continue, additional treatment processes will need to be added to TriCo's treatment process. Mr. Williams will keep the Board updated.

COMMITTEE REPORTS

Budget & Finance Committee

Ms. Merrill said the Committee did not meet and had no action items.

Personnel & Benefits Committee

Mr. Kimbell said the Committee did not meet and had no action items.

Capital & Construction Committee

Ms. Foley made a motion to approve Task Order No. 12 for On-Call Services with Donohue & Associates with a limit of \$50,000. Mr. Hill seconded the motion, and it was unanimously approved.

Ms. Foley made a motion to declare Truck #80- 2011 Ford F150 surplus and be sold at auction. Mr. Hill seconded the motion, and it was unanimously approved.

Ms. Foley made a motion to approve the Carmel Reimbursement Agreement. Mr. Hill seconded the motion, and it was unanimously approved.

NEW BUSINESS

Mr. Merkle said quotes were requested for the Lift Station 10 Control Panel project. One bid was received from Shambaugh & Sons for \$83,240. Mr. Merkle said they have done two other projects like this for the Utility and staff have been happy with their work and comfortable with their quote for the work. Ms. Foley made a motion to approve purchasing a new control panel from Shambaugh & Sons for \$83,240. Ms. Merrill seconded the motion, and it was unanimously approved.

Mr. Hand asked if the Utility could sell its effluent water, since water had been added to its charter. Mrs. Poindexter explained that the use of any treated water sold would need to be approved by the State and that if Mr. Hand knows of anyone interested in purchasing treated water from TriCo that he asks them to come forward and make a request for consideration.

ADJOURNMENT

Ms. Merrill made a motion to adjourn the meeting. The meeting adjourned at 6:26 p.m.

The next Board of Trustees Meeting is scheduled for Monday, February 12, 2024, 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 18 Issue 2 February 2024

MONTHLY NEWSLETTER

AROUND THE DISTRICT-



Brian working with the new plasma cutter.

BOARD of TRUSTEES REMINDER
Appreciation Dinner
Tuesday, February 27, 2024 6:00 p.m.



Loren leading a plant tour for 24 attendees of the 2024 WWETT Show held in Indianapolis. Participants in the tour were from around the county and a few from Europe.



Early Spring?

Collections staff fabricated and installed a double swing gate for Lift Station 24.



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Calendar of Events

February 12	Board Meeting	6:00 p.m.
February 23	B&F Meeting	7:30 a.m.
February 28	P&B Meeting	7:30 a.m.
March 5	C&C Meeting	4:30 p.m.

FINANCIAL UPDATE – CINDY SHEEKS

In December 2023, total revenue was \$668,883. YTD revenue of \$8,920,678, 109.73% of the 2023 annual projections of \$8,129,400 and \$791,278 over projections. Residential income was \$448,901 during the month, and YTD was \$5,346,400 which is 100.79% of the budget, and \$41,900 higher than the annual projection. Commercial sales totaled \$198,935 in December 2023, and \$2,824,937 YTD which is 110.78% of the budget. It was \$274,937 higher than projections. Residential sales accounted for 59.93% of the operating revenues and commercial was 31.67%. The Other Revenue category (late fees, application fees, plan review fees) was \$12,448 in December and is \$207,672 YTD, 138.45% of the budget. Other Income category (interest, gains on asset disposal, miscellaneous revenue) was \$8,600 during the month and \$541,669 YTD. It was 433.68% of the projected revenue.

Total operating expenses were \$611,022 in December. YTD spending of \$6,621,754 was 102.57% of the 2023 Operating Budget of \$6,455,457 and \$166,081 over the budget. Wages and benefits spending totaled \$274,795 during the month and YTD expenses are 100.14% of the annual budget. Administration spending was \$139,735 in December and YTD expenses of \$940,969 were 109.86% of the annual budget. Treatment costs totaled \$154,052 in December 2023 and YTD expenses are 104.04% of the annual budget. Collection costs totaled \$42,440 in December and YTD expenses total 99.78% of the annual budget.

Net income in December 2023 was \$-59,309 after depreciation, amortization of CIAC, and after year-end adjustments. YTD is \$892,934 and 333.45% of projections.

Spending Breakdown in 2023

Wages	50.29%
Administration	13.14%
Treatment Costs	28.26%
Collection Costs	8.31%

Interceptor fees collected in December were \$2,832 and YTD is \$707,382. Spending from the Interceptor fund totaled \$1,383,981.

EDU fees collected in the Plant Expansion fund during December were \$53,096 and \$1,409,175 YTD. Spending was \$1,344,201 for bond payments and \$14,037 in refunds for a total of \$1,358,239.

Cash generated for December shows a decrease in all funds of \$531,274. Capital spending during the month totaled \$73,039 for a Toyota Tacoma truck, LS 8, 10 and 16 improvements. YTD Capital spending was \$4,112,041. Cash on hand as of December 31, 2023, was \$12,923,776. The fund balances are listed below:

Operating	\$8,070,090
Interceptor	\$3,953
Plant Expansion	\$1,642,091
Operating Reserve	\$519,252
Reserve for Replacement	\$23,088
2020 Bond Funds	<u>\$1,862,589</u>
Total	\$12,121,064

There were two end of year transfers. One from Operating to the Reserve for Replacement for \$825,000, and the second from Plant Expansion to Interceptor for \$550,000.

The Operating, Interceptor, Plant Expansion and Reserve for Replacement funds decreased \$835,259 since January 1, 2023.

SAFETY UPDATE - LOREN PRANGE

No injuries reported this month, and we are at 734 days without a loss time accident. The OSHA 300 log was posted February 1st. TriCo had one reportable injury for the previous year.

Maggie attended the monthly IWEA Safety Committee meeting.

The safety training schedule with Safety Resources has been completed, and our first training date will be February 20th. The topics will cover PPE, hearing conservation and ergonomics.

PLANT UPDATE - SCOT WATKINS

Plant staff completed 398 tasks in Cartegraph this month. Staff ran the plant on generator power overnight on January 3rd for Duke to make repairs and we had the diesel topped off the next day. Brehob completed the annual hoist and crane inspections as well as the air compressor inspections. Staff inspected freeze points around the plant before the subzero weather arrived. A heated blanket was added to the odor control pump and extra insulation around exposed valves that have had a history of freezing. Unfortunately, we had heat tape fail around a water line in the Pretreatment building; the line has been repaired and reinsulated.

One Hundred and ten pump-outs have been logged and accounted for 42,000 gallons of FOG being prevented from entering the system this month. Forty-nine inspections were completed with four follow-up inspections. Four violations were issued. One new facility has opened; World Famous Hot Boy's Chicken. Staff hosted a plant tour for the 2024 WWETT Show (see pic). Shaun attended the IWEA Pretreatment committee meeting.

The laboratory performed 448 CBOD5 tests, 282 Total Suspended Solids (TSS) tests, 208 Phosphorus & Ammonia tests, and 48 Total Nitrogen tests. Monthly Method Detection Limit studies were completed on TSS, Phosphorus, and Ammonia. Bob attended a Leadership Development Institute (LDI) class and an IWEA laboratory committee meeting.

COLLECTIONS UPDATE – AARON STRONG

The Collections Staff navigated adverse weather conditions, characterized by sub-zero temperatures and recurrent rain events typical of January. During this period, staff utilized their time to address various maintenance tasks within the facility. These tasks included repairing the exterior accent lighting of the plant, installing new wooden sides on the dump truck, and rehabilitating the portable air scrubber, among other undertakings.

Noteworthy adjustments were made to Lift Station #8 to reduce the amount of pump cycles and ensure a more consistent flow rate within the plant. Furthermore, modifications were implemented on both the FogRod and the Programmable Logic Controller (PLC) in an effort to minimize operational cycles. Communication alarms with the SCADA system were identified at Lift Station #21, attributed to poor cellular service. Plans are underway to replace the current dual 10dB gain antennas on an 18' mast with a single 21dB gain antenna to alleviate these communication issues. Additional maintenance at lift stations involved replacing a malfunctioning transducer at station #21 and potting the new flow meter at Lift Station #8. The month concluded with the comprehensive cleaning of wet wells at Lift Stations 2, 5, and 17.

