

Minutes of the Board of Water Commissioners' Meeting

Monday, February 20, 2012

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

The meeting was called to order by G. Van De Kreeke, President, at 4:00 P.M. All present recited the Pledge of Allegiance.

Minutes of Previous Meeting

Motion by Commissioner Stewart, seconded by Commissioner Haen, that the minutes of the January 23, 2012 meeting be approved as presented. Motion carried unanimously.

Financial Reports

The Report of Billing for January 2012 was discussed. Auditors will be here later this week. The Commissioners accepted the report as presented.

Superintendent's Report

Operations' Department Report

Superintendent reported that January pumpage was down from 2011, continuing a trend of slight decrease in production. Due to the mild winter, Superintendent reported the intake pipelines have not suffered any icing. Various tests have been underway involving the old rapid mix tank and flow to the basins. Staff also conducted a kick-off meeting for final design on the wash pump project with Donohue & Associates. The two new relief operators are now in place, and the two new hires have assumed their roles in the shift schedule. The Commissioners accepted the operations report as presented.

Construction Maintenance Department Report

Superintendent advised that the crew had repaired two water main breaks. They were completing significant repair work in the pipe gallery working to replace stanchions and supports in a difficult environment. The Commissioners accepted the construction maintenance report as presented.

Old Business

Old Business Presented By Commissioners

Commissioner Stewart relayed that he had encountered another individual who had to take time away from work for a meter change-out in his home. Commissioner Stewart wondered if now might be a good time to consider adding Saturday or evening meter change-out service. Superintendent stated it might be possible, but reminded that residential meter change-out has been pushed to every 15 years and might be pushed further. Normally the appointment takes one hour. However, it might be possible to have alternating service technicians available to work on Saturdays. Commissioner Stewart felt it would be worth consideration.

Other Old Business

Discuss Concern of Keelor Investments, LLC

Mr. Robert Keelor was present. Superintendent reported the basic facts involving disconnection of water service to one of Mr. Keelor's rental properties in September of 2009. Upon restoring water service, a short segment of plastic pipe came detached, resulting in communication with Mr. Keelor that he needed to repair the meter setting. Mr. Keelor promptly engaged Sonntag Plumbing to do so. However, Mr. Keelor then felt that Sonntag Plumbing did more than was necessary, and he disputed the charge.

Monday, February 20, 2012

The Board invited Mr. Keelor to speak. He then relayed various information regarding trespassing, conflicting meter setting specifications, excessive work directed by the Utility, and other issues. He did not contest that the plumber had constructed two upgraded meter settings with meter horns. However, he felt that Utility staff had trespassed, and the work was excessive and burdensome. Mr. Keelor stated he had always paid his bills and taxes but felt wronged in this situation. He simply wanted the Board to know that no one was giving him answers.

There was discussion about the allegation of trespassing and about the lack of a written agreement or proposal with the plumber. The Board members thanked Mr. Keelor for presenting his concerns.

New Business

Business to be presented by Commissioners

There was none.

Other New Business

Discuss and ask Board approval to purchase six Auma actuators for filter influent replacements

Superintendent presented information from the Dorner Company for the purchase of six Auma actuators at a cost of \$35,604 along with startup costs of \$1,840. Commissioner Stewart asked if alternative units were available. Superintendent replied that we have tried to standardize with Auma because of their proven track record. After discussion, Commissioner Van De Kreeke made a motion, seconded by Commissioner Stewart, to accept the proposal. The motion passed unanimously.

Discuss and ask Board approval to purchase replacement skidsteer

Superintendent presented information from Rich Dale, distribution supervisor, regarding the Utility's 2000 Gehl skidsteer, which needs repairs totaling about \$8,000. Crew members have tried several skidsteers and settled on a Bobcat all wheel steer loader as the best unit for their work. Proposals from Miller Implement and Bobcat Plus were considered. Commissioner Stewart made a motion, seconded by Commissioner Haen, to accept the proposal from Miller Implement for an A770 Bobcat all-wheel steer loader at a total cost of \$31,488.20 including municipal discount and trade-in allowance on the Gehl. Motion passed unanimously.

