

Minutes of the Board of Water Commissioners' Meeting

Monday, December 17, 2012

Present: Commissioners G. Van De Kreeke, R. Haen, and J. Trueblood, Superintendent. M. Heinz was delayed and joined the meeting at 4:12 P.M.

The meeting was called to order by G. Van De Kreeke, President, at 4:02 P.M. All present recited the Pledge of Allegiance.

Minutes of Previous Meeting

Motion by Commissioner Haen, seconded by Commissioner Van De Kreeke, that the minutes of the November 26, 2012 meeting be approved as presented. Motion carried unanimously.

Financial Reports

Financial reports for October were reviewed. Motion by Commissioner Haen, seconded by Commissioner Van De Kreeke, to accept the reports as presented. Motion carried unanimously.

Superintendent's Report

Operations' Department Report

Superintendent reported that November pumpage was up 4% from last year. Operations staff had maintained various heaters, installed new belts and lower bearing in the east basin southwest flocculator, and repaired other equipment in the Plant. A review meeting on icing procedures took place. Several tour groups from the UW Center had visited the Plant. The Commissioners accepted the report as presented.

Construction Maintenance Department Report

Superintendent reported the Broadway Avenue water main project is complete. Both DeGroot and the Utility crew had spent time diagnosing a joint leak in the last segment installed. Two water main breaks were repaired by the crew. Other hydrant maintenance work took place to prepare for winter conditions. The Commissioners accepted the report as presented.

Old Business

Old Business Presented By Commissioners

None.

Other Old Business

Update Board on claims submitted from property owners at S. 15th at Wilson Ave

Superintendent reported that Selective Insurance had completed its investigation of three claims and recommended that the Utility deny the claims pursuant to WI Statutes 893.80. Commissioner Heinz made a motion, seconded by Commissioner Haen, to accept the recommendation and deny the claims. Motion passed unanimously.

Update Board on potential development

Superintendent reviewed plans to develop the area west of Taylor Drive and north of Indiana Avenue. It appears that a developer continues to have interest in purchasing the property from the City. In order to serve the area, the Utility would need to install water main to the southeast corner of the parcel; this would require a river crossing and installation of water main back to 24th Street, due to substandard mains in that area. The City has agreed to then pay costs for designing and installing water main fronting and into the parcel as needed. Superintendent explained that due to the aggressive proposed schedule, the Utility would need to engage a design firm to lay out the water main which would be installed using directional boring techniques. However, at this time, the property transaction has not yet taken place.

New Business

Business to be presented by Commissioners

None

Other New Business

Discuss and ask Board approval to purchase Epoch 50 GPS receiver and kit

Superintendent presented information from Mr. Ellifson regarding the Utility's need to supplement its aging Sokkia total station with a more contemporary GPS receiver, which will allow one-person survey and staking work to take place. There was discussion about various ways that the equipment could be used and whether the Utility could share with other City departments. Superintendent stated that, in theory, could take place, but often both departments would be busy and need the equipment at the same time. Also, the total station is 16 years old and it is not unreasonable to make a new investment that will help take the Utility into more current technology. Commissioner Haen made a motion, seconded by Commissioner Heinz, to approve the purchase of the Epoch 50 GPS receiver and accessories from Seiler at a total cost of \$12,919.25 per sales quote 303744. Commissioner Van De Kreeke abstained from the vote, and the motion passed unanimously.

Discuss and ask Board approval for HVAC replacements

Superintendent presented proposals from Aldag Honold for replacement of number 1 heating pump and number 3 chilling pump at a cost of \$1,881.75, and replacement of the air drier serving pneumatic controls at a cost of \$1,941. Commissioner Haen made a motion, seconded by Commissioner Van De Kreeke to accept the proposals. Motion passed unanimously.

Discuss and ask Board approval for Baker Tilly accounting consultation

Superintendent reviewed the need for additional accounting consultation to help with year-end closing, preparation of the annual PSC report, and various other duties in the coming months. There was discussion about how much times would be required. Superintendent said it was hard to determine, but he felt the figure would be something like two days per month. Baker Tilly had initially proposed 8-10 hours per month at a cost of \$1,200-\$1,500. Superintendent explained the need for consultation with accountants versed in public utility accounting. Commissioner Van De Kreeke made a motion, seconded by Commissioner Heinz, to accept Baker Tilly's proposed work scope. Motion passed unanimously.

Discuss and ask Board approval for geotechnical investigation related to water main installation

Superintendent presented a proposal from Giles Engineering to perform (4) 35' borings in the vicinity of the River crossing to help assess subsurface conditions prior to design of the water main in that area. Commissioner Haen made a motion, seconded by Commissioner Van De Kreeke, to accept the proposal at a cost of \$4,509.50 for geotechnical exploration and analysis. Motion passed unanimously.

Correspondence

None.

Approve Vouchers

Motion by Commissioner Van De Kreeke, seconded by Commissioner Haen, that gross payroll for December of \$142,102.52 be allowed and approved. Motion passed unanimously.

Personnel

Discuss accounts supervisor position

Superintendent advised the Board that the Utility's HR consultant continues to review applicants.

Monday, Nov. 26, 2012

Discuss wage adjustments for 2013

Superintendent reviewed the merit-based wage plan utilized last year and based on the Midwest region cpi. Commissioner Haen made a motion, seconded by Commissioner Van De Kreeke, to approve the plan on a continuing basis. Motion passed unanimously. The Commissioners also unanimously approved a salary increase of \$3,000 for the superintendent.

Discuss health contributions and deductible

Superintendent presented information on medical cost increases and recommendations to increase the family plan contribution by \$10 per month and the single plan contribution by \$5 per month. The family deductible would be increased by \$100 and the single coverage deductible by \$50. Commissioner Haen made a motion, seconded by Commissioner Heinz, to accept the changes. Motion passed unanimously.

Other Matters

None.

January Board Meeting

The next Board Meeting was tentatively scheduled for January 21 at 4:00 P.M. in the Utility conference room.

With no further business, the meeting adjourned at 5:56 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