



# TriCo Regional Sewer Utility

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## Board of Trustees Meeting Agenda

Monday, June 10, 2024 at 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 May 13, 2024
4. Approval of Claims Docket
5. Attorney's Report
6. Utility Director's Report
7. Committee Reports
  - a. Budget & Finance Committee
  - b. Personnel & Benefits Committee
    - i. Employee Handbook Updates
  - c. Capital & Construction Committee
    - i. Lift Station 16 Fence/Gate Installation
8. Old Business
  - a. Hamilton County Regional Utility District
9. New Business
10. Adjourn



## BOARD OF TRUSTEE MEETING

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Monday May 13, 2024, 6:00 p.m.  
Memorandum

Mr. Mills called the meeting to Order at 6:01 p.m.

### **ROLL CALL**

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

### **PUBLIC HEARING- SEWER RATE ORDINANCE 4.09.2024**

Mr. Mills read Ordinance 4.09.2024 into the record. An ordinance establishing a Utility-wide schedule of monthly user rates, late fees, connection fees, interceptor fees, application fees, reinspection fees and charges to be collected from the owners of property served by the sewage works of TriCo Regional Sewer Utility and matters connected therewith, replacing Ordinance 05-9-2022. Mr. Mills opened the public hearing at 6:01 p.m. There was no one present from the public. Mr. Mills closed the public hearing at 6:02 p.m.

### **APPROVAL OF MEETING MEMORANDUM**

Ms. Merrill made a motion to approve the April 8, 2024, Board Meeting memorandum. Mr. Kimbell seconded the motion, and it was unanimously approved.

### **APPROVAL OF CLAIMS DOCKET**

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

### **ATTORNEY'S REPORT**

Mr. Wyatt explained that if the Board approves the proposed rate ordinance, which would be a greater than five percent rate increase for certain customers, it will trigger the need for a District Authority Appeals Board, should there be objections. Hamilton County has appointed Steve Dillinger. Boone and Marion counties have not made their appointments yet. Letters explaining the rights and pathway to file an objection to the rate increase to the affected customers will need to be sent by TriCo within seven days of the approval. An objection must be filed within 30 days.

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

The Staff received an update from HSE regarding the fees TriCo provided them. HSE is working on their Master Plan, the IURC insisted HSE update their master plan for both of their service areas before moving forward with any projects, after an issue they had with Noblesville. Staff will update the Board as new information becomes available. Mr. Pittman said the Bradley Ridge Rezone project has been approved through the Town of Zionsville.

Ms. Merrill asked about the fire at Jacquie’s and if the staff had any information. Mr. Williams said the fire appears to have started in the massage parlor next door and not at Jacquie’s café, but she had substantial damage and is looking for a temporary location. Currently the staff has no further information.

**SECOND READING SEWER RATE ORDINANCE 4.09.2024**

Mr. Mills read Ordinance 4.09.2024 into the record. An ordinance establishing a Utility-wide schedule of monthly user rates, late fees, connection fees, interceptor fees, application fees, reinspection fees and charges to be collected from the owners of property served by the sewage works of TriCo Regional Sewer Utility and matters connected therewith, replacing Ordinance 05-9-2022. Mr. Pittman made a motion to approve Sewer Rate Ordinance 4.09.2024. Ms. Foley seconded the motion, and it was unanimously approved.

Ms. Foley left the meeting at 6:14 p.m.

**COMMITTEE REPORTS**

**Budget & Finance Committee**

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

**Personnel & Benefits Committee**

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

**Capital & Construction Committee**

**PLANT ROOF REPLACEMENT**

Mr. Pittman made a motion to award the roof replacements construction contract to Cox Roofing for \$44,126. Mr. Kimbell seconded the motion, and it was unanimously approved.

**SERVER REPLACEMENT**

Mr. Pittman made a motion to approve purchasing the new server from Core Managed for \$39,924.37. Ms. Merrill seconded the motion, and it was unanimously approved.

**LACOMA ESTATES LOW PRESSURE MAIN EXTENSION**

Mr. Pittman made a motion to award the Lacoma Estates Low Pressure Main Extension construction contract to Circle City Lining for \$36,004, pending a commitment to connect from the property owner requesting service. Mr. Kimbell seconded the motion. Mr. Hand asked if there were any concerns about the bid being much lower than the other quotes. Mr. Merkle said he is comfortable with the bid and the contractor. The property owner has already paid their connection fees. The motion was unanimously approved.

**COMMERCE DRIVE MAIN EXTENSION**

Mr. Pittman made a motion to award the Commerce Drive main Extension construction contract to T&T Sewer Service for \$39,100, pending a commitment to connect and extend the gravity main from the commercial property owner requesting the service. Ms. Merrill seconded the motion and asked if there was any concern about this bid being substantially lower than the others received. Mr. Williams said there was not. The motion was unanimously approved.

**DEDICATION**

Mr. Pittman made a motion to accept the dedication of Flora on Springmill Phase 1 sanitary Sewers. Ms. Merrill seconded the motion, Mr. Pittman recused himself from voting due to prior involvement in the beginning phases of the project. The motion was unanimously approved with Mr. Pittman abstaining from the vote.

**OLD BUSINESS**

**HAMILTON COUNTY REGIONAL UTILITY DISTRICT SHORT LIST**

Mr. Williams said TriCo was invited by the Hamilton County Commissioners to present and highlight TriCo’s interest and capabilities to help Hamilton County operate their Regional Sewer District. Indiana American Water was the other firm asked to make a similar presentation and be interviewed. If TriCo is selected to go any further in the process the Board of Trustees would be involved in any negotiations that might take place. Mr. Mills, Mr. Pittman, Ms. Merrill, and Ms. Foley attended TriCo’s presentation. .

Mr. McDonald asked about the road closure at the roundabout at 116<sup>th</sup> Street and Spring Mill Road. Mr. Williams explained that TPI hit the top of TriCo’s sewer main when installing the force main extension which caused potential instability in the roadway. Mr. Merkle and Mr. Hartman assessed the situation and contacted the City of Carmel to allow for the shutdown of the road until the necessary repairs were completed. TPI got Bowen Construction to complete the project. Mr. Merkle stated that TPI is responsible for the damage.

**ADJOURNMENT**

Ms. Merrill made a motion to adjourn the meeting. The meeting was adjourned at 6:49 p.m.

The next Board of Trustees Meeting is scheduled for Monday June 10, 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 6 June 2024

MONTHLY NEWSLET-

## AROUND THE DISTRICT-



Our Summer Interns built a stone path between clarifiers to help the plant staff have easier access.



Bowen Engineering making the repair to the gravity sewer damaged by the drilling contractor.

