

Minutes of the Board of Water Commissioners' Meeting

Monday, Sept. 29, 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 4:02 P.M. All present recited the Pledge of Allegiance.

Minutes of Previous Meeting

Motion by Commissioner Haen, seconded by Commissioner Heinz, that the minutes of the August 19, 2014 meeting be approved as presented. Motion passed unanimously.

Financial Reports

The financial reports for August were reviewed. President Van De Kreeke noted the rate of return is declining. Commissioner Haen made a motion, seconded by Commissioner Van De Kreeke, to accept the financials as presented. Motion passed unanimously.

Superintendent's Report

Operations' Department Report

Superintendent reported that August pumpage slightly increased 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. 800' of 12" water main was insulated on Georgia Avenue adjacent to the Housing Authority facility. The crew also began work on the S. 12th Street water main project. The Commissioners accepted the report as presented.

Old Business

Old Business Presented By Commissioners

None.

Other Old Business

Update on Erie Avenue tank letters

Superintendent provided a sample of the coated aluminum material to be used in fabrication of the new letters. This material has been approved by the Engineer. No definite timetable has been established, but superintendent believes fabrication is now underway.

Update Board on Safe Drinking Water loan for UV project

The loan process remains on hold until the UV procurement is completed. The Commissioners felt it would be preferable to close the loan in 2014 if at all possible: this would minimize impact on possible City borrowing in 2015.

Update on Weeden Creek Road water main bids

Superintendent reported that, due to time constraints, the water main work and sewer work on Weeden Creek Road at I-43 was bid out together, with options for either fall 2014 or spring 2015 construction. The City determined on fall 2014 construction, and received two bids of \$457,668.25 from Dorner Construction and \$449,346.25 from Vinton Construction. Commissioner Van de Kreeke made a motion, seconded by

Commissioner Haen, to approve reimbursement of the low bid amount for water main installation within the limits of agreement as to which portion would be funded by the Utility and which portion would be funded by the City. Motion passed unanimously.

New Business

Business to be presented by Commissioners

Commissioner Haen initiated some discussion about the collection of outstanding monies owed to the Water Utility on county properties acquired in foreclosure.

Other New Business

Discuss and ask Board approval for ongoing cross connection inspection and management services

Superintendent reviewed a proposal for a two year agreement with Hydro-Designs, Inc. to continue providing inspections, compliance, preparation of reports, and related in the City of Sheboygan under direction of the Water Utility. These inspections and services shall comply with all legal requirements. Base compensation, under the Agreement, is \$3,950 per month. Superintendent explained that Hydro-Designs has performed in a timely and effective manner working in a range of industrial and commercial businesses. At the next contract renewal period, Superintendent advised reviewing the possibility of conducting ongoing cross connection inspection services with Utility staff. Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, to approve the two-year agreement with Hydro-Designs for a total cost of \$94,800. Motion passed unanimously.

Discuss and ask Board approval for GIS database conversion project

Superintendent reviewed information assembled by the engineering department regarding the creation of a geo-database using the Utility's existing databases and maps. The geo-database would be in suitable format for use with ESRI software, which has become a standard for water utilities. Websoft Developers provided a proposal for \$21,000. ID Modeling provided a proposal for \$19,000. After discussion, Commissioner Heinz made a motion, seconded by Commissioner Haen, to accept the proposal from ID modeling. Motion passed unanimously.

Inform Board of communications from the Public Works Department regarding sludge from east and west basin cleaning in spring and fall

Superintendent explained that, due to changes at the wastewater plant, the Water Utility's sedimentation sludge poses ongoing treatment challenges for them. The sludge tends to have very limited biological activity, and slows methane production. It also occupies a large storage volume. In some years, these constraints have lead to delays in basin cleaning at the Water Utility, and such delays can affect water treatment. Superintendent reported that staff is considering various options including on-site sludge thickening and landfill disposal. Superintendent thinks this change will result in approximately 2-3 times more cost than previously paid to the wastewater plant, which was normally \$60,000-\$80,000 per year. Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, authorizing Superintendent to move forward with an on-site service treatment agreement, if feasible, and to report back at the next regular meeting.

Inform Board of graffiti incident

Superintendent distributed a photograph and updated Board on changes to monitor the area using video cameras.

Discuss and ask Board approval of financial audit

Superintendent presented a proposal for two years of financial audit work by Baker Tilly at a total cost of \$9,300 for 2014 and \$9,750 for 2015, along with \$3,100 and \$3,200 for preparation of the PSC annual report. Commissioner Van De Kreeke noted Baker Tilly's ongoing good service record at the Utility. Commissioner Haen made a motion, seconded by Commissioner Van De Kreeke, to accept. Motion passed unanimously.

Driveway retaining wall

Superintendent reported that the draft of the engineering study on the retaining wall is now complete. Three options were reviewed, with cost estimates ranging from \$250k-\$1.6M. Superintendent had requested that the Engineer confirm the wall is not in imminent risk of failure, and this was done. Given the upcoming UV project and the associated truck traffic, Superintendent felt there was no need to begin major repairs in 2015, but, to stabilize the curb line, a 9' swath of asphalt could be installed near the gate and down the hill. This would lead water directly into the back of curb rather than into the gap and thus reduce water/ice impacts. Commissioner Heinz made a motion, seconded by Commissioner Van De Kreeke, to accept a proposal from TJS at a total cost of \$4,500. Motion passed unanimously.

Discuss new PSC rules or Info

None.

Correspondence

None.

Approve Vouchers

Motion by Commissioner Van de Kreeke, seconded by Commissioner Haen, that gross payroll for August of \$231,183.68 and general vouchers of \$259,996.99 be allowed and approved. Motion passed unanimously.

Personnel

Update on water treatment plant operator position

Superintendent informed Board members that Mr. Daniel Marsicek was selected to move into the vacant Operations and Maintenance Technician position. This results in a vacancy for a water treatment plant operator, and the Utility is now taking applications.

Inform Board of upcoming training with CVMIC

Superintendent reviewed some upcoming training events including dealing with difficult customers.

Other Matters

Next Board Meeting

The next meeting is tentatively scheduled for October 20, 2014.

With no further business, the meeting adjourned at 5:18 PM on a motion by Commissioner Van De Kreeke, seconded by Commissioner Heinz. Motion carried unanimously.