



TriCo Regional Sewer Utility

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Board of Trustees Meeting Agenda

Monday, January 13, 2025 @ 5:00 p.m.

TriCo WRRF

7236 Mayflower Park Drive, Zionsville, IN 46077

1. **Roll Call**
2. **Election of Officers**
 - a. Committee Assignments
3. **Public Comment**
4. **Approval of Meeting Memorandum**
 - a. Board Meeting December 09, 2024
 - b. Executive Session December 09, 2024
5. **Approval of Claims Docket**
6. **Attorney's Report**
 - a. Report on Pending Litigation
 - b. Conflict of Interest
7. **Utility Director's Report**
 - a. 2025 Goals
8. **Committee Reports**
 - a. Budget & Finance Committee
 - b. Personnel & Benefits Committee
 - c. Capital & Construction Committee
9. **Old Business**
10. **New Business**
 - a. Donohue Continuing Professional Service Agreement
 - b. Creation of Infrastructure Security Committee
11. **Adjourn**



BOARD OF TRUSTEE MEETING

Monday, December 9, 2024, 5:00 p.m.
Memorandum

Mr. Mills called the meeting to Order at 5:23 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 present from the public.

APPROVAL OF MEETING MEMORANDUM

Ms. Merrill made a motion to approve the November 11, 2024, Board Meeting memorandum. Mr. Kimbell seconded the motion, and it was unanimously approved.

APPROVAL OF CLAIMS DOCKET

Ms. Sheeks said the claims included a \$822,000 bond payment. Other than that, there were normal monthly expenses. Mr. McDonald made a motion to approve the claims. Ms. Merrill seconded the motion, and it was unanimously approved.

ATTORNEY'S REPORT

Mrs. Poindexter said Bowen has responded to TPI with a counter claim with a request for admissions from TPI to admit they entered an oral contract with Bowen at the job site.

Mrs. Poindexter asked the Board to recommend she file a lawsuit on their behalf against properties that had been connected to a private lift station behind the Burger King off 96th Street. When that lift station was removed the properties were connected to TriCo's system with the promise of paying connection fees. TriCo has reached out to the former property owner who agreed to pay the fees, and they do not wish to pay them. The only way to collect them would be to file a lawsuit against them. Mr. Kimbell asked if TriCo had a lien on the property. Mrs. Poindexter said no because there was an agreement to pay between the property owners and TriCo. Mr. Ryerson asked how much the amount of fees owed is. Mr. Merkle said \$57,000. Mr. Kimbell made a motion to authorize Mrs. Poindexter to file a lawsuit against the former property owner Jordan K.S. LLC. Ms. Merrill seconded the motion, and it was unanimously approved.

UTILITY DIRECTOR'S REPORT

Mr. Williams said several staff members and their families participated in the Zionsville Christmas Parade. Squishy and plush poo emoji toys were handed out as well as candy. Collections staff decorated one of the trucks and it was a fun event for all.

Mr. Williams invited the Board members to attend the staff Christmas luncheon on Friday December 20, 2024, at 11:00 a.m. Mr. Williams reminded the Board that a Board Appreciation dinner is being planned for the end of February. Mr. Ryerson will be retiring from the Board at the end of December and there will be a recognition at the appreciation dinner for him.

COMMITTEE REPORTS

Personnel & Benefits Committee

Mr. Ryerson made a motion to approve Salary Ordinance 12-09-2024, which includes a 3% range adjustment. Mr. Kimbell Seconded the motion, and it was unanimously approved.

Budget & Finance Committee

Ms. Merrill made a motion to approve the 2025 Operating Budget. Mr. McDonald seconded the motion, and it was unanimously approved.

Capital & Construction Committee

Sewer Service Agreement Union Woodlands

Mr. Merkle said the proposed sewer service agreement is necessary to provide reimbursement for the oversizing of sanitary sewers. The developer has agreed to install larger, deeper sewer infrastructure and TriCo is required to reimburse them for the additional costs associated with it. The agreement covers change orders, unexpected ground conditions, easements, odor control and inspection costs. TriCo will procure the equipment to ensure it meets TriCo's specifications. Mr. Merkle is still negotiating costs. Mr. Merkle asked the Board to approve the agreement with a "not to exceed" limitation on cost. Ms. Foley made a motion to approve the Union Woodlands Sewer Service agreement with the fee credit from TriCo not to exceed \$216,700.00. Mr. Hill seconded the motion and it was unanimously approved.

Capital Budget

Ms. Foley made a motion to approve the Capital Budget. Mr. Hill seconded the motion, and it was unanimously approved.

OLD BUSINESS

Mrs. Poindexter said staff received an email from HSE utilities stating that they do not need TriCo's assistance with serving the Bradley Ridge project in Zionsville. However the legal counsel for Steve Henke, Mr. Matt Price, made representations to Zionsville's Plan Commission stating that there is an agreement in place for TriCo to temporarily service the project and it wasn't yet signed due to TriCo's Board's meeting agenda. She requested the Board authorize her to send a letter to Mr. Price, HSE and the Zionsville Planning Staff stating TriCo's Board formally rejects the proposal submitted by Henke and HSE for temporary sewer service to Bradley Ridge. The Board discussed the issue. Mr. McDonald made a motion for Mrs. Poindexter to draft a letter to HSE and Mr. Price rejecting the proposal for sewer service to Bradley Ridge, to be signed by Mr. Mills and shared with the Town of Zionsville's planning department. Ms. Foley seconded the motion, and it was unanimously approved.

NEW BUSINESS

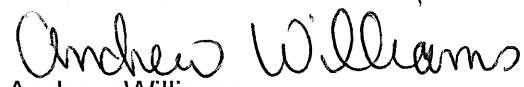
Mr. Mills said Mr. Williams will have the 2025 Goals and Objectives to present at the January meeting. He thanked Mr. Ryerson for his service on the Board, he is retiring at the end of 2024. Mr. Ryerson said he enjoyed working with the Board and his time helping lead TriCo.

ADJOURNMENT

Ms. Merrill made a motion to adjourn the meeting. Mr. Kimbell seconded the motion, and the meeting was adjourned at 6:18 p.m.

The next Board of Trustees Meeting is scheduled for Monday, January 13 at 5:00 p.m.

Respectfully submitted,


Andrew Williams
Utility Director

Approved:

_____ as Presented
_____ as Amended

Michael McDonald, Secretary

Carl Mills, President



Executive Session of the Board of Trustees

Monday, December 9, 2024, 5:00 p.m.
Memorandum

Mr. Mills opened the executive session at 5:02 p.m.

ROLL CALL

Present: President Carl Mills, Treasurer Jane Merrill, Secretary Michael McDonald, members, Chuck Ryerson, Eric Hand, Jeff Hill, Amanda Foley, and Jeff Kimbell Others in attendance were Legal Counsel Anne Poindexter,

The Committee discussed the job performance evaluation of the Utility Director in compliance with IC5-14-1.5-6.1(b)(9). Mr.

Mills closed the executive session at 5:20 p.m.

It is certified that no matters other than the above job performance evaluation were discussed in the Executive Session.

Respectfully submitted,

Michael McDonald
Secretary

Approved:

_____ as Presented

_____ as Amended

Carl Mills, President

The TriCo Connection

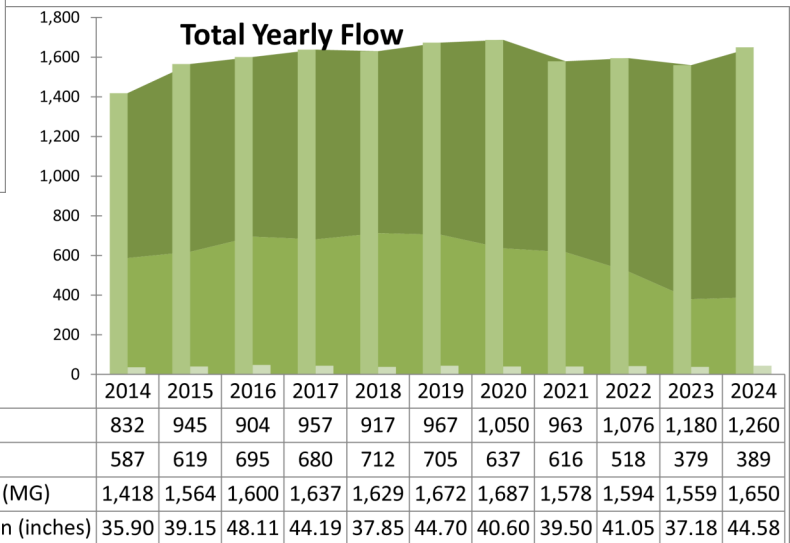
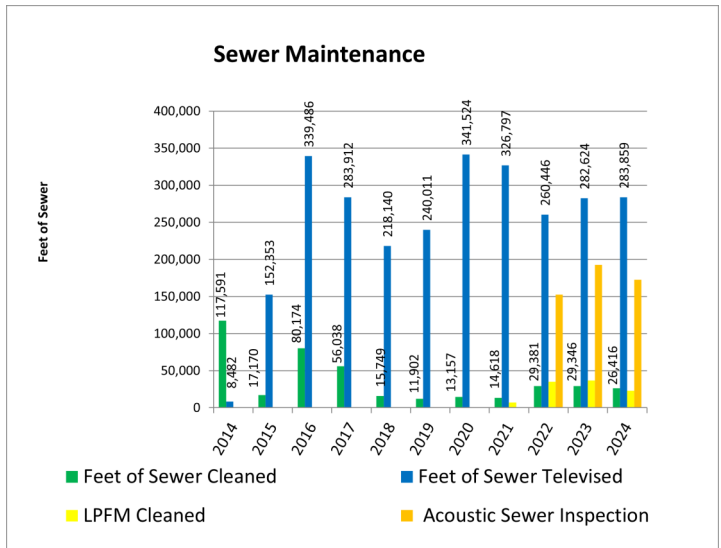
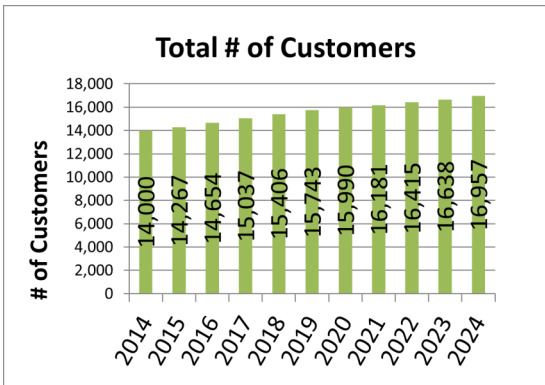
Volume 19 Issue 1 January 2025

MONTHLY NEWSLETER

Happy New Year!