## TriCo's 49th Anniversary

On February 4, 1975, the Clay Township Trustee Sam H. Pursel submitted a petition to the Indiana Stream Pollution Control Board for the establishment of a regional waste district in Clay Township. The petition requested the service area to be bounded on the south by 96<sup>th</sup> Street, the north by 116<sup>th</sup> Street, the east by US431 and the west by Spring Mill Road. The estimated cost of construction was \$6,000,000. There would be seven board members consisting of the following appointments: four by the Clay Township Trustee, one by the Hamilton County Board of Commissioners, one by the Hamilton County Council, one by the Board of Trustees for the Town of Carmel (or the Mayor as the case may be). After a public hearing was held in April, the Stream Pollution Control Board approved the organization of the Clay Township Regional Waste District at their June 3, 1975 meeting. There was one condition of formation. Within six months of its formation, the District had to expand its territory north to 146<sup>th</sup> Street and west to Towne Road.

It would take another 10 years of planning and grant applications to get funding in order to start construction in 1986 with the first customers connected in 1987.



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## Calendar of Events

June 10	Board Meeting	6:00 p.m.
June 26	P&B Meeting	7:30 a.m.
June 28	B&F Meeting	7:30 a.m.
July 1	C&C Meeting	4:30 p.m.

## FINANCIAL UPDATE – CINDY SHEEKS

In April 2024, total revenue was \$771,683. It is \$49,268 above revenue from March 2024 and \$118,079 above figures from April 2023. The Annual revenue projection for 2024 is \$8,550,000. April collections were 34.43% of the annual budget. Residential income was \$452,024 during the month, \$4,853 higher than April 2023. Commercial sales totaled \$227,485 in April 2024, \$87,959 higher than April 2023. The Other Revenue category (late fees, application fees, plan review fees) was \$31,232 in April. The Other Income category (interest, gains on asset disposal, miscellaneous revenue) was \$60,942 during the month.

Total operating expenses were \$569,987 in April. YTD spending is 32.06% of the 2024 Operating Budget of \$6,908,645. Total April 2024 spending was \$4,441 higher than expenses in April 2023. Wages and benefits spending totaled \$277,361 during the month. Administration spending was \$78,075 during April. Treatment costs totaled \$178,031 and collection costs totaled \$36,519 during the month.

Net income in April was \$157,662 after depreciation and amortization of CIAC.

### Spending Breakdown in April:

Wages	48.66%
Administration	13.70%
Treatment Costs	31.23%
Collection Costs	6.41%

Interceptor fees collected in April were \$192,707. EDU fees collected during April were \$487,339.

Cash generated for April shows a net increase in all funds of \$574,394. Capital spending was \$377,662 in April for plant pump improvements, LS 10, LS 14, and LS16.

Cash on hand as of April 31, 2024, was \$13,079,911. The balances in the funds are listed below:

Operating	\$8,329,762
Interceptor	\$149,823
Plant Expansion	\$2,303,298
Operating Reserve	\$519,252
Reserve for Replacement	\$-115,787
2020 Bond Funds	<u>\$1,893,564</u>
Total	\$13,079,911

## SAFETY UPDATE - LOREN PRANGE

In the month of May, we are pleased to report zero injuries, maintaining our impressive record of 840 days without a lost-time accident.

Maggie Loren and Scot represented our team at the monthly IWEA Safety Committee meeting. Our committee members have completed three safety audits for the Town of Brownsburg, the City of Columbus, and Marion Utilities. We also had our safety audit completed last month, passing with a score of 97%. Our team is also involved in the IWEA Operators Challenge and represented TriCo as judges for three events on May 14. We also sent a team to compete in the challenge, and they placed 3rd in the safety event.

Our staff members underwent comprehensive safety training on May 21st, covering crucial topics such as Electrical Safety and Ach Flash Awareness.

## PLANT UPDATE - SCOT WATKINS

This month, our plant staff completed 542 tasks in Cartegraph. Biannual oil changes on the VLR and clarifiers were completed. The air flow meter for odor control was replaced, and all the plant flow meters were calibrated. Due to age, the roofs of the Pretreatment, RAS/WAS, chemical building, and barn were replaced. TCI replaced eight valve seats for the VLR blowers under warranty, ensuring the valves now function properly. Loren and Bob served as judges for the IWEA Wastewater Challenge and helped organize events for their respective committees.

This month, our records indicate that we successfully completed 93 pump-outs, preventing approximately 23,000 gallons of FOG from entering the system. Additionally, we conducted 50 inspections and followed up on five of them. A new pretreatment device was installed at the Springhill Suites and Residence Inn. Shaun attended NACWA's National Pretreatment Conference in Pittsburgh and the IWEA Pretreatment committee meeting.

Our laboratory has been busy, performing 434 CBOD5 tests, 279 Total Suspended Solids (TSS) tests, 204 Phosphorus & Ammonia tests, 45 Total Nitrogen tests, and 71 E. coli tests. We've also completed Monthly Method Detection Limit studies on TSS, Phosphorus, and Ammonia. Bob participated in a Leadership Development Institute (LDI) class and a lab committee meeting and conducted a laboratory audit in Fort Wayne.

## COLLECTIONS UPDATE – AARON STRONG

The Collections Staff inspected over 41,000 feet of gravity sewer in the Homeplace area, identifying segments that require cleaning. The sewer line from 116th Street south to 111th Street along College Avenue has been earmarked for cleaning. Coordination with an external traffic control firm will ensure the work proceeds smoothly, as most cleaning activities will occur on the roadway. Subsequently, cleaning crews will address the interceptor along Michigan Road, which directs wastewater to Lift Station #10.

In Lift Station operations, preventative pump maintenance was performed at 10 stations, with pumps pulled at two stations due to performance issues. At Lift Station #2, Pump #3's impeller blockage was successfully cleared by staff. At Lift Station #10, Pump #2 was extracted to address an overload issue, although no root cause was identified. Plans are in place to replace the pumps at Lift Station #10 as part of an upcoming capital project. Additional preventative maintenance activities included annual flow meter calibrations and servicing all standalone and control cabinet A/C units. Asphalt sealcoating at selected stations is anticipated to be completed within the week.

Our summer interns have returned and are already making a significant impact. Jacob McDonald has taken the lead in training new hires on various tasks across the WWRF and collections system. Their primary focus will be on acoustic inspections using the SL-RAT, thereby allowing the CCTV truck to concentrate on high-priority lines with a high consequence of failure throughout the utility.

Contracted work includes 117 vertical feet of manhole lining near Lift Station #1, encompassing seven manhole structures in Millbrook. Additionally, annual generator and ATS service quotes are expected by the end of the week. The utility's extensive inventory of pad-mounted and portable pumps and generators enhances our emergency preparedness.

## ENGINEERING & CONSTRUCTION - WES MERKLE

Staff completed 388 locates, 37 I&I inspections and 37 lateral inspections in May. 2,416 locate requests were received and reviewed. Brandon reported no failed I&I inspections and one failed lateral inspection due to improper pipe size and materials used, which has since been corrected. Brandon completed lateral and I&I inspections and Nate completed locates. Brandon spent a substantial amount of time observing a challenging lateral installation at Main and Broad Streets with help from Ryan. Eric observed construction at Hoosier Village and the Edge at West Carmel. Nate helped put on the Operator Challenge with a utility locating test. Jeff participated in the Operator Challenge on team with Collections. Jeff also assisted with construction observation and inspected manholes ahead of Carmel paving contractor starting work.

