

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

## **Wednesday, September 19, 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 4:01 P.M. All present recited the Pledge of Allegiance.

### **Minutes of Previous Meeting**

Motion by Commissioner Haen, seconded by Commissioner Stewart, that the minutes of the August 20, 2012 meeting be approved as presented. Motion carried unanimously.

### **Financial Reports**

The financial report for August was discussed. The Commissioners accepted the report as presented.

### **Superintendent's Report**

#### **Operations' Department Report**

Superintendent reported that August pumpage was down by 9%. Operations staff had repaired or maintained various equipment including the demand meter, actuators on filter influents 1-6, sewage pump check valve, high lift exhaust fans, and other. The Commissioners accepted the report as presented.

#### **Construction Maintenance Department Report**

The crew had installed 839 feet of 24" water main on the Broadway Avenue project. A contractor had installed 1,997 feet of 12" water main on Crocker Avenue. One water main break had been repaired. The crew had also poured 160 CY of concrete for pavement restoration on the Broadway job. Superintendent presented a schedule for completion of the Broadway job with the crew finishing on the rec trail at Broadway Avenue by late September. A contractor would then continue with the extension for about 800' through the detention pond area. The crew will continue with the tie-in at the Georgia Avenue station and link up with the extension installed by the contractor. Pavement restoration should be completed by the end of October. The Commissioners accepted the report as presented.

### **Old Business**

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

None.

#### **Other Old Business**

##### **Discuss and ask Board approval for R.O. transmitting the 2013 Water Utility budget to Council**

Superintendent provided an updated proposed budget to the Commissioners. No rate increase is anticipated for 2013. However, the Utility must continue investing in infrastructure in order to ensure a reliable supply of water to the community. The budget includes \$1.5M for water main, valve, hydrant, and service replacements. Other large capital items include a high lift pump motor and switch gear replacement, renovation of the plaster/lathe high lift ceiling, replacement of 1929 clear well valves, replacement of 1959 rapid mix tank, addition of a surface membrane to the 1939 clear well, parking lot and drive paving, replacement of 1988 office and garage roofing, replacement of outdated federal surplus office equipment, replacement of two vehicles, replacement of the 1992 valve turning machine, UV disinfection system engineering, and other smaller projects/equipment. The largest single capital item is replacement of the 1929 wash water tank, at an estimated cost of \$1.3M including engineering.

Due to the wash water tank project, Superintendent recommends that the Board pursue a \$3.0M water revenue bond issuance in May of 2013. This will help stabilize the Utility's cash position in anticipation of

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other larger projects ahead (UV disinfection at \$3-\$4M in 2015, and intake pipeline/suction well/low lift station at \$18-\$20M in 2019). Superintendent uses various spreadsheets as tools to predict future financials many years ahead. One constraint is to avoid double digit rate increases. Although the Utility's financials remain strong, ongoing investment is needed to avoid falling further and further behind. Superintendent plans to update the Utility's long term plan each year.

Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, to submit the R.O. to Council. Motion passed unanimously.

**New Business**

Business to be presented by Commissioners

None.

Other New Business

Discuss and ask Board approval for water main installation west of Settlement Trail

Superintendent presented a bid tabulation showing seven bids for installation only of 820 LF of 24" DIP. The low qualified bid was by DeGroot Inc. at \$33,913.20. The high bid was at \$79,779.79. Commissioner Haen made a motion, seconded by Commissioner Stewart, to accept and approve the low bid. Motion passed unanimously.

Discuss and ask Board approval for cross connection control written program and services

After contacting various cross connection firms, Utility staff solicited a proposal from HydroServices, Inc., for implementation of a cross connection program in conformance with state statute NR 810.15, requiring municipal water utilities to develop and implement a comprehensive cross connection control program for the elimination of unprotected cross connections. The Utility intends to perform all mandated work in residential and light commercial settings on its own. However, the Utility does not have sufficient staff to perform the mandated work in industrial or more complicated commercial settings; nor does the Building Inspection Department have sufficient staff to assist the Utility in this. Superintendent reviewed the proposal with the Commissioners. HydroDesigns would provide the comprehensive services for a two year period for 553 commercial and 78 larger commercial and industrial customers at an annual cost of \$48,180. This includes scheduling all appointments, performing the necessary on-site plumbing review, and listing deficiencies, along with other managerial and training duties. HydroDesigns also provides a web-based appointment tool. Customers will only incur costs if they have deficiencies to be addressed.

After discussion, Commissioner Haen made a motion, seconded by Commissioner Stewart, to accept the proposal by HydroDesigns for cross connection control services.

Discuss concern of Mr. Marver regarding meter rental charges

Superintendent reviewed account information indicating an issue with minimum charges and a frozen water meter at a commercial property currently owned by Mr. Marver. After review of Mr. Marver's inquiry, Commissioner Haen made a motion to cut the charges in half. After discussion, Commissioner Van De Kreeke seconded the motion, which then passed unanimously.

Discuss and ask Board approval for concrete bids

Superintendent presented costs for concrete replacement on Broadway Avenue that cannot be performed by Utility staff. Commissioner Van De Kreeke made a motion, seconded by Commissioner Stewart, to accept the low cost of \$42 per SY by Ptaschinski Construction. Motion passed unanimously.

Discuss and ask Board approval for hose pump replacement

Superintendent presented a proposal from Hawkins Water Treatment to supply a Blue and White peristaltic pump for use in the fluoride system at a cost of \$3,850.00. Commissioner Van De Kreeke made a motion, seconded by Commissioner Stewart, to accept the proposal. Motion passed unanimously.

**Correspondence**

None.

**Approve Vouchers**

Motion by Commissioner Van De Kreeke, seconded by Commissioner Stewart, that gross payroll of \$197,025.06, and the general vouchers of \$317,076.18 for August be allowed and approved. Motion passed unanimously.

**Personnel**

Commissioner Van De Kreeke and Haen, along with Superintendent, thanked Commissioner Art Stewart for his years of service on the Board since 2008. Commissioner Van De Kreeke stated that Art's technical and business experience was extremely beneficial over the years. Commissioner Stewart said he had enjoyed his time on the Board and found the experience to be rewarding.

**Other Matters**

None.

October Board Meeting

The next Board Meeting was tentatively scheduled for October 22 at 4:00 P.M. in the Utility conference room.

With no further business, the meeting adjourned at 5:15 PM on a motion by Commissioner Stewart, seconded by Commissioner Haen. Motion carried unanimously.

Minutes taken by:  
Superintendent  
Joe R. Trueblood

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Raymond W. Haen, Secretary