

**CITY OF SHEBOYGAN**  
**BOARD OF WATERWORKS COMMISSIONERS MINUTES**  
**Monday, February 20, 2023**

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**OPENING OF MEETING**

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

1. Pledge of Allegiance

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

**MINUTES**

2. Approve minutes of Jan. 16, 2023 meeting

Commissioner Howe made a motion, seconded by Commissioner Dale, to approve the minutes of the January 16, 2023 meeting. Motion passed unanimously.

**REPORTS**

3. Financial reports and approval of vouchers

Superintendent reviewed the financial report prepared by Senior Utility Accountant Gottsacker. Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to approve the report and the general vouchers of \$3,030,652.56 and gross payroll of \$216,661.47. Motion passed unanimously.

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

Superintendent reviewed the monthly reports prepared by the supervisory team. Commissioner Dale made a motion, seconded by Commissioner Howe, to approve the reports as presented. Motion passed unanimously.

5. Update on Raw Water Improvements (RWI) project

Superintendent gave an update on the Raw Water Improvements (RWI) project. Due to mild weather conditions, CD Smith has made good progress on concrete work and has poured the floor structure and portions of the wall sections. The floor is approximately 35' below grade level. Onsite propane heaters and insulating blankets have been used to ensure adequate temperatures for curing the concrete. Meanwhile issues involving supply of the VFD and other hardware have been resolved to comply with substantial completion date. The pipeline subcontractor, Kokosing, expects to mobilize in April and run crews around the clock to trench and install pipe in the lake bed. Superintendent stated that progress is going well and the contractor has maintained a safe, orderly construction site.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

6. Request approval to purchase water meters/transceivers

This item was inadvertently included in the agenda. No action taken.

7. Update on lead service line (LSL) removal plans for 2023

Superintendent reviewed 2023 plans for lead service line (LSL) replacements. Although the federal infrastructure bill is directing money to states for LSL replacement, Sheboygan does not qualify for grant monies because it is not an economically disadvantaged community. However, grant monies are available in the small disadvantaged census tract (DCT) in the City. Supervisor McMillan has laid out plans for approximately 203 LSL replacements in 2023 at an estimated cost of \$1,624,000. About 153 LSL replacements will take place in the DCT to utilize state grant money. Most of the replacement locations have been coordinated with City DPW in conjunction with street resurfacing or other work. Superintendent noted that the lack of grant monies for non DCT LSL replacements places a financial constraint on the program. A typical LSL replacement costs \$8,000 - \$12,000. Commissioner Dale commended the good coordination with DPW.

8. Request approval of sludge processing/removal contract

Supervisor Swearingen prepared bids for residual solids management for 2023 and 2024 including 6 site visits and 5,400,000 gallons of water processed and 1,200 tons of wet tonnage for disposal. Full Service Organics (FSO) provided a proposal of \$552,900.00 and Synagro provided a proposal of \$681,102.00. Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to approve the proposal from FSO. Motion passed unanimously.

9. Update on filter #6 and request approval for new caps and media

Superintendent gave an update on the status of filter #6, which the Ops Department has been investigating. With media removed, the filter revealed similar damage and clogging as seen in filter #5. Xylem inspected the underdrain system and found it to be intact. Xylem had then recommended replacement of the IMS caps, as in filter #5. Supervisor Swearingen recommended that Ops staff has confidence in replacing caps on #6, and the filter could be returned to service within about 4 months, in time for higher summer demands. Superintendent noted that, in addition, the Utility needs to plan to rehabilitate or replace the remaining filters. Superintendent recommended that the filter replacement process should begin, as it will ensure a long lifetime of more than 20 years. Superintendent reviewed a proposal from CDM Smith for filter and media replacement. This is necessary work to design new filter installations and comply with all necessary regulations. This would include all design work, regulatory submissions, and bidding, at a cost not to exceed \$189,500. Commissioner Dale made a motion, seconded by Commissioner Van De Kreeke, authoring the purchase of new media for filter #6 at a cost of \$57,265.10, new caps for filter #6 at a cost of \$48,885.00, and acceptance of the CDM Smith engineering proposal. Motion passed unanimously.

## PERSONNEL

10. Review Board's harassment policy

Superintendent reviewed the Utility's 2021 Harassment policy, which is located in section 8 of the Employee Handbook. Superintendent noted that the policy addresses specific details for supervisory and employee responsibilities. The policy also addresses the role of the Board and City Attorney in the case of a potential criminal activity. Superintendent noted that the Utility aims to complete harassment training every 2-3 years. Commissioner Howe noted the policy is up to date and thanked Superintendent for providing it for review.

11. Update on performance evaluations

Superintendent noted that the supervisory team utilized NEOGOV's Perform platform for reviews this year. Overall staff seemed favorable to this new tool. Superintendent reviewed the distribution of

performance results. The Commissioners confirmed approval of the process and authorized all supervisory wage increases including the superintendent's.

#### **NEXT MEETING**

12. Next meeting will take place on: March 27, 2023

The Commissioners agreed on March 27, 2023 as the next meeting date.

#### **ADJOURN**

13. Motion to Adjourn

At 5:05 PM, Commissioner Van De Kreeke made a motion, seconded by Commissioner Howe, to adjourn the meeting. Motion passed unanimously.