Another year is behind us and we are starting to plow into our 2025 goals. Growth and development continue within our service area and staff have been out inspecting construction even in this wintry weather. The customer growth chart shows we have added 2,957 customers since 2014. We are averaging 2% growth per year with no signs of slowing down. The total wastewater flow has increased from 1.42 to 1.65 billion gallons collected a year over this same period.

Staff continue to find ways to be more productive. One example of this is the implementation of acoustic sewer inspection in combination with the televising of mains to verify the conditions of the sewers and reduce the use of the cleaning truck. Televising the main enables us to both verify that the mains are clean and flowing freely and identify any leaking joints or damage caused by cross bores.



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Calendar of Events

January 13	Board Meeting	5:00 p.m.
January 22	P&B Meeting	7:30 a.m.
January 24	B&F Meeting	7:30 a.m.
February 3	C&C Meeting	4:30 p.m.



Wap completed on the new CCTV inspection truck.



New Tent utilized for cold weather work at Lift Station 20

SAFETY UPDATE - LOREN PRANGE

We are proud to report that we have successfully maintained an impressive record of 1073 days without a lost-time accident.

Loren and Scot represented our team at the monthly IWEA Safety Committee meeting.

We are currently reviewing our safety training needs for next year. We plan to continue in-house training and are exploring several options that best meet our requirements and schedule. We aim to make a decision soon and get the meetings scheduled.

The fire extinguishers and emergency lighting in the office and plant buildings had their monthly inspections.

Our employees have completed 879 Ving safety videos. Each video is followed by a test designed to challenge and encourage employees to retain the safety message.

PLANT UPDATE - SCOT WATKINS

Our plant staff has been productive, completing 365 tasks in Cartegraph. During our daily plant rounds, staff discovered that the chain on Clarifier 4 was off again, leading to the decision to take the clarifier offline to obtain repair quotes. Staff replaced a Hydromatic pump in Digester 5 with a new Flygt pump. We had a few odorous days at the plant when the boiler for the odor control system shut down because a communication module failed and did not properly communicate the SCADA system. Staff was quick to create a work around to get the system back online and a new module was obtained and replaced. The system is now back up and running.

In our pretreatment efforts, we completed 114 pump-outs, effectively preventing approximately 52,485 gallons of FOG from entering the system. We conducted 54 inspections and followed up on two. TriCo received a complaint through IDEM concerning a local commercial laboratory in our service area. Staff completed an investigation and site visit, determining that it does not pose a threat to our system or treatment process. Staff wrote a response to IDEM and received confirmation that it was received, with no further action required at this time. Shaun attended the IWEA Q4 Board Meeting as the new Pretreatment Committee Co-Chair. Staff also attended the Central Indiana Operators Association (CIOA) and IWEA Pretreatment Committee meetings.

Our laboratory has been exceptionally busy. We performed 420 CBOD5 tests, 273 Total Suspended Solids (TSS) tests, 208 phosphorus and ammonia tests, and 60 total nitrogen tests. The new plant permit was received with the cyanide testing requirement removed and approval to return to 5-day a week testing. This new testing schedule will save \$20,000 annually in testing costs.

COLLECTIONS UPDATE – AARON STRONG

Carter got an early start on the 2025 cleaning and inspection schedule by completing inspections of 19,000 feet of sewer main in Basin 23. The Collections team also addressed the aftermath of the year's first snowstorm by clearing the plant and lift stations. Despite the storm, staff conducted weekly lift station inspections the following day, identifying a spraying discharge elbow in the south wet well of Lift Station #2. A meeting with a repair contractor was promptly scheduled to address the issue.

The cold weather provided an opportunity for staff to focus on training and shop projects, including installing new LED lights in the garage and properly equipping the recently acquired pump service truck. Additionally, a new wrap was applied to the CCTV inspection truck, featuring a playful yet informative design that promotes safe digging practices (Call 811) and discourages improper disposal of wipes and grease in the sanitary system.

Staff participated in a manhole inspection kick-off meeting for the upcoming season. Approximately 2,000 manholes will be inspected during the 2025 cycle, with all data—including photos and manhole attributes captured in Cartegraph for use by the Engineering and Collections teams. These inspections will generate corrective action tasks, which will be organized into work orders for repairs later in the season.

The legacy CCTV truck was sold at auction and is awaiting pick-up. Meanwhile, the old pump service truck, replaced in late 2024, is currently listed on the auction site.

Staff is reviewing the annual collections schedule, focusing on aligning efforts with SMART goals set by management. Additionally, they are working on updating the asset management system to include a comprehensive inventory of pump and control panel spare parts.

ENGINEERING UPDATE- WES MERKLE

Staff completed 248 locates, 14 I&I inspections and 49 lateral inspections in December. 1,200 locate requests were received and reviewed. Brandon reported no failed I&I inspections. Eric completed most locates with assistance from Brandon and Jeff.

Jeff continued assembling models and EDU data for existing sewers in the Michigan Road corridor. The purpose of these models is to check capacity and performance as proposed development in the area includes higher than anticipated densities. Jeff, Ryan and Wes completed a pump down test at Lift Station 3 (Northern Heights) which needs upsized pumps to handle buildout flows – Collections recently found one of the existing 14-year-old pumps was damaged beyond repair and needs to be replaced.

Ryan oversaw main extension work at Six Points Road, Lacoma Estates, and Lift Station 22 (North Augusta). He continued to monitor restoration progress on the Lift Station 26 (Jackson’s Grant) Parallel Force Main project along Spring Mill Road. Ryan and Wes continued working with the Union Woodlands developer, who will construct deep interceptor sewer and a small temporary lift station on their project – work included reviewing plans and equipment submittals, negotiating an interceptor fee credit, hosting a preconstruction meeting, and site inspection. Wes worked with Collections to finish checking out new controls for Lift Stations 10, 14 and 16 (Ashbrook, Austin Oaks, and The Farm respectively).

