

**CITY OF SHEBOYGAN**  
**BOARD OF WATERWORKS COMMISSIONERS MINUTES**  
**Monday, September 19, 2022**

---

**OPENING OF MEETING**

President Van De Kreeke convened the meeting at 3:30 PM. Secretary Howe, Member Dale, and Superintendent Trueblood were in attendance.

1. Pledge of Allegiance

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

**MINUTES**

2. Request approval of minutes from August 15, 2022 meeting

Commissioner Dale made a motion, seconded by Commissioner Howe, to approve the minutes of the August 15, 2022 meeting. Motion passed unanimously.

**REPORTS**

3. Financial reports and approval of vouchers

Commissioner Van De Kreeke made a motion, seconded by Commissioner Howe, to approve the financial reports as presented and to approve general vouchers of \$1,074,336.45 and gross payroll of \$179,726.80. 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. Motion passed unanimously.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

5. Request approval of annual dive/intake cleaning

Superintendent reviewed proposals for annual inspection and cleaning of water intakes as follows: Underwater Construction Corp at \$10,260.00; Northern Divers USA at \$29,100.00; no bid from Midco and JF Brennan.

6. Review filter#5 failure

Superintendent reviewed reports from Operations Supervisor Swearingen and from Leopold/Xylem water solutions regarding failure of filter #5. After much investigation by Utility ops staff, it is clear that the IMS caps from the 1990's era installation have been slowly clogging with alum/fines, creating flow problems primarily during backwash. The problems lead to pressure build up and eventual cracking of

IMS caps. In addition, staff observed the caps flexing upwards at endpoints during simulated backwash, creating short-circuiting during backwash. Utility staff also consulted with CDM Smith Engineers on similar filter failures at other locations including Milwaukee and Cleveland, OH. Xylem made a recommendation that the existing IMS caps be removed and replaced with IMS 200 caps that should be less susceptible to clogging. Xylem proposed 4 days of onsite tech personnel in two mobilizations for removal/flushing of underdrains, and guidance on installation of the new caps. Xylem would furnish 186 full sections of caps to be field cut as needed to fit. The proposal includes a delivery within 6-8 weeks at a not-to-exceed cost of \$42,720.00. Superintendent explained that there are two issues: returning #5 to service as quickly as possible in case of additional filter failures; determining the best course ahead for the other filters that have IMS caps and similar clogging issues. Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to approve the Xylem proposal and to authorize CDM Smith to complete a filter rehabilitation study not to exceed \$30,000.00. Motion passed unanimously.

7. Request approval for filter media replacement

Superintendent reviewed a proposal from Red Flint Sand and Gravel for garnet, filter sand, anthracite media for replacement of filter #5, with a delivery time of 8-10 weeks, at a cost of \$52,293.50 including shipping and handling. Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to approve the purchase. Motion passed unanimously.

8. Review results of financial planning tool

Superintendent reviewed the financial planning tool used by the Utility to estimate future revenues needed to offset ongoing and project costs. With near final RWI costs now available, Superintendent and Utility Accountant had updated the tool and used it to make forward projections. These demonstrate that upcoming revenue increases will be needed to offset major new debt, expenses, and PILOT payments associated with the RWI project. Probably several cycles of bi-annual increases will be needed to grow water revenues to offset the new expenses. As always, any rate increases would be determined by the WI Public Service Commission.

9. Request purchase of water meters

Superintendent reviewed a proposal to purchase 360 M25 (5/8") and 180 M25 (3/4") disc meters with 10 M70 Orion units at a total cost of \$33,535.30. Commissioner Howe made a motion, seconded by Commissioner Dale, to approve the purchase. Motion passed unanimously.

## **PERSONNEL**

10. Update on distribution technician recruitment

Superintendent advised that Mr. Damien Balde will be starting as a distribution technician on October 3, 2022.

## **NEXT MEETING**

11. Next meeting will take place on: October 17, 2022

The next meeting will be held on October 17, 2022 at 3:30 PM.

## **ADJOURN**

12. Motion to Adjourn

Commissioner Howe made a motion, seconded by Commissioner Dale, to adjourn at 4:59 PM. Motion passed unanimously.