Ryan reviewed plans for Appaloosa Crossing, Five Seasons/Driven Neuro Recovery Center, and Sentry/Holiday Farms. He continued to coordinate sewer construction and warranty work at Edge at West Carmel, The Farm, Ambleside, Hoosier Village, Flora, Ansley Park, Albany Village, and Bedford Falls. Ongoing utility coordination work continues for College Boulevard and roundabouts as well as the Clay Center Road path and drainage projects for the City of Carmel. Ryan and Wes continued construction coordination and inspection for the Lift Station 26 Parallel Force Main, the Lift Station 14 Electrical and Controls Replacement, and Lift Stations 11 and 26 generator installations.

At Lift Stations 11 (Old 106<sup>th</sup> Street/Bennett Parkway), 14 (Austin Oaks), and 26 (Jackson's Grant), all new equipment is installed and operational. Punch list work remains at each lift station. The new Lift Station 16 (Michigan/Sycamore Street) is operational. Punch list work remains. Earth moving, utility installation, and road work surrounding the new lift station continues under The Farm development project. Staff requested quotes to build masonry columns at the four corners of the lift station along with quotes to install a wood privacy and security fence and gate. For the Lift Station 10 (Ashbrook) Upgrades project, equipment delivery is anticipated by early July. AES plans to install a new 3-phase 480-volt electric service by that time. Pyramid and Brand plan to begin their work late June or July.

On the Lift Station 26 (Jacksons Grant) Parallel Force Main project, construction contractor TPI continued their third pipe run from Temple Drive to Burlington Lane south of 116<sup>th</sup> Street, along the west side of Spring Mill Road. Work is progressing south towards 111<sup>th</sup> Street. Overall site restoration is ongoing and project completion is anticipated this summer. TPI's second pipe run was pulled in early May. During the final pass with a 32" reamer, the crew damaged a deep gravity sewer main 17 feet below the roundabout at Spring Mill Road and 116<sup>th</sup> Street. The main was properly located. TPI contracted with Bowen to repair the gravity main and confirm adequate separation between the two pipelines before backfilling. The roundabout was closed to traffic for several days while repairs were made.

### Birthdays

Cindy Ferrulli	June 1
Brandon Woolf	June 9
Loren Prange	June 20

### Anniversaries

Matt Starr	June 13	13 years of service
Eric Luis De La Cruz	June 18	12 years of service
Cody Cain	June 24	5 years of service
Daniel Rossman	June 25	4 years of service





TriCo Regional Sewer Utility Register of Claims For the period 05/13/2024-06/24/2024						
Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
5/13/2024	20470	Operating	Brian Vaughn	\$112.56	\$112.56	Mileage 5/4-5/6
5/13/2024	20471	Operating	Jazmine Ealy	\$192.30	\$192.30	Dep care reim 5/2,5/13
5/13/2024	20472	R4R	Pearson Ford, Inc.	\$63,025.00	\$63,025.00	CIP-Proj 2459 Pump Truck Replacement
5/14/2024	20474	Operating	Shaun Odom	\$30.82	\$30.82	Mileage reim
5/15/2024	20475	Operating	IUPPS	\$1,167.55	\$1,167.55	ER Locates
5/15/2024	20476	Operating	LNG Indy LLC FKA Kinetrex	\$568.84	\$568.84	Natural Gas
5/16/2024	20477	Operating	Carmel Utilities	\$36.24	\$36.24	LS 26
5/16/2024	20477	Operating	Carmel Utilities	\$594.87	\$594.87	LS 2
5/17/2024	20478	Operating	Brian Vaughn	\$98.97	\$98.97	2024 EWP Reim
5/20/2024	20479	Operating	AFLAC	\$561.03	\$561.03	Emp Ins
5/20/2024	20480	Operating	Pace Analytical Services LLC	\$275.00	\$275.00	Testing fees
5/20/2024	20480	Operating	Pace Analytical Services LLC	\$314.30	\$314.30	Testing fees
5/20/2024	20480	Operating	Pace Analytical Services LLC	\$275.00	\$275.00	Testing fees
5/20/2024	20480	Operating	Pace Analytical Services LLC	\$388.85	\$388.85	Testing fees
5/20/2024	20481	Operating	Paymentus Group, Inc.	\$32.85	\$32.85	NSF Charges
5/20/2024	20482	Operating	Carter Kaminski	\$169.51	\$169.51	On call mileage
5/21/2024	20483	Operating	SANDRA GLAZE-BASINSKI	\$2,132.00	\$2,132.00	REFUND-OVERPMT 1030 STANFIELD DR
5/21/2024	20484	Operating	Cindy Sheeks	\$71.56	\$71.56	Mileage reim
5/22/2024	20485	Operating	Shaun Odom	\$24.03	\$24.03	Reim - conference
5/28/2024	20486	Operating	Daniel Rossman	\$88.44	\$88.44	On Call mileage 5/17-5/21
5/28/2024	20487	Operating	Jazmine Ealy	\$192.30	\$192.30	Dep care reim