In a professional development initiative, Matt, Brian, Carter, and Aaron participated in the WWETT show, a premier annual tradeshow for wastewater and environmental service professionals, boasting over 12,000 industry participants. The staff engaged in a full day of educational sessions and networking opportunities with vendors in the expansive expo hall.

Initiating the 2024 manhole inspection program, Carter, Dan, and Tristin conducted 336 inspections in January, progressing through 1,100 of the 1,800 manholes scheduled for inspection. All inspection data is captured in Cartegraph, generating corrective action tasks that are bundled according to similarity and subsequently assigned for field repairs.

A notable addition to the equipment inventory was the acquisition of a new plasma cutter, intended as an alternative to the traditional torch with associated acetylene and oxygen tanks. Staff observations indicate that the new cutter demonstrates increased efficiency and precision. Corrosion often dictates the use of a grinder or torch to remove nuts and bolts from process piping, often in a confined space.

ENGINEERING & CONSTRUCTION - WES MERKLE

Staff completed 344 locates, 18 I&I inspections and 18 lateral inspections in January. There were no failed I&I inspections. 1,056 locate requests were received and reviewed. Brandon completed lateral and I&I inspections and Nate completed locates.

Nate continued GPS locating of force mains and building TriCo's social media presence through 18 posts, which reached 2,800 people. Brandon continued entering past inspection data into the Cartegraph asset management system when inspection work was light. Eric observed construction at Hoosier Village. He also attended the WWETT trade show in Indianapolis. Jeff finished cross-checking customer data in the billing and asset management systems, including a comparison of EDU allocation data and consumption data used in billing. He explored emergency management tools in Cartegraph and continued master planning efforts to accommodate potential increased density in the US 31/Meridian corridor.

Ryan continued construction coordination and inspection on both Lift Station 8 and 16 projects which are wrapping up, as well as the Lift Station 26 Force Main project now underway. He observed installation of remaining gravity sewer for the Flora development, which includes a bore and jack sewer installation under Spring Mill Road next to the Interstate 465 overpass, and continued coordination with INDOT and construction contractors regarding future replacement of the mis-aligned gravity sewer running under the interstate nearby. Wes continued work on possible Union Township sewer service and the rate study, he assisted with cyanide investigation, and got quotes for equipment at Lift Station 10.

At Lift Station 8 (Laurelwood), Lykins paved the lift station site in reinforced concrete, which looks great. Fence and gate installation are nearly complete. At Lift Station 14 (Austin Oaks), conduit installation restarted after work was delayed for several weeks by parts delivery. Generator installation at Lift Station 26 (Jackson's Grant) is complete. The electrical contractor ordered replacement parts to repair the generator at Lift Station 11 (Old 106th Street/Bennett Parkway).

Construction contractor TPI mobilized to the Lift Station 26 (Jackson's Grant) Parallel Force Main project jobsite; TPI is boring the first run north of 116th Street at Jackson's Grant and fusing pipe. At Lift Station 16 (Michigan/Sycamore Street), the manual transfer switch should be delivered soon, and Duke Energy is on site installing power service for the development and lift station. Construction crews will next finish electrical installation, force main tie-in, and start up. Staff received bids for construction along with quotes for pumps, VFDs, generator and transfer switch, valves, and flow meter on the Lift Station 10 (Ashbrook) Upgrades project. If contracts are awarded by the Board, staff anticipates completion in the fall.

Birthdays

Cody Cain February 5

Bob Roudebush February 16

Cindy Sheeks February 29

Anniversaries

Brian Vaughn 10 3 Years of Service

Robb Mendoza 14 2 Years of Service

TriCo Regional Sewer Utility
Register of Claims
For the period 1/11/2024-2/23/2024

