

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

**Tuesday, June 17, 2014**

Present: Commissioners G. Van De Kreeke, R. Haen, M. Heinz, and J. Trueblood, Superintendent. Ms. Carol Wirth and Mr. Brandon Wirth, and Ms. Tamara Baumann joined the meeting later.

The meeting was called to order by G. Van De Kreeke, President, at 4:01 P.M. All present recited the Pledge of Allegiance. Commissioner Haen joined the meeting a short time later.

## **Minutes of Previous Meeting**

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

## **Financial Reports**

The financial reports for May were reviewed. Superintendent advised that unusual winter expenses will continue to affect financial results for this year. 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 May pumpage increased 4% from last year. Superintendent then reviewed the summary of operations work for the month. The Commissioners accepted the report as presented.

### **Construction Maintenance Department Report**

Superintendent reviewed recent maintenance work completed by the crew. Two water main breaks occurred during the month. The Commissioners accepted the report as presented.

## **Old Business**

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

None.

## **Other Old Business**

### **Discuss failure of several letters on Erie Avenue tanks**

Superintendent reported that RLO signs had mobilized to the site with a lift vehicle; Mr. Scott Johnson of DN Tanks also returned. Mr. Nevers and Mr. Englebort from Donohue & Associates were also present to evaluate the tank letters. All of the letters had been fabricated in a similar manner and were not all-welded construction as required in the project spec. Various of the letters showed similar signs of failure. This seemed to primarily involve separation of the front metalwork from the back piece, but the stud anchors into the tank also were poorly fastened. RLO staff members had little difficulty removing the letters from the tank by hand. After discussion, Superintendent requested that all of the letters be removed from the tanks, which RLO then proceeded to accomplish. Since that time, Donohue & Associates has conducted communications with DN tanks about plans to address the issue. At this point in time, DN tanks has not made a definite proposal but remains committed to addressing the problem.

### **Update Board on Safe Drinking Water loan for UV project**

Superintendent informed the Board that the Utility Accountant, Ms. Gottsacker, continues working on the Financial Assistance Application, which must be submitted before June 30.

Tuesday, June 17, 2014

Update Board on wash tank project

Superintendent reported that DN tanks had mobilized to the site and applied a cementitious coating to the interior joints. This required a weeklong curing process and then the tank was refilled. At this point in time, all but one of the damp spots near the base of the tank have been eliminated. After consultation, DN tanks believes the remaining damp spot will progressively dry up over the coming weeks as the sealant fully cures. The Utility will continue to evaluate, but site restoration should be able to process soon in earnest.

Update Board on high lift ceiling project

Superintendent reported that Mike Koenig Construction has begun work on the project. Most of the scaffolding is now installed.

**New Business**

Business to be presented by Commissioners

Commissioner Van De Kreeke relayed some information provided to him by a customer complaint.

Other New Business

Discuss and ask Board approval for R.O. to Council requesting an authorized representative resolution for upcoming safe drinking water loan

Superintendent reported that the Safe Drinking Water loan program requires a local ordinance specifying an authorized representative. After review with the City Attorney, it was determined that an existing resolution for clean water loans is not acceptable to the State. Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, to transmit the request and R.O. Motion passed unanimously.

Discuss and ask Board approval for basin interconnection materials and installation

Superintendent presented proposals from August Winter & Sons, Inc. and Ahern for materials and installation necessary to make the basin interconnection, which will provide greater flexibility in isolating the east and west basins. August Winter's total cost was \$24,741 and Ahern's total cost was \$54,067 for all materials and installation. Commissioner Van De Kreeke made a motion, seconded by Commissioner Heinz, to accept the low cost proposal from August Winter. Motion passed unanimously.

Discuss issues raised by Foley & Lardner on bond resolution language

Superintendent presented documents involving the upcoming bond resolution for the planned safe drinking water loan. The first was from WI Public Finance Professionals, which serves as financial adviser to the City and the Water Utility. This document addressed several concerns raised by Attorney Ryan of Foley. The second document was a letter from Utility Superintendent requesting more details on Attorney Ryan's planned approach and also on his background experience, as the Utility had expected to work with Attorney Groethe, who had served earlier as bond counsel to the Utility. The third document was from Attorney Ryan addressing the approach and some background. After discussion, Commissioner Heinz made a motion, seconded by Commissioner Haen, to terminate representation by Foley & Lardner in this matter and direct superintendent to request a final invoice. Motion passed unanimously.

Discuss and ask Board approval for purchase of 40 M25 Badger meters with Orion

Superintendent presented a proposal from Badger meter for purchase of 40 M25 meters with Orion at a total cost of \$4,551.20. Commissioner Haen made a motion, seconded by Commissioner Heinz, to accept the proposal. Motion passed unanimously.

