

# Minutes of the Board of Water Commissioners' Meeting

## Friday, December 16, 2011

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 7:02 A.M.

### Old Business

**Old Business Presented By Commissioners:** There was none.

### **Other Old Business**

#### Discuss adjustment from full time to part time position

Superintendent advised that it might be advantageous to consider allowing full time employees to reduce to part time work depending on circumstances. This could allow the Utility to retain experienced staff for relatively short periods of time before they ultimately retire. The Board expressed interest in the concept but would need to see details at a later time.

#### Discuss and ask Board approval to purchase replacement turbidimeters and SCADA programming

Superintendent presented a proposal from Hach Equipment for 12 new laser nephelometers to replace the obsolete turbidimeters. In addition, Best Systems of Oostburg had submitted a proposal for the associated programming necessary to link these units and other items with the SCADA system. Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, to approve the purchase of 12 laser nephs for \$61,927 and for SCADA programming for \$17,000 as proposed. Motion passed unanimously.

#### Discuss and ask Board approval to allocate monies for exempt and non exempt employee salary and wage increases for 2012

Superintendent revisited his earlier proposal of a four bin system regarding employee performance: poor, below average, average, and above average. Average performance would result in an increase of the average CPI figure based on the calendar year and trailing fiscal year average. Superintendent was looking for a simple merit-based system directly tied to written performance evaluations. Commissioner Stewart felt that the four bin system did not sufficiently address outstanding performance. Commissioner Haen agreed and stated that he would be more comfortable if he could see the results earlier next year, in time for the December Board meeting. Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, to approve a five bin system for 2012 along with a CPI plus 1% increase for the superintendent. Motion passed unanimously.

#### Discuss and ask Board approval for 30 year longevity step for Utility Engineer

Superintendent informed the Board that the Utility Engineer had reached thirty years of service and was recommending the 2% longevity step be approved. Motion by Commissioner Van De Kreeke, seconded by Commissioner Haen, to approve. Motion passed unanimously.

The January meeting is scheduled for January 23 at 4:00 PM. Motion by Commissioner Haen, seconded by Commissioner Stewart to adjourn at 8:05 AM. Motion passed unanimously.

Minutes taken by:  
Superintendent  
Joe R. Trueblood

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Raymond W. Haen, Secretary

