

**CITY OF SHEBOYGAN**  
**BOARD OF WATERWORKS COMMISSIONERS MINUTES**  
**Monday, August 22, 2022**

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**OPENING OF MEETING**

President Van De Kreeke convened the meeting at 3:33 PM. Secretary Tom Howe, Member Rich Dale, and Superintendent Joe Trueblood were in attendance.

1. Pledge of Allegiance

All present honored the flag of the United States of America.

**MINUTES**

2. Approve minutes of the July 18, 2022 meeting

Commissioner Dale made a motion, seconded by Commissioner Howe, approving the minutes of the July 18, 2022 as presented. Motion passed unanimously.

**REPORTS**

3. Financial reports and approval of vouchers

Commissioner Dale made a motion, seconded by Commissioner Howe, to approve the financial report and to approve general vouchers of \$990,972.78. Motion passed unanimously.

4. Superintendent's report including operations, construction-maintenance, and customer relations/fiscal

Superintendent reviewed the monthly operations, distribution, and customer relations & fiscal reports. Commissioner Dale made a motion, seconded by Commissioner Howe, to approve the reports. Motion passed unanimously.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

5. Request approval of proposed 2023 preliminary Water Utility budget

Superintendent reviewed the preliminary proposed 2023 Water Utility budget. Highlights include the continued focus on the raw water improvements (RWI) project which will conclude by the end of 2023. Debt service and PILOT payments will significantly increase when the project concludes. Other capital investments will be minimized in 2023 due to the large impact of RWI. After discussion, Commissioner Van De Kreeke made a motion, seconded by Commissioner Howe, to approve the preliminary budget as presented. Motion passed unanimously.

6. Request approval to purchase NEOGOV Perform module

Superintendent reviewed a proposal from NEOGOV for its Perform subscription to help improve HR management. Total cost for two years is \$11,902.50 including setup. Commissioner Dale made a motion, seconded by Commissioner Van De Kreeke, to accept the proposal. Motion passed unanimously.

7. Review ETF Board employer determination

Superintendent reported that WI ETF made a provisional approval that the Sheboygan Board of Water Commissioners meets all criterion to join ETF's 218/WRF agreement subject to a final determination by SSA, which is currently at a 12 month backlog. The Board had expressed possible interest in ETF's group health insurance offerings in the future. These would not be accessible to the Board for the Water Utility unless a 218 agreement is in place. Superintendent noted that, under its own 218 agreement, the Board would have to assume responsibility for other ETF benefits currently administered by the City of Sheboygan such as WI Retirement, life insurance, and WI Deferred Compensation. Superintendent stated that administering these benefits in-house is feasible. Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to pursue the 218/WRS agreement. Motion passed unanimously.

**PERSONNEL**

8. Update on distribution tech recruitment

Superintendent advised that recruitment of distribution techs is ongoing.

**NEXT MEETING**

9. Next meeting will take place on: September 19, 2022

**ADJOURN**

10. Motion to Adjourn

At 4:40 PM, Commissioner Van De Kreeke made a motion to adjourn, which was seconded by Commissioner Howe. Motion passed unanimously.