

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

## **Monday, March 15, 2010**

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 4:04 P.M. All present recited the Pledge of Allegiance.

### **Minutes of Previous Meeting**

Commissioner Haen motioned, seconded by Commissioner Stewart, that the minutes of the February meetings (regular Board meeting and special meeting convened at the rate hearing) be approved as presented. Motion carried unanimously.

### **Financial Reports**

Financial Reports for December 2009 were reviewed. Superintendent advised that the auditors had recommended that the unfunded pension liability principle amount of approximately \$300,000.00 be expensed entirely in 2009. After discussion, the financial reports were approved as presented.

### **Superintendent's Report**

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

Superintendent reported that February pumpage was down by 4% compared to February of 2009. A group from Lakeland College and Riverview Academy recently toured the plant. The Operations Report was accepted as presented.

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

Superintendent advised the Board of ongoing work. One water main break occurred during February. C-M staff were involved in installation of elements of the heating system upgrades in the plant, along with their routine duties. The Construction-Maintenance Department Report was accepted as presented.

### **Old Business**

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

None was presented.

#### **Other Old Business**

##### **Update on 2010 Rate Increase**

Superintendent advised that the rate increase went into effect March 1, 2010. Despite this rate increase, the Utility has among the lowest water rates in the state.

##### **Update on Utility cash account**

Superintendent advised that the separate cash account is now functional, streamlining financial transactions for the Utility.

##### **Update on High Lift Ceiling Project**

Superintendent advised that he and the Operations Supervisor recently met with several local vendors regarding removal of flaking lead paint, stabilization of deteriorated plaster, and elimination of water leakage

affecting the high lift ceiling. Staff determined that water leakage must first be eliminated. One local vendor provided a promising proposal for the project. However, due to its size and nature, the project must be publicly bid per state law on public construction projects. The Board members agreed that Utility staff should work toward developing the appropriate bid documents as soon as possible.

### **New Business**

#### Discuss and ask Board approval to accept proposal from Iseler Demolition

Superintendent presented a proposal from Iseler Demolition of Romeo, MI for the complete removal of the Paine Avenue water tank, excluding the concrete foundation. After remaining out of service for ten years, the tank has no operational value due to its limited volume. Therefore, it has become a standing liability. Over the past few years, Superintendent has tried to solicit interest in selling and moving the tank to other sites such as Lakeland College or the UW-Center, but ultimately these solutions offered no economic advantage to those parties. Superintendent reviewed numerous references on Iseler's demolition work and their insurance certificate. His recommendation is that they are considered the best in the business. Superintendent also advised that, due to the estimated cost of the project, the Utility is not required to conduct public bidding but must place a Class 1 legal notice regarding the project. Superintendent will also require that both the Utility and the City be listed as additional insured under Iseler's coverage and that they confirm adherence to WI Dept. of Commerce safety standards along with OSHA and EPA regs. President Van de Kreeke motioned to accept Iseler's proposal for removal of the tank at a cost of \$13,260.00 pending the placement of the required legal notice. Commissioner Stewart seconded. Motion passed unanimously.

#### Discuss and ask Board approval for execution of Agreement for Public Improvements at Stonebrook Crossing subdivision

Superintendent advised that the specified water main and appurtenances had been properly installed by the developer and he recommended execution of the Agreement as prepared by the City Attorney.

#### Discuss and ask Board approval for roofing work on High Lift Pump station

Superintendent presented information that he and the Operations Supervisor had acquired. To avoid further damage to the high lift plaster ceiling, the exterior roofing and flashing needs replacement, including removal of a roof drain and existing cupolas. Mr. Carter had prepared specifications and submitted them to several local roofing companies. After discussion of the need to insulate the flat roof area, Commissioner Haen made a motion to accept a proposal from Kaltenbrun Brothers Roofing Company for a total cost of \$21,989.00. Commissioner Stewart seconded the motion, which passed unanimously.

#### Discuss and ask Board approval to purchase water meters

Superintendent presented a proposal from Badger meter for fifty (50) M25 Orion module M25 meters at a total cost of \$5,280.00. Commissioner Van de Kreeke motioned, seconded by Commissioner Stewart, to approve the purchase. Motion carried unanimously.

### **Correspondence**

There was no correspondence for the Commissioners this month. Superintendent distributed an article from the March 15, 2010, New York Times, "Saving U.S. Water and Sewer Systems Would be Costly."

### **Approve Vouchers**

Motion by Commissioner Van De Kreeke, seconded by Commissioner Haen, that the general vouchers for February 2010 be allowed and ordered paid. Motion carried unanimously.

**Personnel**

Inform Board of Probation Extension

Superintendent advised that the probation period under the labor agreement is one year. However, the Utility anticipates that a new employee will be on family medical leave for a significant period of time during the typical probation period. Superintendent advised that he has prepared an agreement extending the probation period in this case by six months.

Inform Board of City non-rep pay plan review by the Salaries & Grievance Committee

Superintendent presented a job description questionnaire from Gallup that had been forwarded to himself and City department heads from the City's Human Resources Director, Mr. Rice. The Commissioners reviewed the questionnaire and felt that it would not apply to Utility personnel nor be of value to the Commission at this point in time.

Closed Session

Commissioner Van de Kreeke motioned, per Section 19.85(1)(f) WI Statutes, that the meeting go into closed session for the discussion of performance evaluation data. Seconded by Commissioner Haen and passed unanimously. Board resumed open session at 6:00 P.M. following a motion by Commissioner Van de Kreeke, seconded by Commissioner Haen and passing unanimously.

**Other Matters**

There were no other matters discussed.

April Board Meeting

The Board scheduled Monday, April 19, 2010, at 4:00 P.M. as the date of the next Board meeting in the Utility conference room.

There being no further business, the meeting adjourned at 6:10 PM on a motion by Commissioner Haen, seconded by Commissioner Stewart. Motion carried unanimously.

Minutes taken by:  
Superintendent  
Joe R. Trueblood

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Raymond W. Haen, Secretary