

Minutes of the Board of Water Commissioners' Meeting

Monday, March 25, 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 4:02 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 Feb. 19 and March 12, 2013 meetings be approved as presented. Motion carried unanimously.

Financial Reports

Financial reports for December 2012 were reviewed; these had been delayed due to the recent audit. Superintendent noted that large payments will go out in January for the PILOT and in May on debt service. Commissioner Heinz asked about the increase in income, and Superintendent replied that it was directly related to the rate increase and the amount of water sold in 2012 compared with 2011. Reports of billing for January and February were also reviewed. Commissioner Haen made a motion, seconded by Commissioner Van de Kreeke, to approve the financial reports as presented. Motion passed unanimously.

Superintendent's Report

Operations' Department Report

Superintendent reported that February pumpage was up very slightly from last year. Operations staff had worked through two minor intake icing events. In addition, staff had met with vendors to discuss security upgrades, low lift priming system upgrades, wireless communication options for the SCADA system, and other work. Staff is also working on the upgraded dechlorination system. The Sheboygan Fire Department had visited the plant to review confined space issues. A tour group from Lakeland College had also visited. The Commissioners accepted the report as presented.

Construction Maintenance Department Report

Superintendent reported the crew had repaired five water main breaks in February, along with other winter work including maintenance of fire hydrants, checking inventory, and vehicle maintenance. The crew also installed various upgraded ballasts and lighting for the office and garage, resulting in significantly lower wattage used for lighting. The Commissioners accepted the report as presented.

Superintendent also informed that recently the Utility went live with an on-line scheduling tool, implemented by T. Baumann, to allow customers to make their own meter appointments and is also now promoting its website with a QR code that can be read by smartphones and other devices.

Old Business

Old Business Presented By Commissioners

None

Other Old Business

None

New Business

Business to be presented by Commissioners

None

Other New Business

Discuss and ask Board approval to purchase replacement turbidimeter

Superintendent stated that operations staff had run comparison tests on both a Hach and Swan turbidimeter for measuring raw water clarity. After consideration, staff preferred the Swan unit, at a cost of \$5,350, which fell under the budgeted figure of \$6,000. Commissioner Haen made a motion, seconded by Commissioner Heinz, to purchase the Swan unit as requested. Motion passed unanimously.

Discuss and ask Board approval for replacement computers

Superintendent presented proposals for replacement computers for office staff. N. Ellifson had solicited proposals for HP Z220 workstations, which should be well suited for use with the Utility's Clarity software package. Tiger Direct offered these at \$969.99, PC Connection at \$1,025, and CDW-G at \$1,065.32. Superintendent requested to purchase five units, including a new one for all account clerks and for the utility accountant, at a cost of \$4,849.95 from Tiger Direct, which fell under the budgeted figure of \$7,000. Commissioner Haen made a motion, seconded by Commissioner Van De Kreeke, to accept the proposal from Tiger Direct.

Discuss and ask Board approval for purchase of AutoCad renewal

Superintendent presented a proposal from DLT Solutions for renewal of the Utility's AutoCad Civil 3D at \$945.29 and Infrastructure Design Suite Premium at \$997.54. Commissioner Hane made a motion, seconded by Commissioner Heinz, to accept the proposal at a total cost of \$1,942.83. Motion passed unanimously.

Discuss and ask Board approval for purchase of Clarity Project Management module and training

Superintendent reviewed a proposal from Civic Systems to purchase a license fee for the Project Management module, along with setup and training, at a total cost of \$4,325. Superintendent explained this module will help to automate journal entries, improve inventory control, update fixed assets, and provide other improvements in Clarity. Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, to accept the proposal. Motion passed unanimously.

Correspondence

None.

Approve Vouchers

Motion by Commissioner Van De Kreeke, seconded by Commissioner Heinz, that gross payroll for December of \$135,295.56 and general vouchers for December of \$172,132.28, along with general vouchers for February of \$401,759.44 and for March of \$223,426.64, be allowed and approved. Motion passed unanimously.

Personnel

Update on Utility Accountant position

The Utility Accountant, Ms. Lisa Gottsacker, will begin work on April 15. Commissioner Van De Kreeke stated that he feels she will be a strong addition to the staff.

Other Matters

None.

April Board Meeting

The April meeting will take place on April 22, 2013 at 4:00 P.M.

With no further business, the meeting adjourned at 4:42 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