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
1/11/2024	19974	Operating	Jazmine Ealy	\$192.30	\$192.30	Dependent care
1/11/2024	19975	Operating	Ryan Hartman	\$7.27	\$7.27	Reimbursement
1/11/2024	19976	Operating	Lawrence Prange	\$24.66	\$24.66	Mileage reim
1/12/2024	19977	Operating	Carmel Utilities	\$524.02	\$524.02	Sewer line cleaning
1/12/2024	19978	Operating	Carmel Utilities	\$1,058.40	\$1,058.40	Dec reads
1/12/2024	19978	Operating	Carmel Utilities	\$84,124.13	\$84,124.13	Dec 2023 flow
1/12/2024	19979	Operating	Donohue	\$1,320.00	\$1,320.00	Plant R & M
1/12/2024	19980	Operating	IUPPS	\$1,057.35	\$1,057.35	Monthly tickets
1/12/2024	19981	Operating	State of Indiana	\$15,270.00	\$15,270.00	Audit Fees - 2018-2022
1/12/2024	19982	Operating	Vasey Commercial Heating & AC, Inc.	\$1,368.00	\$1,368.00	LS R & M
1/12/2024	19982	Operating	Vasey Commercial Heating & AC, Inc.	\$312.00	\$312.00	LS R & M
1/12/2024	19982	Operating	Vasey Commercial Heating & AC, Inc.	\$312.00	\$312.00	LS R & M
1/12/2024	19982	Operating	Vasey Commercial Heating & AC, Inc.	\$252.00	\$252.00	LS R & M
1/12/2024	19982	Operating	Vasey Commercial Heating & AC, Inc.	\$312.00	\$312.00	LS R & M
1/12/2024	19982	Operating	Vasey Commercial Heating & AC, Inc.	\$270.00	\$270.00	LS R & M
1/12/2024	19982	Operating	Vasey Commercial Heating & AC, Inc.	\$252.00	\$252.00	LS R & M
1/12/2024	19982	Operating	Vasey Commercial Heating & AC, Inc.	\$252.00	\$252.00	LS R & M
1/12/2024	19982	Operating	Vasey Commercial Heating & AC, Inc.	\$252.00	\$252.00	LS R & M
1/12/2024	19983	Reserve for Rej	Commonwealth Engineers, Inc	\$8,180.00	\$8,180.00	CIP-Proj 2301 R4R
1/12/2024	19984	Reserve for Rej	Donohue	\$14,645.00	\$14,645.00	CIP-Proj 2301 R4R
1/12/2024	19985	Operating	Carmel Utilities	\$45.33	\$45.33	Storm water Jan 24
1/12/2024	19986	Operating	Lisa Davis	\$20.31	\$20.31	Cleaning supplies
1/17/2024	19988	Reserve for Rej	INDIANA OXYGEN	\$3,399.00	\$3,399.00	CIP-Proj 2470 Plasma Cutter
1/18/2024	19990	Operating	Fay Varhan	\$4,600.00	\$4,600.00	Reimbursement - check valve installation
1/19/2024	19991	Operating	Carmel Utilities	\$14.92	\$14.92	LS 1 Utilities
1/19/2024	19991	Operating	Carmel Utilities	\$30.35	\$30.35	LS 26
1/19/2024	19991	Operating	Carmel Utilities	\$468.40	\$468.40	LS 2
1/19/2024	19992	Operating	LNG Indy LLC FKA Kinetrex	\$1,115.41	\$1,115.41	Plant natural gas
1/19/2024	19993	Operating	Paymentus Group, Inc.	\$32.85	\$32.85	NSF Fees
1/19/2024	19995	Operating	Brian Vaughn	\$150.08	\$150.08	On call mileage reim
1/22/2024	19996	Operating	Jazmine Ealy	\$192.30	\$192.30	Reim-Dep care 1/15/24,1/20/24
1/22/2024	19997	Operating	Ryan Hartman	\$128.39	\$128.39	Reim - 2024 clothing allowance - bibs
1/26/2024	20000	Operating	Cindy Sheeks	\$79.04	\$79.04	Mileage/B & F
2/1/2024	20001	Operating	AFLAC	\$374.02	\$374.02	EE Deductions
2/1/2024	20002	Operating	Bee Green Lawn & Plant Health	\$158.32	\$158.32	OR5 Late Summer Organic Lawn Care Treatment
2/1/2024	20002	Operating	Bee Green Lawn & Plant Health	\$60.93	\$60.93	Mulch Pre-Emergent
2/1/2024	20003	Operating	Carmel Utilities	\$46.70	\$46.70	Stormwater
2/1/2024	20004	Operating	Brandon Woolf	\$50.00	\$50.00	Jan cell phone
2/1/2024	20005	Operating	Eric Luis Delacruz	\$50.00	\$50.00	Jan 2024 cell phone
2/1/2024	20006	Operating	Jeffrey Martin	\$50.00	\$50.00	Jan cell phone
2/1/2024	20007	Operating	Nathan Crowder	\$50.00	\$50.00	Jan cell phone
2/4/2024	20008	Operating	LARA TATE	\$11.06	\$11.06	REFUND-12636 TREATY LINE ST
2/4/2024	20009	Operating	KARL D SWAIN	\$13.13	\$13.13	REFUND-792 WOODVIEW NORTH DR
2/4/2024	20010	Operating	EXCLUSIVE LAND LLC	\$14.56	\$14.56	REFUND-11579 HUFFINGTON ST
2/4/2024	20011	Operating	JOSELI DIETERICH	\$25.22	\$25.22	REFUND-13377 MERCER ST
2/4/2024	20012	Operating	KYLE OR ALISON CLARK	\$26.21	\$26.21	REFUND-13283 BELLSHIRE LANE
2/4/2024	20013	Operating	STACY HALL	\$28.73	\$28.73	REFUND-11184 RUCKLE ST
2/4/2024	20014	Operating	STEVE KOEBCKE	\$31.95	\$31.95	REFUND-10329 DELAWARE
2/4/2024	20015	Operating	PATRICK SULLIVAN	\$33.62	\$33.62	REFUND-10410 CORNELL AVE N
2/4/2024	20016	Operating	YIJING GUO	\$56.91	\$56.91	REFUND-12857 VANDERHORST
2/4/2024	20017	Operating	IN MERIDIAN LLC	\$108.87	\$108.87	REFUND-1145 MERIDIAN ST N
2/4/2024	20018	Operating	Matt Starr	\$209.04	\$209.04	Mileage - 1/20-1/28
2/5/2024	20019	Operating	Jazmine Ealy	\$192.30	\$192.30	Dep care reim-2/5-2/9,1/29-2/4
2/6/2024	20020	Operating	Amanda Foley	\$600.00	\$600.00	Board Jan 2024
2/6/2024	20021	Operating	Carl S. Mills	\$750.00	\$750.00	Jan board
2/6/2024	20022	Operating	Eric Hand	\$600.00	\$600.00	Jan 2024 board fees
2/6/2024	20023	Operating	Jane B. Merrill	\$300.00	\$300.00	Jan 2024 board
2/6/2024	20024	Operating	Jeff Hill	\$300.00	\$300.00	Jan 2024 board
2/6/2024	20025	Operating	Jeffrey Kimbell	\$300.00	\$300.00	Jan board
2/6/2024	20026	Operating	Michael A. McDonald	\$900.00	\$900.00	Jan board fees + 12/29/23
2/6/2024	20027	Operating	Steve Pittman	\$300.00	\$300.00	Jan 2024 board
2/6/2024	20028	Interceptor	Ottenweller Contracting	\$49,765.71	\$49,765.71	CIP-Proj 2208 LS 16 Interceptor
2/6/2024	20029	Reserve for Rej	Commonwealth Engineers, Inc	\$2,220.00	\$2,220.00	CP-Proj 2301 LS 10 R4R
2/6/2024	20030	Reserve for Rej	Donohue	\$7,200.00	\$7,200.00	CIP-Proj 2301 LS 10 R4R
2/6/2024	20031	Reserve for Rej	Hanna Instruments, Inc	\$2,199.40	\$2,199.40	CIP-Proj 2457 R4R
2/6/2024	20032	Reserve for Rej	Indiana Pump Works, LLC	\$10,219.94	\$10,219.94	CIP-Plant Odor Control pump replacement
2/6/2024	20033	Reserve for Rej	IT Indianapolis/Core	\$6,895.00	\$6,895.00	CIP-Plotter Printer
2/6/2024	20034	Reserve for Rej	Mid-State Truck Equipment, Inc.	\$4,465.00	\$4,465.00	CIP-Proj 2467 Snow plow for Kubota R4R
2/6/2024	20035	Operating	Amazon Capital Services	\$58.41	\$58.41	#9 Double Window Envelopes
2/6/2024	20035	Operating	Amazon Capital Services	\$46.30	\$46.30	Garage Door Keypad
2/6/2024	20035	Operating	Amazon Capital Services	\$145.99	\$145.99	Cleanout Auger
2/6/2024	20036	Operating	ASAP Aquatics	\$655.00	\$655.00	Fountain Repair
2/6/2024	20037	Operating	BBC Pump and Equipment Co Inc	\$290.00	\$290.00	CIP-Proj 2202 LS 8 Operating
2/6/2024	20037	Operating	BBC Pump and Equipment Co Inc	\$1,844.29	\$1,844.29	CIP-Proj 2202 LS 8 Operating
2/6/2024	20038	Operating	Bio Chem, Inc.	\$10,717.20	\$10,717.20	Biosolids Disposal
2/6/2024	20039	Operating	Black Tie Courier	\$525.00	\$525.00	Courier Service
2/6/2024	20040	Operating	C & J Well Co	\$2,345.00	\$2,345.00	Well work
2/6/2024	20040	Operating	C & J Well Co	\$150.00	\$150.00	Service call
2/6/2024	20041	Operating	CIOA	\$20.00	\$20.00	Annual Operator Dues
2/6/2024	20042	Operating	Carmel Utilities	\$579.18	\$579.18	Line Maintenance
2/6/2024	20043	Operating	Carmel Utilities	\$84,124.13	\$84,124.13	January Flow

TriCo Regional Sewer Utility
Register of Claims
For the period 1/11/2024-2/23/2024

