

# **Minutes of the Board of Water Commissioners' Meeting**

## **Monday, January 17, 2011**

Present: Commissioners G. Van De Kreeke, R. Haen, A. Stewart, and J. Trueblood, Superintendent.

The meeting was called to order by G. Van De Kreeke, President, at 3:04 P.M.

### **Minutes of Previous Meeting**

Motion by Commissioner Haen, seconded by Commissioner Van De Kreeke, that the minutes of the December 2010 meeting be approved as presented. Motion carried unanimously.

### **Financial Reports**

Partial financial Reports for December 2010 were reviewed. Commissioner Haen motioned, with a second by Commissioner Van De Kreeke, that the financials be approved as presented. Motion carried unanimously.

### **Superintendent's Report**

#### **Operations' Department Report**

Superintendent reported that December pumpage had increased 3% over 2010. The crew dismantled and removed the old boiler system. The relief operator has been moved into a shift slot left vacant by a former operator. To date, intake icing has not affected plant operations. The Commissioners accepted the Operations Report as presented.

#### **Construction Maintenance Department Report**

Superintendent advised the Board of 5 water main breaks repaired by the crew, ongoing work including the completion of a small room in the valve section of the Taylor Hill reservoir, and other routine winter work. The Commissioners accepted the Operations Report as presented.

### **Old Business**

#### **Old Business Presented By Commissioners**

There was none.

#### **Other Old Business**

Superintendent presented a memo from operations supervisor Jim Carter regarding a proposal supplied by Jerry Mannion of Heartland Controls for the flow sensor to be used at the Taylor Hill reservoir, previously approved by the Board at a cost of \$8,500. Unfortunately the vendor informed us of an error; the price had been for a 12" sensor rather than a 30" sensor. We need the large sensor in order to achieve accurate results. The Utility has dealt with this vendor in the past, and Superintendent felt it was an honest mistake. Commissioner Van De Kreeke motioned, with a second by Commissioner Stewart, to approve the proposal for the 30" sensor at a cost of \$11,200. Motion passed unanimously.

### **New Business**

#### **Business to be presented by Commissioners**

Commissioner Stewart wanted to discuss possible new residential fire protection code by the IRC that would require larger residential water service lines and possibly larger water meters to reduce head loss. These codes have been developed under international building code organizations and have been adopted by some states. Commissioner Stewart felt that Wisconsin would probably adopt this code at some point in the future. Commissioner Haen had also seen information on this possible change and wondered how it would affect building costs in the state. There was also some discussion on possible new code limiting water flow in showers. Commissioner Stewart said he wanted to raise the issue just for some discussion and he will forward information to the Superintendent for review.

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**Other New Business**

Discuss and ask Board approval for purchase of water meters and associated equipment

Superintendent presented information from Badger meter for stock of 400 Orion M25, 10 each of Orion M40, M120, and M170 integrated meter/generators, and other equipment at a total cost of \$63,372.40.

Commissioner Haen made a motion to approve the purchase, seconded by Commissioner Stewart, and the motion carried unanimously.

Discuss and ask Board approval for purchase of letterhead and envelopes

Superintendent presented a low bid by Diamond Business Graphics for 100,000 water bills, 100,000 envelopes, and 4,000 pieces of letterhead at a total cost of \$4,600.80. EP Direct had provided a higher cost bid, and Zip Prints had failed to provide a proposal. Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, to accept the low cost bid. Motion carried unanimously.

Discuss and ask Board approval for replacement of sewage lift pump

Superintendent presented a proposal from Brabazon for an identical replacement sewage pump at \$2,342 to be used in the lower area of the treatment plant. Motion carried unanimously.

Discuss and ask Board approval for purchase of truck caps

Superintendent presented a proposal from Lakeland sports center for 3 truck caps at \$1,189 each for the new trucks ordered from General Motors. Commissioner Van De Kreeke motioned, seconded by Commissioner Stewart, to approve the proposal. Motion carried unanimously.

Discuss and ask Board approval for purchase of replacement computers

Superintendent presented proposals from Hewlett Packard (HP) and Dell for four 2.80 GHz computers with 500 GB hard drive, DVD drive, 8 GB memory. Commissioner Van De Kreeke motioned, seconded by Commissioner Stewart, to approve the low cost proposal from HP at \$1,049 per unit. Motion carried unanimously.

Discuss and ask Board approval for purchase of actuators

Superintendent presented a proposal from Dorner Company for two Auma actuators for use on the #4 high lift pump and #4 filter waste line at a cost of \$6,697 each. Commissioner Stewart asked if other brands had been considered. Superintendent responded that we've had good results with the Auma units and would prefer to have a standard actuator rather than different units. Commissioner Stewart motioned, seconded by Commissioner Haen, to approve the proposal. Motion carried unanimously.

**Correspondence**

There was no correspondence for the Board.

**Approve Vouchers**

Motion by Commissioner Haen, seconded by Commissioner Stewart, that the gross payroll of \$144,939.64 be allowed and ordered paid. Motion passed unanimously.

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**Personnel**

Superintendent informed that Mr. Tom DeSombre had reached his 15 year longevity step and Mr. Jim Leonhardt had reached his 30 year longevity step in accord with the labor agreement. The Commissioners commended both employees on their longevity and made special commendation of Mr. Leonhardt for the achievement of reaching 30 years of service to the community.

**Other Matters**

There were no other matters discussed.

**February Board Meeting**

The next Board Meeting will be on Monday, February 21, 2011, at 4:00 p.m. in the Utility conference room.

There being no further business, the meeting adjourned at 3:35 PM on a motion by Commissioner Haen, seconded by Commissioner Van de Kreeke. Motion carried unanimously.

Minutes taken by:  
Superintendent  
Joe R. Trueblood

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Raymond W. Haen, Secretary