TriCo Holiday Party 2024



Birthdays

Jazmine Ealy January 30

Wes Merkle January 31

Anniversaries

Wes Merkle January 14, 12 Years of Service

Brandon Woolf January 27, 5 Years of Service

Selected Statistics 2024	January	February	March	April	May	June	July	August	September	October	November	December	2024 Monthly Average	2024 YTD	2023 Total Through December
Maintenance Information															
Lateral Inspections	18	12	33	15	37	48	36	33	32	33	56	49	34	402	366
Certified I&I Inspections	18	27	33	20	37	36	23	44	23	42	32	14	29	349	392
Failed I&I Inspections	0	0	0	1	0	1	0	0	0	1	0	0	0	3	3
Sewer Locates	344	274	314	454	388	305	377	355	334	403	302	248	342	4,098	3,949
Manholes Added	34	7	22	2	6	25	3	1	0	0	19	0	10	119	63
Total # of Manholes	6,149	6,156	6,178	6,180	6,186	6,211	6,214	6,215	6,214	6,214	6,233	6,233	N/A	NA	6,115
Manholes Inspected	336	712	125	27	9	0	115	0	0	0	0	0	110	1,324	2,534
Feet of Sewer Added	4,684	1,528	4,644	574	1,175	6,091	0	797	0	45	4,801	0	2,028	24,339	20,340
Total Footage of Sewers	1,765,843	1,767,371	1,772,015	1,772,589	1,773,764	1,779,855	1,779,838	1,780,635	1,785,081	1,785,126	1,789,882	1,789,882	N/A	N/A	NA
Feet of Sewer Televised	16,308	15,520	28,095	32,228	41,915	25,240	27,101	12,934	20,184	30,408	14,998	16,861	23,483	281,792	282,624
Acoustic Sewer Inspection	0	0	0	0	6,085	44,622	68,706	53,119	0	0	0	0	14,378	172,532	192,521
Feet of Sewer Cleaned	0	0	567	10,895	3,356	372	0	0	7,800	3,426	0	0	2,201	26,416	29,346
Overflows	0	0	1	0	1	1	1	0	0	0	0	0	0.33	4	0
Feet of LPFM Cleaned	0	0	775	0	0	11,476	0	0	0	7,653	3182	0	1,924	23,086	36,901
LS 1 to Carmel Utilities															
Rainfall/Precipitation (inches)	5.11	0.54	2.82	7.4	5.14	2.79	5.38	2.35	3.79	0.50	4.6	4.16	3.72	44.58	37.18
Total Flow (gallons)	32,948,704	27,943,801	31,073,709	44,411,637	36,272,804	31,923,520	36,016,050	30,931,564	28,668,285	28,390,005	28,537,362	32,257,228	32,447,889	389,374,669	379,281,741
Max Daily Flow (gallons)	1,529,382	1,130,383	1,093,141	3,348,691	1,831,983	1,238,091	1,637,718	1,095,812	1,256,496	1,034,433	1,076,913	1,594,114	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	1,029,791	1,161,808	997,792	924,783	915,807	920,560	1,040,555	1,051,886	N/A	N/A
Min Daily Flow (gallons)	835,566	901,413	899,999	955,504	952,198	971,304	939,935	907,997	848,496	840,608	854,022	857,118	N/A	835,566	769,176
TriCo WRRF															
Total Flow (gallons)	112,920,000	90,513,000	103,017,000	115,813,000	113,777,000	100,115,000	110,497,000	104,788,000	97,065,000	94,130,000	104,033,000	113,757,000	105,035,417	1,260,425,000	1,179,536,000
Max Daily Flow (gallons)	5,198,000	3,733,000	3,897,000	7,763,000	5,855,000	3,682,000	4,495,000	3,805,000	4,802,000	3,560,000	4,261,000	5,559,000	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	3,337,166	3,564,419	3,380,258	3,235,500	3,036,451	3,467,766	3,669,580	3,442,387	N/A	N/A
Min Daily Flow (gallons)	2,813,000	2,871,000	2,580,000	2,801,000	2,931,000	3,005,000	3,025,000	2,936,000	2,817,000	2,678,000	2,993,000	857,118	N/A	857,118	2,416,000
Total Flow to Both Plants	145,868,704	118,456,801	134,090,709	160,224,637	150,049,804	132,038,520	146,513,050	135,719,564	125,733,285	122,520,005	132,570,362	146,014,228	132,162,753	1,649,799,669	1,558,817,741
Biosolids Handling (gals)															
Wasted (Biosolids)	2,177,000	1,879,000	2,078,000	2,503,000	2,507,000	2,381,000	2,533,000	262,000	2,823,000	2,993,000	3,206,000	2,688,000	2,335,833	28,030,000	20,916,000
Dewatered	610,842	494,870	431,077	311,810	429,370	518,071	614,246	1,189,521	1,706,560	1,780,249	2,063,346	1,564,071	976,169	11,714,033	16,426,735
Digested Sludge Withdrawn	1,131,000	1,167,000	1,179,000	1,471,000	1,480,000	1,482,000	1,960,000	1,547,000	1,196,000	1,263,000	1,114,000	907,000	1,324,750	15,897,000	10,321,000
Customer Information															
New Sewer Service Accounts	46	38	21	24	13	14	29	26	54	20	20	14	27	319	223
Permits Issued	24	20	11	54	22	44	27	27	48	20	30	14	28	341	287

TriCo Regional Sewer Utility						
Register of Claims						
For the period 12/5/2024-1/30/2025						
Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
12/5/2024	21248	Citizens State Bank Operating	Citco Water	\$10,717.20	\$10,717.20	Praestol 1000L tote
12/6/2024	21249	Citizens State Bank Operating	IUPPS	\$1,326.20	\$1,326.20	Nov 2024 tickets
12/6/2024	21250	Citizens State Bank Operating	Lawrence Prange	\$272.65	\$272.65	2024 EWP
12/6/2024	21251	Citizens State Bank Operating	Brian Vaughn	\$37.52	\$37.52	Mileage reim
12/6/2024	21262	Citizens State Bank Operating	JENNIFER GREGORY	\$585.24	\$585.24	REFUND-2209 MUSTANG
12/6/2024	21263	Citizens State Bank Operating	KIMBERLY OR DWIGHT SIMMONS	\$830.18	\$830.18	REFUND-1169 RAMSGA
12/6/2024	21264	Citizens State Bank Operating	JOE M EVANS	\$315.00	\$315.00	REFUND-1105 E 106TH
12/6/2024	21265	Citizens State Bank Operating	RAYMOND RICE	\$543.34	\$543.34	REFUND-760 BARKWOOD CT
12/6/2024	21266	Citizens State Bank Operating	MAUREEN LEONARD	\$500.00	\$500.00	REFUND-932 LENOX LN #101
12/6/2024	21267	Citizens State Bank Operating	NICKI J VARMA	\$349.92	\$349.92	REFUND-13257 CAMILLO
12/6/2024	21268	Citizens State Bank Operating	KATHERYN OR JOHN KOTZELNICK	\$334.04	\$334.04	REFUND-3915 MARWINION WAY
12/6/2024	21269	Citizens State Bank Operating	MADELINE OR AUGSTINE CHIKAMBA	\$317.89	\$317.89	REFUND-10127 SUMMERLAKES
12/6/2024	21270	Citizens State Bank Operating	SAMATHA PASH	\$313.18	\$313.18	REFUND-1059 TIMBER CREEK DR UNIT 12
12/6/2024	21271	Citizens State Bank Operating	LOUIS COLLADO	\$600.00	\$600.00	REFUND-430 HERITAGE TERRACE
12/9/2024	21272	Citizens State Bank Operating	JAYESH KABARIA	\$433.72	\$433.72	REFUND-14258 ESPIRIT DR
12/10/2024	21273	Citizens State Bank Operating	Andrew Williams	\$89.50	\$89.50	2024 EWP reim
12/10/2024	21274	Citizens State Bank Operating	Brian Vaughn	\$163.18	\$163.18	2024 EWP
12/10/2024	21275	Citizens State Bank Operating	Cindy Sheeks	\$1,250.00	\$1,250.00	2024 Safety Awards
12/13/2024	21276	Citizens State Bank Operating	Maggie Crediford	\$64.61	\$64.61	2024 EWP
12/17/2024	21277	Citizens State Bank Operating	AFLAC	\$374.02	\$374.02	Emp Ins December
12/17/2024	21278	Citizens State Bank Operating	Carmel Utilities	\$36.24	\$36.24	LS 26
12/17/2024	21278	Citizens State Bank Operating	Carmel Utilities	\$618.22	\$618.22	LS 2
12/17/2024	21278	Citizens State Bank Operating	Carmel Utilities	\$19.25	\$19.25	LS 1 Utilities
12/17/2024	21279	Citizens State Bank Operating	Citizens Energy Group	\$250.00	\$250.00	Monthly billing fee
12/17/2024	21280	Citizens State Bank Operating	Andrew Williams	\$183.76	\$183.76	2024 EWP
12/17/2024	21281	Citizens State Bank Operating	KAREN J COONS	\$891.21	\$891.21	REFUND-10899 TRUMBALL CIRCLE
12/17/2024	21282	Citizens State Bank Operating	EDWARD OR STACIA MUSLEH	\$325.49	\$325.49	REFUND-13096 WEST RD
12/19/2024	21283	Citizens State Bank Operating	Cody Cain	\$353.18	\$353.18	2024 Clothing, allowance
12/20/2024	21284	Citizens State Bank Operating	Daniel Roszman	\$60.30	\$60.30	Mileage reim
12/23/2024	21285	Citizens State Bank Operating	Donohue	\$5,950.00	\$5,950.00	LS R & M/Plant R & M
12/23/2024	21286	Citizens State Bank Operating	Shaun Odom	\$300.00	\$300.00	2024 Clothing - jeans
12/23/2024	21287	Citizens State Bank Operating	Scot Watkins	\$1,153.80	\$1,153.80	2024 Dep care
12/27/2024	21288	Citizens State Bank Operating	Brandon Woolf	\$50.00	\$50.00	Cell Phone Reimb
12/27/2024	21289	Citizens State Bank Operating	Eric Luis Delacruz	\$50.00	\$50.00	Cell Phone Reimb
12/27/2024	21290	Citizens State Bank Operating	Jeffrey Martin	\$50.00	\$50.00	Cell Phone Reimb
12/27/2024	21291	Citizens State Bank Operating	Shaun Odom	\$50.00	\$50.00	Cell Phone Reimb
12/27/2024	21292	Citizens State Bank Operating	Amanda Foley	\$600.00	\$600.00	Board per diem 12/24
12/27/2024	21293	Citizens State Bank Operating	Carl S. Mills	\$750.00	\$750.00	Board per diem 12/24
12/27/2024	21294	Citizens State Bank Operating	Charles Ryerson	\$150.00	\$150.00	Board per diem 12/24
12/27/2024	21295	Citizens State Bank Operating	Eric Hand	\$450.00	\$450.00	Board per diem 12/24
12/27/2024	21296	Citizens State Bank Operating	Jane B. Merrill	\$150.00	\$150.00	Board per diem 12/24
12/27/2024	21297	Citizens State Bank Operating	Jeff Hill	\$450.00	\$450.00	Board per diem 12/24
12/27/2024	21298	Citizens State Bank Operating	Jeffrey Kimbell	\$300.00	\$300.00	Board per diem 12/24
12/27/2024	21299	Citizens State Bank Operating	Michael A. McDonald	\$300.00	\$300.00	Board per diem 12/24
12/27/2024	21300	Citizens State Bank Operating	JACOB PAUKER	\$7.63	\$7.63	REFUND-10134 MARWOOD
12/27/2024	21301	Citizens State Bank Operating	BILL DINSMORE	\$10.33	\$10.33	REFUND-14404 QUAIL POINTE
12/27/2024	21302	Citizens State Bank Operating	MISTY M ARTERBURN	\$10.85	\$10.85	REFUND-12963 GREENVILLE
12/27/2024	21303	Citizens State Bank Operating	VIRGIL CROUCH	\$13.68	\$13.68	REFUND-751 WOODIEW NORTH DR
12/27/2024	21304	Citizens State Bank Operating	MICHAEL KYSOR	\$15.01	\$15.01	REFUND-1326 SALAMONE WAY
12/27/2024	21305	Citizens State Bank Operating	KELLEY L VIOLI	\$15.63	\$15.63	REFUND-11651 TRAIL RIDGE
12/27/2024	21306	Citizens State Bank Operating	OTTO CELIS	\$19.64	\$19.64	REFUND-12978 PETIGRU
12/27/2024	21307	Citizens State Bank Operating	CECILE OWENS	\$20.00	\$20.00	REFUND-1238 ORCHARD PARK
12/27/2024	21308	Citizens State Bank Operating	TERRY WHITESSELL	\$25.10	\$25.10	REFUND-14554 BALLANTRAE
12/27/2024	21309	Citizens State Bank Operating	JOHN CARROLL	\$29.09	\$29.09	REFUND-1813 BRAEBURN
12/27/2024	21310	Citizens State Bank Operating	ALEXANDRE OR MALIK BENTAIEB	\$30.03	\$30.03	REFUND-2003 RHETTSBURY
12/27/2024	21311	Citizens State Bank Operating	THOMAS R MCHAFFIE	\$40.43	\$40.43	REFUND-1026 HENLEY CIR
12/27/2024	21312	Citizens State Bank Operating	WILLIAM H CULPEPPER	\$51.31	\$51.31	REFUND-11548 WILLOW SPRINGS
12/27/2024	21313	Citizens State Bank Operating	DIANE SOURWINE	\$55.67	\$55.67	REFUND-13335 SHERBERN
12/27/2024	21314	Citizens State Bank Operating	Jason Lewin	\$200.00	\$200.00	Cell phone Sept-Dec 2024
12/30/2024	21315	Citizens State Bank Operating	Shaun Odom	\$100.00	\$100.00	2024 Cold weather gear
12/31/2024	21316	Citizens State Bank Operating	Amazon Capital Services	\$254.85	\$254.85	#3 Cases TP
12/31/2024	21317	Citizens State Bank Operating	BBC Pump and Equipment Co Inc	\$750.00	\$750.00	Fogrod w/cable
12/31/2024	21318	Citizens State Bank Operating	Black Tie Courier	\$500.00	\$500.00	Courier fees
12/31/2024	21319	Citizens State Bank Operating	Brehob Corporation	\$728.19	\$728.19	Plant PM
12/31/2024	21320	Citizens State Bank Operating	Ferguson Enterprises Inc #1480	\$306.66	\$306.66	LS 5 supplies
12/31/2024	21321	Citizens State Bank Operating	FerrellGas	\$158.15	\$158.15	Gas
12/31/2024	21321	Citizens State Bank Operating	FerrellGas	\$99.00	\$99.00	Cylinder Rack Rental
12/31/2024	21321	Citizens State Bank Operating	FerrellGas	\$99.00	\$99.00	Rental
12/31/2024	21322	Citizens State Bank Operating	Fish Window Cleaning	\$725.00	\$725.00	Window cleaning
12/31/2024	21323	Citizens State Bank Operating	Grainger	\$69.87	\$69.87	Smoke pellets
12/31/2024	21323	Citizens State Bank Operating	Grainger	\$253.06	\$253.06	Relay pump
12/31/2024	21323	Citizens State Bank Operating	Grainger	\$156.28	\$156.28	Cogged Belt
12/31/2024	21323	Citizens State Bank Operating	Grainger	\$30.00	\$30.00	Demo Winter Gloves
12/31/2024	21323	Citizens State Bank Operating	Grainger	\$45.00	\$45.00	Winter Gloves
12/31/2024	21323	Citizens State Bank Operating	Grainger	\$162.17	\$162.17	Plant Supplies
12/31/2024	21323	Citizens State Bank Operating	Grainger	\$5.49	\$5.49	Mechanics Glove
12/31/2024	21323	Citizens State Bank Operating	Grainger	\$15.00	\$15.00	Winter Gloves
12/31/2024	21323	Citizens State Bank Operating	Grainger	\$401.84	\$401.84	Plant R & M