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
2/6/2024	20043	Operating	Carmel Utilities	\$1,058.40	\$1,058.40	Meter readings
2/6/2024	20044	Operating	CarteGraph	\$18,029.74	\$18,029.74	Annual Support
2/6/2024	20044	Operating	CarteGraph	\$36,059.49	\$36,059.49	Annual Support
2/6/2024	20045	Operating	Dell Marketing L.P.	\$120.24	\$120.24	Laptop batteries
2/6/2024	20046	Operating	Donohue	\$1,430.70	\$1,430.70	Plant R & M
2/6/2024	20047	Operating	Doxim	\$4,679.25	\$4,679.25	Monthly Bills
2/6/2024	20047	Operating	Doxim	\$7,235.20	\$7,235.20	Postage
2/6/2024	20048	Operating	Eco Infrastructure Solutions, Inc.	\$885.15	\$885.15	Repairs
2/6/2024	20049	Operating	Environmental Resource Associates	\$715.22	\$715.22	Sewer sampling
2/6/2024	20050	Operating	Fastenal Company	\$379.04	\$379.04	Plant supplies
2/6/2024	20051	Operating	Fish Window Cleaning	\$725.00	\$725.00	Window cleaning
2/6/2024	20052	Operating	Fluid Waste Services, Inc.	\$630.00	\$630.00	Line Maintenance
2/6/2024	20052	Operating	Fluid Waste Services, Inc.	\$2,987.50	\$2,987.50	Line Maintenance
2/6/2024	20052	Operating	Fluid Waste Services, Inc.	\$955.00	\$955.00	Line maintenance
2/6/2024	20053	Operating	Grainger	\$157.13	\$157.13	Plant R & M
2/6/2024	20053	Operating	Grainger	\$853.20	\$853.20	Plant R & M
2/6/2024	20053	Operating	Grainger	\$97.23	\$97.23	Plant R & M
2/6/2024	20053	Operating	Grainger	\$21.20	\$21.20	Plant R & M
2/6/2024	20053	Operating	Grainger	\$66.34	\$66.34	Plant R & M
2/6/2024	20054	Operating	H2 Technical Rescue Equipment. LLC	\$1,292.55	\$1,292.55	Line maintenance
2/6/2024	20055	Operating	Hach Company	\$1,156.27	\$1,156.27	Sewer Sampling
2/6/2024	20055	Operating	Hach Company	\$1,004.00	\$1,004.00	Sewer Sampling
2/6/2024	20055	Operating	Hach Company	\$1,156.27	\$1,156.27	Sewer Sampling
2/6/2024	20055	Operating	Hach Company	\$1,197.35	\$1,197.35	Sewer Sampling
2/6/2024	20056	Operating	Huntington Insurance, Inc	\$1,138.00	\$1,138.00	Bond- Sheeks
2/6/2024	20056	Operating	Huntington Insurance, Inc	\$1,060.00	\$1,060.00	Bond - Mills
2/6/2024	20056	Operating	Huntington Insurance, Inc	\$921.00	\$921.00	Bond-McDonald
2/6/2024	20056	Operating	Huntington Insurance, Inc	\$921.00	\$921.00	Bond-Merrill
2/6/2024	20056	Operating	Huntington Insurance, Inc	\$921.00	\$921.00	Bond-Kimbell
2/6/2024	20057	Operating	Indiana Department of Environmental Man	\$175.00	\$175.00	Stormwater fee- TriCo Regional Sewer Utility
2/6/2024	20057	Operating	Indiana Department of Environmental Man	\$12,395.00	\$12,395.00	Permit - TriCo Regional Sewer Utility
2/6/2024	20058	Operating	IT Indianapolis/Core	\$10,790.41	\$10,790.41	Monthly Maintenance
2/6/2024	20058	Operating	IT Indianapolis/Core	\$1,054.68	\$1,054.68	Azure
2/6/2024	20058	Operating	IT Indianapolis/Core	\$3,212.00	\$3,212.00	Security services, Support & Hardware warranty firewal
2/6/2024	20059	Operating	Kirby Risk Corporation	\$263.60	\$263.60	Misc supplies
2/6/2024	20059	Operating	Kirby Risk Corporation	\$9.34	\$9.34	Equipment
2/6/2024	20060	Operating	KOORSEN FIRE & SECURITY	\$30.00	\$30.00	Quarterly Monitoring
2/6/2024	20060	Operating	KOORSEN FIRE & SECURITY	\$277.95	\$277.95	Service Repair
2/6/2024	20061	Operating	Merrell Brothers, Inc.	\$15,640.56	\$15,640.56	Biosolids Disposal
2/6/2024	20062	Operating	Mission Mechanical	\$675.60	\$675.60	Water line repair
2/6/2024	20063	Operating	Nalco Company, LLC	\$114.84	\$114.84	Equip Rental
2/6/2024	20064	Operating	NCL of Wisconsin, Inc	\$1,450.53	\$1,450.53	Sewer sampling
2/6/2024	20065	Operating	Occupational Health Centers of the Southw	\$119.00	\$119.00	DOT Physical
2/6/2024	20066	Operating	Office Depot	\$60.14	\$60.14	Deskpad,Sharpies
2/6/2024	20066	Operating	Office Depot	\$474.72	\$474.72	Office Supplies
2/6/2024	20067	Operating	Pace Analytical Services LLC	\$284.00	\$284.00	Sewer Sampling
2/6/2024	20067	Operating	Pace Analytical Services LLC	\$1,020.40	\$1,020.40	Sewer sampling
2/6/2024	20067	Operating	Pace Analytical Services LLC	\$660.66	\$660.66	Sewer sampling
2/6/2024	20067	Operating	Pace Analytical Services LLC	\$276.00	\$276.00	Sewer Sampling
2/6/2024	20067	Operating	Pace Analytical Services LLC	\$934.10	\$934.10	Sewer Sampling
2/6/2024	20067	Operating	Pace Analytical Services LLC	\$808.34	\$808.34	Sewer Sampling
2/6/2024	20067	Operating	Pace Analytical Services LLC	\$638.20	\$638.20	Sewer Sampling
2/6/2024	20067	Operating	Pace Analytical Services LLC	\$477.40	\$477.40	Sewer Sampling
2/6/2024	20068	Operating	PFM Auto & Fleet - Zionsville	\$701.50	\$701.50	Auto Supplies
2/6/2024	20068	Operating	PFM Auto & Fleet - Zionsville	\$83.17	\$83.17	Vehicle R&M
2/6/2024	20069	Operating	Quench USA, Inc.	\$109.14	\$109.14	Water Cooler Contract
2/6/2024	20070	Operating	Safety Resources, Inc.	\$1,487.50	\$1,487.50	Service Contract
2/6/2024	20071	Operating	Shred Monkey	\$50.00	\$50.00	Shredding
2/6/2024	20072	Operating	Simplifile	\$1,920.00	\$1,920.00	Lien filing fees
2/6/2024	20073	Operating	Southeastern Equipment Co., Inc.	\$583.47	\$583.47	Materials for Repair
2/6/2024	20075	Operating	USA BlueBook	\$1,322.62	\$1,322.62	LS R & M
2/6/2024	20075	Operating	USA BlueBook	\$1,301.29	\$1,301.29	Line Maintenance
2/6/2024	20076	Operating	Utility Supply Company	\$35.44	\$35.44	Parts LS 16
2/6/2024	20077	Operating	Vasey Commercial Heating & AC, Inc.	\$742.50	\$742.50	Plant R&M
2/6/2024	20077	Operating	Vasey Commercial Heating & AC, Inc.	\$2,198.25	\$2,198.25	Equip Room Repairs
2/6/2024	20078	Operating	Ving	\$3,550.00	\$3,550.00	Safety Training App
2/6/2024	20079	Operating	White's Ace Hardware-Carmel	\$6.80	\$6.80	Equipment
2/6/2024	20080	Operating	Charles Ryerson	\$150.00	\$150.00	Board fees Jan 2021
2/7/2024	20081	Operating	Altman, Poindexter & Wyatt, LLC	\$4,255.00	\$4,255.00	Legal fees
2/7/2024	20082	Operating	Amazon Capital Services	\$28.94	\$28.94	Padlock Hasp
2/7/2024	20083	Operating	Taylor Oil Company, Inc.	\$6,151.30	\$6,151.30	Fuel
2/7/2024	20083	Operating	Taylor Oil Company, Inc.	\$1,597.66	\$1,597.66	Fuel
2/7/2024	20083	Operating	Taylor Oil Company, Inc.	\$1,471.38	\$1,471.38	Fuel
2/7/2024	20084	Reserve for Re	Valenti-Held	\$11,991.00	\$11,991.00	CIP-Proj 2455 Annual repairs R4R
1/8/2024	2024001	Operating	Empower Retirement (Hoosier START)	\$13,648.56	\$13,648.56	401a, 457B, Roth
1/8/2024	2024002	Operating	ADP	\$122,730.20	\$122,730.20	Payroll PPE 01/10/2024
1/12/2024	2024005	Operating	CenterPoint Energy/Vectren Energy	\$1,051.64	\$1,051.64	Plant
1/30/2024	2024006	Operating	Citizens Energy Group	\$114.83	\$114.83	Plant
1/19/2024	2024009	Operating	ADP	\$355.44	\$355.44	Payroll/Time and Attendance
1/19/2024	2024010	Operating	AT & T	\$1,371.37	\$1,371.37	Internet
1/19/2024	2024011	Operating	Travelers	\$298.00	\$298.00	Insurance - New truck

TriCo Regional Sewer Utility
Register of Claims
For the period 1/11/2024-2/23/2024

