

Minutes of the Board of Water Commissioners' Meeting

Monday, April 28, 2014

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 4:03 P.M. All present recited the Pledge of Allegiance. Commissioner Haen joined the meeting a few minutes later.

Minutes of Previous Meeting

Motion by Commissioner Haen, seconded by Commissioner Van De Kreeke, that the minutes of the March 17, 2014 meeting be approved as presented. Motion passed unanimously.

Financial Reports

The financial reports for March were reviewed. Commissioner Van De Kreeke made a motion, seconded by Commissioner Heinz, to accept the financials as presented. Motion passed unanimously.

Superintendent's Report

Operations' Department Report

Superintendent reported that March pumpage increased 8.6% from last year. Superintendent then reviewed the summary of operations work for the month. Highlights included painting of the filter hall ceiling by Goldsmith Painting, cleaning of the south basin, and diversity training. The Commissioners accepted the report as presented.

Construction Maintenance Department Report

Superintendent reviewed recent maintenance work completed by the crew. 6 water main breaks occurred during the month. In addition, the crew began work on concrete restoration for the numerous water main break holes that occurred during the winter, along with evaluating damage to certain streets. The Commissioners accepted the report as presented.

Old Business

Old Business Presented By Commissioners

None

Other Old Business

Discuss costs related to unusual water main breaks and frozen private water laterals

Superintendent reviewed tabulations from the Utility Accountant of costs related to the extreme winter. These included about \$147,094 in costs related to water main breaks, including labor/benefits and concrete, other materials, and payments to contractors. The concrete costs are incomplete, as many holes remain to be repaired. Work related to thawing frozen private water laterals totaled about \$45,805 including labor/benefits, supplies, and payments to contractors. Costs charged back to customers totaled about \$3,450. Superintendent reported that the County was responding to requests from the state for an assessment of emergency costs related to the extreme winter. It's not clear whether reimbursements will be forthcoming.

Update Board on Safe Drinking Water loan project priority list for state fiscal year 2015

WDNR determined a priority score of 229 for the Utility's UV disinfection project. This placed 8th on the draft project priority list. Two large projects scored higher, but one is not anticipated to be ready for construction. So the likelihood that the Utility's project will be funded is high. A final determination will not be made until after the Utility submits the financial application at the end of June.

Update Board on high lift ceiling project

Superintendent reported that the mandatory pre-bid meeting took place last week. Several contractors attended for a description and then walk-through on the project. Bids are due on May 12.

Update Board on UV disinfection project

Superintendent advised that he, Mr. Swearingen, and Mr. McMillan had traveled to CDM Smith's office in Chicago for a 30% design meeting. More recently, Superintendent and Mr. Atassi had met with WDNR in Madison to discuss some detailed requirements. UV procurement documents will be going out soon and should be ready for review at the next Board meeting. Superintendent reviewed some of the design drawings with the Board members.

Update Board on Wash Tank project

Superintendent stated that he had received contact from DN Tanks about mobilizing to complete the wash tank work. This is expected to take place in early May, but site conditions are currently poor.

New Business

Business to be presented by Commissioners

None

Other New Business

Discuss and ask Board approval for engineering services for a west basin interconnection related to the rapid mix project

Superintendent presented a proposal from Donohue & Associates for design work related to connecting the 1929 low lift pumping line with the east and west basins: this will allow greater flexibility during the rapid mix tank removal and also the UV disinfection project. Commissioner Van De Kreeke made a motion, seconded by Commissioner Heinz, to approve the proposal at a cost of \$2,520: additional costs of \$720 for construction phase and other were deemed not necessary at this time. Motion passed unanimously.

Discuss and ask Board approval for purchase of potassium permanganate

Superintendent presented a proposal from Hawkins, Inc., for 1,323 lbs of potassium permanganate at a total cost of \$4,828.95. Commissioner Van De Kreeke made a motion, seconded by Commissioner Heinz, to accept the proposal. Motion passed unanimously.

Discuss and ask Board approval for purchase of 30" outfall valve actuator

Superintendent presented a proposal from Dorner for a 30" AUMA SAR electric motor operator, along with field service, at a total cost of \$11,415. Commissioner Haen made a motion, seconded by Commissioner Van De Kreeke, to accept the proposal. Motion passed unanimously.

