

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

**Monday, October 21, 2013**

Present: Commissioners G. Van De Kreeke, R. Haen, Mark Heinz, and J. Trueblood, Superintendent.

The meeting was called to order by G. Van De Kreeke, President, at 4:02P.M. All present recited the Pledge of Allegiance.

## **Minutes of Previous Meeting**

Motion by Commissioner Haen, seconded by Commissioner Van De Kreeke, that the minutes of the September 16, 2013 meeting be approved as presented. Motion passed unanimously.

## **Financial Reports**

The reports for September were reviewed. Commissioner Haen made a motion to accept the financial reports, seconded by Commissioner Heinz. Motion passed unanimously.

## **Superintendent's Report**

### **Operations' Department Report**

Superintendent reported that September pumpage increased 4.4% 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 including concrete restoration, dead end hydrant flushing, hydrant maintenance, and other fall work. The Commissioners accepted the report as presented.

## **Old Business**

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

Commissioner Heinz commented that he had reviewed Alliant billings to the Utility. He felt Utility staff were doing a good job of managing on and off peak usage.

### **Other Old Business**

#### **Update Board on wash tank construction schedule**

Superintendent stated that the new wash tank was now in service after passing leakage and bacterial tests. Ongoing work must be completed on the masonry and site restoration.

#### **Discuss Water Rate Study by Baker Tilly**

Superintendent stated that the PSC had responded to Baker Tilly's submittal of the Utility's rate study. The PSC sought additional information about the new cross connection program and associated costs, and some details on water main costs. The PSC also communicated that the wash tank project did not receive the required construction review: this requirement was changed by PSC in late 2012. Superintendent discussed the matter with PSC staff and will be supplying the necessary information to them.

#### **Discuss and ask Board approval of R.O. informing Council of Board's intent to submit a rate increase effective in 2014**

Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, to approve an R.O. advising Council that the Board anticipates a 7% rate increase to go into effective, as authorized by WI PSC, in 2014. This would be about \$1.00 per month on a typical residential bill. Despite the increase, Sheboygan would continue to have among the lowest water rates in the state.

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**New Business**

**Business to be presented by Commissioners**

There was none.

**Other New Business**

**Discuss and ask Board approval for front gate electric operators**

Superintendent presented two proposals to add motors to the existing Utility gate, which is difficult to operate in the winter. Commissioner Haen made a motion, seconded by Commissioner Heinz, to accept the low cost proposal by Total Access Solutions for a total of \$4,890.00, including 50 radio transmitters for use in vehicles. Motion passed unanimously.

**Discuss and ask Board approval of R.O. transmitting third quarter report to Council**

The report was incomplete and the issue was held.

**Discuss and ask Board approval of R.O. requesting Council approval of Board's intention to seek a Safe Drinking Water Loan for its upcoming UV Disinfection project**

Superintendent reviewed the advantage of the SDWL program: namely, a fixed interest rate at 55% of market rate. In this case, after reviewing the application and priority scoring documents, Superintendent thinks there is a high probability of qualifying for a SDWL on this project. Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, to approve the R.O. and direct the superintendent to begin preparing the submittal. Motion passed unanimously.

**Discuss and ask Board approval for engineering agreement related to high lift pump ceiling restoration**

Superintendent reviewed a proposal from Donohue & Associates for architectural and engineering services related to the high lift pump station ceiling project. The existing plaster/lathe ceiling has gradually destabilized and needs repairs. After discussion, Commissioner Haen made a motion to approve the proposal for a total estimated cost of \$24,200 pending a comparison of the engineer's construction cost estimate to budget figures. Commissioner Van De Kreeke seconded the motion, which passed unanimously.

**Discuss and ask Board approval of UV Disinfection Design and Construction Services**

Superintendent reviewed CDM Smith's response to the Board's request to reduce the proposed engineering cost from \$548,343 to \$500,000. In particular, CDM Smith offered six options for cost reduction: if all were approved, the engineering cost came in at \$499,443. After reviewing the options, the Board determined to accept option 4 (Limit Construction Administration Effort to 15 months), option 5 (modify the construction inspection labor mix), and option 6 (reduce the number of clarifications/RFI's during construction to 70). These provided a reduction of \$22,100. There was discussion on option 2 (eliminate the 60% deliverable and associated progress meeting). CDM Smith provided additional details about this work scope. Commissioner Haen felt that possibly the meeting could be held by Donohue staff and thus reduce costs. CDM Smith offered that having certain meetings in Chicago would reduce costs. Superintendent offered that Utility staff could travel to Chicago for the 60% and 90% meetings; CDM Smith stated this would be a savings of \$1,600.

