

**CITY OF SHEBOYGAN**  
**BOARD OF WATERWORKS COMMISSIONERS MINUTES**  
**Monday, December 18, 2023**

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**OPENING OF MEETING**

1. Pledge of Allegiance

President Van De Kreeke convened the meeting at 3:30 PM. Secretary Howe and Member Dale were present along with Superintendent Trueblood. All honored the flag of the United States.

**MINUTES**

2. Approve minutes from the November 20, 2023 meeting

Commissioner Dale made a motion, seconded by Commissioner Van De Kreeke, to approve the minutes of the November 20, 2023 meeting. Motion passed unanimously.

**REPORTS**

3. Financial reports and approval of vouchers

Commissioner Dale made a motion, seconded by Commissioner Howe, to approve the reports as presented along with general vouchers of \$3,228,737.90 and gross payroll of \$200,592.90. Motion passed unanimously.

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

Commissioner Dale made a motion, seconded by Commissioner Howe, to approve the superintendent's report as presented. Superintendent noted that all of the intake pipeline is now installed, but there is some remaining work to install the inlet structure and to further cover the pipe route. Due to a number of issues, Superintendent anticipates a substantial completion in early March, 2024.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

5. Approval to purchase three hybrid vehicles

Superintendent reviewed proposals from Zimbrick Honda of Madison and Morries Honda of West Bend on three 2024 CRV-hybrid sport vehicles. Zimbrick had bid \$102,236 including trade-in of two Utility pickup trucks and Morries had bid \$92,746.00. Commissioner Van De Kreeke made a motion, seconded by Commissioner Howe, to accept the proposal from Morrie's. Motion passed unanimously.

6. Approval to maintain legal retainer agreement for ongoing LSL program review

Superintendent reviewed some background on upcoming lead service line replacement issues. With EPA now anticipated to issue a 10 year replacement guideline, the Utility will need to continue to increase replacements, currently at 200 per year. This will require modification of its WI PSC LSL replacement program if possible, and, if not, consideration of a more hybrid municipal type LSL program. With ongoing legal considerations growing larger, Superintendent and the Utility's LSL team had reached out to attorney Lawrie Kobza for a legal agreement that would allow Boardman Clark to work with the Utility on complete review of its LSL replacement program. Commissioner Dale made a

motion, seconded by Commissioner Van De Kreeke, to approve the legal agreement. Motion passed unanimously.

7. Approval to purchase water meters for inventory

Superintendent reviewed a proposal from Badger meter for 360 M25 5/8" water meters at a total cost of \$22,582.80. Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to approve the purchase. Motion passed unanimously.

#### **PERSONNEL**

8. Update on USS recruitment

Superintendent noted that the recruiting team had screened and interviewed a number of candidates and identified two finalists. Superintendent anticipates a hiring decision will be made soon.

9. Update on perf/eval process

Superintendent advised that the performance evaluation process has begun using NEOGOV platform. Current trailing year midwest CPI is at 2.9% according to Senior Accountant Gottsacker.

#### **NEXT MEETING**

10. Next meeting will take place on: January 15, 2024

#### **ADJOURN**

11. Motion to Adjourn

At 4:20 PM, Commissioner Dale made a motion, seconded by Commissioner Howe, to adjourn. Motion passed unanimously.