

Minutes of the Board of Water Commissioners' Meeting

Monday, December 16, 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 4:03P.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 November 11, 2013 meeting be approved as presented. Motion passed unanimously.

Financial Reports

The reports for November were reviewed. Overall decrease in sales to Kohler and Sheboygan falls was noted. Commissioner Van De Kreeke made a motion to accept the financial reports, seconded by Commissioner Haen. Motion passed unanimously.

Superintendent's Report

Operations' Department Report

Superintendent reported that November pumpage remained flat from last year. Superintendent then reviewed the summary of operations work for the month: highlights included cleaning of the south sedimentation basin and completion of the membrane roof over the 1939 clear well. The Commissioners accepted the report as presented.

Construction Maintenance Department Report

Superintendent reviewed recent maintenance work completed by the crew including concrete restoration, dead end hydrant flushing, hydrant maintenance, construction of an elevated walkway on the 1939 clear well, and other routine work. Two main breaks occurred. The Commissioners accepted the report as presented.

Old Business

Old Business Presented By Commissioners

None

Other Old Business

Update Board on PSC approval of wash tank project and construction timeline

Superintendent advised Board that the substantial completion date for the wash water tank project has been extended to May 30, 2014; this is primarily to allow time for the contractor to complete remaining work in warmer weather conditions. Superintendent also reviewed the issue of PSC approval of the wash tank project. In July 2012, PSC code requirements changed on replacement construction projects. Whereas previously the wash water tank replacement would not have required PSC approval, under the changed code it did require approval. By way of a reprimand letter, the PSC informed Superintendent that it would allow the Utility to recoup costs in its current rate case, but the code requirement must be followed in the future. Superintendent reviewed some of the history and communications involving the code requirement, and steps to ensure adherence going forward.

Update Board on response to envelope stuffing option

Superintendent received an email from the Town of Sheboygan Utility staff stating they would remain with their current postcard billing platform and would not request stuffing services which the Utility had offered to provide.

New Business

Business to be presented by Commissioners

None.

Other New Business

Discuss and ask Board approval for 2014 chemical bids on alum, fluoride, and sodium hypochlorite

Superintendent presented a tabulation of bids on a yearly supply of water treatment chemicals. The low bid for alum was \$473.75 per dry ton by General Chemical; for fluoride was \$2,644.00 per dry ton by Solvay Fluorides; and for sodium hypochlorite was \$0.747 per gallon by Rowell Chemical. Superintendent advised that the Utility had problems with Solvay Fluorides in the past but staff was willing to give them another opportunity. Commissioner Haen made a motion, seconded by Commissioner Heinz, to accept the low cost bid in each category. Motion passed unanimously.

Discuss submittal document to PSC for UV disinfection project

Superintendent presented a document intended as the construction approval submittal to PSC for the UV disinfection project, anticipated for construction in 2015. Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, to submit the document as per requirements. Motion passed unanimously.

Review and ask Board approval of ITA and PERF submittal to WDNR

Superintendent reviewed the two submittals to WDNR for a Safe Drinking Water Loan application for the UV disinfection project. CDM Smith had provided an additional cost estimate for the UPS and backup generator on the project, resulting in an updated total construction of \$5.1M. The Board had earlier reported on the submittals to Council. Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, authorizing the submittal. Motion passed unanimously.

Inform Board of completion of preliminary audit work

Superintendent reported that Baker Tilly had recently completed their preliminary field work for the 2013 audit. No issues were noted.

Correspondence

None.

Approve Vouchers

Motion by Commissioner Haen, seconded by Commissioner Heinz, that gross payroll for November of \$134,699.98 and general vouchers for November of \$334,355.38 be allowed and approved. Motion passed unanimously.

Personnel

Review employee evaluation process and midwest cpi

Superintendent reported that written performance evaluations were underway and should soon be completed. Overall, staff is performing at a high level. Superintendent reported that the latest figure available shows the YTD midwest cpi as about 1.4%, but the figure is scheduled for update on 12/17/2013.

Superintendent also reviewed the current organization chart and noted that staffing is at 30 employees, which is an all-time low. Due to improvements in meter-reading and other efficiencies, superintendent anticipates reducing that number by one in the not-distant future. Superintendent also reviewed various ideas involving

the structures of the fiscal department and meter shop, and also involving succession planning in other positions where retirements are anticipated.

Other Matters

Next Board Meeting

The next meeting is scheduled for January 20, 2014.

With no further business, the meeting adjourned at 5:15 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