TriCo Regional Sewer Utility						
Register of Claims						
For the period 12/5/2024-1/30/2025						
Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
12/31/2024	21324	Citizens State Bank Operating	Hach Company	\$3,466.49	\$3,466.49	Sewer sampling
12/31/2024	21324	Citizens State Bank Operating	Hach Company	\$1,160.25	\$1,160.25	Sewer Sampling
12/31/2024	21324	Citizens State Bank Operating	Hach Company	\$1,160.25	\$1,160.25	Sewer Sampling
12/31/2024	21325	Citizens State Bank Operating	Huntington Insurance, Inc	\$1,060.00	\$1,060.00	Bond Carl Mills
12/31/2024	21325	Citizens State Bank Operating	Huntington Insurance, Inc	\$921.00	\$921.00	Bond Jeffrey Kimbell
12/31/2024	21325	Citizens State Bank Operating	Huntington Insurance, Inc	\$921.00	\$921.00	Bond Michael McDonald
12/31/2024	21325	Citizens State Bank Operating	Huntington Insurance, Inc	\$921.00	\$921.00	Bond Jane Merrill
12/31/2024	21326	Citizens State Bank Operating	Jacob-Dietz Inc	\$1,895.88	\$1,895.88	Fire extinguisher inspections
12/31/2024	21327	Citizens State Bank Operating	Kirby Risk Corporation	\$397.74	\$397.74	Hugg strain grp. hole seals
12/31/2024	21328	Citizens State Bank Operating	Lionheart Critical Power Specialists, Inc.	\$4,921.59	\$4,921.59	LS R & M
12/31/2024	21329	Citizens State Bank Operating	Merrell Brothers, Inc.	\$7,530.64	\$7,530.64	Biosolids Disposal
12/31/2024	21329	Citizens State Bank Operating	Merrell Brothers, Inc.	\$6,951.36	\$6,951.36	Biosolid disposal
12/31/2024	21330	Citizens State Bank Operating	Microbac Laboratories, Inc.	\$334.00	\$334.00	Sewer Sampling
12/31/2024	21330	Citizens State Bank Operating	Microbac Laboratories, Inc.	\$334.00	\$334.00	Testing fees
12/31/2024	21330	Citizens State Bank Operating	Microbac Laboratories, Inc.	\$170.00	\$170.00	Sewer Sampling
12/31/2024	21331	Citizens State Bank Operating	Motion Industries	\$1,688.41	\$1,688.41	Nord Gearmotor
12/31/2024	21331	Citizens State Bank Operating	Motion Industries	\$93.66	\$93.66	Finished Bore standard roller
12/31/2024	21332	Citizens State Bank Operating	NCL of Wisconsin, Inc	\$568.16	\$568.16	Sewer Sampling
12/31/2024	21332	Citizens State Bank Operating	NCL of Wisconsin, Inc	\$856.78	\$856.78	Sewer Sampling
12/31/2024	21333	Citizens State Bank Operating	Office Depot	\$54.37	\$54.37	Envelopes, steno pads
12/31/2024	21334	Citizens State Bank Operating	Paymentus Group, Inc.	\$87.60	\$87.60	NSF fees
12/31/2024	21335	Citizens State Bank Operating	Ricoh USA, Inc	\$783.12	\$783.12	Toner
12/31/2024	21336	Citizens State Bank Operating	Serpentix Conveyor Corp	\$842.90	\$842.90	Scraper & belt pan
12/31/2024	21337	Citizens State Bank Operating	Taylor Oil Company, Inc.	\$1,458.58	\$1,458.58	Fuel
12/31/2024	21338	Citizens State Bank Operating	UNITED RENTALS	\$1,234.62	\$1,234.62	Backhoe rental
12/31/2024	21339	Citizens State Bank R4R	BBC Pump and Equipment Co Inc	\$11,402.00	\$11,402.00	R4R Impeller replacement
12/31/2024	21339	Citizens State Bank Operating	Vasey Commercial Heating & AC, Inc.	\$2,414.00	\$2,414.00	Install PTAC PO #2072
1/2/2025	21341	Citizens State Bank Operating	Microbac Laboratories, Inc.	\$167.00	\$167.00	Sewer Sampling
1/2/2025	21342	Citizens State Bank Operating	Alliance of Indiana Rural Water	\$660.00	\$660.00	2025 Membership dues
1/2/2025	21343	Citizens State Bank Operating	Carmel Utilities	\$48.08	\$48.08	Stormwater
1/2/2025	21344	Citizens State Bank Operating	IT Indianapolis/Core	\$1,764.00	\$1,764.00	Annual cloud file & email security
1/2/2025	21344	Citizens State Bank Operating	IT Indianapolis/Core	\$10,813.41	\$10,813.41	Monthly services
1/2/2025	21345	Citizens State Bank Operating	OmniSite	\$2,320.00	\$2,320.00	Stormwater LS
1/2/2025	21346	Citizens State Bank Operating	Swift Comply	\$4,251.70	\$4,251.70	FOG
1/2/2025	21347	Citizens State Bank Operating	Andrew Williams	\$89.94	\$89.94	Reimbursement
1/6/2025	21348	Citizens State Bank Operating	Shelly Keefe	\$500.00	\$500.00	Gross wages
1/6/2025	21349	Citizens State Bank Operating	Matt Starr	\$1,620.00	\$1,620.00	HSA Contribution
1/6/2025	21350	Citizens State Bank Operating	Altman, Poindexter & Wyatt, LLC	\$960.00	\$960.00	Legal fees
1/6/2025	21350	Citizens State Bank Operating	Altman, Poindexter & Wyatt, LLC	\$595.00	\$595.00	Legal fees - Bowen
1/6/2025	21351	Citizens State Bank Operating	Brehob Corporation	\$700.00	\$700.00	Hoist and crane inspection
1/6/2025	21352	Citizens State Bank Operating	Brian Vaughn	\$37.52	\$37.52	Mileage
1/6/2025	21353	Citizens State Bank Operating	Carmel Utilities	\$84,124.13	\$84,124.13	December flow
1/6/2025	21353	Citizens State Bank Operating	Carmel Utilities	\$1,035.00	\$1,035.00	December reads
1/6/2025	21354	Citizens State Bank Operating	CarteGraph	\$55,711.98	\$55,711.98	Annual support
1/6/2025	21355	Citizens State Bank Operating	Citco Water	\$6,693.08	\$6,693.08	Alum Sulfate
1/6/2025	21356	Citizens State Bank Operating	Doxim	\$8,176.19	\$8,176.19	Postage
1/6/2025	21356	Citizens State Bank Operating	Doxim	\$5,186.78	\$5,186.78	Monthly billing
1/6/2025	21358	Citizens State Bank Operating	EcoVerde, LLC	\$1,175.50	\$1,175.50	Coconut shell based carbon
1/6/2025	21359	Citizens State Bank Operating	Grainger	\$47.04	\$47.04	Locking plug
1/6/2025	21359	Citizens State Bank Operating	Grainger	\$199.40	\$199.40	Traffic cones
1/6/2025	21360	Citizens State Bank Operating	IN.GOV	\$110.00	\$110.00	Renewal
1/6/2025	21361	Citizens State Bank Operating	Indiana Department of Environmental Mar	\$12,395.00	\$12,395.00	IDEM Permit
1/6/2025	21362	Citizens State Bank Operating	KOORSEN FIRE & SECURITY	\$30.00	\$30.00	Monitoring fee
1/6/2025	21363	Citizens State Bank Operating	Linde Gas & Equipment Inc	\$92.95	\$92.95	Operating supplies
1/6/2025	21364	Citizens State Bank Operating	Merrell Brothers, Inc.	\$8,109.92	\$8,109.92	Biosolid hauling
1/6/2025	21365	Citizens State Bank Operating	Simplifile	\$5,280.00	\$5,280.00	Filing fees
1/6/2025	21366	Citizens State Bank Operating	Vasey Commercial Heating & AC, Inc.	\$1,368.00	\$1,368.00	Plant R & M
1/6/2025	21367	Citizens State Bank Operating	WEF	\$2,293.00	\$2,293.00	2025 Membership fees
1/6/2025	21368	Citizens State Bank Operating	Eco Infrastructure Solutions, Inc.	\$321.17	\$321.17	Couplers
1/6/2025	21370	Citizens State Bank Operating	GEORGE SEIDENSTICKER	\$3,933.07	\$3,933.07	REFUND-OVERPAYMENT
1/8/2025	21371	Citizens State Bank Operating	Absolute Comfort	\$9,998.24	\$9,998.24	2200 West Main Lateral Extension
1/8/2025	21372	Citizens State Bank Operating	Pyramid Design & Construction Co. Inc.	\$84,272.00	\$84,272.00	CIP #2301/LS 10 Pay App 5
12/18/2024	2024581	Citizens State Bank Operating	IPL	\$50.95	\$50.95	LS 18
12/23/2024	2024582	Citizens State Bank Operating	IPL	\$55.48	\$55.48	LS VV
12/23/2024	2024583	Citizens State Bank Operating	IPL	\$107.04	\$107.04	LS 3
12/23/2024	2024584	Citizens State Bank Operating	IPL	\$278.21	\$278.21	LS 9
12/23/2024	2024585	Citizens State Bank Operating	IPL	\$98.46	\$98.46	LS 12
12/26/2024	2024586	Citizens State Bank Operating	IPL	\$630.42	\$630.42	LS 8
12/26/2024	2024587	Citizens State Bank Operating	IPL	\$98.20	\$98.20	LS 24
12/23/2024	2024588	Citizens State Bank Operating	IPL	\$56.22	\$56.22	LS 25
12/23/2024	2024589	Citizens State Bank Operating	IPL	\$45.10	\$45.10	LS 22
12/26/2024	2024590	Citizens State Bank Operating	IPL	\$7,401.76	\$7,401.76	LS 2
12/23/2024	2024591	Citizens State Bank Operating	IPL	\$68.81	\$68.81	LS 20
12/26/2024	2024592	Citizens State Bank Operating	IPL	\$77.42	\$77.42	LS 27
12/9/2024	2024593	Citizens State Bank Operating	Empower Retirement (Hoosier START)	\$12,609.72	\$12,609.72	401a, 457b, Roth PPE 11/22/24
12/9/2024	2024594	Citizens State Bank Operating	ADP	\$88,701.87	\$88,701.87	Payroll PPE 12/06/2024
12/11/2024	2024596	Citizens State Bank Operating	CenterPoint Energy/Vectren Energy	\$820.81	\$820.81	Plant Utilities
12/10/2024	2024597	Citizens State Bank Operating	Napa Auto Parts	\$38.69	\$38.69	Cleaner

