

Minutes of the Board of Water Commissioners' Meeting

Monday, November 29, 2010

Present: Commissioners G. Van De Kreeke, R. Haen, A. Stewart, and J. Trueblood, Superintendent.

Guest: Alex Gibson, Civic Systems

The meeting was called to order by G. Van De Kreeke, President, at 4:01 P.M.

Minutes of Previous Meeting

Motion by Commissioner Haen, seconded by Commissioner Stewart, that the minutes of the October 2010 meeting be approved as presented. Motion carried unanimously.

Financial Reports

Financial Reports for October 2010 were reviewed. Commissioner Haen motioned, with a second by Commissioner Stewart, that the financials be approved as presented. Motion carried unanimously.

Superintendent's Report

Operations' Department Report

Superintendent reported that October pumpage had increased 15% over 2009, but he did not expect this trend to continue. The Operations Report was accepted as presented.

Construction Maintenance Department Report

Superintendent advised the Board of ongoing work including the installation of a new valve at the base of the Taylor Hill reservoir. This project was accomplished by a dive team entering the tank and installing a cap, allowing the Utility's crew to then dismantle piping on the inlet pipe. Superintendent again commended the crew for accomplishing this difficult project in tight quarters and with time constraints. They performed efficiently and safely, adapting to circumstances along the way. During the installation, the distribution system functioned without the benefit of the Taylor Hill reservoir, and this was made feasible by the availability of the Erie Avenue reservoirs. The operations department, as well, performed admirably in adjusting plant operations to the unusual conditions. With a functional valve in place, the Utility will be in a much better position to react to distribution problems and to perform maintenance on the reservoir. Again, the superintendent wanted to thank all of the crew members for their good work on this difficult project. Other routine maintenance was performed in preparation of cold weather. The crew also performed various work associated with installation of the heating upgrades and initiated removal of the old boiler system. The construction maintenance report was approved as presented.

Old Business

Old Business Presented By Commissioners

Superintendent presented some minor changes to the billing format as requested by the Board last month. There was some discussion about further clarification to the historical usage section of the bill. Superintendent stated he would look into some modifications of that for better clarity.

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Other Old Business

There was none.

New Business

Business to be presented by Commissioners

There was none.

Other New Business

Discuss and ask Board approval for 2011 American Water Works Association membership renewal

Superintendent presented information on the renewal for the membership in the national professional water association. The Utility reaps many benefits from this association. Motion by Commissioner Van de Kreeke, seconded by Commissioner Stewart, to accept the renewal at a cost of \$3,261.00. Motion carried unanimously.

Discuss and ask Board approval for purchase of demo plasma arc cutting system

Superintendent presented four quotes for a Powermax 1250 plasma system. Commissioner Van de Kreeke made a motion, seconded by Commissioner Stewart, to purchase the low cost unit at \$2,458.70 from Air Gas. Motion carried unanimously.

Discuss and ask Board approval for various water fittings

Superintendent presented a proposal from Davies Water for various small fittings and tapping saddles for a total cost of \$2,598.00. Commissioner Haen motioned, seconded by Commissioner Stewart, to approve the purchase. Motion carried unanimously.

Discuss and ask Board approval on 2011 water treatment chemical bids

Superintendent presented the results of bidding organized by the operations supervisor. The low bid for alum was from General Chemical for \$458.35 per dry ton. The low bid for fluoride was \$3,078.27 per ton. The low bid for sodium hypochlorite was \$0.688 per gallon. These prices compared with last year's of \$448.35 per ton, \$3,239.13 per ton, and \$0.63 per gallon. So alum increased by 2.2%, fluoride increased by 5%, and sodium hypo increased by 8.4%. Commissioner Van de Kreeke motioned, seconded by Commissioner Haen, to approve the low bids. Motion carried unanimously.

