

# **Minutes of the Board of Water Commissioners' Meeting**

## **Monday, December 20, 2010**

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

Guests: Larry Krause, Larry Teunissen, Donohue & Associates

The meeting was called to order by G. Van De Kreeke, President, at 4:03 P.M.

### **Minutes of Previous Meeting**

Motion by Commissioner Van De Kreeke, seconded by Commissioner Stewart, that the minutes of the November 2010 meeting be approved as presented. Motion carried unanimously.

### **Financial Reports**

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

### **Superintendent's Report**

#### **Operations' Department Report**

Superintendent reported that November pumpage had increased 6% over 2009 due to improvement in the industrial usage. Tour groups from UW Sheboygan had visited the Plant. The Operations Report was accepted as presented.

#### **Construction Maintenance Department Report**

Superintendent advised the Board of ongoing work including the completion of a small room in the valve section of the Taylor Hill reservoir, removal of the old plant boiler, yearly inventory check with the auditors, winter fire hydrant inspections, and other routine work. The construction maintenance report was accepted as presented.

### **Old Business**

#### **Old Business Presented By Commissioners**

There was none.

#### **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 purchase of copier system**

Superintendent presented information from Ross Imaging for a new Toshiba copier/printer to replace the existing unit purchased in 2004. Ross's pricing for the Toshiba e-Studio 355 system was at \$3,878.00; additional items included a fax board @\$490.00, a hanging finisher @\$690.00, and a work tray @\$25.00. Commissioner Haen motioned to accept the proposal at a total cost of \$5,083.00 including a trade-in of the existing unit. Commissioner Stewart seconded, and the motion carried unanimously.

Discuss and ask Board approval for proposal by Donohue & Associates for washwater system design services

Larry Krause and Larry Teunissen of Donohue discussed their proposal for evaluating washwater system options for the Utility. Superintendent stated his goal to complete a system design in 2011 and apply for a safe drinking water loan on this project; for construction in either 2012 or 2013. Currently the washwater pump is circa 1959 equipment and cannot be easily replaced if it fails. In terms of risk analysis, this project has a relatively low dollar per risk ratio. Commissioner Stewart made a motion, seconded by Commissioner Haen, to accept the proposal for the feasibility/evaluation portion not to exceed \$16,500 and to be completed in the first quarter of 2011. Motion carried unanimously.

Discuss and ask Board approval for purchase of Hach turbidimeters, flow meter, sewage lift pump, and air monitor

Superintendent presented a summary sheet from operations supervisor Jim Carter for the above items. All of them replace existing equipment except for the flow meter, which is needed to control the new valve at Taylor Hill. Commissioner Haen motioned, seconded by Commissioner Stewart, to approve the purchase of 4 Hach low range turbidimeters (\$10,000), 4 Hach free chlorine analyzers (\$12,800), a Hach bench top turbidimeter (\$2,300), a McCrometer bi-directional flow meter (\$8,500), a Ebara sewage lift pump (\$2,600), and a BW gas air monitor (\$850) for a total cost of \$37,050. Motion carried unanimously.

Discuss and ask Board approval for server and associated software

Superintendent presented a proposal from CDWG for SQL software, Windows 2008 server software, back-up software, and anti-virus software, including licenses for up to 20 users, at a total cost of \$8,560. Commissioner Haen motioned, seconded by Commissioner Stewart, to approve the proposal. Motion carried unanimously.

Superintendent presented a proposal from Patheon for an Intel Xeon quad core 2.26 GHZ server, including installation, for a total cost of \$4,850. This is the server that will handle the SQL database as we move to the Clarity software package. Motion by Commissioner Haen, seconded by Commissioner Van De Kreeke, to accept the proposal. Motion carried unanimously.

**Correspondence**

Superintendent presented a letter from the Utility's auditors informing the Board members of various required communications.

**Approve Vouchers**

Motion by Commissioner Van de Kreeke, seconded by Commissioner Haen, that the general vouchers for November 2010 of \$137,179.95 and the gross payroll of \$131,208.18 be allowed and ordered paid. Motion passed unanimously.

**Personnel**

Update Board on vacant positions

Superintendent advised that he has posted an internal opening for an operator.

Discuss non-rep pay plan

There was no discussion on this item.

Closed Session

The Board did not go into closed session.

**Other Matters**

There were no other matters discussed.

**December Board Meeting**

The next Board Meeting will be on Monday, January 17, 2011, at 4:00 p.m. in the Utility conference room.

There being no further business, the meeting adjourned at 5:03 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