TriCo Regional Sewer Utility						
Register of Claims						
For the period 12/5/2024-1/30/2025						
Payment date	Check number	Bank name	Payee name	Amount	Amount Allowed	Description
12/10/2024	2024597	Citizens State Bank Operating	Napa Auto Parts	\$48.96	\$48.96	Misc cleaning supplies
12/12/2024	2024598	Citizens State Bank Operating	Duke Energy	\$1,035.74	\$1,035.74	LS 14
12/17/2024	2024599	Citizens State Bank Operating	CenterPoint Energy/Vectren Energy	\$48.77	\$48.77	LS 2
12/23/2024	2024600	Citizens State Bank Operating	Empower Retirement (Hoosier START)	\$12,375.60	\$12,375.60	401a, 457b, Roth PPE 11/22/24
12/23/2024	2024601	Citizens State Bank Operating	ADP	\$88,935.72	\$88,935.72	Payroll PPE 12/20/2024
12/13/2024	2024602	Citizens State Bank Operating	ADP	\$163.95	\$163.95	Workforce Now Payroll
12/23/2024	2024603	Citizens State Bank Operating	ADP	\$148.40	\$148.40	Workforce Now Payroll
12/23/2024	2024604	Citizens State Bank Operating	AT & T	\$1,380.35	\$1,380.35	Internet
12/27/2024	2024605	Citizens State Bank Operating	Pitney Bowes Global	\$162.18	\$162.18	Lease payment
12/27/2024	2024606	Citizens State Bank Operating	Mutual of Omaha	\$4,354.35	\$4,354.35	Insurance - Jan 2025
12/27/2024	2024607	Citizens State Bank Operating	AT&T Mobility	\$3,123.95	\$3,123.95	EE phones/tablets
12/27/2024	2024608	Citizens State Bank Operating	Comcast	\$263.30	\$263.30	Backup Internet
12/27/2024	2024609	Citizens State Bank Operating	Napa Auto Parts	\$39.44	\$39.44	Oil and wrench
12/31/2024	2024610	Citizens State Bank Operating	Duke Energy	\$407.31	\$407.31	LS 23
12/31/2024	2024611	Citizens State Bank Operating	Duke Energy	\$22,012.44	\$22,012.44	Plant
12/31/2024	2024612	Citizens State Bank Operating	Duke Energy	\$411.53	\$411.53	LS 16
12/30/2024	2024613	Citizens State Bank Operating	Duke Energy	\$1,101.18	\$1,101.18	LS 14
12/11/2024	2024614	Citizens State Bank Operating	Duke Energy	\$230.31	\$230.31	LS 21
12/18/2024	2024615	Citizens State Bank Operating	Duke Energy	\$391.46	\$391.46	LS 11
12/11/2024	2024616	Citizens State Bank Operating	Duke Energy	\$904.14	\$904.14	LS 1
12/13/2024	2024617	Citizens State Bank Operating	Duke Energy	\$409.49	\$409.49	LS 19
12/11/2024	2024618	Citizens State Bank Operating	Duke Energy	\$149.53	\$149.53	LS 5
12/12/2024	2024619	Citizens State Bank Operating	Duke Energy	\$924.30	\$924.30	LS 26
12/10/2024	2024620	Citizens State Bank Operating	Duke Energy	\$57.59	\$57.59	LS 6
12/31/2024	2024621	Citizens State Bank Operating	Duke Energy	\$931.79	\$931.79	LS 17
12/30/2024	2024622	Citizens State Bank Operating	ADP	\$174.47	\$174.47	Workforce Now Payroll
12/11/2024	2024623	Citizens State Bank Operating	Citizens Energy Group	\$38.03	\$38.03	LS 17
12/11/2024	2024624	Citizens State Bank Operating	Citizens Energy Group	\$124.11	\$124.11	Plant water
12/31/2024	2024625	Citizens State Bank Operating	PNC Bank	\$7,604.76	\$7,604.76	Dec 2024 CC Charges
12/31/2024	2024626	Citizens State Bank Operating	Citizens State Bank	\$20.00	\$20.00	Bank fee
12/25/2024	2024627	Citizens State Bank Operating	Republic Services #761	\$734.96	\$734.96	Trash service
12/31/2024	2024628	Citizens State Bank Operating	Citizens State Bank	\$961.15	\$961.15	Lockbox fees
1/21/2025	2024629	Citizens State Bank Operating	CenterPoint Energy/Vectren Energy	\$1,421.60	\$1,421.60	Plant
1/27/2025	2024630	Citizens State Bank Operating	IPL	\$8,494.26	\$8,494.26	LS 2 Utilities
1/21/2025	2024631	Citizens State Bank Operating	IPL	\$913.46	\$913.46	LS 8 Utilities
1/24/2025	2024632	Citizens State Bank Operating	IPL	\$82.31	\$82.31	LS 27 Utilities
1/24/2025	2024633	Citizens State Bank Operating	IPL	\$110.91	\$110.91	LS 24 Utilities
1/23/2025	2024634	Citizens State Bank Operating	IPL	\$47.40	\$47.40	LS 22 Utilities
1/23/2025	2024635	Citizens State Bank Operating	IPL	\$76.36	\$76.36	LS 20 Utilities
1/23/2025	2024636	Citizens State Bank Operating	IPL	\$403.70	\$403.70	LS 9 Utilities
1/23/2025	2024637	Citizens State Bank Operating	IPL	\$125.87	\$125.87	LS 3 Utilities
1/23/2025	2024638	Citizens State Bank Operating	IPL	\$123.85	\$123.85	LS 12 Utilities
1/23/2025	2024639	Citizens State Bank Operating	IPL	\$59.94	\$59.94	Valve Vault Utilities
1/23/2025	2024640	Citizens State Bank Operating	IPL	\$62.74	\$62.74	LS 25 Utilities
1/21/2025	2024641	Citizens State Bank Operating	IPL	\$54.32	\$54.32	LS 18 Utilities
1/16/2025	2024642	Citizens State Bank Operating	Jive Communications, Inc	\$743.97	\$743.97	Phone Services
1/6/2025	2024643	ADP	Payroll PPE 1/3/2025	\$136,140.23	\$136,140.23	Payroll PPE 1/3/2025
1/6/2025	2024644	Empower	Payroll PPE 1/3/2025	\$13,755.23	\$13,755.23	401a, 457b, Roth PPE 1/3/2025

