

Minutes of the Board of Water Commissioners' Meeting

Monday, June 24, 2013

Present: Commissioners G. Van De Kreeke, R. Haen, M. Heinz, and J. Trueblood, Superintendent.

The meeting was called to order by G. Van De Kreeke, President, at 3:32 P.M. All present recited the Pledge of Allegiance.

Minutes of Previous Meeting

Motion by Commissioner Heinz, seconded by Commissioner Van De Kreeke, that the minutes of the May 20, 2013 meeting be approved as presented. Motion carried unanimously.

Financial Reports

The reports for May were reviewed; Commissioner Heinz made a motion, seconded by Commissioner Haen, to write off water bills due to bankruptcy in the total amount of \$317.61. Motion passed unanimously. Commissioner Haen then made a motion to accept the financial reports, seconded by Commissioner Heinz. Motion passed unanimously.

Superintendent's Report

Operations' Department Report

Superintendent reported that May pumpage was up 2.4% from last year. Superintendent then reviewed the summary of operations work for the month. The Commissioners accepted the report as presented.

Construction Maintenance Department Report

Superintendent reported the crew had lowered and/or relocated water main at locations along Eisner Avenue, completed work on the office remodeling project, conducted dead end hydrant flushing, and completed other seasonal maintenance duties. The Commissioners accepted the report as presented.

Old Business

Old Business Presented By Commissioners

Commissioner Haen presented an email from the Lost Creek Condo association regarding completion of various grading and seeding on the Broadway Avenue water main project, including planting of 2 or 3 trees. Superintendent will look into status.

Other Old Business

Update Board on wash tank construction schedule

Superintendent presented an updated schedule from DN Tanks showing site work to begin during the week of June 24 and other work progressing steadily throughout the summer months. Completion of final masonry is estimated at October 21, 2013.

Review results of UV feasibility study

Superintendent presented the commissioners with copies of the final study report from CDM Smith for review. The report will be discussed in detail at an upcoming Board meeting.

Inform Board of Focus on Energy rebate for lighting project

Superintendent informed the Board that the Utility had received a check for \$10,000 from Focus on Energy as a rebate for the recent lighting upgrade project in the office/garage.

New Business

Business to be presented by Commissioners

There was none.

Other New Business

Discuss regulatory issues involved in master metering of mobile home parks

Superintendent presented communications from the WI Public Service Commission. In the past, the Utility has placed arrearages as liens against the entire mobile home park parcel; however, this does not conform with WI Statute 66.0809(3) which requires them to be placed as liens on the mobile home unit itself, if the arrearage is for utility service furnished and metered directly to a mobile home unit.

Review of this issue then lead to consideration of individual metering in mobile home parks. Under WI PSC Code 185.53(1), utilities are required to master meter mobile home parks if the water main systems within the parks are privately owned: this is the case for the two mobile home parks in Sheboygan, but the Utility has been metering and billing each home separately.

PSC staff pointed out that the Utility could assume ownership of the private water main facilities, and then its practice of individual metering would conform with code. The Commissioners discussed various issues involved in assuming ownership of private water facilities: first of all, the streets within the parks are not public right of ways. Other issues discussed included details about construction of the private mains and ongoing maintenance costs.

Superintendent pointed out that one of the parks has 164 individual meters and the other has 306. Conducting all of the necessary meter reading and maintenance, billing and collecting, and other customer service is a significant effort and investment. Basically, if the Utility does not assume ownership of the private mains, then code requires the Utility to install a master meter in each park and utilize that for billing of the park owner.

There was further discussion on the value of meters and the investment in a master meter vault. There was also discussion on the need for park owners to have time to make plans for any change in water billing practices.

Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, to move the Utility toward compliance with state code by installing a master meter for each mobile home park and elimination of the individual metering practice in the near future. Motion passed unanimously.

Discuss and ask Board approval of proposal from Dynamic Inc for upgrading the Utility's website

Superintendent presented information prepared by Ms. Baumann regarding progress in digital customer service platforms over the past six months. Customers are now using an online tool to schedule meter change-out appointments: this directly reduces phone calls coming in to the office. More customers are using PSN's online system to pay water bills, as well. A significant amount of customers are accessing the website using portable devices, too. However, the Utility's website, which is the main portal, was designed several years ago and is very basic: it does not adjust to smartphones and can be difficult to navigate. Superintendent suggested that rebate monies from Focus on Energy could be invested in website development to further our digital platforms. Commissioner Haen made a motion, seconded by Commissioner Heinz, to accept the proposal from Dynamic to develop a new Utility website, not to exceed \$8,437.50. Motion passed unanimously.

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Discuss switch to PSN's in-office system for taking credit card payments

Superintendent informed the Board that the Utility office is now able to take credit card payments at the front counter. Convenience fees are passed on directly to each customer, and those fee monies go directly to PSN. So far, about one customer per day is utilizing the new service.

Discuss and ask Board approval to purchase replacement sodium hypochlorite tank

Superintendent presented a quotation from Plas-Tanks for replacement of the original day tank installed in 2000. The nominal capacity is 720 gallons. The new tank is the same material. Commissioner Haen made a motion, seconded by Commissioner Heinz, to approve the purchase at \$8,170.00. Motion passed unanimously.

Discuss and ask Board approval for security upgrades in the water treatment plant

Superintendent reviewed a proposal from JSM Secure for replacement of a video camera, keyboard and control kit, and DVR at a total cost of \$5,541.59. Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, to approve the purchase. Motion passed unanimously.

Discuss and ask Board approval for purchase of replacement sodium hypochlorite peristaltic metering pumps

Superintendent reviewed a proposal from Hawkins Water Treatment Group for two Blue White M-Series metering pumps at a total cost of \$7,810 including freight. These will replace Watson Marlowe pumps currently in use. Commissioner Haen made a motion, seconded by Commissioner Heinz, to approve the purchase. Motion passed unanimously.

Discuss and ask Board approval for purchase of water meters

Superintendent presented a proposal for 150 RCDL 5/8" M25 with Orion, 110 RCDL 3/4" M25 with Orion, 300 registration for RCDL 5/8" M25 with Orion, 15 M120 1 1/2" with Orion, 15 M170 2" with Orion, 2 1" M70 with Orion, and 1 1"M40 with Orion water meters at a total cost of \$75,903.00. Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, to approve the purchase. Motion carried unanimously.

Discuss and ask Board approval for asphalt paving at Georgia Avenue pump station

Superintendent presented a proposal for 3 1/2" of hot mix asphalt to be compacted and applied at the Georgia Avenue pump station, for a total of 5,055 SF at a total cost of \$9,500. Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, to accept the proposal. Motion passed unanimously.

Discuss and ask Board approval to purchase valves, hydrants, and appurtenances

Superintendent presented proposals for various materials. Commissioner Van De Kreeke made a motion, seconded by Commissioner Heinz, to accept the low cost proposal from Ferguson WW for \$12,611.50 and \$2,136 for corporations and various water service materials. Motion passed unanimously.

Correspondence

None.

Approve Vouchers

Motion by Commissioner Van De Kreeke, seconded by Commissioner Haen, that gross payroll for May of \$141,003.74 and general vouchers for May of \$273,981.83 be allowed and approved. Motion passed unanimously.

Personnel

Update on vacancy in the operations department

Superintendent advised that a water treatment operator position remains unfilled.

Other Matters

None.

Next Board Meeting

The next meeting will take place on July 22, 2013 at 4:00 P.M.

With no further business, the meeting adjourned at 4:34 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