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
1/26/2024	2024012	Operating	CenterPoint Energy/Vectren Energy	\$20.22	\$20.22	LS 10
1/26/2024	2024013	Operating	CenterPoint Energy/Vectren Energy	\$50.26	\$50.26	LS 2
1/31/2024	2024014	Operating	Citizens Energy Group	\$40.04	\$40.04	LS 17
2/1/2024	2024015	Operating	Indiana Public Employers	\$36,052.37	\$36,052.37	Feb 2024 Insurance
1/22/2024	2024016	Operating	ADP	\$90,828.41	\$90,828.41	Payroll PPE 01/19/2024
1/22/2024	2024017	Operating	Empower Retirement (Hoosier START)	\$12,624.61	\$12,624.61	401a, 457B, Roth
1/23/2024	2024018	Operating	Mutual of Omaha	\$4,313.93	\$4,313.93	Ins - Feb 2024
1/15/2024	2024019	Operating	IPL	\$4,552.16	\$4,552.16	LS 2
1/15/2024	2024020	Operating	IPL	\$122.74	\$122.74	LS 24
1/31/2024	2024021	Operating	Operating	\$20.00	\$20.00	January service fee
1/26/2024	2024022	Operating	ADP	\$158.86	\$158.86	Workforce Now
2/1/2024	2024024	Operating	Globe Life	\$58.72	\$58.72	EE Deductions
1/25/2024	2024025	Operating	Republic Services #761	\$940.62	\$940.62	Trash service
1/7/2024	2024027	Operating	Quadient Leasing USA, Inc.	\$164.97	\$164.97	Final lease payment
2/5/2024	2024028	Operating	Empower Retirement (Hoosier START)	\$12,938.53	\$12,938.53	401a, 457B, Roth
2/5/2024	2024029	Operating	ADP	\$92,428.50	\$92,428.50	Payroll PPE 02/05/2024
2/13/2024	2024030	Operating	Duke Energy	\$23,501.20	\$23,501.20	Plant
2/8/2024	2024031	Operating	Duke Energy	\$1,082.54	\$1,082.54	LS 14
2/13/2024	2024032	Operating	Duke Energy	\$407.56	\$407.56	LS 16
2/14/2024	2024033	Operating	Duke Energy	\$440.65	\$440.65	LS 23
2/6/2024	2024034	Operating	Duke Energy	\$251.11	\$251.11	LS 21
2/6/2024	2024035	Operating	Duke Energy	\$1,089.35	\$1,089.35	LS 1
2/9/2024	2024036	Operating	Duke Energy	\$464.83	\$464.83	LS 11
2/6/2024	2024037	Operating	Duke Energy	\$149.35	\$149.35	LS 5
2/6/2024	2024038	Operating	Duke Energy	\$64.38	\$64.38	LS 6
2/9/2024	2024039	Operating	Duke Energy	\$1,027.27	\$1,027.27	LS 17
2/6/2024	2024040	Operating	Duke Energy	\$430.13	\$430.13	LS 19
2/6/2024	2024041	Operating	Duke Energy	\$618.23	\$618.23	LS 26
1/31/2024	2024042	Operating	PNC Bank	\$9,856.31	\$9,856.31	CREDIT CARD - JAN 2024
1/31/2024	2024042	Operating	PNC Bank	\$356.96	\$356.96	CREDIT CARD - JAN 2024
1/31/2024	2024042	Operating	PNC Bank	\$912.13	\$912.13	CREDIT CARD - JAN 2024
1/31/2024	2024043	Operating	Operating	\$1,010.38	\$1,010.38	Jan 2024 Lock box
2/6/2024	2024044	Operating	CenterPoint Energy/Vectren Energy	\$1,881.01	\$1,881.01	Plant natural gas
2/6/2024	2024045	Operating	Jive Communications, Inc	\$767.26	\$767.26	Monthly phone service
1/16/2024	2024046	Operating	Napa Auto Parts	\$186.19	\$186.19	Auto Parts
1/16/2024	2024046	Operating	Napa Auto Parts	\$354.74	\$354.74	Battery
1/16/2024	2024046	Operating	Napa Auto Parts	\$293.02	\$293.02	Auto parts
2/6/2024	2024047	Operating	Pair Soft	\$7,620.00	\$7,620.00	PaperSave annual maintenance
1/11/2024	2024048	Operating	AT&T Mobility	\$2,529.60	\$2,529.60	EE Phones/tablets
2/5/2024	2024049	Operating	Globe Life	\$58.72	\$58.72	Feb payment - dup by vendor - credit for March
2/1/2024	2024050	Operating	IPL	\$7,984.30	\$7,984.30	LS 2
2/22/2024	2024051	Operating	IPL	\$124.31	\$124.31	LS 3
2/22/2024	2024052	Operating	IPL	\$247.72	\$247.72	LS 8
2/22/2024	2024053	Operating	IPL	\$385.30	\$385.30	LS 9
2/22/2024	2024054	Operating	IPL	\$883.88	\$883.88	LS 10
2/22/2024	2024055	Operating	IPL	\$112.18	\$112.18	LS 12
2/21/2024	2024056	Operating	IPL	\$53.61	\$53.61	LS 18
2/22/2024	2024057	Operating	IPL	\$73.23	\$73.23	LS 20
2/22/2024	2024058	Operating	IPL	\$46.99	\$46.99	LS 22
2/23/2024	2024059	Operating	IPL	\$120.83	\$120.83	LS 24
2/22/2024	2024060	Operating	IPL	\$60.14	\$60.14	LS 25
2/22/2024	2024061	Operating	IPL	\$60.84	\$60.84	LS VV
2/23/2024	2024062	Operating	IPL	\$75.74	\$75.74	LS 27
					\$970,267.50	

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

\$970,267.50

Docket Report Information

For the period 1/11/2024-2/23/2024

CIP-Proj 2470 Plasma Cutter	\$3,399.00
CIP-Proj 2208 LS 16 Interceptor	\$49,765.71
Clp-Proj 2301 LS 10 R4R	\$30,025.00
CIP-Proj 2457 R4R	\$2,199.40
CIP-Plant Odor Control pump replacement	\$10,219.94
CIP-Plotter Printer	\$6,895.00
CIP-Proj 2467 Snow plow for Kubota R4R	\$4,465.00
CIP-Proj 2202 LS 8 Operating	\$2,134.29
CIP-Proj 2455 Annual repairs R4R	\$11,991.00
	\$121,094.34
District Insurance	\$40,366.30
Carmel Utilities	\$168,248.26
Payroll	\$305,987.11
Other Expenses	\$334,571.49
Total Claims	\$970,267.50

Selected Statistics 2024	January	2024 Monthly Average	2024 YTD	2023 Total Through January
Maintenance Information				
Lateral Inspections	18	18	18	14
Certified I&I Inspections	18	18	18	22
Failed I&I Inspections	0	0	0	0
Sewer Locates	344	344	344	264
Manholes Added	65	65	65	27
Total # of Manholes	6,149	N/A	NA	6,084
Manholes Inspected	336	336	336	2,534
Feet of Sewer Added	4,684	4,684	4,684	12,063
Total Footage of Sewers	1,765,843	N/A	N/A	NA
Feet of Sewer Televised	16,308	16,308	16,308	21,077
Acoustic Sewer Inspection	0	0	0	0
Feet of Sewer Cleaned	0	0	0	0
Overflows	0	0	0	0
Feet of LPFM Cleaned	0	0	0	0
LS 1 to Carmel Utilities				
Rainfall/Precipitation (inches)	5.11	5.11	5.11	3.68
Total Flow (gallons)	32,948,704	32,948,704	32,948,704	34,878,787
Max Daily Flow (gallons)	1,529,382	N/A	1,529,382	1,415,109
Average Daily Flow (gallons)	1,062,861	1,062,861	N/A	N/A
Min Daily Flow (gallons)	835,566	N/A	835,566	973,743
TriCo WRRF				
Total Flow (gallons)	112,920,000	112,920,000	112,920,000	88,091,000
Max Daily Flow (gallons)	5,198,000	N/A	5,198,000	3,598,000
Average Daily Flow (gallons)	3,642,581	3,642,581	N/A	N/A
Min Daily Flow (gallons)	2,813,000	N/A	2,813,000	2,416,000
Total Flow to Both Plants	145,868,704	72,934,352	145,868,704	122,969,787
Biosolids Handling (gals)				
Wasted (Biosolids)	2,177,000	2,177,000	2,177,000	1,332,000
Dewatered	610,842	610,842	610,842	528,700
Digested Sludge Withdrawn	1,131,000	1,131,000	1,131,000	695,000
Customer Information			16,684	
New Sewer Service Accounts	46	46	46	12
Permits Issued	24	24	24	12



JOINT BUDGET & FINANCE COMMITTEE AND BOARD OF TRUSTEES MEETING

Friday, January 26, 2024 at 7:30 a.m.