Docket Report Information

For the period 12/5/2024-1/30/2025

	\$0.00
Payroll - ADP	\$177,637.59
Carmel Utilities - December	\$84,124.13
Other Expenses	\$568,684.15
Total Expenses	\$830,445.87



MEMORANDUM

To: Board of Trustees

From: Andrew Williams

Date: January 7, 2025

Subject: 2025 Goals and Objectives

The Utility developed the Purpose, Vision, Mission, Core Values and Guiding Principles in 2000 and has made minor revisions over the years. They are shown below. We use these to help direct us in our operations and establish goals and objectives each year.

Standardized terminology is needed so that everyone is clear when goals, objectives and tasks are discussed. TriCo uses the following definitions:

Goals are broad, brief statements of intent that provide focus or vision for planning. They are non-measurable and non-specific.

Objectives are meant to be realistic targets for the operation and development of the utility. Objectives will be written in an active tense and use strong verbs like clean, treat, construct and implement. Objectives will help us focus our efforts on tasks that matter. We are also using the acronym "SMART" to describe our objectives. Objectives need to be **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime Bound. Inspecting a third of the sewers and manholes in a year or hosting a 50th Anniversary Open House would be considered objectives.

Tasks are short-duration activities that are to be finished within a certain time. Processing the monthly payments, testing lab samples or repairing a pump are examples of tasks.

Our Purpose

To provide effective and efficient sanitary service to our customer base in an environmentally sensitive manner.

Our Core Values

Integrity
Responsibility
Community Focus
Environmental Stewardship



TriCo Regional Sewer Utility

2025 Goals & Objectives

The following are the goals and objectives based on TriCo's Purpose, Vision and Mission. Each department will define tasks and possibly more objectives that will enable us to accomplish these goals.

Goal **Maintain a professional staff and work environment**

Objective Continue training focused on communications and team building to ensure a professional work environment and ensure employee retention.

S Work with HRD or our HR Consultant to put on training.

M All employees will participate in at least one such training session.

A Planning the scope and checking the schedule will make this possible.

R Past training has been successful.

T Complete by third quarter

Objective Ensure all employees schedule and participate in training programs and opportunities.

S Ensure all employees participating in at least one day long job-related training session.

M Maintain a log of employee training.

A Most staff are members of IWEA and other associations that have training sessions scheduled throughout the year. Employees can also participate in on-line, specific training courses, such as advanced Excel use and training modules for our software.

R Time is allocated for such training and paid for by TriCo.

T Complete by the end of the year with reminders with mid-year reviews.

Objective All employees will participate in a Utility wide team building activity.

S A team building activity will be scheduled where employees will be partnered with coworkers they typically do not work with.

M Schedule and ensure all employees attend.

A This has been done in the past with activities such as a Breakout room.

R Time is allocated for such an activity and paid for by TriCo.

T Complete by the end of the year.

Goal **Maintain Overall Integrity of the Budget**

Objective Evaluate the results of the 2024 rate increase and determine if the second step of the recommended increase is adequate. Bring a recommendation to the Board for consideration.

S Determined if the rate consultant's increase recommendation is adequate given Carmel Utilities' increased treatment costs.

M Identify if a rate increase is justified.

A TriCo passed a rate increase in 2024 that required special notification to all customers receiving an increase greater than 5%. This was accomplished and future increases are expected to be less than 5%.

R Carmel Utilities' proposed rate increase will be received in January, providing adequate time to evaluate the rates.

T . Present a recommendation to the Board in April in order to implement a July increase if needed.

Objective Revise financial report format to better incorporate the collection and spending of the Connection Fee and Interceptor Fee.

S Work with the B&F Committee on a reporting format that incorporates the different revenues streams.

M Receive confirmation from the Board that it meets everyone's needs.

A Additional reporting was incorporated this past year which was well received, but there have still been many questions about revenue projections and receipts. An acceptable report format is attainable with a little more effort.

R TriCo has knowledgeable staff and Board members that can craft a wholistic report format.

T Have the updated reporting format by the end of the first quarter.

Objective Monitor development in the service area and adjust project schedules in response to approved projects and requests for service. Lower priority projects may be delayed to balance revenue and expenditures.

S The Little Eagle Creek Extension will move into the easement acquisition phase in 2025 to address pending growth in this basin. Lift Station 5 and 19 Elimination may be delayed depending on capacity needs.

M Managing capital expenditures with funds on hand while maintaining the Board's desired \$3,000,000 minimum balance.

A This is achievable by maintaining good communication with developers and establishing clear timelines and managing expectations.

R There is a steady demand to develop within TriCo's service area and sewer service is essential to this growth.

T This is a continuous effort.

Goal **Conduct Effective Long-Term Planning & Implementation**

Objective Update Lift Station buildout capacity projections and establish milestones for triggering upgrades.

S Using available data from SCADA and flow meters, existing pumping capacity, GIS data, current zoning, updated comprehensive plans, and growth projections, establish growth milestones that will trigger upgrades.

M The finished study will establish milestones for each station.

A TriCo's flow metering data and extensive SCADA and GIS systems provided the data needed for the evaluation.

R The data is available and can be evaluated by staff.

T Complete the evaluations by the 3rd quarter for inclusion in the capital budget.

Objective Determine if partnering with the Hamilton County Regional Utility District in the operation of their new utility is a win-win opportunity.

S TriCo's proposal to partner with HCRUD to operate their sewer utility along US31 was shortlisted and a preliminary meeting has been held.

M The measurement will be whether an agreement is reached that is mutually beneficial.

A TriCo has the knowledge and ability to operate this utility.

R Staff have put extensive effort into the preparation of the proposal and presentations to the county.

T A decision will be made in the 1st quarter.

Objective Communicate with appointing authorities focusing on increasing awareness of TriCo's service-oriented and fiscally responsible operations.

S Prepare and distribute an annual report to all appointing authorities and other stakeholders.

M Completion and distribution of the report.

A Staff has the resources needed to prepare the report.

R A substantial part of the data to include in this report was included as part of the submittal to HCRUD.

T Complete by July 1st.

Goal **Provide a Balance of Service and Accountability to All Stakeholders**

Objective Reinvigorate outreach & education efforts to customers and stakeholders regarding the services provided by TriCo.

S Use TriCo's 50th Anniversary to promote a better understanding of the utility through informational direct mailings and hosting an Open house for the community.

M Send one billing insert focusing on the anniversary and host the open house.

A Staff will expand on the open house held in 2023.

R TriCo has held successful open houses in the past. The challenge will be getting press coverage for the anniversary and open house.

T Hold the open house in August or September.

Objective Evaluate the feasibility of creating a customer response team to evaluate plumbing problems experienced by our customers. .

S It has been observed that some contractors will exaggerate the repair needed when a customer has a slow drain.

M Determine if it is feasible to institute such a program.

A Staff has the begun monitoring repair permits to how pervasive of an issue this is in our service area.

R Staff has the experience and equipment to evaluate plumbing problems outside of the house.

T Prepare a report on this subject by the end of the 3rd quarter.

Objective Continuous Infrastructure and IT Security Improvements to enhance the security posture for TriCo.

S Schedule regular meetings of a security committee to monitor and continually make upgrades.

