

Minutes of the Board of Water Commissioners' Meeting

Monday, January 18, 2010

The meeting was called to order by President Van De Kreeke at 4:00 P.M. and the Pledge of Allegiance was recited.

Present were President Gerald Van De Kreeke, Commissioner Ray Haen, Commissioner Art Stewart, and Superintendent Joe Trueblood.

Minutes of Previous Meeting

The minutes of the December 21, 2009 meeting were approved on a motion by Commissioner Haen and seconded by Commissioner Stewart. Motion passed unanimously.

Financial Reports

Due to the end of the year Financial Projects, no Financial Reports were available.

Superintendent's Report

Operations Department: Superintendent reported pumpage was up 2.3 percent for December compared with December of the previous year, but was still down compared to 2007. The plant has gone into Winter Operations Mode to deal with icing at the intakes, should it occur. Otherwise, routine work was performed.

Construction-Maintenance Department: Two main breaks occurred in December, one was on South Business Drive, which affected traffic flow while it was being repaired.

Old Business

Business to be presented by Commissioners: President Van De Kreeke questioned the status of the water service at the Insurance Building on Calumet Drive. Superintendent reported they have a new water service, and he is not aware of any issues with freezing with the new service.

Other Old Business

2010 Rate Study and Increase: The Public Service Commission has completed their Cost of Service Study and this was distributed to the Commissioners. The Board had decided on a 4.5 percent Rate of Return. The PSC has used this to determine a revenue figure and put this into a cost of service model set by the state.

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2010 Rate Study and Increase - continued

Superintendent indicated he would like to arrange a teleconference with the accountants in the near future to review the PSC's report. Both he and the Commissioners have a few questions regarding the report.

An RO to the Common Council advising them of the rate increase was prepared and signed by the Commissioners.

Secure Teller's Window: Superintendent reported he had finally received the estimate from the Glass Doctor, but it was higher than Dirkse Glass and was received late. Commissioner Haen had met with Dirkse Glass and explained the proposal of leaving the existing door frame, but changing the glass to a tempered glass and having bullet-proof teller's windows. A motion was made by Commissioner Haen to accept the \$4,640 bid by Dirkse Glass and it was seconded by Commissioner Stewart. Motion passed unanimously.

High Lift Ceiling Project: Commissioner Haen reported he had met with the structural engineer at the Water Utility and they still are not convinced as to the best way to proceed. He indicated that the idea of building a mezzanine is starting to be abandoned and they are looking at encapsulating the plaster that is up there to keep it in place. The problems with the deteriorating plaster goes back to some roof issues, mainly flashing in a roof valley that is leaking. Also, lack of ventilation in the upper ceiling area is contributing to the deterioration. The Utility is looking into using a type of fabric or wire to attach through the plaster to hold it into place. Before anything more can be done, the paint that is flaking in that area needs to be tested for lead content. Commissioner Haen also indicated money will need to be added to the 2011 Budget for a re-roofing project to correct the leaking valley deficiency. He is continuing to work on this with the structural engineer, Superintendent and Operations Supervisor.

Mandatory Arc Flash Study/Remediation: Operations Supervisor obtained a second bid at the Board's request. This bid came in \$1200 higher than the one received from Specht Electric. Commissioner Haen motioned to continue with Specht Electric and it was seconded by Commissioner Stewart. Motion passed unanimously.

Utility Cash Account: Superintendent reported that all Departmental monies within the City are co-mingled into one account. In order to simplify processes, he has approached the Finance Director and the Finance Department with a proposal to obtain a separate account for the Utility. The Finance Director agreed that having a separate account would simplify processes for both parties. President Van De Kreeke motioned to move ahead with obtaining a separate cash account for the Utility. Seconded by Commissioner Stewart and passed unanimously.

Any Other Old Business: President Van De Kreeke reported on an article in the newspaper about Milwaukee's proposal to provide a special discount on water rates as an incentive to bring new industry into the municipality.

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New Business

New Business to be presented by Commissioners: There was none.

Other New Business

Waste Valve Actuator for Filter #5: Superintendent reported the present valve operator is an old hydraulic one. There was \$7,000 in the budget for this purchase. Motion was made by Commissioner Haen to approve the purchase of the Waste Valve Actuator in the amount of \$6,691 from Dorner Company. Motion was seconded by Commissioner Haen. Passed unanimously.

Asbestos Removal: Superintendent indicated he would like to revisit this project because portions need to be completed to continue with the heating upgrades and not completing it will result in the delay of additional work and projects. The Operations Supervisor went back to Advanced Asbestos Removal, Inc. for a proposal on the minimum work that needs to be completed and received a bid of \$2,075.00. Commissioner Haen reported that this company has been doing very good work and are easy to work with. Due to this fact, he made a motion to approve the bid proposal. Seconded by Commissioner Stewart. Motion passed unanimously.

Sludge Control Panel: Superintendent reported this project has been delayed a number of years and the panel has failed several times in the interim. He reported \$20,000 had been budgeted for this project and the current bid is \$10,945.00 from Energenecs. President Van De Kreeke motioned for approval as presented and it was seconded by Commissioner Stewart. Motioned passed unanimously.

Any Correspondence Addressed to the Board

There was none.

Approve Vouchers

Vouchers were approved on a motion by Commissioner Haen and seconded by Commissioner Stewart. Motion passed unanimously.

Personnel

18-Month Longevity Step for Administrative Assistant: Superintendent informed the Board of the 18-month Longevity Step for the Administrative Assistant and recommended approval. President Van De Kreeke motioned to approve the wage step and it was seconded by Commissioner Stewart. Motion passed unanimously.

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Any Other Matters As Authorized By Law

There were none.

February Meeting

The date for the February meeting is February 15, 2010.

Adjourn

There being no further business, the meeting was adjourned at 4:47 P.M. on a motion by President Van De Kreeke, seconded by Commissioner Haen. Motion carried.

Minutes taken by:
Jayne Miller

Raymond W. Haen, Secretary