Discuss and ask Board approval to purchase spectrophotometer

Superintendent presented a proposal from the Hach Company for a DR5000 spectrophotometer. This is a lab-grade piece of equipment that will be used to acquire UV transmittance data on finished water in the plant. This data is essential for design of an efficient UV disinfection system. Commissioner Stewart wondered if the UVT data could be collected by an outside lab. Superintendent responded that it could be, but staff also planned to use the spectrophotometer on our raw water; research has shown a correlation between raw UVT and alum dosage that might help us to optimize alum dosage. The unit can also perform many other tests that could be useful in the future. Commissioner Stewart made a motion to accept the proposal without the extended warranty, at a cost of \$7,669 for the spectrophotometer unit, seconded by Commissioner Haen. Motion passed unanimously.

Discuss and ask Board approval to purchase replacement self-retracting lifeline

Superintendent presented proposals for a Miller Mighty Vac self-retracting lifeline system with tripod and mounting bracket. This unit is for confined space entry and serves as both fall-restraint and retrieval.

Monday, February 19, 2012

Commissioner Van De Kreeke made a motion, seconded by Commissioner Stewart, to accept the low cost proposal of \$2,710 from W.A. Vorpahl, Inc. Motion passed unanimously.

Discuss and ask Board approval for door replacements

Superintendent presented proposals for the replacement of the north doors at the pipe gallery, two doors at the old rapid mix room, the main plant door, and the chlorine doors. These doors are all poor condition. Commissioner Haen made a motion, seconded by Commissioner Stewart, to accept the proposal from Dirkse Glass for a total of \$7,100. Motion passed unanimously.

Discuss and ask Board approval for diving work to inspect clear wells and clean intake pipes

Superintendent explained that the effluent valves on the 1929 clear well have failed, making it difficult to isolate the high lift station from the clear well. In order to design a replacement, the Utility needs a diver to investigate and document the existing underwater structures that were installed in 1929; some investigation also needs to be done in the 1939/1959 clear well related to the wash pump project. Superintendent also presented a proposal for our normal annual intake inspection and cleaning. Commissioner Van De Kreeke made a motion, seconded by Commissioner Stewart, to accept a proposal from Seaview Diving for \$4,800 to investigate the clear wells, and a proposal from Seaview Diving for \$9,500 to inspect and clean the intake pipelines. Motion passed unanimously.

Discuss WDNR requirement for written cross connection program in 2012

Superintendent informed the Board that the Utility's area rep is directing that the Utility implement a written cross connection control program during 2012 in accord with NR811 and 810 requirements. Superintendent recently met with City Administrator, Plumbing Inspector, and Director of Development to discuss the requirements. The City itself, due to cutbacks, can offer very few resources for the program, meaning it would fall then almost entirely on the Water Utility. Basically the program will require residential cross connection inspections when the water meter is changed: typically every 15 years or thereabouts. These inspections will focus on high risk elements such as outside spigots and laundry tubs. Lower risk elements can be addressed through educational materials. Industrial and commercial properties must be inspected more often: typically every 2-6 years depending on the type of work conducted at the site. The Utility will not have sufficient internal resources for this element unless more staff is hired. However, several companies can provide this service to the Utility. Commissioner Stewart asked about the costs. Superintendent replied that some utilities assume this as an overall operating expense, while others try to charge each individual industry separately. The Commissioners felt this was another unfunded mandate. Superintendent said there was no funding to pay for this except through rates or direct charge to customers. In addition, considerable public education will need to take place, so that customers, plumbers, and others understand the program. Superintendent was just making an initial description for the Board's behalf; more details will be forthcoming throughout the year.

Correspondence

There was no additional correspondence.

Approve Vouchers

Motion by Commissioner Van De Kreeke, seconded by Commissioner Haen, that gross payroll of \$204,220.89, and the general vouchers of \$701,195.62 be allowed and approved. Motion passed unanimously.

Personnel

Update Board on HR Audit

Superintendent reported that the Utility had requested an outside consultant to perform an HR audit of various policies and practices in place at the Utility. The consultant produced a number of recommendations that the Utility will soon be moving to implement.

Other Matters

There were none.

March Board Meeting

The next Board Meeting will be on Monday, March 19, 2012, at 4:00 P.M. in the Utility conference room.

With no further business, the meeting adjourned at 5:25 PM on a motion by Commissioner Stewart, seconded by Commissioner Van De Kreeke. Motion carried unanimously.

Minutes taken by:
Superintendent
Joe R. Trueblood

Raymond W. Haen, Secretary