5/29/2024	20495	Operating	Andrew Lehner	\$37.50	\$37.50	Cell phone 5/24
5/29/2024	20496	Operating	Brandon Woolf	\$50.00	\$50.00	Cell phone 5/24
5/29/2024	20497	Operating	Eric Luis Delacruz	\$50.00	\$50.00	Cell phone 5/24
5/29/2024	20498	Operating	Jacob McDonald	\$37.50	\$37.50	Cell Phone 5/24
5/29/2024	20499	Operating	Jacob Nickel	\$37.50	\$37.50	Cell phone 5/24
5/29/2024	20500	Operating	Jeffrey Martin	\$50.00	\$50.00	Cell phone 5/24
5/29/2024	20501	Operating	Nathan Crowder	\$50.00	\$50.00	Cell phone 5/24
5/29/2024	20502	Operating	Amanda Foley	\$450.00	\$450.00	May board per diem
5/29/2024	20503	Operating	Carl S. Mills	\$600.00	\$600.00	Board Per Diem 5/24
5/29/2024	20504	Operating	Charles Ryerson	\$150.00	\$150.00	Board per diem 5/24
5/29/2024	20505	Operating	Eric Hand	\$450.00	\$450.00	Board Per Diem 5/24
5/29/2024	20506	Operating	Jane B. Merrill	\$300.00	\$300.00	Board per diem 5/24
5/29/2024	20507	Operating	Jeffrey Kimbell	\$450.00	\$450.00	Board per diem 5/24
5/29/2024	20508	Operating	Michael A. McDonald	\$600.00	\$600.00	Board Per Diem 5/24
5/29/2024	20509	Operating	Steve Pittman	\$450.00	\$450.00	Board per diem 5/24
5/29/2024	20510	Operating	ANN MCDOWELL	\$11.40	\$11.40	REFUND-10575 GREENTREE N
5/29/2024	20511	Operating	STEPHEN OR MARIKO SUNDSTROM	\$15.54	\$15.54	REFUND-3217 DOGWOOD LANE
5/29/2024	20513	Operating	HANNAH LUNDELL	\$18.26	\$18.26	REFUND-11149 SHAG BARK TRAIL
5/29/2024	20514	Operating	CHAD SONERHOLM	\$18.73	\$18.73	REFUND-3380 SHELBORNE WOODS PKWY
5/29/2024	20515	Operating	HANNAH POLAND	\$24.32	\$24.32	REFUND-2971 VININGS DR
5/29/2024	20516	Operating	XIAOFENG CHEN	\$26.21	\$26.21	REFUND-9676 TROON CT
5/29/2024	20517	Operating	LORI HINEMAN	\$26.42	\$26.42	REFUND-2098 FAHEY DR
5/29/2024	20518	Operating	DAVID KESLER	\$29.12	\$29.12	REFUND-4091 SUGAR PINE LANE
5/29/2024	20519	Operating	SOVANDY OR ANGELA ROS	\$33.77	\$33.77	REFUND-1002 FAWN VIEW DR
5/29/2024	20520	Operating	BRETT COUCH	\$34.81	\$34.81	REFUND-2502 FAWN BLUFF CT
5/29/2024	20521	Operating	JIM DUGAN	\$35.52	\$35.52	REFUND-13687 STONE DR
5/29/2024	20522	Operating	MIDWEST PROPERTY INVESTMENTS IN	\$45.65	\$45.65	REFUND-1465 E 111TH ST
5/29/2024	20523	Operating	CHRISTOPHER FOLEY	\$50.00	\$50.00	REFUND-842 PRESTON DR
5/29/2024	20524	Operating	JAMES LOSEE	\$61.15	\$61.15	REFUND-11569 FULHAM ST
5/29/2024	20525	Operating	CARLOS PIIMENTAL OR VANESSA CAR	\$18.02	\$18.02	REFUND-9613 CYPRESS WAY
5/29/2024	20526	Operating	Grainger	\$303.41	\$303.41	Plant R & M
5/29/2024	20526	Operating	Grainger	\$372.16	\$372.16	Safety materials
5/29/2024	20526	Operating	Grainger	\$265.95	\$265.95	Safety materials
5/30/2024	20527	Operating	Robert Roudebush	\$291.25	\$291.25	Mileage reim 5/14,5/21,5/23
5/30/2024	20528	Operating	Wes Merkle	\$133.55	\$133.55	Mileage 4/30,5/30
6/4/2024	20529	R4R	Commonwealth Engineers, Inc	\$2,117.39	\$2,117.39	CIP-Proj 2301 R4R
6/4/2024	20530	R4R	IT Indianapolis/Core	\$39,924.37	\$39,924.37	CIP-Proj 2468 Server replacement
6/4/2024	20531	Interceptor	GRW	\$492.50	\$492.50	CIP-Proj 2207 LS 26 Interceptor
6/4/2024	20532	Interceptor	TPI Utility Construction	\$217,609.14	\$217,609.14	CIP-Proj 2207 LS 26 FM Interceptor
6/4/2024	20533	Plant Expansion	Huntington Public Cap Corp	\$829,355.00	\$829,355.00	2020 Bond payment
6/4/2024	20534	Operating	Bee Green Lawn & Plant Health	\$164.66	\$164.66	Early Summer Organic Lawn
6/4/2024	20534	Operating	Bee Green Lawn & Plant Health	\$110.17	\$110.17	Mulch Pre-Emergent
6/4/2024	20534	Operating	Bee Green Lawn & Plant Health	\$116.30	\$116.30	Lawn Care 2
6/4/2024	20535	Operating	Bio Chem, Inc.	\$6,291.14	\$6,291.14	Aluminum Sulfate
6/4/2024	20536	Operating	Black Tie Courier	\$550.00	\$550.00	Courier fees
6/4/2024	20537	Operating	Carmel Utilities	\$46.70	\$46.70	Stormwater Utility
6/4/2024	20538	Operating	Christian Brothers Automotive - Zionsville	\$1,652.51	\$1,652.51	2016 F-150 AC repairs
6/4/2024	20539	Operating	CuraLinc, LLC	\$295.00	\$295.00	Quarterly EAP
6/4/2024	20540	Operating	Doxim	\$5,135.98	\$5,135.98	Monthly Billing
6/4/2024	20540	Operating	Doxim	\$7,427.17	\$7,427.17	Postage
6/4/2024	20541	Operating	Environmental Resource Associates	\$718.22	\$718.22	Supplies
6/4/2024	20542	Operating	Fastenal Company	\$131.44	\$131.44	Materials- Restock Fee
6/4/2024	20543	Operating	Fisher Scientific	\$213.65	\$213.65	Sewer Sampling

