

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

**Monday, March 16, 2015**

Present: Commissioners G. Van De Kreeke, R. Haen, and J. Trueblood, Superintendent. Commissioner Heinz was excused due to illness. Mayor Michael Vandersteen joined the meeting at 4:00 PM.

The meeting was called to order by G. Van De Kreeke, President, at 4:00 P.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 February 16, 2015 meeting be approved as presented. Motion passed unanimously.

## **Financial Reports**

Reports from December, January, and February were reviewed. The Commissioners accepted the reports as presented.

## **Superintendent's Report**

### **Operations' Department Report**

Superintendent reported that February pumped water was down about 18% compared to February of last year, but this was due to loss of water via unknown water leaks in 2014. 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. Three water main breaks were repaired in February. The Commissioners accepted the report as presented.

## **Old Business**

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

None.

### **Other Old Business**

#### **Update on UV project**

Superintendent informed that the fully executed contract documents will be sent to Miron and WDNR on 3/17/15.

#### **Review refunding listing**

Superintendent distributed a listing provided by the fiscal department of the properties that will receive a refund due to incorrect interpretation of reconnection fees. Superintendent stated that the Utility Accountant is reviewing unclaimed property requirements.

## **New Business**

### **Business to be presented by Commissioners**

None

### **Other New Business**

#### **Discuss and ask Board approval for water main bids on S. 32nd Street, Washington Ave. to Crocker**

Superintendent reviewed bid tabulations from the engineering department. On S. 32nd Street, the Utility received bids as follows: David Tenor Corp, \$173,155.00; Kruczek Construction, \$174,400.00; Jossart

Brothers, \$177,365.00; De Groot Inc., \$186,066.19; Advance Construction, \$190,416.00; Vinton Construction, \$191,346.00; Kip Gulseth, \$209,625.40, Dorner Inc., \$222,590.00; and PTS Contractors at \$223,346.00. Commissioner Haen made a motion, seconded by Commissioner Van De Kreeke, to accept the low qualified bid of David Tenor Corp. Motion passed unanimously.

Discuss and ask Board approval for water main bids on S. Taylor Drive, Washington Ave. to Behrens Parkway

Superintendent reviewed bid tabulations from the engineering department. On S. Taylor Drive, the Utility received bids as follows for base bid and alternate 1: Buteyn/Peterson, \$678,437.31 and \$433,756.32 for a total of \$1,112,194.00; PTS Contractors, \$692,817.6 and \$467,431.5, for a total of \$1,160,249.00; Jossart Brothers, \$701,778.30 and \$469,127.40, for a total of \$1,170,906.00; Dorner Inc, \$688,736.60 and \$500,689.20, for a total of \$1,189,426.00; Kruczek Construction, \$765,765.65 and \$513,000, for a total of \$1,278,766.00; Advance Construction, \$767,669.79 and \$531,546.80, for a total of \$1,299,217.00; De Groot Inc., \$783,352.13 and \$544,727.61, for a total of \$1,328,080.00; and David Tenor Corp, \$835,182.50 and \$553,528.75, for a total of \$1,388,711.00. Commissioner Haen made a motion, seconded by Commissioner Van De Kreeke, to accept the low qualified bid of Buteyn Peterson for the base bid and alternate 1. Motion passed unanimously

Discuss and ask Board approval for purchase of materials for New York Avenue water main project

Superintendent presented proposals from Ferguson and HD Supply for 460' of 8" DI pipe and other materials for New York Avenue construction at a total cost of \$10,131.20 and \$11,240.00. Commissioner Haen made a motion, seconded by Commissioner Van De Kreeke, to approve the low cost option of \$10,131.20 from Ferguson. Motion passed unanimously.

Discuss new PSC rules or Info

Inform Board of Audit Completion

Superintendent reported that the audit team from Baker Tilly had completed their work. Mr. Knepel complimented the Utility Accountant's preparation for the audit.

Discuss and ask Board approval for purchase of floor scrubber

Superintendent reminded the Board members that Mr. Donovan previously did many custodial duties in the plant. After his retirement, those duties have fallen on remaining staff members. While this has been working all right, proper cleaning of the tile floor (~4,500 SF) has remained a challenge. The Utility has been doing this with basic mopping. Superintendent had requested a quote from a cleaning company to do the work, and the proposal was for \$1,400 per cleaning. The Utility then researched acquiring its own floor scrubber and demoed several models in the plant provided by Industrial Floor Care of Port Washington. The recommended model was a refurbished Tom Cat Minimag 26" disk floor scrubber, with 6 month full warranty, at a cost of \$5,200.00. Superintendent asked Mr. Swearingen to find a comparable unit online, and one was available from Caliber Equipment with a two month warranty and a total price of \$5,300.00. Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, to purchase the unit from Industrial Floor Care of Port Washington. Motion passed unanimously.

