

CITY OF SHEBOYGAN
BOARD OF WATERWORKS COMMISSIONERS MINUTES
Monday, December 19, 2022

OPENING OF MEETING

1. Pledge of Allegiance

President Van De Kreeke called the meeting to order at 3:30 PM. Commissioners Howe and Dale were in attendance along with Superintendent Trueblood. All present honored the flag of the United States of America.

MINUTES

2. Approval of minutes from Nov. 21, 2022 meeting

Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to approve the minutes of the November 21, 2022 Board meeting. Motion passed unanimously.

REPORTS

3. Financial reports and approval of vouchers

Commissioner Dale made a motion, seconded by Commissioner Howe, to approve the financial reports, general vouchers of \$2,202,410.30, and gross payroll of \$182,050.03. Motion passed unanimously.

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

Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to approve the Superintendent's report. Motion passed unanimously.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. Request approval of write-offs

Commissioner Dale made a motion, seconded by Commissioner Howe, to approve \$55.85 in water bills where the statute of limitation for collections has been exceeded. Motion passed unanimously.

6. Request approval of proposal for 2022 audit services

Superintendent reviewed an annual and single audit proposal from Baker Tilly for 2022 of \$25,000 and \$8,500; 2023 of \$30,000 and \$9,500; and 2024 of \$35,000 and \$10,500. Single audits might be required for the large safe drinking water loan project. Commissioner Van De Kreeke made a motion, seconded by Commissioner Howe, to approve the proposal. Motion passed unanimously.

7. Review rehab of filters#5 and ongoing plans

Superintendent informed the Board members that the operations department, with help from distribution, had completed rehabilitation of filter #5. This included replacement of the original IMS caps along with new filtration media. The filter has been returned to service and is performing as a new filter, with low head loss of 2.0 psi at a moderate backwash rate. Superintendent advised that further

recommendations on the filter rehab/replacement program will be coming at the January Board meeting.

8. Request approval for renewal of cross connection services contract

Superintendent reviewed a proposal from HydroCorp to provide the next two years of cross connection control inspections in commercial and industrial customer settings. These inspections are mandated for every two, six, or ten years depending on hazard level. HydroCorp has provided outstanding service over the years to the Utility. Commissioner Dale made a motion, seconded by Commissioner Van De Kreeke, to approve the proposal for a total cost of \$121,704 for approximately 978 inspections in 2023 and 2024. Motion passed unanimously.

PERSONNEL

9. Review upcoming performance evaluations and staffing level

Superintendent advised that the transition to the NEOGOV PERFORM module is underway and slightly delayed into January, at which time evaluations will be completed. Superintendent advised of recruitment underway for a distribution tech and other staffing changes.

NEXT MEETING

10. Next meeting will take place on: January 16, 2023

ADJOURN

11. Motion to Adjourn

At 4:28 PM, Commissioner Howe made a motion, seconded by Commissioner Dale, to adjourn the meeting. The motion passed unanimously.