

CITY OF SHEBOYGAN
BOARD OF WATERWORKS COMMISSIONERS MINUTES
Monday, November 21, 2022

OPENING OF MEETING

President Van De Kreeke convened the meeting at 1:30 PM. Commissioner Dale and Superintendent Trueblood were in attendance. Commissioner Howe was excused due to out-of-country travel.

1. Pledge of Allegiance

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

MINUTES

2. Request approval of minutes from the Oct. 17, 2022 Board meeting.

Commissioner Dale made a motion, seconded by Commissioner Van De Kreeke, to approve the minutes of the October 17, 2022 Board meeting. The motion passed unanimously.

REPORTS

3. Financial reports and approval of vouchers

Superintendent reviewed the financial reports prepared by Utility Accountant Gottsacker, and the general vouchers of \$327,370.14 and gross payroll of \$180,876.77. Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to accept and approve the reports and vouchers as presented. 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 accept the Superintendent's report as presented. Motion passed unanimously.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. Request approval for purchase of hose bibbs

Superintendent reviewed quotes from DSG and Ferguson Enterprises for vacuum breakers used in the cross connection control program. The low cost proposal was from DSG for 500 of part no 19600-0000LF and 500 of part no 17148-0000LF vacuum breakers at a total cost of \$8,028.02. Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to approve the low cost proposal from DSG. Motion passed unanimously.

6. Request approval to rescind WI ETF life insurance document

Superintendent advised the Board of an error in executing ET-1301 at the last Board meeting and that WI ETF suggested rescinding that document. Commissioner Dale made a motion to rescind ET-1301, seconded by Commissioner Van De Kreeke. Motion passed unanimously.

7. Request approval to utilize outside vendor for bill printing and mailing

Superintendent presented an analysis prepared by Supervisor Scheuren on third party bill printing and mailing. Although the Utility has long printed and mailed its bills in-house, the economics for doing so have shifted. The analysis showed the cost for printing and mailing 5,000 bills as \$3,713.27 in-house, \$2,891.30 with Info Send, and \$3,550.00 with ABT Mailcom. Outside vendors have greater flexibility in bill design, incorporation of return envelope, combination bills to the same address. They can also stuff an additional sheet. Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to accept the Info Send proposal for bill printing and mailing services. Motion passed unanimously.

8. Request approval to purchase Badger water meters

Superintendent reviewed a proposal for 400 Orion ME water meters at a total cost of \$65,336.00. Commissioner Dale made a motion, seconded by Commissioner Van De Kreeke, to approve the proposal. Motion passed unanimously.

9. Update on Raw Water Improvements (RWI) project

Superintendent advised that work continues on completing the installation of the two pipes through the steel sheeting and then grouting the perimeters of the pipes. This work is taking place in a temporary coffer dam structure to give some protection from wave action. Other steel sheeting installation is now complete. The contractor intends to utilize the crane barge as long as weather will allow, with a goal of installing 600 LF of intake pipeline this season. Other work proceeds on the project. One issue has come up regarding long lead times on the VFD units for the pumps.

10. Update on repairs to filter #5 and filter replacement evaluation

Superintendent reported that the new media for filter #5 has arrived and been offloaded. The new filter caps are expected within a few days and we expect installation work to begin during the week of November 28. Staff also participated in meetings with CDM Smith and three filter manufacturers to consider options for replacing filters during 2023 and beyond. The rehab work done on filter #5 would be expected to have a shorter lifetime than complete filter replacement now under review.

11. Request approval of chemical supply bids

Supervisor Swearingen provided a tab of water treatment chemical bid supply for 2023. The Utility requested a time frame of 6 months. Chemical suppliers continue to face difficult market conditions with escalating costs and less competition. Utility staff confirmed that other water utilities have seen higher prices as well. Commissioner Van De Kreeke made a motion to accept the low bid for each chemical, including food grade alum, fluoride, sodium hypochlorite, and liquid phosphate. Commissioner Dale seconded the motion and the it passed unanimously. Cost increases ranged from 11% for alum to 87% for phosphate.

PERSONNEL

12. Update on distribution technician and other positions

Superintendent advised that three newer distribution techs are doing very well. With Mr. Bill Rose now in retirement, Superintendent would like to begin recruitment for an additional distribution tech to bring the crew back to its normal staffing level of 6 including the lead distribution tech.

The next meeting will be held on Dec. 19, 2022

ADJOURN

13. Motion to Adjourn

At 2:41 PM, Commissioner Dale made a motion, seconded by Commissioner Van De Kreeke, to adjourn. Motion passed unanimously.