

Minutes of the Board of Water Commissioners' Meeting

Tuesday, August 19, 2014

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 4:01 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 July 21, 2014 meeting be approved as presented. Motion passed unanimously.

Financial Reports

The financial reports for July were reviewed. Superintendent noted that a large payment to the City for the PILOT had gone out. Commissioner Heinz made a motion, seconded by Commissioner Haen, to accept the financials as presented. Motion passed unanimously.

Superintendent's Report

Operations' Department Report

Superintendent reported that July pumpage decreased 4.5% 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 reviewed recent maintenance work completed by the crew. The crew continued working on street repairs due to numerous water main breaks during the winter and abandoned water main on S. 7th Street between Kentucky and Alabama Ave. The Commissioners accepted the report as presented.

Old Business

Old Business Presented By Commissioners

None.

Other Old Business

Update on Erie Avenue tank letters

Superintendent reported that the contractor has now provided a new letter design using welded aluminum and provided a 10" sample, which appears very suitable. The engineering firm has approved the design, which now conforms to the original specifications except that the Utility allowed a change from stainless steel to aluminum. Due to the tank vendor's busy summer construction schedule, the final installation of the letters is not yet determined. However, the Utility has taken the opportunity to make other repairs at the tank, including covering exposed caulk with aluminum flashing.

Update Board on Safe Drinking Water loan for UV project

Superintendent reported that WDNR has announced the principle forgiveness will likely be \$500,000 on our project.

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Update Board on wash tank project

The engineering firm of Donohue & Associates has stated the tank is now in compliance with specifications. A very minor damp spot remains in one very small location near the base of the tank. The contractor will be required to insulate this area to prevent any possibility of freeze/thaw pressures. Superintendent has received many positive comments on the appearance of the tank and expects final site restoration very soon.

Update Board on high lift ceiling project

Superintendent reported that work has been completed except for final cleanup.

Update on PSC determination regarding master meters in mobile home parks

After Utility staff determined preliminary costs for installing master meters in safe underground pits, Superintendent contacted Mr. David Prochaska at WI PSC to request a final determination if the Utility must require the change or not, due to the exorbitant costs. PSC offered three possible outcomes: 1) Maintain status quo if acceptable to both parties. 2) Require park owners to upgrade infrastructure to required standards so that the Utility could then take ownership. 3) Install master meters, and the Utility would assume all costs associated with the master meter installation. Because the mobile home parks existed prior to 1997, the PSC stated the options should be considered in that order of preference. Commissioner Van De Kreeke made a motion, seconded by Commissioner Heinz, to pursue the first option with the mobile home parks. Motion passed unanimously.

New Business

Business to be presented by Commissioners

Commissioner Van De Kreeke mentioned contact from a local church inquiring about a call to them about their water service. Superintendent felt this probably involved a cross connection issue with Hydrodesigns.

Other New Business

Discuss and ask Board approval for purchase of collection manager payment agreement tracking module

Superintendent provided information on this additional module for Clarity, which allows automated tracking of deferred payment agreements. As the Utility has moved to more uniform agreements and more consistent payment policies, deferred payment agreements have increased and become harder to track. The module addresses that problem. Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, to approve the purchase at \$4,200 with a \$600 annual service fee. Motion passed unanimously.

Discuss and ask Board approval to accept bids on Weeden Creek Road water main extension

Superintendent informed that bids are due on August 26 in this joint project with City DPW. An engineer's estimate was reviewed. Due to the fast-track nature of the project, Superintendent requested approval of the low qualified bid. Commissioner Haen made a motion, seconded by Commissioner Van De Kreeke, to accept the bid for the water-related work if the project is accepted overall by the City. Motion passed unanimously.

Discuss new PSC rules or Info

None.

Correspondence

Superintendent informed the Board of Mr. Klawonn's resignation letter.

Approve Vouchers

Motion by Commissioner Van de Kreeke, seconded by Commissioner Haen, that gross payroll for July of \$139,633.55 and general vouchers of \$964,105.71 be allowed and approved. Motion passed unanimously.

Personnel

Update on utility support specialist position

Superintendent informed Board members that the Utility received approximately 200 applications for the position, but many did not have the minimum educational requirement of a two year associates degree in accounting or related field. Initial screening interviews have begun with the most qualified candidates.

Update on engineer position

Superintendent informed Board members that Mr. Damian Nevers will begin work on September 2, 2014.

Inform Board of Mr. Klawonn's resignation and plans involving relief operator positions

Superintendent informed the Board that Mr. Klawonn's last day of employment will be on August 22, 2014. The Commissioners thanked Mr. Klawonn for his years of service at the Utility and wished him well in the future.

Superintendent then reviewed plans for changing the relief operator job title to the more descriptive operations and maintenance technician title. In addition, superintendent review the laboratory technician job description and the intent to include relief duty more formally in that position as well. Commissioner Van De Kreeke made a motion, seconded by Commissioner Heinz, authorizing superintendent to proceed with filling the vacancy due to Mr. Klawonn's departure.

Other Matters

Next Board Meeting

The next meeting is tentatively scheduled for September 15 pending confirmation from Commissioner Heinz.

With no further business, the meeting adjourned at 5:13 PM on a motion by Commissioner Van De Kreeke, seconded by Commissioner Heinz. Motion carried unanimously.

Minutes taken by:
Superintendent
Joe R. Trueblood

Raymond W. Haen, Secretary