

**CITY OF SHEBOYGAN**  
**BOARD OF WATERWORKS COMMISSIONERS MINUTES**  
**Monday, August 21, 2023**

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**OPENING OF MEETING**

Commissioners Van De Kreeke, Howe, and Dale were in attendance along with Superintendent Trueblood. President Van De Kreeke convened the meeting at 3:27 PM.

1. Pledge of Allegiance

All present honored the flag of the United States of America

**MINUTES**

2. Approve minutes from the July 17, 2023 Board meeting

Commissioner Dale made a motion, seconded by Commissioner Howe, to approve the minutes from the July 17, 2023 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 Superintendent's report as presented. Motion passed unanimously.

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

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

5. Request purchase of two (2) hybrid SUV vehicles

Superintendent reviewed background and recommendations to purchase hybrid SUVs as truck replacements for the meter shop. After consideration of many vehicles, including electric trucks, the preferred option to improve mileage is the Honda CRV-sport hybrid assembled in Ohio. The Utility received a proposal from International Honda of Sheboygan for two 2024 Honda CR-V sport hybrids with AWD and white exterior at \$67,630.00 including trade-in of a 2011 Silverado pick up truck. Morrie's Honda of West Bend submitted a proposal for the same items at \$68,986.00. Delivery would be in Sept/Oct 2023. Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale to accept the proposal from International of Sheboygan. Motion passed unanimously.

6. Update on 2023 lead and copper sampling results

Operations Supervisor Swearingen submitted updates on the 2023 lead and copper testing conducted in 30 properties throughout the city. The 90th percentile result for lead was at 2.2 ppb compared to 4.0 ppb in 2020 testing, and well below the action limit of 15.0 ppb. Lead results have generally been reduced from 2017 to 2023 due to optimization of the corrosion control process through higher treatment levels of phosphates. The 2.2 ppb result was the lowest since testing began in 1992. Superintendent commended operations staff for their ongoing efforts.

7. Review proposed change order for driveway completion on RWI project

Superintendent reviewed a change order letter from CDM Smith on driveway improvements associated with the RWI project. Due to project impacts and efficiency, the Utility sought a change order to complete driveway improvements from the boring location down the hill all the way to Park Avenue including curb and gutter replacements, storm inlet replacements, alteration to the curb line near the east basin, removal of a curb near the garage, and others. Originally the Utility considered completion of this work by separate contract after the RWI project, but this was revisited as an extension of the project itself. After several iterations, CD Smith provided a change order proposal not to exceed \$287,303.00 for the driveway improvements. Superintendent noted that the entire amount likely would not qualify for SDWL funding but other grant monies would be available. Commissioner Dale made a motion, seconded by Commissioner Van De Kreeke, to approve the change order subject to caveats included in the CDM Smith review letter of August 18, 2023. Motion passed unanimously.

8. Update on submission of rate application to WI PSC

Superintendent advised that the rate case application was received and confirmed by WI Public Service Commission. Given the current backlog, we would anticipate new rates going into effect early in 2024. Superintendent confirmed that the accounting firm did request a two step rate increase and a reduced rate of return in the application.

9. Request authorization to submit declaration of intent to Finance Director on Safe Drinking Water loans/principal forgiveness in 2024

Superintendent reviewed the Declaration of Intent document necessary for application for a Lead Service Line replacement loan/grant from WDNR. The declaration allows for reimbursement of spent Utility funds from upcoming WDNR loan/grant monies. Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to submit the DOI to the Finance Director as advised by bond counsel. Motion passed unanimously.

## **PERSONNEL**

## **NEXT MEETING**

10. Next meeting will take place on: September 18, 2023

The Commissioners confirmed Sept. 18, 2023 at 3:30 PM as the next meeting time.

## **ADJOURN**

11. Motion to Adjourn

At 4:35 PM, Commissioner Van De Kreeke made a motion, seconded by Commissioner Howe, to adjourn. Motion passed unanimously.