M Track meetings and upgrades with the intent to have no system compromises.

A Time commitment from staff and our IT consultants would allow us to make continuous improvements.

R Time and resources are available to make this work.

T Start committee meetings in February.

Our Mission is to provide high quality, cost-effective sanitary sewer service to our community:

By providing equipment and facilities that are safe, environmentally sound, and up-to-date.

By maintaining a professional workforce that performs job responsibilities in a professional manner.

By continuously evaluating and improving structures, systems and best practices.

And by diligently collaborating and cooperating with community planners, utilities, developers and the public.

Our Vision is to become a model regional utility:

By acting with integrity.

By being responsible in all fiscal matters.

By protecting the environment, in all instances.

By providing a balance of Service & Accountability to all Stakeholders.

And by acting in an equitable and reasonable manner, at all times and with all Stakeholders.

Standardized terminology is needed so that everyone is clear when goals, objectives and tasks are discussed. TriCo uses the following definitions:



MEMORANDUM

To: Board of Trustees

From: Andrew Williams

Date: January 8, 2025

Subject: 2024 Accomplishments

As we wrap up our 49th year since being created by IDEM as a regional sewer utility, TriCo is continually looking for ways to improve and build on past successes. The following is a list of accomplishments prepared by the departments. We will continue to build on these accomplishments as we celebrate our 50th year.

Administration

- Recipient of the inaugural Indiana Water Environment Association (IWEA) Advocacy Award.
- Zero Loss Time Accidents. Currently at 1079 Days.
- Implemented the recommendations from the Rate Study and successfully navigated the unique state code requirements for Regional Sewer Districts regarding rate increase notification.
- Submitted a comprehensive proposal to Hamilton County Regional Utility District (HCRUD) for the operations of their new utility. TriCo was shortlisted and is now in discussions with HCRUD regarding a partnership to operate the sewer utility.
- TriCo participated in CarmelFest with a booth and the Zionsville Christmas Parade.

Engineering

- Cross-checked the billing and asset management databases comparing Equivalent Dwelling Unit (EDU) allocation and consumption data, and verified customers connected to sewers are permitted and billed appropriately.
- Completed 389 lateral inspections and 354 I&I inspections in the past 12 months. There were three failed I&I inspections and six failed lateral inspections; all issues have since been corrected.
- Completed 4,196 utility locates in the past 12 months. Received and reviewed 21,343 locate requests. There was no at-fault damage to sewer mains.
- Performed construction inspection in-house on 20 private development, road improvement, and TriCo capital projects.
- Completed plan review and utility coordination in-house on 26 private development projects in addition to multiple Carmel and INDOT road and path projects and Hamilton County drainage projects.
- Completed dedication of sanitary sewers from 3 private development projects.
- Completed three-year warranty inspections on 8 private development and capital projects. Repairs were completed by the construction contractors.

- Continued collecting locate data on all Utility force mains and low pressure mains using new GPS equipment.
- Implemented and updated positive response system for utility locate requests
- Completed the following capital projects; staff performed all construction administration and inspection services.
 - #2202 Lift Station 8 Reconstruction (Laurelwood)
 - #2205 Lift Station 14 Generator and Controls Replacement (Austin Oaks)
 - #2207 Lift Station 26 Parallel Force Main (Jackson's Grant – Spring Mill Road)
 - #2208 Lift Station 16 Replacement/Relocation (Michigan Road/Sycamore)
 - #2301 Lift Station 10 Upgrades
- Completed the Lacoma Estates, Six Points Road, and Commerce Drive Sewer Main Extensions.
- Added 574 sewer laterals to GIS and CarteGraph this year through reviewing of sewer televising videos. Reporting other issues found where evidence of historical repairs could not be located. Since implementation in March of 2022, we have added 8,093 laterals for a total of 18,159.
- Continued entering old inspection data into Cartegraph asset management system. We are approximately 26% complete.
- Completed flow metering in Basin 8 as well as the South College area. Basin 8 flow data showed a 50% I&I reduction, which substantially reduced the scope of improvements needed on the Lift Station 8 reconstruction project. South College flow metering was used by staff in analyzing sewer capacity and potential higher density development in the area pending Carmel's updated comprehensive plan.
- Assisted 10 homeowners with recovering lateral repair costs from cross-bored utilities.
- Aided customers regarding inflated or improper lateral repair scopes of work by televising laterals to verify by staff.

Water Resource Recovery Facility (WRRF)

Effluent Quality

Exceeded all treatment requirements

- Carbonaceous Biochemical Oxygen Demand (CBOD₅): 99% removal
- Total Suspended Solids (TSS): 99% removal
- Ammonia (NH₃-N): 99% removal
- Total Nitrogen (TN): 93% removal
- Phosphorus: 92% removal

Laboratory

- Honored with the IWEA Laboratory Excellence Award for the 19th consecutive year.
- Successfully passed all tests in Discharge Monitoring Report–Quality Assurance (DMR-QA) Study 44.
- Completed four Whole Effluent Toxicity (WET) tests.
- All laboratory staff passed quarterly Quality Assurance/Quality Control (QA/QC) tests.
- Conducted monthly Method Detection Limit studies for TSS, phosphorus, and ammonia.
- Reviewed and updated all Standard Operating Procedures (SOPs).
- Year-to-date testing totals:
 - 4,320 CBOD₅ tests
 - 2,758 TSS tests
 - 2,042 phosphorus and ammonia tests
 - 549 total nitrogen tests
 - 513 E. coli tests
- Staff actively contribute to the IWEA Laboratory, Wastewater Challenge, and Core Conference Committees.

Operations & Maintenance

- Achieved zero violations on our National Pollutant Discharge Elimination System (NPDES) permit. .
- Operated and maintained the WRRF 365 days a year with 24/7 operational monitoring in collaboration with the Collection Department.
- Treated over 1,030,300,000 gallons of wastewater.
- Completed 4,320 preventative maintenance tasks via Cartegraph.
- Received the IWEA Safety Award for the 17th consecutive year.
- Staff actively participate in the IWEA Safety Committee.

Pretreatment Program

- Conducted 501 Fats, Oils, and Grease (FOG) inspections, preventing 441,000 gallons of FOG from entering the collection system.
- Expanded the FOG program by adding 14 new establishments.
- Staff members are active on the IWEA Pretreatment Committee.

Information Technology Advancements

- Performed quarterly IT assessments and remediated identified deficiencies.
- Conducted quarterly evaluations of the Microsoft 365 tenant's security using Microsoft's Secure Score, applying necessary updates.
- Upgraded the FS01 operating system to meet Microsoft End-of-Life standards.
- Installed tools for quarterly external penetration testing and continuous vulnerability scanning.
- Updated the Disaster Recovery & Cybersecurity Plan.
- Implemented the following cybersecurity measures:
 - SIEM log collection for firewall and servers.
 - Keeper Password Manager for enhanced password security.
 - Dark web scanning to monitor new account activity.
 - Penetration testing and vulnerability management, achieving zero alerts from the CISA Vulnerability Scan.
- Developed 14 Cybersecurity Policies and Procedures aligned with CIS 8.0 IG2 standards.
- Refreshed and rebuilt critical servers, optimizing storage through compression and backup adjustments.

Collections System

Customer Assistance

- Responded to 58 customer assistance calls in 2024:
 - Made positive contact with each homeowner and provided follow-ups.
 - Smoke-tested 6 homes/businesses to locate sewer odor sources.
 - Used push cameras on multiple homeowners' laterals to identify the cause of their problem:
 - Saved homeowners tens of thousands in unnecessary repairs.
 - Identified cross-bored laterals and drove corrective repairs with offending utilities.

Preventative Maintenance

- 66 Pumps inspected at Lift Stations and Plant.
- 428,184 feet of sewer inspected:
 - 255,652 feet via CCTV.
 - 172,532 feet via SL-RAT (Sewer Line Rapid Assessment Tool)
 - Televised nine "Three-year warranty projects" for Engineering.

- 49,502 feet of gravity main cleaned and Lower Pressure FM flushed:
 - 26,416 feet of gravity sewer cleaned as identified by CCTV inspection.
 - 23,086 feet of Low-Pressure Force Main cleaned without incident.
- 1,072 Weekly Lift Station inspections performed.
- 8 Manhole benches and flow lines cleaned.
- 102 Manhole chimneys repaired.
- Completed biannual lift station cleanings
- 166 Air Release Valves (ARV) inspected and rebuilt, all requiring permit-confined space entries.
- 1,811 Manholes were inspected in Year 1 cleaning and inspection cycle
- Lift Station mowing performed weekly.
- Annual snow removal at Plant and Lift Stations.
- 33 Flow meter calibrations completed at Lift Stations and Plant.
- Annual seal coating performed at LS #5, # 11, 14, #17, and #25.
- Odor control units serviced at LS #2 and #17.
- Reduced Pressure Zone valves serviced and certified at Lift Stations and Plant.
- Biannual HVAC PMs completed at Lift Stations and Plant.
- 2024 Generator/ATS preventative maintenance:
 - Installed 2 new pad-mounted generators at Lift Stations #8 and #14.
- 2024 A/C units received biannual preventative maintenance.
- Preventative maintenance completed on 6 Godwin/Thompson pumps.
- Preventative maintenance of utility vehicles.
- Monitored Collections, Plant, and emergency locates—On-Call 24/7/365.
- Maintained odor control units at LS #2 and #17:
 - Moved portable scrubber to LS #17 and replaced its motor.
- Lift Station check valves inspected and valves exercised.
- Televising and cleaning project with traffic control on College Avenue.
- Cleaned and maintained Aqua-Swirl stormwater filter at the plant.
- Completed pressure washer preventative maintenance.