Discuss and ask Board approval to write off water bills due to bankruptcy

Accounts manager had prepared a list of water bills for customers who had declared bankruptcy. Commissioner Haen motioned, seconded by Commissioner Van de Kreeke, to write off the bills for a total amount of \$1,642.69, as no other means is available for collection. Motion passed unanimously.

Discuss and ask Board approval to purchase Clarity financial software package in January 2011

Mr. Alex Gibson of Civic Systems made a short presentation on the proposed upgrade to Clarity. Alex and his company had been involved with the Utility's original implementation of the Caselle software package in 2002. Clarity extends many of the features of Caselle but utilizes sql databases instead of Access; this element is critical because the Utility has exceeded the capacity of Caselle, and the accounts manager is now forced to compress the database weekly. Clarity also provides a means for customers to access their accounts on-line. Superintendent emphasized the long lifetime of Caselle, but that it is necessary to keep up with software developments; otherwise it is more costly to catch up. There was some discussion about the pricing of competing software. Commissioner Van de Kreeke motioned, seconded by Commissioner Stewart, to

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accept Civic's proposal and to purchase the package no earlier than January 2011, for a total investment of \$51,200.00 including process redesign, training, and conversion. Motion carried unanimously.

Discuss and ask Board approval for 2011 Utility financial audit

Superintendent presented a proposal from Mr. John Knepel of Baker Tilly for the 2011 audit for a total cost of \$6,950.00; the same cost as 2010. Commissioner Van de Kreeke motioned, seconded by Commissioner Haen, to accept the proposal. Motion carried unanimously.

Discuss and ask Board approval for purchase of trucks

Superintendent presented a proposal from Sheboygan Chevrolet for the purchase of three 2011 2WD Silverado trucks at a discounted price of \$18,298.20 per. In addition, there would be a trade-in allowance of \$1,000.00 for a 1995 Chevy Lumina and \$5,000 for a 2003 Chevy C1500. So the total cost would be \$48,894.60, including all fleet discounts. Commissioner Stewart asked if other makes or smaller vehicles had been considered. Superintendent responded that GMC had been considered in the past, but the local dealer had closed. Because the Utility does much of its own fleet maintenance, a standardized fleet is much more efficient to manage. Commissioner Van de Kreeke motioned, seconded by Commissioner Haen, to accept the proposal from the local dealer. Motion carried unanimously.

Correspondence

There was no correspondence.

Approve Vouchers

Motion by Commissioner Van de Kreeke, seconded by Commissioner Haen, that the general vouchers for October 2010 of \$181,883.31 be allowed and ordered paid. Motion passed unanimously. Gross payroll of \$194,527.94 was also allowed and ordered paid.

Personnel

Update Board on vacant positions

Superintendent advised that many applications had been received for the engineer technician position. A candidate has now accepted an offer for employment and will be starting in the position on December 8, 2010.

Discuss non-rep pay plan

Superintendent presented the pay plan currently in effect. After discussion there was a motion by Commissioner Haen, seconded by Commissioner Van de Kreeke, to allow superintendent an allotment of \$6,000 to distribute according to merits. Superintendent's salary would remain fixed until a 15 year longevity step in July. Motion carried unanimously.

Closed Session

Pursuant to section 19.85(1)(f) of WI Statutes, there was a motion by Commissioner Van de Kreeke, seconded by Commissioner Stewart, to go into closed session for the discussion of performance evaluation data.

Commissioner Van de Kreeke motioned, seconded by Commissioner Stewart, for the meeting to return to open session at 6:40 P.M.

Other Matters

There were no other matters discussed.

December Board Meeting

The next Board Meeting will be on Monday, December 20, 2010, at 4:00 p.m. in the Utility conference room.

There being no further business, the meeting adjourned at 6:50 PM on a motion by Commissioner Haen, seconded by Commissioner Van de Kreeke. Motion carried unanimously.

Minutes taken by:
Superintendent
Joe R. Trueblood

Raymond W. Haen, Secretary