Update Board on health insurance renewal plan costs

Superintendent recently met with broker Julie Meyer to discuss plan renewal costs as proposed by Prairie States. Fixed costs would increase by 5%, mostly due to stop loss insurance premium. Administrative costs through Prairie States would increase by 2.7%. Superintendent stated he would have the final numbers at the May Board meeting.

Discuss new PSC rules or Info

Superintendent presented a WI Legislative Council Act Memo on 2013 Wisconsin Act 274, Collection of Utility Bills by a Municipal Utility for Service to Rental Residential Property. This act was passed in April 2014 and will definitely impact the Utility's collection practices. Superintendent stated that the fiscal department will be meeting soon to discuss the Act and its implications. The Commissioners had some comments about possible effects.

Discuss and ask Board approval for purchase of vacuum breakers for 2014

Superintendent presented three quotes for 1,000 LF 3/4 VF222 and 1,000 LF 3/4 V3 vacuum breakers for use in the cross connection control program during 2014. HydroDesigns was at \$12,000; H&L was at \$9,540.40; and Ferguson Enterprises was at \$8,342. Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, to accept the low cost proposal at \$8,342.

Discuss failure of several letters on Erie Avenue tanks

Superintendent displayed one of the fallen stainless steel letters that is currently under analysis. It appears to have failed entirely along its connection with the underlying attachment to the tank. Superintendent has discussed the problem with the design firm, Donohue & Associates, and they are initiating contact with the general contractor, PreLoad. Superintendent expressed his concern that there may be either a design or fabrication flaw in all of the letters. The Commissioners discussed various options for moving forward.

Discuss and ask Board approval for 2014 tank inspections

Superintendent presented three proposals for the 5 year WDNR-required inspection of all tanks and clear wells. Two of the proposals involve the use of a remote-operated-vehicle (ROV), rather than a human diver. Due to the various safety issues involved with diving, Superintendent recommended using the ROV approach this time. Liquid Engineering proposed \$11,350 for a diver; Dixon Engineering proposed \$11,060 for an ROV; and Elite National proposed \$10,900 for an ROV. Dixon's proposal included several elements missing in the other proposals. Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, to accept Dixon Engineering's proposal for \$11,060. Motion passed unanimously.

Discuss and ask Board approval to purchase replacement trench box

Superintendent presented two proposals for a replacement trench box. The current box is somewhat under-sized and has been in service for more than 20 years. Kelbe Brothers provided a proposal for a 16' steel box at \$9,700 and United Rentals provided a proposal for a 16' tuff-lite box at \$10,155.85. Commissioner Haen made a motion, seconded by Commissioner Haen, to accept the low cost proposal. Motion passed unanimously.

Discuss and ask Board approval for purchase of orthophosphate

Superintendent requested the purchase of 45,000 pounds of ortho from Carus Corporation at the bid price of \$0.70 per pound at a total cost of \$31,500. Commissioner Haen made a motion, seconded by Commissioner Heinz, to accept the purchase. Motion passed unanimously.

Discuss and ask Board approval to write-off certain water bills due to City foreclosures and bankruptcies

Superintendent presented a listing prepared by the Utility Accountant requesting the write-off of aged water bills that were applied to the tax rolls on properties acquired by the City that eventually fell into foreclosure. After the police sale, funds were not sufficient to pay the liens in total of \$1,251.66. In addition, the Utility Accountant prepared a list of requested water bill write-offs due to bankruptcy in total of \$5,356.62. Motion by Commissioner Van De Kreeke, seconded by Commissioner Heinz, to accept the write-offs as presented. Motion passed unanimously.

Correspondence

WDNR provided a written summary of the Safe Drinking Water loan application to Commissioner Van De Kreeke.

Approve Vouchers

Motion by Commissioner Van De Kreeke, seconded by Commissioner Haen, that gross payroll for March of \$143,912.73 and general vouchers for March of \$242,963.47 be allowed and approved. Motion passed unanimously.

Personnel

None

Other Matters

Next Board Meeting

The next meeting is tentatively scheduled for Monday, May 19, 2014.

With no further business, the meeting adjourned at 5:45 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