

CITY OF SHEBOYGAN
BOARD OF WATERWORKS COMMISSIONERS MINUTES

Monday, November 25, 2024

OPENING OF MEETING

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

1. Pledge of Allegiance

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

MINUTES

2. Approve minutes from the October 21, 2024 Board meeting

Commissioner Dale made a motion, seconded by Commissioner Howe, to approve the minutes from the October 21, 2024 Board meeting. Motion passed unanimously.

REPORTS

3. Financial reports and approval of vouchers

Superintendent reviewed the financial reports prepared by Senior Accountant Gottsacker. Commissioner Van De Kreeke made a motion, seconded by Commissioner Howe, to approve the reports along with general vouchers of \$2,633,482.01 and gross payroll of \$217,997.04. Motion passed unanimously.

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

Superintendent reviewed the monthly departmental reports for October.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. Request approval of 2025 water treatment chemical bids

Superintendent reviewed the water treatment chemical bids for 2025. For alum (iron-free grade) bids were received from ChemTrade at \$431.00 per dry ton and from US Alco at \$700.44 per dry ton; for alum (food grade) from Chem Trade at \$441.00 per dry ton; for fluoride from Hawkins Inc. at \$5,238.65 per dry ton; for sodium hypochlorite from Hawkins Inc at \$2.24 per gallon and from Rowell Chemical at \$1.81 per gallon and from Hydrite Chemicals at \$1.83 per gallon; and for liquid phosphate from Hawkins Inc at \$11.04 per gallon and from Carus Corp at \$10.396 per gallon. Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to accept the low bids in each case and to utilize food-grade alum. Motion passed unanimously.

6. Request approval for media removal from filters #1 and #2

Superintendent reminded the Board members of the plan to rehab filters #1 and #2 in early 2025. As such, Operations Supervisor Swearingen sought hydro-excavation proposals to remove and dispose of media. Valley Hydro-excavation LLC was responsive with a bid at \$38,000 for the entire

project. Commissioner Dale made a motion, seconded by Commissioner Howe, to accept the proposal. Motion passed unanimously.

7. Request approval for year-end write-offs on uncollectible delinquent accounts

Senior Accountant Gottsacker prepared a report of uncollectible accounts due to bankruptcy or statute of limitations totaling water charges of \$1,501.63. Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to accept the write-offs as presented. Motion passed unanimously.

8. Request approval for health insurance plan renewal

Superintendent reviewed a listing of health insurance renewal options prepared by hni/Acrisure along with minor changes to dental coverage and HRA plan. Last year, the health insurance renewal cost was essentially flat, partly because the Utility had switched from self-insured to fully insured mid year. This year, the renewal showed an increase of 9.6% due to market factors. Plan reduction, such as increase in employee max annual cost from \$4,000 (family) to \$13,000 or \$11,000 were reviewed. While those renewals reduced overall plan costs, superintendent advised they would be significant impacts on Utility covered members and were not recommended. Plans from Anthem/BCBS were also reviewed. Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to accept the UHC renewal with no change in benefit level. Motion passed unanimously.

9. Request approval for workers' compensation insurance proposal

10. Request approval of change order on engineering contract for Sheboygan River crossing

Superintendent reviewed a memo from Distribution Supervisor McMillan noting that the river crossing project had an expansion in work scope not covered by the original engineering contract with AECOM. These additional work scopes included easement documentation, WDNR and USEPA coordination, change in material from HDPE to DIP, coordination with City development project at Commerce Drive, and an extended timeline. As such, AECOM requested a change order totaling \$35,751 to complete their work. Superintendent recommended acceptance in order to complete the final phase of the project. Commissioner Dale made a motion, seconded by Commissioner Howe, to approve the change order. Motion passed unanimously.

PERSONNEL

11. Update on hiring of distribution technician and utility engineer

Superintendent reported that the Utility will be welcoming Mr. Brandon Wallace as a distribution technician and Mr. Jacob Boening as a Utility Engineer in December. The Utility will then be back at full staffing level.

NEXT MEETING

12. Next meeting will take place on: December 16, 2024

ADJOURN

13. Motion to Adjourn

At 4:11 PM, Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to adjourn. Motion passed unanimously.