Tuesday, June 17, 2014

Inform Board that CCR report is available and distribution has begun

Superintendent informed the Commissioners that the Utility has begun distributing the mandatory consumer confidence report (CCR) to customers.

Discuss and ask Board approval of R.O. to Council transmitting the 2013 annual report to PSC

Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, to transmit the annual report. Motion passed unanimously.

Discuss and ask Board approval for replacement of valve turning machine and truck

Superintendent explained that the Utility hydraulic valve turner is now 22 years old. This is a truck-mounted unit that is used in turning distribution valves. Truck #16, which houses the valve-turner, is a 2004 vehicle in need of replacement. Superintendent presented a proposal from Sheboygan Chevrolet for a 2015 Chevy Silverado, 1 ton, 3500 HD, with a Wachs hydraulic turning machine mounted in the back at a total cost of \$61,015, including a \$4,000 trade-in allowance on the older #16 vehicle. Commissioner Heinz made a motion, seconded by Commissioner Haen, to approve the purchase, and the motion passed unanimously.

Discuss and ask Board approval for replacement of truck#7

Superintendent explained that the 2003 truck #7 is in need of replacement. This vehicle was equipped with a tommy-lift on the back gate and has served numerous roles. Superintendent presented a proposal from Sheboygan Chevrolet for a 2015 Chevy Silverado, 1 ton, 3500 HD at a total cost of \$26,338 with Tommy lift and including a trade-in allowance of \$3,000. Commissioner Van De Kreeke made a motion, seconded by Commissioner Heinz, to approve the purchase, and the motion passed unanimously.

Discuss and ask Board approval of insurance renewal

Superintendent presented a renewal proposal from Selective Insurance, represented by Hub/Maritime, for a total premium of \$82,114 including coverage for property, crime fidelity, inland marine, general liability, public officials, auto, and umbrella. However, a deduct of 1,777 is available if the Utility were to waive terrorist coverage (except on fire). Commissioner Heinz made a motion, seconded by Commissioner Haen, to waive the terrorist coverage and accept the Selective renewal. Motion passed unanimously.

Discuss and ask Board approval to purchase traffic barricade equipment

Superintendent presented a proposal for replacements of traffic equipment including 24 type II barricade, 3 type III barricades, 36 LED lights, 30 orange delineators, barricade tape, and 2 "do not enter" signs at a total cost of \$3,854.22 from Sherwin Industries. Commissioner Heinz made a motion, seconded by Commissioner Van De Kreeke, to accept the proposal. Motion passed unanimously.

Discuss and ask Board approval to purchase ductile iron & PVC water pipe

Superintendent presented bid tabulations for the purchase of water pipe for S.12th & Kentucky Ave., along with various valves and misc water main fittings, and water lateral items. Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, to approve purchase from the low bidder in each category: Ferguson for ductile iron & PVC water pipe at \$32,606.60; Ferguson for valves and misc water main fittings at \$23,351.20; and Ferguson for misc water service/lateral items at \$6,502.80. Motion passed unanimously.

Discuss and ask Board approval of engineering services

Superintendent informed the Board that development of a newly acquired parcel west of I-43 at Weeden Creek Road appears to be moving forward rapidly: in order to serve the property, the Utility will need to install approximately 1,600' of water main, but the payment arrangements for this extension have not yet been

Tuesday, June 17, 2012

clarified. The Utility would like to team with the City's engineering firm to design the water main if the development proceeds: the proposed cost is \$9,000 from McMahon Engineers/Architects. Commissioner Van De Kreeke made a motion, seconded by Commissioner Heinz, to approve the proposal subject to confirmation of payment arrangements for the extension and of the development itself. Motion passed unanimously.

Discuss new PSC rules or Info

None.

**Correspondence**

Superintendent reviewed an email from Mr. Tripoli making various complaints about the Utility's late fee policy.

**Approve Vouchers**

Motion by Commissioner Haen, seconded by Commissioner Van De Kreeke, that gross payroll for May of \$140,422.55 and general vouchers for May of \$253,431.46 be allowed and approved. Motion passed unanimously.

**Personnel**

Update on engineer position

Superintendent informed Board members that an advertisement is out for the position.

Discuss customer relations/fiscal supervisor position

Commissioner Haen made a motion, seconded by Commissioner Heinz, that the meeting go into closed session pursuant to Section 19.85(1)(c) WI Statutes.

Commissioner Heinz made a motion, seconded by Commissioner Van De Kreeke, that the meeting return to open session. Motion passed unanimously. In open session, Commissioner Heinz made a motion, seconded by Commissioner Van De Kreeke, recommending that Ms. Baumann be offered the position of Customer Relations/Fiscal Supervisor.

**Other Matters**

Next Board Meeting

The next meeting is tentatively scheduled for Monday, July 21, 2014.

With no further business, the meeting adjourned at 6:55 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