TriCo Regional Sewer Utility  
Register of Claims  
For the period 05/13/2024-06/24/2024

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
6/4/2024	20543	Operating	Fisher Scientific	\$752.66	\$752.66	Sewer Sampling
6/4/2024	20544	Operating	Fluid Waste Services, Inc.	\$1,548.75	\$1,548.75	Vac Services
6/4/2024	20545	Operating	Grainger	\$82.74	\$82.74	Cleaning supplies
6/4/2024	20546	Operating	Hach Company	\$1,120.00	\$1,120.00	Sewer sampling
6/4/2024	20547	Operating	Harris Computer Systems	\$24,562.48	\$24,562.48	Impresa renewal 8/1-7/31/25
6/4/2024	20548	Operating	IN.GOV	\$15.00	\$15.00	Other Employee expenses
6/4/2024	20549	Operating	Indiana Pump Works, LLC	\$662.50	\$662.50	LS 10
6/4/2024	20550	Operating	IT Indianapolis/Core	\$10,790.41	\$10,790.41	Monthly billing fees
6/4/2024	20551	Operating	KOORSEN FIRE & SECURITY	\$150.00	\$150.00	Quarterly monitoring
6/4/2024	20552	Operating	MacAllister Machinery	\$202.00	\$202.00	LS Materials
6/4/2024	20553	Operating	Maco Press	\$418.44	\$418.44	#10 Window Envelopes
6/4/2024	20553	Operating	Maco Press	\$244.98	\$244.98	Check number printing
6/4/2024	20554	Operating	Microbac Laboratories, Inc.	\$334.00	\$334.00	Testing fees
6/4/2024	20554	Operating	Microbac Laboratories, Inc.	\$170.00	\$170.00	Sewer Sampling
6/4/2024	20554	Operating	Microbac Laboratories, Inc.	\$334.00	\$334.00	Testing fees
6/4/2024	20554	Operating	Microbac Laboratories, Inc.	\$167.00	\$167.00	Sewer Sampling
6/4/2024	20554	Operating	Microbac Laboratories, Inc.	\$167.00	\$167.00	Testing fes
6/4/2024	20555	Operating	NCL of Wisconsin, Inc	\$2,341.40	\$2,341.40	Sewer Sampling
6/4/2024	20556	Operating	Range Kleen Mfg., Inc.	\$705.00	\$705.00	Grease bags
6/4/2024	20557	Operating	Ricoh USA, Inc	\$308.64	\$308.64	Service & Parts
6/4/2024	20558	Operating	Seiler Instrument & Mfg. Co. Inc.	\$650.00	\$650.00	Materials
6/4/2024	20559	Operating	Simplifile	\$210.00	\$210.00	Filing fees
6/4/2024	20560	Operating	Southeastern Equipment Co., Inc.	\$1,061.22	\$1,061.22	Equipment repairs
6/4/2024	20560	Operating	Southeastern Equipment Co., Inc.	\$1,533.93	\$1,533.93	Equipment repairs
6/4/2024	20560	Operating	Southeastern Equipment Co., Inc.	\$1,499.95	\$1,499.95	Equipment repairs
6/4/2024	20560	Operating	Southeastern Equipment Co., Inc.	\$2,387.53	\$2,387.53	Equipment repairs
6/4/2024	20560	Operating	Southeastern Equipment Co., Inc.	\$772.00	\$772.00	Equipment repairs
6/4/2024	20561	Operating	Sunbelt Rentals	\$150.43	\$150.43	Rental Equip
6/4/2024	20562	Operating	Taylor Oil Company, Inc.	\$14.44	\$14.44	Fuel
6/4/2024	20562	Operating	Taylor Oil Company, Inc.	\$3,058.28	\$3,058.28	Fuel
6/4/2024	20563	Operating	TNTechnical LLC	\$7,499.91	\$7,499.91	Meter calibrations
6/4/2024	20564	Operating	USA BlueBook	\$1,451.44	\$1,451.44	Parts
6/4/2024	20565	Operating	Utility Supply Company	\$219.76	\$219.76	Manhole R & M
6/4/2024	20566	Operating	Vasey Commercial Heating & AC, Inc.	\$252.00	\$252.00	LS 23
6/4/2024	20566	Operating	Vasey Commercial Heating & AC, Inc.	\$252.00	\$252.00	LS 21
6/4/2024	20566	Operating	Vasey Commercial Heating & AC, Inc.	\$270.00	\$270.00	LS 17
6/4/2024	20566	Operating	Vasey Commercial Heating & AC, Inc.	\$312.00	\$312.00	LS 14
6/4/2024	20566	Operating	Vasey Commercial Heating & AC, Inc.	\$252.00	\$252.00	LS 10
6/4/2024	20566	Operating	Vasey Commercial Heating & AC, Inc.	\$312.00	\$312.00	LS 2
6/4/2024	20566	Operating	Vasey Commercial Heating & AC, Inc.	\$312.00	\$312.00	LS 1
6/4/2024	20566	Operating	Vasey Commercial Heating & AC, Inc.	\$252.00	\$252.00	LS 26
6/4/2024	20566	Operating	Vasey Commercial Heating & AC, Inc.	\$276.00	\$276.00	Plant R & M
6/4/2024	20567	Operating	White's Ace Hardware-Carmel	\$23.97	\$23.97	Fuses
6/4/2024	20568	Operating	Zima Corporation	\$218.63	\$218.63	Plant Supplies
6/4/2024	20569	Operating	Indiana Bureau of Motor Vehicles	\$15.00	\$15.00	Registration - F550
6/4/2024	20570	Operating	Carmel Utilities	\$84,338.53	\$84,338.53	Flow to Carmel
6/4/2024	20570	Operating	Carmel Utilities	\$1,036.80	\$1,036.80	May reads
6/4/2024	20571	Operating	Donohue	\$8,274.64	\$8,274.64	Plant R & M. LS R & M
6/4/2024	20572	Operating	IT Indianapolis/Core	\$1,113.30	\$1,113.30	Azure
6/4/2024	20573	Operating	Maco Press	\$844.13	\$844.13	Rate increase mailer - Commercial customers
6/4/2024	20574	Operating	Altman Poindexter Wyatt, LLC	\$1,312.50	\$1,312.50	Legal Fees
6/4/2024	20575	Operating	Fish Window Cleaning	\$725.00	\$725.00	Window cleaning
6/4/2024	20576	Operating	Microbac Laboratories, Inc.	\$167.00	\$167.00	Testing fees
6/4/2024	20577	Operating	Tristin Gardner	\$210.38	\$210.38	Mileage on call reim
5/3/2024	2024227	Operating	ADP	\$158.86	\$158.86	Workforce Now Payroll
5/10/2024	2024228	Operating	ADP	\$146.45	\$146.45	Time & Attendance
5/13/2024	2024229	Operating	ADP	\$94,148.98	\$94,148.98	Payroll PPE 05/10/2024
5/13/2024	2024230	Operating	Empower Retirement (Hoosier START)	\$13,042.11	\$13,042.11	401a, 457B, Roth
5/25/2024	2024233	Operating	CenterPoint Energy/Vectren Energy	\$50.03	\$50.03	LS 2
5/25/2024	2024234	Operating	CenterPoint Energy/Vectren Energy	\$18.60	\$18.60	LS 10
5/20/2024	2024235	Operating	ADP	\$166.39	\$166.39	Workforce Now Payroll
5/20/2024	2024236	Operating	AT&T Mobility	\$2,903.12	\$2,903.12	Cell phones/tablets
6/9/2024	2024237	Operating	Comcast	\$258.66	\$258.66	Backup Internet
6/1/2024	2024239	Operating	Indiana Public Employers	\$36,879.37	\$36,879.37	June 2024 Insurance
5/20/2024	2024240	Operating	Mutual of Omaha	\$4,313.93	\$4,313.93	June insurance
5/22/2024	2024241	Operating	IPL	\$84.44	\$84.44	Plant
5/1/2024	2024243	Operating	CenterPoint Energy/Vectren Energy	\$888.20	\$888.20	Plant
5/28/2024	2024244	Operating	ADP	\$95,672.85	\$95,672.85	Payroll PPE 5/24/24
5/28/2024	2024245	Operating	Empower Retirement (Hoosier START)	\$13,052.96	\$13,052.96	401a, 457b, Roth
5/28/2024	2024246	Operating	AT & T	\$1,370.12	\$1,370.12	Internet
5/11/2024	2024247	Operating	Citizens Energy Group	\$33.32	\$33.32	LS 17
5/11/2024	2024248	Operating	Citizens Energy Group	\$110.90	\$110.90	Plant
5/29/2024	2024249	Operating	Citizens State Bank	\$20.00	\$20.00	Bank fee
5/31/2024	2024250	Operating	ADP	\$166.39	\$166.39	Workforce Now

TriCo Regional Sewer Utility  
Register of Claims  
For the period 05/13/2024-06/24/2024

Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
6/6/2024	2024251	Operating	Amazon Capital Services	\$40.95	\$40.95	Office Supplies
6/6/2024	2024251	Operating	Amazon Capital Services	\$85.00	\$85.00	Office Supplies
6/6/2024	2024251	Operating	Amazon Capital Services	\$90.21	\$90.21	Office Supplies
6/6/2024	2024251	Operating	Amazon Capital Services	\$67.92	\$67.92	Office Supplies-AP Envelopes
6/6/2024	2024251	Operating	Amazon Capital Services	\$139.90	\$139.90	Cleaning supplies
6/6/2024	2024251	Operating	Amazon Capital Services	\$134.10	\$134.10	Paper plates
6/3/2024	2024252	Operating	Globe Life	\$88.08	\$88.08	EE Deductions
6/1/2024	2024253	Operating	Jive Communications, Inc	\$766.15	\$766.15	Monthly telephone service
5/25/2024	2024254	Operating	Republic Services #761	\$937.51	\$937.51	Trash service
5/31/2024	2024255	Operating	PNC Bank	\$9,895.56	\$9,895.56	May 2024 Credit card charges
					\$1,630,367.93	