Repairs

- Plant repairs included accent light repair and installing shelves in the copy room.
- Pump service truck repaired.
- LS #16 operated with failing pumps until the new station came online.
- Pump #2 at LS #14 rebuilt.
- Aquatech hydraulic boom cylinder replaced in-house.
- RPZ at LS #17 repaired/replaced.
- Bio unit heat exchanger at LS #2 repaired.
- Emergency response at 116th and Spring Mill Road:
 - Pumped off manhole, cleaned overflow, and monitored flows.
- Installed 6 composite manhole frames and lids at Brooks Bend in-house.
- 8 deteriorated manholes and bench walls lined at Brooks Bend.
- LS #3 pump rebuilt.
- HVAC unit repurposed and installed at LS #17.
- New flow meter head unit installed at LS #26.
- Updated WIN911 on SCADA.
- Ordered new impellers for both pumps at LS #14.
- Mix flush valve repaired at LS #21.
- Replaced 3 failed transducers at Lift Stations and 1 at Plant LS.
- Troubleshoot and replaced floats at Plant Scum Station.
- New impellers purchased per inspection for Lift Station #14 and Pump #1 at Lift Station #1
- Repurposed and installed VFD at LS #17, saving thousands.

- Hydro-excavated and located tone wire for Engineering.
- Replaced chain link fence at LS #14 (Northside).
- LS #18 wet well lined due to exposed rebar.

Improvements

- Installed new mixers at LS #17 and #8 to mitigate grease accumulation .
- Switched all suction and discharge standpipes to Bauer fittings at all Lift Stations:
 - All-new Bauer hard suction hoses.
- Fabricated and installed sunshades for the plant control panel and the VFD panels at LS #11, #14, and #16.
- Site restoration completed at 121st and Abney Glen rear easement.
- Cleaned and organized barn.
- Removed dead trees at LS #17.
- Wrap installed on the new CCTV truck.
- Installed new sides on the dump truck.

Special Projects

- Lift Station #8:
 - Panel, pump replacement, and generator installed.
 - Staff assisted with planning, testing, and commissioning.
 - Station bypassed without incident.
- Lift Station #16:
 - Assisted in relocation planning, testing, and commissioning.
 - Force main abandoned and excavated force main stub south of the old LS #16.
- Lift Station #14:
 - New control panel and generator installed.
 - Station bypassed without incident.
- Lift Station #11:
 - New generator and ATS installed.
 - Assisted with multiple shutdowns and troubleshooting.
- Lift Station #10:
 - Planning, testing, and commissioning supported.
 - Responded to after-hours bypass pumping emergency, preventing overflow.
- Construction observation:
 - Dan assisted Engineering by inspecting Flora for a month.
- Built a Plinko board for Carmelfest.
- Assisted in finding sources of cyanide entering the collection system.

New Equipment

- Purchased new CCTV truck:
 - All equipment installed in-house.
 - New rack-mounted computer built in-house.
- Purchased new F550 pump service truck:
 - Outfitted with new tools.
- Omnisite installed at LS #21.
- MiniCAS and 3 plant pumps installed.

Collections Surplus Equipment Sold

- Portable Cummins 210kW generator.
- Thompson pad-mounted pump (LS #8).
- Legacy CCTV truck

Professional Achievements/Training

- Competed in the 2024 Operators Challenge.
- Electrical schematic training for Collections Staff.
- Attended 2024 WETT Show and educational training days.
- Participated in IWEA Conference and specialty sessions.
- Staff attended "Sewer School" hosted by Brown Equipment.
- Jason Lewin led study sessions for Collections & Operators.
- Jason Lewin competed in the WEFTEC Operators Challenge.
- Team completed 100% of the KnowBe4 training campaigns
- Completed 100% of the Ving safety program
- Collections Staff is certified in CPR and Stop The Bleed

Customer Service

- Completed extensive billing process training with Jazmine to be Shelly's backup.
- Filed \$38,208 in liens in Boone and Hamilton counties. Collected \$38,559 in payments from these counties.
- Added 319 customers to billing.
- Issued 341 sewer connection permits and courtesy permits.
- Issued over 200,000 bills for the first time.
- Completed hundreds of customer calls and emails for account servicing including move in, move out requests, final bills, billing adjustments, account reviews, ACH payment requests, address updates, inspection scheduling with very few, if any, customer complaints.
- Worked with Carmel through their billing and meter change out programs to verify all needed reads are received in a timely manner consistent with the required Impresa billing software format.

These accomplishments highlight our dedication to customer service, sustainable operations, regulatory compliance, and leveraging technology to protect resources and ensure high performance.



MEMORANDUM

To: Board of Trustees
From: Scot Watkins
Date: January 8, 2025
Subject: Donohue Task Request No. 16

Task No. 16 encompasses programming and control system support services, including Supervisory Control and Data Acquisition (SCADA), to be provided on an on-call basis. These services may include:

1. Programming and Application Engineering:

- Developing and supporting control system applications.
- Providing engineering services for related applications in the field, Water Resource Recovery Facility (WRRF), lift stations, and/or office environments.

2. Quality Control:

- Conducting internal quality control reviews of the performed support services to ensure accuracy and compliance with relevant standards.

This task ensures timely and effective support for programming and control system needs as they arise.

Recommended Action: Approval of the Continuing Professional Services Agreement in the amount of \$70,000 for Donohue.



MEMORANDUM

To: Board of Trustees

From: Wes Merkle

Date: January 9, 2025

Subject: Capital Project Updates

Updates for ongoing capital and development projects.

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

Crews completed repairs to walking paths and curb ramps. Restoration efforts may continue as weather allows.

#2301 Lift Station 10 (Ashbrook) Upgrades

Staff worked with our systems integrator to fully test control panel functionality and make final adjustments. All four pumps are in and running.

Various Small Sewer Extension Projects

Crews continued installation of low pressure sewer mains at Lacoma Estates (near 96th Street and Spring Mill Road) and Six Points Road, as well as the short gravity main extension at Lift Station 22 (North Augusta) will continue as weather allows.

Union Woodlands

Last month staff and the developer were unable to reach an agreement on oversizing reimbursement using pricing data provided by the developer's construction contractor. Staff and the developer agreed to request pricing from two reputable local contractors. Pricing data they provide will be utilized to determine a fair price for oversizing reimbursement. Staff anticipates presenting recommendations to the Board next month.

Deep/oversized sewers must be installed through Union Woodlands to enable future extension of service beyond Union Woodlands. Oversizing reimbursement is typically provided via interceptor fee credit, where interceptor fees are paid prior to beginning sewer installation. The developer wants to proceed with their work and not be delayed by oversizing reimbursement determination, so the developer paid all interceptor fees due, and TriCo will separately reimburse the developer after an oversizing reimbursement amount is determined and approved by the Board. Sewer installation work is underway.

Staff requested quotes for lift station equipment including pumps, a control panel, and variable frequency drives. Many items have a long lead time. Once equipment is received, it will be

installed by the developer's construction contractor and TriCo will be reimbursed by the developer for equipment costs. Sewer installation should be complete by summer.

Lift Station 3 Pump Replacements

One of two pumps at Lift Station 3 (Northern Heights) failed; it is not repairable and must be replaced. Existing pumps are 14 years old; they were scheduled for replacement in 2031 in the recently approved capital budget. Staff reviewed EDU and flow data to confirm adequate pump sizing, as we normally do prior to purchasing major equipment like pumps, and determined that the pumps need to be upsized to accommodate current and buildout flows. Additionally, staff has observed surcharging in the downstream gravity sewer when the lift station pumps are running.

Staff plans to replace and upsize both pumps early this year. Minor modifications are needed to the control panel to accommodate the new pumps. New pumps will be sized to accommodate current hydraulics as well as potential future downstream modifications. Staff will monitor the surcharging situation in wet weather and determine if future downstream modifications are necessary. Staff will determine pumping equipment needed, request quotes, and install the new pumps once they are received.

#2601 Little Eagle Creek Interceptor Extension

Staff requested updated appraisals for easements needed to construct this project. Appraisals are anticipated shortly. Appraisals will be used to make offers for easement acquisition.

#2604 WRRF Clarifier 4 Scum Collection Upgrade

The recently approved capital budget includes a project to replace Clarifier 4's aging mechanical components and upgrade it to include full-radius scum collection. Upgrades will essentially make Clarifier 4 identical to the other five clarifiers, improve its performance, and reduce maintenance needs.

Part of the drive assembly for Clarifier 4 recently failed. Staff will investigate repair options and costs. It has been in service for 20 years. If costs are substantial, staff may recommend proceeding with the aforementioned project instead, which would also include replacement of the drive assembly.

WRRF Sludge Holding Tank 3 Pump Replacement

This pump recently failed. It has been in service for 20 years. It is not cost effective to repair and should be replaced. Staff will determine pumping equipment needed, request quotes, and install the new pump once it is received.

#2503 RAS and WAS Pump Replacements

This project includes replacing RAS and WAS pumps, variable frequency drives, and controls serving Clarifier 4. This equipment is 20 years old and based on recent service history staff believes these pumps need to be replaced. VFDs and controls will be updated for reliability and consistency with other clarifiers.

Plans were prepared in 2024. Staff will receive quotes for pumps, VFDs and controls. Once new equipment is ordered, staff will receive quotes for installation.