Discuss water main proposal from Sheboygan County to provide improved service to UW- Sheboygan campus

(note: this item was moved forward on the agenda in courtesy of Mayor Vandersteen)

Superintendent presented two letters received from Mr. Jim Te Beest of Sheboygan County Building Services. One letter was dated March 11, 2015, and the second letter was dated March 13, 2015: the second

letter was described as a supplement to the first. The first letter specifies that Sheboygan County owns the land and buildings that make up the UW-Sheboygan campus, and that the campus is located within the City of Sheboygan and served with water by the Sheboygan Water Utility. However, the existing 8" water main in University Drive dead ends at the campus and does not provide adequate water pressure to allow Sheboygan County to develop additional buildings and install required sprinkler systems at the campus. Therefore, Sheboygan County has engaged AECOM to design a 12" water main extension to upgrade water service at the campus.

The proposed water main extension involves installation of approximately 4,500' of 12" PVC water main pipe at an estimated cost of \$400,000. The proposed extension commences at S. Taylor Drive and Union Avenue, proceeds westerly along Union Avenue, and thence northerly in Campus Drive to the connection point with the existing 8" water main at University Drive. In addition, this connection location to the City water system would be on a boosted pressure zone.

The County document points out that the Union Avenue portion of the project is located within the Village of Kohler municipal right-of-way. Therefore, approval for installation and operation of the proposed water main would be required from the Village of Kohler. The document also points out the County's interest in recouping certain portions of the water main cost advancement if and when any other parties connect to the proposed water main. The County proposes that connection charges that would be owing to the Sheboygan Water Utility would then be transferred to Sheboygan County as partial reimbursement of the construction costs.

The second document, dated March 13, addresses issues involved in service of water to the Village parcel on Union Avenue. The County feels it would be optimal to secure the approval of water service to that Village parcel contemporaneously with approval of the proposed water main extension; however, the County recognizes that approval of water service ahead of any specific development proposes might be problematic. Therefore, the County states that *the City will have complete control as to if and when any adjacent properties are allowed to use and be benefitted by the proposed water main extension. However, if City approval is given then the benefitted property owners will be required to contribute fair share toward the County's construction costs.*

The Board members discussed the issue at length. The conveyance of the water main would be a benefit because it would reduce or eliminate the need to replace the 8" water main currently serving the UW-Sheboygan campus. Various other pathways to serve the campus were discussed but none are as direct and complete in addressing the needs of the campus. Various ideas have been aired in public that the Village parcel might end up including a hotel development, extension of Lutheran high school, and/or extension of the UW-Sheboygan campus.

Commissioner Haen made a motion, taken under discussion by Commissioner Van De Kreeke, to respond affirmatively to the County's proposal of conveyance of the water main.

The Board members requested to know of any concerns from Mayor Vandersteen, who stated that future development might be either non-profit or for-profit, and those two might be viewed differently by the Common Council members. The Mayor felt it was important to keep Council informed on the matter.

Superintendent stated that once the water main were to be in service, then there might be a standard of reasonableness as to any agreement to serve water to the Village parcel. Superintendent suggested contacting the WI PSC for their input on the matter.

There was discussion that the Board could submit an R.O. to Council advising of the conveyance and stating that any future request for water service to the Village parcel would be referred to the Council. The Board members felt that the County's request for future reimbursement was reasonable. Superintendent stated that he would need some legal advice on the details of establishing a connection fee via cost advancement from third-party entity such as the County.

There was some discussion on the possibility of the Village requesting a third wholesale water connection to serve the parcel in the future. This probably wouldn't make much sense because the proposed water main enters Village lands and then terminates in City lands. Also, Superintendent pointed out that the Village does own, operate, and maintain water main in City limits in Erie Avenue, west of their wholesale meter pit.

Commissioner Van De Kreeke then seconded the motion, which passed unanimously.

### **Correspondence**

Superintendent reviewed corresponded directed to the Board from Mr. Ron Roen, who pointed out what he felt were inconsistencies in certain Utility form letters and also requested electronic notification. Superintendent stated that postal notice is required in some cases. The Board members expressed appreciation for Mr. Roen's concerns and directed that the Utility respond in writing to him.

### **Approve Vouchers**

Motion by Commissioner Van De Kreeke, seconded by Commissioner Haen, that gross payroll for February of \$151,698.43 and general vouchers of \$382,363.31 be allowed and approved. Motion passed unanimously.

### **Personnel**

Superintendent advised that many applicants have expressed interest in the civil engineering intern position.

### **Other Matters**

#### **Next Board Meeting**

The next meeting is tentatively scheduled for April 20, 2015, at 4:00 PM.

With no further business, the meeting adjourned at 5:28 PM on a motion by Commissioner Van De Kreeke, seconded by Commissioner Haen. Motion carried unanimously.

Minutes taken by:  
Superintendent  
Joe R. Trueblood

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Raymond W. Haen, Secretary