

## **Minutes of the Board of Water Commissioners Meeting Wednesday, April 21, 2010**

The meeting was called to order by President Van De Kreeke at 4:05 p.m. and the Pledge of Allegiance was recited.

Present: President Gerald Van De Kreeke, Superintendent Joe Trueblood, Commissioner Art Stewart.

### **Minutes of Previous Meeting**

A motion was made by Commissioner Stewart to approve the minutes of the March 22, 2010 meeting. Seconded by President Van De Kreeke and passed unanimously.

### **Financial Reports**

Financial reports for January, February and March, 2010 were reviewed and discussed. The Rate of Return through March has increased compared to 2009. After further discussion, the reports were approved.

### **Superintendent's Report**

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

Superintendent reported that March pumpage was up 5.06 percent compared to 2009, but still down 7.10% compared to 2008. Pumpage Year-To-Date is 2.5 percent over last year. The past month has been pretty routine for the Operations Department. A group of Daisy Scouts had a presentation from Supervisor Jim Carter. The Plant has gone off of Winter Operations Mode. Another hot water boiler was put into service in March. This boiler circulates water through the system and is very quiet. Once the entire heating upgrade project is completed, another analysis of heating cost savings will be done.

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

The Construction Maintenance Department fixed one main break in the past month. They have put their focus on hydrants, flushed dead ends, started the valve turning program, in addition to a lot of routine work such as painting, replacing pipe supports, replacing insulation on pipes, and removing old steam lines.

### **Old Business**

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

There was none

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### Other Old Business

Superintendent updated the Board on the removal of the Paine Avenue tower. He reported the contractor performed the operation quickly and professionally.

Superintendent also reported that a representative from Torke Coffee will be coming to the May meeting to discuss the Paine Avenue tower land parcel.

### New Business

#### Business to be presented by Commissioners

There was none.

### Other New Business:

#### 1st Quarter RO

The First Quarter of 2010 RO was approved for submission to the Common Council on a motion by Gerald Van De Kreeke and a second by Art Stewart. Passed unanimously.

#### Audit Report from Baker-Tilly

Superintendent presented the Auditor's Report from Baker-Tilly. He reported they found no major deficiencies and that the auditors were pleased the Utility has changed to a separate cash account.

Commissioner Haen arrived at 4:15 p.m.

#### Printing services.

Superintendent requested several bids for the printing of the 2010 Annual Budget. Those submitting bids included Universal Lithographers, Inc. - \$1,675.00; Zimmerman Printing - \$1,915.00; Midstar Printing - \$1,185.00. All bids were for a total quantity of 19,000. The bids were discussed and a motion was made by President Van De Kreeke to approve the low bid of Midstar Printing for \$1,185.00. Seconded by Commissioner Stewart and passed unanimously.

#### PSC 2009 Annual Report submitted to PSC.

Superintendent reported the Utility's Annual Report has been submitted to the Public Service Commission. Commissioners were also given a copy.

#### Earth Day Display at Maywood

Superintendent reported the Utility was asked to participate in this event at Maywood Environmental Park, which will be held on Saturday, April 24 in honor of Earth Day. The Utility will have two table top displays with water related displays, such as filters, etc.

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### Transfer Bond Reserve Monies into CDAR Account.

Superintendent explained that now that the Utility has a separate cash account, management needs to be more active to ensure the security of the funds and a rate of return.

He explained the Utility needs to maintain approximately \$700,000 for the requirement of the bond reserve. He explained the Utility's desire to invest the reserve money to earn interest and to also have it secure under the FDIC. He presented the CDAR plan which will invest the money and spread it to other banks gaining the full FDIC limit at each bank.

President Van De Kreeke suggested investing the monies and having staggered maturities to cover short term cash flow responsibilities. He explained this idea is safe and we are getting interest on the deposit. He agreed the bond reserve money could be put into something with a longer term until maturity because the Utility cannot touch that money.

Superintendent reported that in the past, the Utility had invested in the State Investment Pool, but he did not think its security was FDIC.

Superintendent indicated he will check with the State Investment Pool as to what the present rates are, and also call Associated Bank to check their comparative rates.

### Any Other Correspondence Addressed to the Board.

Superintendent presented a letter that was addressed to the mayor from a Utility customer at 923 Indiana Ave. and a response from City Attorney Stephen McLean regarding a customer disconnect.

President Van De Kreeke requested that the Superintendent respond to the citizen's complaint.

### Approve Vouchers.

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

### Personnel

There were no Personnel issues to discuss.

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### **Any Other Matters Authorized By Law**

Superintendent presented a listing of accounts which had gone into bankruptcy and a request to write off these accounts. President Van De Kreeke motioned for approval and it was seconded by Commissioner Haen. Motion passed unanimously.

### **Schedule date for May Meeting.**

The date for the next regular monthly meeting will be held Monday, May 24.

### **Adjourn**

There being no further business, a motion was made by Commissioner Haen at 4:47 p.m. and seconded by Commissioner Stewart to adjourn. Motion passed unanimously.

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Raymond W. Haen, Secretary

Minutes taken by:  
Jayne Miller  
Administrative Assistant