**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

**\$1,630,367.93**

# Docket Report Information

For the period 05/13/2024-06/24/2024

CIP-Proj 2459 Pump Truck Replacement	\$63,025.00
CIP-Proj 2301 R4R	\$2,117.39
CIP-Proj 2468 Server replacement	\$39,924.37
CIP-Proj 2207 LS 26 Interceptor	\$218,101.64
	\$323,168.40

District Health Insurance	\$41,193.30
2020 Bond Payment	\$829,355.00
Carmel Utilities	\$84,338.53
Payroll	\$189,821.83
Other Expenses	\$162,490.87
<b>Total Claims</b>	<b>\$1,630,367.93</b>

<b>Selected Statistics 2024</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>2024 Monthly Average</b>	<b>2024 YTD</b>	<b>2023 Total Through May</b>
<b>Maintenance Information</b>								
Lateral Inspections	18	12	33	15	37	23	115	1,048
Certified I&I Inspections	18	27	33	20	37	27	135	141
Failed I&I Inspections	0	0	0	1	0	0	1	1
Sewer Locates	344	274	314	454	388	355	1,774	1,435
Manholes Added	48	7	22	2	6	17	85	49
Total # of Manholes	6,149	6,156	6,178	6,180	6,186	N/A	NA	6,101
Manholes Inspected	336	712	125	27	9	242	1,209	1,834
Feet of Sewer Added	4,684	1,528	4,644	574	1,175	2,521	12,605	16,023
Total Footage of Sewers	1,765,843	1,767,371	1,772,015	1,772,589	1,773,764	N/A	N/A	NA
Feet of Sewer Televised	16,308	15,520	28,095	32,228	41,915	26,813	134,066	114,959
Acoustic Sewer Inspection	0	0	0	0	6,085	1,217	6,085	45,919
Feet of Sewer Cleaned	0	0	567	10,895	3,356	2,964	14,818	13,055
Overflows	0	0	1	0	1	0	2	0
Feet of LPFM Cleaned	0	0	775	0	0	155	775	1,225
<b>LS 1 to Carmel Utilities</b>								
Rainfall/Precipitation (inches)	5.11	0.54	2.82	7.4	5.14	4.20	21.01	17.53
Total Flow (gallons)	32,948,704	27,943,801	31,073,709	44,411,637	36,272,804	34,530,131	172,650,655	178,785,349
Max Daily Flow (gallons)	1,529,382	1,130,383	1,093,141	3,348,691	1,831,983	N/A	3,348,691	2,181,616
Average Daily Flow (gallons)	1,062,861	963,579	1,002,378	1,432,633	1,170,090	1,126,308	N/A	N/A
Min Daily Flow (gallons)	835,566	901,413	899,999	955,504	952,198	N/A	835,566	939,392
<b>TriCo WRRF</b>								
Total Flow (gallons)	112,920,000	90,513,000	103,017,000	115,813,000	113,777,000	107,208,000	536,040,000	513,499,000
Max Daily Flow (gallons)	5,198,000	3,733,000	3,897,000	7,763,000	5,855,000	N/A	7,763,000	5,616,000
Average Daily Flow (gallons)	3,642,581	3,121,138	3,323,129	3,860,433	3,670,225	3,523,501	N/A	N/A
Min Daily Flow (gallons)	2,813,000	2,871,000	2,580,000	2,801,000	2,931,000	N/A	2,580,000	2,416,000
Total Flow to Both Plants	145,868,704	118,456,801	134,090,709	160,224,637	150,049,804	132,162,753	708,690,655	692,284,349
<b>Biosolids Handling (gals)</b>								
Wasted (Biosolids)	2,177,000	1,879,000	2,078,000	2,503,000	2,507,000	2,228,800	11,144,000	7,324,000
Dewatered	610,842	494,870	431,077	311,810	429,370	455,594	2,277,969	1,625,763
Digested Sludge Withdrawn	1,131,000	1,167,000	1,179,000	1,471,000	1,480,000	1,285,600	6,428,000	3,729,000
<b>Customer Information</b>							<b>16,780</b>	
New Sewer Service Accounts	46	38	21	24	13	28	142	69
Permits Issued	24	20	11	54	22	26	131	134



## JOINT PERSONNEL & BENEFITS AND BOARD OF TRUSTEES MEETING

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Wednesday, May 29, 2024, at 7:30 a.m.  
Memorandum

Mr. Kimbell called the meeting to order at 7:32 a.m.

Members Present: Committee Chair Jeff Kimbell, and member Eric Hand Others in attendance were Board Member Michael McDonald, Utility Director Andrew Williams, Controller Cindy Sheeks and Administrative Assistant Maggie Crediford. Mr. Ryerson arrived at 7:40 a.m.

### **PUBLIC COMMENT**

There was no one present from the public.

### **EMPLOYEE HANDBOOK UPDATES**

Mr. Williams said some of the proposed updates are administrative changes such as updating the address to one location. Proposed changes to the timekeeping policy are being driven by the updates to software and use of the ADP system that comes with a phone application. Most employees are expected to clock in on their desktop computers. Employees who are in the field or part time employees who do not have a desktop computer may clock in or out on their phones. Other updates include verbiage prohibiting the use of TriCo equipment for outside business. TriCo has installed cameras on a few of the vehicles to have recordings if someone is involved in an accident to help reduce TriCo's liability. The cameras are set up to record the incidents outside of the vehicle. Mr. Ryerson asked why the utility isn't recording the inside of the vehicle as well. It could help with identifying instances of distracted driving. Mr. Ryerson also suggested looking at cameras that have GPS tracking. The Committee asked Mr. Williams to update the proposed Vehicle Camera policy to be rewritten with less exclusions regarding when footage can and will be reviewed.

### **HOOSIER START DOCUMENT UPDATES**

Mr. Williams said TriCo participates in the Hoosier START, the State's deferred compensation program administrator through the State Comptroller's office. The managing company has changed from Great Western to Nationwide. With that change and updates in the Secure Act, the paperwork needs to be updated. He is working with Mrs. Poindexter as to whether it needs to be presented as a new Resolution or if the current agreement with Hoosier Start can just be updated to reflect the changes.

### **NEW BUSINESS**

Mr. Williams gave the committee an update on the proposal for operation of the Hamilton County Regional Utility District. TriCo has been asked to proceed to the next phase of the process and will have preliminary documents to discuss with the Board at their June meeting. The requested information is due to the County on June 12, 2024

### **ADJOURNMENT**

The meeting adjourned at 8:12 a.m.