Memorandum

Ms. Merrill called the meeting to order at 7:34 a.m.

Members Present: Committee Chair Jane Merrill, members Michael McDonald and Carl Mills. Others in attendance were Board member Eric Hand, Legal Counsel Anne Poindexter, Utility Director Andrew Williams, Controller Cindy Sheeks, Engineering Manager Wes Merkle, and Administrative Assistant Maggie Crediford.

PUBLIC COMMENT

There was no one present from the public.

FINANCIAL STATEMENTS

Ms. Sheeks said 2023 Revenues exceeded budget projections. Spending was slightly over budget in 2023. Mr. Mills asked why. Ms. Sheeks said there were several unexpected expensive vehicle repairs. Utility costs such as Duke Energy increased more than anticipated as well. Ms. Sheeks said she cashed the money market CD's and will redeposit the money after the first of the year. The rate should be 5.23%. Mr. Mills suggested extending the terms on the CD's longer towards the middle of the year if spending allows.

STALE DATED CHECKS

Ms. Sheeks asked the Committee to recommend voiding stale dated checks that are over two years old. These are checks issued by the Utility that have not been cashed. Mr. Mills made a motion to recommend voiding stale dated checks from 2021. Mr. McDonald seconded the motion. The committee will recommend the Board void the proposed list of stale dated checks from 2021 totaling \$1414.32.

FUND TRANSFER REQUESTS

Transfer from Plant Expansion to Interceptor Fund

Ms. Sheeks asked the Committee to recommend the proposed authorization of a temporary loan from the Plant Expansion Fund to the Interceptor Fund in the amount of \$550,000. The State Board of Accounts does not allow negative cash balances. The available balance in the Plant Expansion fund is \$2,192,091.16. Mr. McDonald made a motion to do a temporary cash loan from the Plant Expansion Fund to the Interceptor Fund in the amount of \$550,000. Mr. Mills seconded the motion. The recommendation will be made.

Transfer from Operating Fund to Reserve for Replacement

Ms. Sheeks said as part of the annual budgeting process the Board passes a Capital Budget with funding in a Reserve for Replacement Fund for capital projects. The funding source is a transfer from the Operating Fund. 2023 Capital Expenditures from the Reserve for Replacement Fund totaled \$804,838.56. Staff is asking to transfer \$825,000 from the Operating Fund to the Reserve for Replacement Fund. Mr. McDonald made a motion to recommend the Board transfer \$825,000 from the Operating Fund to the Reserve for Replacement Fund. Mr. Mills seconded the motion. The recommendation will be made.

RATE STUDY UPDATES

Mr. Merkle shared results from the rate study conducted for Mrs. Poindexter last year by a local accounting firm. TriCo's last rate study was done in 2008. Since that time, adjustments were uniform across all charges by the same percentage. The study recommended changes to TriCo's rate structure to be consistent with current industry standard for distributing utility expenses. The Committee continued the item to next month's Committee meeting.

OTHER BUSINESS

Mr. Williams presented the request from the Pretreatment Coordinator to add a monthly FOG fee to the Rate Ordinance. Mrs. Poindexter said the Utility has fees/fines that address FOG issues in the Use Ordinance. The Committee did not see the need at this time to create a monthly FOG fee.

ADJOURNMENT

Mr. Mills made a motion to adjourn the meeting. Mr. McDonald seconded the motion. The meeting was adjourned at 8:49 a.m.

Respectfully Submitted



Cindy Sheeks
Controller



MEMORANDUM

**To: Board of Trustees, Drew Williams,
Anne Poindexter**

From: Cindy Sheeks

Date: 2/7/2024

Subject: Void State Dated Checks

Per the State Board of Accounts, the Utility may void state dated checks if they remain uncashed on December 31 two years after the issue date. Below is a list of the checks to be voided totaling \$1,414.32.

Check date	Check #	Payee name	Amount	Invoice Description
2/4/2021	15568	Shannon Andrews	\$6.58	Refund-12474 Carmel Garden
3/10/2021	15684	Steven Faris	\$13.54	Refund-13934 Salsbury Creek Dr
4/30/2021	15827	Ronald Bennett	\$45.20	Refund-1508 Evenstart
4/30/2021	15832	Thomas or Jessica Stoughton	\$22.66	Refund-1795 Milford
5/31/2021	16439	Carmel Indy Properties LLC	\$361.74	Refund-101 W 103rd St
7/8/2021	16610	SKM Enterprises LLC	\$10.79	Refund-10482 Bellefontaine St
7/8/2021	16622	Michael Lingerfelter	\$11.08	Refund-10123 Ruckle Street N
7/8/2021	16627	Lynda Chambers	\$20.89	Refund-11535 Applewood Circle
7/8/2021	16633	Sinu Paul	\$30.04	Refund-14243 Kodiak Drive
7/8/2021	16637	Rebecca Lester	\$24.98	Refund-226 Pam Road
7/8/2021	16638	Jonah Schneider	\$24.89	Refund-4321 Chase Circle
7/31/2021	16721	Ashley Campbell	\$33.18	Refund-1003 Saratoga
8/31/2021	16795	Ryan Moore	\$13.42	Refund-11715 Lenox Lane #206
8/31/2021	16808	SHADI KHOURY	\$5.49	REFUND-301 MALLARD
8/31/2021	16809	ALANA OR JOHN VOEGE	\$104.53	REFUND-10350 WINCHESTER
8/31/2021	16810	BRANDON TETLOW	\$30.90	REFUND-12970 FLEETWOOD DR N
8/31/2021	16811	RAJESH PATIL	\$6.01	REFUND-13999 FINNHORSE DR
9/29/2021	16904	Robin Nelson-Rice	\$590.16	Refund-11065 Sedgemoor Circle
10/31/2021	17022	Andrea Martin	\$26.90	Refund-13457 Rock Creek
10/31/2021	17026	Kathleen Boyle	\$31.34	Refund-2035 Fahey
			\$1,414.32	

Recommended Board Action: Voided the outstanding stale dated checks



MEMORANDUM

**To: Board of Trustees, Drew Williams,
Anne Poindexter**

From: Cindy Sheeks

Date: 2/7/2024

**Subject: Transfer from Operating to Reserve for
Replacement**

As part of the annual budget process, the Board of Trustees passes a Capital Budget with funding in the Reserve for Replacement fund for capital projects. The funding source of the Reserve for Replacement fund is a transfer from the Operating Fund. Capital expenditures in 2023 from the R4R fund totaled \$804,838.56.

Recommended Board Action: Authorize \$825,000 transfer from the Operating Fund to the Reserve for Replacement Fund.

RESOLUTION 02.12.2024-2

**A RESOLUTION OF TRICO REGIONAL SEWER UTILITY CONCERNING THE
ANNUAL TRANSFER OF FUNDS FROM THE OPERATING FUND
TO THE RESERVE FOR REPLACEMENT FUND**

WHEREAS the Board of Trustees of the TriCo Regional Sewer Utility is aware that balance of the Reserve for Replacement Fund has fallen below zero due Capital Improvement expenditures, and

WHEREAS it is the budget policy of the Board of Trustees to fund the Capital Expenditures of the Reserve for Replacement fund with an annual transfer of cash available in the Operating fund, and

WHEREAS the Board of Trustees desires to transfer \$825,000 from the Operating Fund to the Reserve for Replacement fund on December 31, 2023 to fund the Capital Expenditures incurred in 2023.

NOW THEREFORE BE IT RESOLVED BY THE TRICO REGIONAL SEWER UTILITY BOARD OF TRUSTEES AS FOLLOWS:

A transfer of \$825,000 from the available cash balance of the Operating Fund to the Reserve for Replacement Fund.

SO RESOLVED on this 5th day of February 2024 by the TriCo Regional Sewer Utility Board of Trustees.

