

Minutes of the Board of Water Commissioners' Meeting

Wednesday, April 24, 2013

Present: Commissioners G. Van De Kreeke, R. Haen, M. Heinz, and J. Trueblood, Superintendent. Mr. Bill Swearingen, utility foreman, joined the meeting at 4:20 P.M.

The meeting was called to order by G. Van De Kreeke, President, at 4:03 P.M. All present recited the Pledge of Allegiance.

Minutes of Previous Meeting

Motion by Commissioner Haen, seconded by Commissioner Heinz, that the minutes of the March 25, 2013 meeting be approved as presented. Motion carried unanimously.

Financial Reports

The report of billing for March and others reports for January were reviewed; Commissioner Haen made a motion, seconded by Commissioner Heinz, to approve the financial reports as presented. Motion passed unanimously.

Superintendent's Report

Operations' Department Report

Superintendent reported that March pumpage was up 2.7% from last year. Operations staff had worked through one minor intake icing event. In addition, staff had utilized the spectrophotometer to make color measurements, discussed security upgrades, evaluated options for SCADA communications via cellular systems, and responded to high lift #3 motor failure. Other work proceeded on the wash pump, wash tank, UV feasibility, and dechlorination projects. The Commissioners accepted the report as presented.

Construction Maintenance Department Report

Superintendent reported the crew had repaired five water main breaks in March, along with other work including maintenance of fire hydrants, checking inventory, and vehicle maintenance. The crew implemented various cross connection control improvements noted by HydroDesigns during their work. Survey and staking on the South Business Drive project was also completed. The Commissioners accepted the report as presented.

Old Business

Old Business Presented By Commissioners

None

Other Old Business

Update Board on \$3M Revenue Bond Issuance

Superintendent presented the bids results as tabulated by WI Public Finance Professionals. Morgan Stanley & Co. LLC; Hutchinson, Shockey, Erley & Co.; and Robert W. Baird Co provided bids at true interest rates of 2.925507, 3.053492, and 3.071002 respectively. The winning bid was thus with Morgan Stanley & Co.

Discuss and ask Board approval to begin water main design at Indiana Ave and S. Taylor Dr corridor

Superintendent reminded Board members that they had previously reviewed two proposals for the design work from Donohue & Associates and AECOM, with the latter being lower cost. Although some uncertainties remain on future development of the property north and west of the Indiana-Taylor intersection, Superintendent feels it would be prudent to complete the design work and have the project ready for bids. In addition, the same design work would partially address the aging water main that now serves the UW Center and Lutheran school areas. Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen,

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to approve the proposal from AECOM at a total \$32,100; 33% (based on footage totals) of this is to be reimbursed by the City when the new lands are developed. Motion passed unanimously.

New Business

Business to be presented by Commissioners

Commissioner Haen provided some information about upcoming plans at the Quarry Park and whether the Utility might be involved in distributing information. Superintendent had not received any contact on this.

Other New Business

Discuss and ask Board approval of R.O. submitting 2012 fourth quarter report to Council

Superintendent presented the fourth quarter report. Commissioner Haen made a motion, seconded by Commissioner Heinz, to submit the R.O. Motion passed unanimously.

Discuss and ask Board approval of R.O. submitting 2012 audit reports and financial statements to Council

Superintendent presented the 2012 audit reports and financial statements prepared by Baker Tilly. After discussion, Commissioner Haen made a motion, seconded by Commissioner Heinz, to submit the R.O. Motion passed unanimously.

Discuss and ask Board approval to purchase water meters

Superintendent presented a proposal from Badger Meter for 10 (1"), 10 (1 1/2") and 10 (2") water meters with Orion integral at a total cost of \$3,550. Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, to accept the proposal. Motion passed unanimously.

Distribute and discuss 2012 PSC report

Superintendent distributed the 2012 PSC annual report for discussion. This has already been filed with the State.

Correspondence

None.

Approve Vouchers

Motion by Commissioner Van De Kreeke, seconded by Commissioner Haen, that gross payroll for March and general vouchers for March of \$305,866.50 be allowed and approved. Motion passed unanimously.

Personnel

Discussion on Operations Supervisor position

Superintendent presented Mr. Swearingen, who is currently a foreman in the operations department and has been with the Utility since 2002. The operations supervisor position has been held vacant, with Superintendent serving as in interim supervisor, since Mr. Carter's retirement in December of 2011. Superintendent asked Mr. Swearingen to describe his background, which he did, including a summary of his education and work experiences, both at the Utility and elsewhere. Mr. Swearingen had completed his Bachelor of Science degree while working at the Utility: this was in addition to training at the Univ. of Alaska Southeast, and the Community College of the Air Force. The Commissioners asked a few details about Mr. Swearingen's background, including work on personnel issues. Superintendent added that he had been sending Mr. Swearingen to supervisory training sessions through CVMIC over the last year: these courses help develop a foundation in employment law and practices in the workplace.

Mr. Swearingen expressed that he had gained a lot of significant experience working with Mr. Marshman over the past year and a half as a foreman, and related a number of projects that he had worked on.

After Mr. Swearingen left the meeting, Superintendent made a recommendation that Mr. Swearingen be appointed to the position of operations supervisor at the Utility. Commissioner Van De Kreeke made a motion, seconded by Commissioner Heinz, accepting the recommendation. Motion passed unanimously.

Other Matters

None.

May Board Meeting

The May meeting will take place on May 20, 2013 at 4:00 P.M.

With no further business, the meeting adjourned at 5:23 PM on a motion by Commissioner Haen, seconded by Commissioner Heinz. Motion carried unanimously.

Minutes taken by:
Superintendent
Joe R. Trueblood

Raymond W. Haen, Secretary