Respectfully submitted,

Andrew Williams  
Utility Director



## MEMORANDUM

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**To:** Board of Trustees

**From:** Andrew Williams, Utility Director

**Date:** June 3, 2024

**Subject:** Employee Handbook Updates

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Updates to the Employee Handbook include some minor changes such as replacing the word “pager” with “tablet” and “Michigan Road WWTP” with “TriCo Water Resource Recovery Facility”. The pages that had more substantive changes are attached with the markups shown in red. Some updates are clerical, such as deleting the reference to the office at the John Hensel Government Center. Other changes are needed due to changes in our processes, such as using ADP with online features. A few changes have been added to provide more guidance to staff and management.

The Personal and Benefits Committee reviewed the proposed updates to the Employee Handbook and recommended revisions to the proposed Vehicle Camera section. These changes have been made under Section Q.7.

Requested Action: Approve the revisions to the Employee Handbook.

**TriCo Regional Sewer Utility**  
**EMPLOYEE HANDBOOK**

**I. INTRODUCTION**

**A. Introduction to TriCo Regional Sewer Utility (“TriCo” or the “Utility”)**

TriCo, formerly Clay Township Regional Waste District, was created in 1975 as a non-profit municipal corporation, a political entity organized and existing under the environmental laws of the State of Indiana. TriCo is governed by State statutes and by a 9-person appointed Board of Trustees. Day-to-day operations are managed by the Utility Director, who is appointed by the Board. The Utility’s administrative offices and water resource recovery facility are located at 7236 Mayflower Pary Drive, Zionsville, Indiana.

~~The Utility has operations in two different locations. The administrative offices are located in the John Hensel Government Center in Carmel, Indiana. The water resource recovery facility is located in Zionsville, Indiana.~~

**B. Purpose of the Handbook**

The purpose of TriCo’s handbook is to (1) answer many of the questions employees have; (2) provide information TriCo believes employees should know about their employment, including TriCo’s expectations for employee performance and behavior; and (3) inform employees of some of the rules, procedures and policies related to their employment.

The matters discussed in this handbook are of great importance, but are not, and are not intended to be, a complete list of all of TriCo’s policies and procedures. TriCo reserves the right to modify its policies and procedures periodically. Every employee is expected to comply with each of the procedures and policies discussed in this handbook, as well as any others adopted by TriCo in the course of exercising its right to manage its business. Questions about TriCo’s policies and procedures should be directed to the Utility Director. Violation of any of TriCo’s policies or procedures may result in discipline up to and including termination.



may accommodate the use of passwords for security, confidentiality is not guaranteed.

- (3) When TriCo receives a legal request to disclose electronic information.
- (4) When TriCo has reason to believe that employees are using its electronic information systems or other technical resources in violation of TriCo's policies.

## J. Protection of Information Assets

Passwords that protect access to TriCo information assets must not be shared. Access to information and systems must be traceable to the actual individual. Users are accountable for all actions taken under or using their identification information, such as passwords, pass codes, access codes, and electronic signatures.

Users must:

- (1) Maintain the confidentiality of their individual account access information, such as passwords,
- (2) Respect all restrictions imposed by TriCo on access to TriCo information, and
- ~~(3) Store account access devices securely, such as remote access cards.~~

When managing or using TriCo information assets, users **must not**:

- (1) Violate laws, TriCo's policies, or TriCo's values,
- (2) Be fraudulent or deceitful,
- (3) Engage in activities that interfere with job performance, otherwise adversely affect TriCo or its employees or customers, or people, or
- (4) Circumvent security controls, such as passwords and virus protection.

~~When managing or using TriCo information assets, users must not~~

- ~~(5) Promote or engage in a personal business venture or in any other activity for personal gain or profit (including, for example, gambling) or the private gain or profit of others.~~

## K. Electronic Communication Systems Policy

Phones, Ee-mail, computer, tablets and voice mail systems are TriCo's property and are intended for business use. Incidental and occasional use of TriCo's electronic communication systems for personal use is permitted only when such use does not

generate a direct cost to TriCo including the cost of loss of time during scheduled work hours. Employees have no right of privacy regarding information or files maintained in or on TriCo's property or transmitted or stored through TriCo's electronic information systems or other technical resources.

TriCo prohibits the use of its electronic information systems in ways that are unlawful, disruptive, offensive to others, or harmful to morale. For example, the display or transmission of images, messages, and cartoons that may offend others because of their sex, race, age, national origin, disability, religion, or any other category protected by law is prohibited.

An employee should remember that when he or she is using TriCo's electronic information systems, he or she is creating documents that belong to TriCo. These documents are not private and may be read by other employees and, under some circumstances, by others outside the workplace.

An employee should also be aware that even though a message may be deleted from the system, a record of it may remain either on the daily backups of all data or in other ways. It is possible to re-create a "deleted" message. Therefore, ultimate privacy of messages is not assured to anyone.

Because TriCo is sensitive to employees' privacy concerns, it will try – but cannot guarantee – to access electronic information systems in a respectful and responsible manner. The Utility Director is responsible for the implementation and enforcement of this policy.

### **Computer Viruses/Unauthorized Software**

Employees may not install software on computers used by TriCo without the approval of the Utility Director. Use of streaming media applications introduces security risks that can overwhelm TriCo's network and systems causing interruption of TriCo's business. All TriCo employees are prohibited from accessing any streaming media programs, feeds, material, and content unless the subject matter being streamed is directly required for fulfilling job responsibilities. No streaming media sites are to be accessed nor are any streaming media programs or applications to be downloaded, installed, or operated by an employee for entertainment purposes using TriCo-provided computers, servers, systems, or networks.

Because of the rapidly changing nature of the use of electronic communication systems, this policy cannot address every possible situation. Instead, it expresses TriCo's philosophy and sets forth general principles to be applied to the use of electronic communication systems and other technical resources. This policy may be modified from time to time with appropriate notice.

Violations of this policy may result in disciplinary action up to and including termination. If an employee becomes aware of inappropriate use of TriCo's information assets, the employee must notify his or her supervisor or the Utility Director immediately.

## **L. Social Media Policy**

All employees must act professionally and refrain from behavior, both on and off the job, which could adversely impact the organization's reputation and mission. Employees are expected to treat co-workers and customers respectfully at all times, including when posting and transmitting information through social media. Social media includes, but is not limited to, social networking websites (e.g., [Instagram](#), Facebook, [X-Twitter](#), etc.), chat rooms, mailing lists, and web logs ("blogs").

The use of social media is prohibited during work hours. Exceptions may be made when management sponsors a website for business reasons or otherwise approves a legitimate business use, [such as the Utility's Facebook page maintained by staff](#).

The following restrictions apply to an employee's use of social media:

- (1) An employee must not represent him or herself as an agent representative of TriCo. Social media profiles or communications indicating place of employment must include a disclaimer that the opinions provided do not represent TriCo's views. Content placed on social media regarding the workplace or its officers, management, employees, customers must be free of any impression that the views expressed are anything more than personal opinion. In other words, the content must make clear the views are not those of TriCo or its management.
- (2) An employee must not post disparaging or derogatory comments about TriCo, its officers, management, employees, vendors, or customers, either by name or by implication.
- (3) An employee must at all times respect other employee's' privacy and refrain

the employee should report it to the Controller immediately. TriCo will release a paycheck to the employee only unless the employee submits written authorization for TriCo to release the paycheck to another individual.