PASSED AND ADOPTED by the Board of Trustees of the TriCo Regional Sewer Utility on the _____ day of _____, 2024, by its Board of Trustees:

Carl Mills President

Jeff Kimbell Vice President

Jane Merrill Treasurer

Michael McDonald Secretary

Steve Pittman

Amanda Foley

Jeff Hill

Chuck Ryerson

Eric Hand

Attest Drew Williams Utility Director



MEMORANDUM

**To: Board of Trustees, Drew Williams,
Anne Poindexter**

From: Cindy Sheeks

Date: 2/7/2024

Subject: Transfer from Plant Expansion to Interceptor fund

Per the State Board of Accounts, the Board shall pass a resolution authorizing a temporary transfer from the Plant Expansion Fund to the Interceptor Fund, so the fund is not in a negative cash balance at year end. As of December 31, 2023, the balance in the Interceptor Fund is **-\$546,047.19**. The available balance in the Plant Expansion Fund available to loan to the Interceptor Fund is \$2,192,091.16.

Recommended Board Action: Authorize \$550,000 temporary loan from the Plant Expansion Fund to the Interceptor Fund.

RESOLUTION NO. 02.12.2024

RESOLUTION OF THE TRICO REGIONAL SEWER UTILITY

**CONCERNING A TEMPORARY LOAN FROM THE PLANT EXPANSION
FUND TO THE INTERCEPTOR FUND**

WHEREAS the Board of Trustees of the TriCo Regional Sewer Utility is aware that balance of the Interceptor Fund has fallen below zero due Capital Improvement expenditures, and

WHEREAS the Board of Trustees is aware of excess cash available in the Plant Expansion fund to transfer to the Interceptor fund, and

WHEREAS the Board of Trustees desires to transfer \$550,000 from the Plant Expansion fund to the Interceptor Fund on December 31, 2023, and

WHEREAS the funds shall be repaid as soon as the unencumbered cash balance is available in the Interceptor fund.

NOW THEREFORE BE IT RESOLVED BY THE TRICO REGIONAL SEWERUTILITY BOARD OF TRUSTEES AS FOLLOWS:

One-time transfer of \$550,000 from the available cash balance of the PlantExpansion fund to the Interceptor fund.

SO RESOLVED this 5th day of February 2024. TriCo Regional Sewer Utility by it's Board of Trustees.

Carl Mills President

Jeff Kimbell Vice President

Jane Merrill Treasurer

Michael McDonald Secretary

Steve Pittman

Amanda Foley

Jeff Hill

Chuck Ryerson

Eric Hand

Attest Drew Williams Utility Director



JOINT CAPITAL & CONSTRUCTION MEETING AND BOARD OF TRUSTEES MEETING

Monday February 5, 2024, at 4:30 p.m.

Memorandum

Ms. Foley called the meeting to order at 4:35 p.m.

Members Present: Committee Chair Amanda Foley, member Steve Pittman. Others in attendance were Board members Carl Mills, Michael McDonald, and Eric Hand, Legal Counsel Scott Wyatt, Utility Director Andrew Williams, Engineering Manager Wes Merkle and Administrative Assistant Maggie Crediford.

PUBLIC COMMENT

There was no one present from the public.

#2301 LIFT STATION 10 UPGRADES CONSTRUCTION CONTRACT AWARD

Mr. Merkle said Lift Station 10 is in the southwest corner of TriCo's service area, behind Target and Home Depot. The current pumps struggle to keep up with peak flows. The project includes substantial upgrades to the lift station including new pumps, new discharge piping, wet well modifications, new electrical gear, controls, and a backup generator. The project will add redundancy and increase the capacity of Lift Station 10 to buildout. Four quotes were received for the project. Pyramid Design & Construction was the lowest responsive and responsible bidder at \$533,000 which is substantially below the other bids. However, Staff is comfortable with their bid because they have done similar projects at other TriCo lift stations. The two lift stations have similar designs. The lift station has been in service for over 30 years and the wet well shows signs of deterioration. The bid from Pyramid includes \$49,500 for wet well lining.

Ms. Foley asked if there were any concerns about Pyramid's bid being so much lower than the others. Mr. Merkle said no because they did the project at Lift Station 1 and have a good understanding of the scope of work. Mr. Pittman asked how the contractors came up with the bid amounts. Mr. Merkle said in addition to costs for labor, materials and equipment, other factors include project understanding, risk, and availability or backlog. Mr. Mills asked if the lift station must be taken out of service to complete the work. Mr. Merkle said bypass pumps will be used to keep the water moving during the construction process.

The Committee will recommend awarding the Lift Station 10 Pump & Control Upgrades Construction Contract to Pyramid Design & Construction in the amount of \$533,000.

PUMP PROCUREMENT

Staff prefer to purchase equipment directly from the manufacturer rather than through a construction contract. The proposed pumps are sized for buildout capacity at the lift

station. Staff have had good experience with Grundfos pumps, and in this application these pumps offer a superior hydraulic fit. Mr. Merkle said delivery of the pumps is anticipated in four months, which would meet the construction schedule. American Pump Repair & Service, Inc. was also the lowest bidder. Staff asked the committee to recommend the Board approve purchasing new pumps for Lift Station 10 from American Pump Repair & Services for \$86,880. The Committee will make that recommendation to the Board.

VFD PROCUREMENT

Mr. Merkle asked the committee to recommend the purchase of new variable frequency drives (VFD's) from Straeffler Pump & Supply Inc. for \$38,790. Mr. Merkle learned about these drives on his trip to Denmark a few years ago. TriCo started using them throughout the Utility because of their ability to be mounted outside without the need to be in an air conditioned building or enclosure, in addition to more advanced technology and capability. Mr. Pittman asked if staff would know about these drives without the trip to Denmark. Mr. Williams said they would not; Europe is far ahead of the United States in developing and manufacturing water treatment technologies, which are not always promoted locally. The committee will recommend approving the purchase of new variable frequency drives (VFD's) from Straeffler Pump & Supply, Inc for \$38,790.

STANDBY GENERATOR AND AUTOMATIC TRANSFER SWITCH PROCUREMENT

Mr. Merkle presented quotes for a new standby generator and automatic transfer switch for Lift Station 10. Buckeye Power Sales was the lowest bidder but is unable to deliver a generator in the time needed for the project. Interstate Power Systems, Inc was the next lowest bidder and can deliver the generator and transfer switch in five months allowing the project to be completed by fall 2024. Mr. Merkle asked the Committee to recommend purchasing a standby generator and automatic transfer switch from Interstate Power Systems for \$72,551.

The overall budget for the Lift Station 10 upgrade project is \$1,200,000. Combined costs came in around \$300,000 under budget. Mr. Pittman asked what happens to the extra money when it is budgeted for a project but not spent. Mr. Mills said it stays in the source fund as surplus or it can be used on projects that have overages. The Committee will recommend purchasing a standby generator and automatic transfer switch from Interstate Power Systems for \$72,551.

LIFT STATION 16 REPLACEMENT CHANGE ORDER

Mr. Merkle explained that during the installation of the new gravity sewer under Michigan Road, crews found a water transmission main in conflict with the new gravity sewer. The sewer had to be installed five feet deeper than planned, or twenty-five feet below Michigan Road. The added depth was difficult near the water main crossing due to nearby transmission power poles, sidewalk, and storm sewers. The contractor has requested an additional \$42,757 for the additional cost. The contractor also installed reinforced concrete footers for future stone columns at the corners of the lift station, which will be part of the fence enclosure, to help the lift station to fit in with the surrounding development aesthetically. In exchange for upgrading the lift station enclosure, the developer will

handle landscaping around the lift station. The contractor requested \$7,128 to cover the additional cost. Mr. Hartman and Mr. Merkle collaborated with the contractor and believe the requested change amount is appropriate.

Mr. Merkle asked the Committee to recommend approval of the Lift Station 16 Change Order 1. Mr. Pittman recused himself from the discussion. The Committee will recommend approving Lift Station 16 Change Order 1 in the amount of \$49,885.

Mr. Merkle explained the contractor is also collaborating with staff to expose two existing force mains along Michigan Road near Sycamore Street and bring tone wire up to the surface, which will allow staff to accurately locate the mains. No other changes are anticipated through project completion.

CAPITAL PROJECT UPDATES

#2202 Lift Station 8 (Laurelwood) Reconstruction

Paving is complete at the site. The fence and gate installation are nearly complete. Mr. Merkle expect the project to finish below the original contract amount.