Commissioner Haen made a motion, seconded by Commissioner Heinz, to accept the CDM Smith proposal and to accept the reductions of options 4,5,and 6, and the \$1,600 reduction, for a total cost of \$524,643. Motion passed unanimously.

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Discuss and ask Board approval of purchase of fire hydrants and other fittings/materials

Superintendent presented a proposal for the purchase of (6) 6', (6) 6.5', and (12) 7' trench hydrants. HD Supply price was \$47,460; Davies/Ferguson at \$48,762; and First Supply at \$55,800. Superintendent also presented a proposal for fittings, valve box & misc items. First Supply was at \$9,311; Ferguson at \$10,313; and HD Supply at \$11,695. Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, to approve the purchase of hydrants from HD Supply, and the purchase of the other materials from First Supply. Motion passed unanimously.

Discuss issues related to high water pressures at Rammer cul-de-sac

Superintendent presented a topographic map of the Rammer Court and Ashby Court neighborhood near the Georgia Avenue booster station. This area was previously on the normal pressure zone, which is established by the water levels in Taylor Hill and the Georgia Avenue standpipe. Due to relatively high elevations at Hilltop Drive, the area generally had low water pressure, particularly along Hilltop Drive, which is about 32 feet higher than at the base of Rammer Court. As part of its Broadway Avenue water main improvement, and subsequent connection to the Georgia Avenue standpipe, the Utility determined it would be advantageous to attach this neighborhood, including Horace Mann School, to the boosted pressure zone created by the pumps at the Georgia Avenue booster station. This change was implemented late in August 2013 and required installation of water main and various interconnections.

Some weeks later, the Utility was contacted by a resident on Rammer Court concerned about high water pressure. The Utility put out data loggers to collect data on water pressure and daily variations. After review it was determined that the resident had a typical pressure exceeding 80 psi. State plumbing code states that if water pressure exceeds 80 psi, a pressure reducing valve shall be installed downstream of the water meter and prior to any other fixtures. Although the Utility complied with WDNR and PSC code regarding not exceeding 100 psi at the water meter, it had apparently created a situation requiring a reduction in pressure in certain residences to comply with state plumbing code. By utilizing field and topographic data, Utility staff determined that 30 residences were affected in the area.

Unfortunately, it is not feasible to simply return the area to prior conditions, because this would not address the low water pressure issues. Superintendent received information from local plumbers and Inspector Winter demonstrating the typical cost for installing a pressure reducing valve would be between \$250 and \$300.

After discussion, Commissioner Van De Kreeke made a motion, seconded by Commissioner Heinz, for superintendent to solicit quotes from plumbers for the installation of pressure reducing valves in approximately 30 residences and to discuss the matter with the city attorney. Customers would be required to coordinate installation and scheduling with the low bid plumber. Superintendent informed the Board that Inspector Winter interprets this as an enforcement situation. Motion passed unanimously.

Discuss providing envelope stuffing service to Town of Sheboygan Water Utility

The Utility had been contacted by the Town of Sheboygan business manager about the new requirement eliminating postcard bills; they don't have an easy capability for stuffing a full size bill into an envelope, and wondered if the Utility could provide that service. The Utility accountant performed a calculation/estimate for costs to provide the service including labor/benefits/machine time/return on investment. The result was about \$150 to stuff 2,900 sheets once per quarter. This differs hugely from other billing and collecting services here that depend on meters, meter reading, and all sorts of other work: this is simply stuffing bills produced by them into their envelopes and that's all. Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, to draft a simple agreement for a one year term to provide the service for \$600. Motion passed unanimously.

**Correspondence**

None.

**Approve Vouchers**

Motion by Commissioner Haen, seconded by Commissioner Heinz, that gross payroll for September of \$134,749.36 and general vouchers for September of \$653,078.70 be allowed and approved. Motion passed unanimously.

**Personnel**

Update on vacancy in the operations department

Superintendent advised that the operations department has returned to full staffing.

**Other Matters**

Next Board Meeting

The next meeting is scheduled for November 13, 2013.

With no further business, the meeting adjourned at 5:50 PM on a motion by Commissioner Haen, seconded by Commissioner Van De Kreeke. Motion carried unanimously.

Minutes taken by:  
Superintendent  
Joe R. Trueblood

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Raymond W. Haen, Secretary