

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

**Monday, May 14, 2012**

Present: Commissioners G. Van De Kreeke, R. Haen, A. Stewart, 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.

## **Minutes of Previous Meeting**

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

## **Financial Reports**

The financial reports for April were discussed. Superintendent noted that certain expense allocations had not yet been received, and the accounts manager had reported that some operations expenses needed to be adjusted. The Commissioners accepted the report as presented.

## **Superintendent's Report**

### **Operations' Department Report**

Superintendent reported that April pumpage was down by almost 10%, continuing a downward trend observed in the first quarter of 2012. Superintendent reported that the crew, working with operations staff and Best Systems, had made great improvements at the Wilgus Avenue pump station, bringing the system back to full capability. In addition, the south basin had been cleaned, anthracite had been applied to two filters, and various other projects completed. The lab technician had started UV transmittance testing to begin collecting data to design the UV system. On April 17, Superintendent and foreman Bill Swearingen had conducted the WDNR on a sanitary survey of the water plant and distribution facilities. WDNR will be reporting a few issues for the Utility's consideration in upcoming years. Operations staff also began working to increase filter run times from 150 to 200 hours when possible; the increase in run time results in cost savings due to fewer filter washes over the year. The Commissioners accepted the report as presented.

### **Construction Maintenance Department Report**

Superintendent reported that the crew had begun installing water main on N. 13 Street near Johnston's bakery. This included replacing several old lead water services. Crew had also responded to safety issues identified in Ben Rank's recent CVMIC report. Crew had also constructed platforms for the influent valve actuators on filters #1-6. The Commissioners accepted the report as presented.

## **Old Business**

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

There was none.

## **Other Old Business**

### **Discuss Saturday meter change-outs**

Commissioner Stewart had previously raised concerns about updating the Utility's water meter setting specifications. Superintendent and staff had reviewed both the residential, and the commercial/industrial specifications. Superintendent sought the input of the City Plumbing Inspector, as well. The Commissioners reviewed the updated specifications and felt the documents were improved. Superintendent stated that the updated specifications would then replace the prior versions.

Discuss follow-up to issues raised by realtor Don Gerber

Superintendent reported that he and the accounts manager had worked to update the property data sheet, and had now transmitted it to Ms. Kaiser, the Association Executive, for any comments or concerns that they might have. Unfortunately, the sheet ended up as two pages, but the material simply could not be condensed into one readable page. The Commissioners suggested that something should be added noting page 1 of 2, etc.

**New Business**

Business to be presented by Commissioners

There was none.

Discuss and ask Board approval for printing of annual report

Superintendent presented two proposals for printing 19,500 copies of the Utility's annual report. ULI's proposal specified a cost of \$1,215.00, while Zimmermann Printing Company was at \$1,380.00. Commissioner Van De Kreeke made a motion, seconded by Commissioner Stewart, to accept the low cost proposal from ULI. The motion passed unanimously.

Discuss and ask Board approval for 2012 SCADA project

Superintendent presented a proposal from Best Systems for ongoing SCADA improvements and upgrades in the Water Treatment Plant. Best specified three options at different costs. Superintendent recommended option #3, at a cost of \$13,500.00, because this included replacement of both SCADA computers (now at 4 and 5 years old), along with a Wonderware upgrade. Other work included improvements at the Georgia Avenue pump station, repairing control of hypo and alum feed pumps, incorporating auto acknowledgement of alarms, adjusting the scaling on raw NTU meters, PLC and logic for a high flow alarm at the Taylor reservoir, provide PLC and logic for control of #9 low lift pump, along with some other upgrades. Commissioner Van De Kreeke made a motion, seconded by Commissioner Stewart, to accept Option #3 at a cost of \$13,500.00. The motion passed unanimously.

Discuss and ask Board approval of first quarter report to Council

Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, to submit the first quarter report to Council. The motion passed unanimously.

**Correspondence**

There was no additional correspondence.

**Approve Vouchers**

Motion by Commissioner Van De Kreeke, seconded by Commissioner Stewart, that gross payroll of \$135,371.79, and the general vouchers of \$276,063.73 for April be allowed and approved. Motion passed unanimously.

**Personnel**

Inform Board of new intern from Moraine Park Tech College

Superintendent reported that a new intern will be starting this summer on a joint internship with the Water Utility and the wastewater plant.

**Other Matters**

There were none.

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June Board Meeting

The next Board Meeting will be on Monday, June 18, 2012, at 4:00 P.M. in the Utility conference room.

With no further business, the meeting adjourned at 4:35 PM on a motion by Commissioner Stewart, seconded by Commissioner Van De Kreeke. Motion carried unanimously.

Minutes taken by:  
Superintendent  
Joe R. Trueblood

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Raymond W. Haen, Secretary