#2204, 2205 and 2206 Lift Stations 11, 14 and 26 Backup Generators

Lift Station 14 (Austin Oaks) conduit installation was delayed by several weeks because of parts delivery and weather. Replacement parts were ordered for the generator at Lift Station 11 (Old 106th Street/Bennett Parkway) to repair the electrical failure. Lift Station 26 (Jackson's Grant) generator installation is complete.

#2207 Lift Station 26 (Jackson's Grant) Parallel Force Main

TPI is on site and boring their first run north of 116th Street at Jackson's Grant and fusing pipe. The project should be completed in March.

#2208 Lift Station 16 (Michigan/Sycamore Street) Reconstruction

The manual transfer switch should be delivered soon. Duke Energy is on site installing power service. Construction crews will then finish electrical installation, force main tie-in, and start up. This should be complete by the end of February.

#2301 Lift Station 10 (Ashbrook) Upgrades

Staff received bids for construction along with quotes for pumps, VFDs, generator and transfer switch, valves, and flow meter. If a construction contract is awarded, completion is anticipated in the fall of 2024.

ADJOURNMENT

The meeting adjourned at 5:34 p.m.

Respectfully submitted,


Wes Merkle,
Engineering Manager



MEMORANDUM

To: Board of Trustees

From: Wes Merkle

Date: February 7, 2024

Subject: #2301 Lift Station 10 Pump & Control Upgrades Construction Contract Award

Project No. 2301 includes the substantial upgrades to Lift Station 10 (Ashbrooke), including new pumps, new discharge piping, wet well modifications, new electrical gear, controls, and a backup generator. The purpose of this project is to add redundancy and increase the capacity of Lift Station 10 to buildout at 3.35 MGD.

The following bids were received for the subject project:

Maddox Industrial	\$857,250
Pyramid Design & Construction	\$533,000
Sexson Mechanical	\$846,270
Thieneman Construction	\$1,473,639

Pyramid Design & Construction was the lowest responsive and responsible bidder. Pyramid completed similar work at Lift Station 1 in separate past projects, which is constructed very similar to Lift Station 10. Their electrical subcontractor has done similar work at many TriCo lift stations.

The aforementioned bids include the cost of wet well lining, which was a bid alternate. The existing lift station wet well has been in service for over 30 years and the wet well exhibits areas of concrete deterioration. Pyramid bid \$49,500 for wet well lining. Staff recommends accepting this alternate.

The 2024 Capital Budget includes \$1,200,000 for this project. In January the Board approved purchasing a new control panel for \$83,240. Engineering design, plug valves and check valves, and a flow meter were procured for \$85,115. Staff separately recommends purchasing new pumps (\$86,880), variable frequency drives (\$38,790), and a generator and automatic transfer switch (\$72,551), leaving \$833,424 for construction. Design engineer Commonwealth's estimate for the work is \$872,000.

Recommended Action: Award the Lift Station 10 Pump & Control Upgrades construction contract to Pyramid Design & Construction for \$533,000.



MEMORANDUM

To: Board of Trustees

From: Wes Merkle

Date: February 7, 2024

Subject: #2301 Lift Station 10 Pump & Control Upgrades – Pump Procurement

Project No. 2301 includes the substantial upgrades to Lift Station 10. Staff desires to procure major equipment directly rather than through a construction contract to avoid delays as well as secure better pricing and service.

The following quotes were received for new pumps at Lift Station 10:

Flygt (Xylem Water Solutions USA, Inc.)	\$205,123
Grundfos (American Pump Repair & Service, Inc.)	\$86,880
KSB (Straeffler Pump & Supply, Inc.)	\$157,500

New pumps are sized for buildout capacity of this lift station. All three manufacturers have good reputations. While TriCo has long preferred Flygt pumps for consistency in stocking spare parts and staff familiarity with maintenance and repair, staff has had good experiences with KSB and Grundfos pumps as well. In this case Grundfos also offers a far superior fit hydraulically.

Delivery is anticipated in 4 months, which meets the construction schedule. The overall budget for this project is \$1,200,000.

Recommended Action: Approve purchasing new pumps for Lift Station 10 from American Pump Repair & Service for \$86,880.



MEMORANDUM

To: Board of Trustees
From: Wes Merkle
Date: February 7, 2024
Subject: #2301 Lift Station 10 Pump & Control Upgrades – VFD Procurement

Project No. 2301 includes the substantial upgrades to Lift Station 10. Staff desires to procure major equipment directly rather than through a construction contract to avoid delays as well as secure better pricing and service.

Straeffer Pump & Supply, Inc., the local representative for Danfoss variable frequency drives (VFDs), quoted \$38,790 for new VFDs. Straeffer is the local manufacturer's representative for Danfoss.

TriCo began standardizing Danfoss VLT Aqua FC202 VFDs three years ago. The old standard was ABB ACS 550. Consistency for staff familiarity is critical as operation of this equipment can be highly technical. The Danfoss VFDs have more advanced industry-specific features. The VFDs are in NEMA 4X enclosures meaning they can be mounted outside and do not need to be in an air conditioned control panel or building, saving substantial short term and long term costs.

Delivery is anticipated in 4 weeks, which meets the construction schedule. The overall budget for this project is \$1,200,000.

Recommended Action: Approve purchasing new variable frequency drives (VFDs) from Straeffer Pump & Supply, Inc. for \$38,790.



MEMORANDUM

To: Board of Trustees

From: Wes Merkle

Date: February 7, 2024

Subject: #2301 Lift Station 10 Pump and Control Upgrades - Standby Generator and Automatic Transfer Switch Procurement

Project No. 2301 includes the substantial upgrades to Lift Station 10. Staff desires to procure major equipment directly rather than through a construction contract to avoid delays as well as secure better pricing and service.

The following quotes were received for a new generator and automatic transfer switch at Lift Station 10:

Caterpillar (MacAllister Machinery Co. Inc.)	\$73,776
Cummins Inc.	\$74,961
Kohler (Buckeye Power Sales)	\$67,115
MTU (Interstate Power Systems, Inc.)	\$72,551

Delivery of the MTU generator and transfer switch is anticipated in 5 months, allowing project completion by this fall. Kohler offered a better price however their delivery is 9 months, pushing project completion to spring of next year. The overall budget for this project is \$1,200,000.

Recommended Action: Approve purchasing a standby generator and automatic transfer switch from Interstate Power Systems for \$72,551.



MEMORANDUM

To: Board of Trustees

From: Wes Merkle

Date: February 7, 2024

Subject: #2208 Lift Station 16 Change Order 1

The subject project included reconstructing Lift Station 16 on the west side of Michigan Road and south of Sycamore/116th Street. This project upsized Lift Station 16 for build-out flows and accommodated the large development at Sycamore and Michigan Road which should be complete later this year. The lift station project construction is nearly complete. During construction, the following items added to the contractor's scope of work.

1. During installation of the new gravity sewer under Michigan Road, crews found a water transmission main in conflict with the new gravity sewer. The gravity sewer had to be installed up to 5 feet deeper than planned, or 25 feet below Michigan Road. The added depth was especially difficult near the water main crossing due to nearby transmission power poles, sidewalk, and storm sewer. Ottenweller Contracting requested \$42,757 to cover the cost of increased labor, materials and equipment.
2. The general contractor installed reinforced concrete footings that will support stone columns at the lift station corners. Those columns will be part of the fence enclosure, to be constructed separately, that will match other structures and enclosures within the new development around the lift station. In exchange for upgrading the lift station enclosure, the developer will handle landscaping around the lift station. Ottenweller Contracting requested \$7,128 to cover the cost of increased labor, materials and equipment.

Staff worked with Ottenweller on proposed costs and believes the aforementioned amounts are appropriate. This change order would be 4.7 percent of the \$1,052,892 original contract amount.

Separately, TriCo may request Ottenweller expose the two existing force mains running along the west side of Michigan Road, near Sycamore Street, to bring tone wire up to the surface and give staff the ability to accurately and confidently locate these mains. No other changes are anticipated through project completion.

Recommended Action: Approve Change Order 1 for \$49,885.