## E. Time Keeping Policy

All employees are required to maintain an accurate record of all time worked through the approved time keeping method for their respective work area.

### Clocking In/Out

- Standard TriCo practice is for full-time employees to clock in and out from their desk computer. The mobile app should only be used when working in the field or if the time-keeping software webpage is inaccessible.
- If an employee forgets to clock in or out or is unable to access the time-keeping application due to an offsite activity, the employee must report the time worked by email to their manager or through the time-keeping software on the log posted next to the time clock. It is the employee's responsibility to report time that is not logged on the time clock in a timely manner, ~~as e~~ Employees will not be paid for time that is not recorded and reported in this manner.
- No work should be performed while clocked out for lunch. ~~(If~~ access to the time-keeping software the time clock is not available, lunches must be recorded and submitted to their manager by email or through the time-keeping software on the Missed Punch Sheet and submitted to the Controller.)
- An employee must clock out ~~or record on the Missed Punch Sheet~~ during all non-productive time in excess of 15 minutes.
- Clocking in or out for another employee is strictly forbidden and is grounds for termination.

### Reports

- Employees have online access to their time card with their pay stub bi-weekly. Employees must access their time card report online on the Monday before each payroll period to approve their time record. This report must be approved by the employee and the employee's supervisor by 10:00 a.m. on the Monday

of the payroll week unless notified of an earlier date.

## **F. Lunch**

Each non-exempt employee receives an unpaid lunch period at a time designated by the supervisor. Non-exempt employees

- must take lunch away from their work areas,
- may not work during lunch breaks without their supervisor's approval; and
- must record the time they leave and return from lunch on their time-keeping software record.

## **G. Payroll Deductions**

TriCo is required by law to withhold from each employee's pay federal, state, and local income taxes, the employee's portion of Social Security/Medicare taxes, and court ordered deductions. Additional deductions must be approved in writing by the employee consistent with federal, state and local law.

## **H. Hours**

The Administrative office will be open to the public between the hours of ~~7:30 a.m. to 4:00 p.m. and Wastewater Treatment Plant hours are 7:00 a.m. to 3:30 p.m., Monday through Friday, unless otherwise stipulated or approved by the supervisor.~~

## **I. Flex Hours Policy**

This policy allows employees flexibility in scheduling their work hours within the policy requirements established below. For TriCo to successfully fulfill its purpose, it must maintain adequate staffing levels so that it can meet its operational needs. It will allow flexible hours if the Utility Director and the employee's supervisor determine that operational needs will not be adversely affected. TriCo will determine which positions are eligible for flexible hours.

TriCo's standard hours are 7:30 a.m. to 4:00 p.m. The core hours, i.e., the time all employees must work, are 8:30 a.m. to 3:00 p.m. Flexible schedules must be between the hours of 7:00 a.m. to 4:30 p.m. A minimum of one-half hour lunch must be scheduled. Flexible schedule requests must be approved by the employee's supervisor. Schedule changes do not take effect until approved by the supervisor.

TriCo can cancel or modify this policy at any time. It may make temporary adjustments for special circumstances on an individual basis.

## **Q. Driver Responsibility**

### **7. Vehicle Camera**

TriCo has implemented the use of dash cameras in utility owned vehicles. These cameras are intended for the protection and defense of liability/legal claims in the event of an accident for the benefit of both the employee and TriCo. Access to retained images and information is restricted to the employee's Manager and/or the Utility Director in the event of an accident or an event where liability is being held against the employee or the utility and by the Plant Superintendent/IT Manager for periodic maintenance checks to ensure proper function of the devices. Data downloaded from the cameras will be stored on a secure server and viewed only by the above designated persons. Data may be shared with statutory bodies (i.e. the police) in the event of an accident or other legal proceedings. If cameras are equipped with a microphone, the microphone will be turned off. Cameras shall remain plugged in and powered on at all times the vehicle is in service. The view of the camera is not to be intentionally obstructed in any way by the employee. Cameras are not to be tampered with in any way by the employee. Failure to comply with this policy will result in disciplinary action up to and including termination.

## **R. Job Selection Procedure**

TriCo tries to transfer and promote from within, when possible, to fill existing vacancies. Employees can prepare for transfer and advancement by performing well in their current role, mastering new skills, and obtaining additional education and training in fields related to their work or work in which the employee is interested.

Employees should notify his/her supervisor when he/she have completed any educational or training courses so that this information can be included in the employee's personnel record.

## **S. Personal Telephone Use, Mail, and Visitors**

Prompt and efficient telephone service is an important part of TriCo's office operation. Family members and friends should be instructed not to call during working hours. Personal calls should be limited, made only on break, during lunchtime or for exceptional circumstances. (See discussion of cell phones in next section.) Under no circumstances

an employee who refuses to cooperate with a search request will face disciplinary action up to and including termination of employment. An employee who feels that he or she has been the subject of an improper search may file a complaint after the fact with the Chairperson of the P&B Committee.

#### **DD. Outside Work**

An employee may not hold any other employment or engage in any personal business, including as an independent contractor, which would create an actual or a potential conflict of interest (or the appearance of a conflict) with employment at TriCo. If outside work would involve services or customers similar to those of TriCo or involve a person or an entity that has a business relationship with TriCo, this could create a conflict of interest. An employee who is considering engaging in outside work and who is uncertain whether the work would create a conflict of interest or involve a person or entity doing business with TriCo, the employee must promptly discuss the situation with the Utility Director. TriCo will ultimately decide whether there is a conflict of interest or the appearance of conflict, and whether an employee will be allowed to remain employed by TriCo while holding the other position.

Even for outside work that is permissible, an employee should consider whether the demands of that work will interfere in any way with his or her employment here. Outside work shall not be conducted while at TriCo nor with the use of company equipment, including items such as phones and computers, or company email. Outside work will not be considered an excuse for poor job performance, absence, tardiness, leaving early, refusing to travel, or refusing to work overtime or a changed schedule.

#### **EE. Workplace Violence**

The safety and security of TriCo employees is of the utmost importance. We will not tolerate threatening, intimidating, malicious, or violent behavior directed toward employees or other individuals by anyone on TriCo property or during work time. TriCo will take decisive and appropriate action in response to inappropriate behavior. This may include, but is not limited to, heightened security, suspension and/or termination of a business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person(s) involved.

All employees are responsible for immediately notifying their supervisor or the Utility



## MEMORANDUM

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**To:** Board of Trustees

**From:** Wes Merkle

**Date:** June 7, 2024

**Subject:** Lift Station 16 Fence/Gate Installation

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The new Lift Station 16 (Michigan Road/Sycamore Street) is located within The Farm development that is now under construction. The lift station needs to fit in with its surroundings via privacy fencing and vegetative screening consistent with other lift stations in our service area. Last year the developer agreed to install trees and shrubs around the lift station if TriCo installed a privacy fence with stone columns with similar appearance to surrounding buildings.

Staff expects to receive remaining quotes shortly. A summary will be presented at the Board meeting Monday evening.