

CITY OF SHEBOYGAN
BOARD OF WATERWORKS COMMISSIONERS MINUTES
Monday, June 16, 2025

OPENING OF MEETING

President Van De Kreeke convened the meeting at 3:30 PM.

Present: President Gerald Van De Kreeke, Secretary Tom Howe, Member Rich Dale.

Superintendent Joe Trueblood.

1. Pledge of Allegiance

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

MINUTES

2. Approval of minutes

Commissioner Dale made a motion, seconded by Commissioner Howe, to approve the minutes of the May 21, 2025 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 and general vouchers of \$263,470.56 and gross payroll of \$133,310.94. 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 as presented. Motion passed unanimously.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. Update on filter performance results

Superintendent reviewed an update Memo from Supervisor Swearingen showing recent backwash testing results on filters 1-11. Utility staff have now reconstructed filters 1-6, which are showing as-new performance with about a 3 psi headloss at 11,000 gpm backwash rate. Prior to reconstruction, the headloss levels were greater than 6 psi. Filter 10 also shows low headloss of 2.5 psi, and it had been reconstructed several years ago. Filters 7/8/9 show elevated headloss ranging between 6.0 to 7.5 psi at 11,000 gpm. Filter 11 show headloss of about double that of its twin filter 10. The Utility continues with its plan to manage the risk of filter failure, which recently occurred in Neenah. Even if filters 7/8/9 and 11 failed, the Utility could still produce 22 MGD at normal operational scenario, which is a peak summer time demand. With 7/8/9 reconstructed in 2026, the failure risk will be further reduced. Superintendent commended ops staff for ongoing dedication in both rehabilitating filters with new caps and media, and then monitoring performance.

6. Approval of commercial insurance renewal

Superintendent reviewed a proposal submitted by Hub International Midwest for renewal of the Utility's commercial insurance package. Due to completion of the RWI project, the Utility's book value exceeded \$70M, which triggered the need for reinsurance on the property insurance coverage. This caused a relatively large percentage increase in property insurance costs from \$43,146 to \$61,083, although the amount of property covered had increased as well. Overall premium for property, inland marine, crime, general liability, business auto, public officials, and umbrella rose from \$105,664 to \$126,141. Cyber security coverage is managed separately. After discussion and a directive to seek competing proposals next year, Commissioner Dale made a motion, seconded by Commissioner Howe, to approve the renewal with Hub. Motion passed unanimously.

7. Update on safety training plans

Superintendent noted that the Utility has recently completed training sessions with Fox Valley Safety and expects to have a proposal to review at July's Board meeting for ongoing safety training, program review, SDS updates, and other safety-related work.

8. Approval of network mapping project

Superintendent reviewed a proposal for IT services involving mapping at a total cost of \$3,600 and cybersecurity at a project cost of \$1,200 with a monthly rate of \$902. Commissioner Van De Kreeke made a motion, seconded by Commissioner Dale, to approve both projects and recurring charges. Motion passed unanimously.

9. Discuss optic fiber internet proposal

Superintendent requested to hold this issue for the July Board meeting.

10. Update on website/social media ADA compliance

Superintendent reviewed an update by Supervisor Scheuren involving ADA compliance for digital services under a proposed rule by DOJ under Title II. The deadline for compliance is April 26, 2026. The Utility is in discussion with web developers to ensure compliance ahead of the deadline.

11. Discuss proposal for water main installation on Commerce Street

PERSONNEL

12. Update on lead service technician and service technician retirements

Superintendent reminded the Board of recent announcements that David Warden, Lead Service Technician (LST), will retire later in 2025, with a final day at work in October, along with Tom DeSombre, Service Technician, with a final day at work in October. CRF Supervisor has reviewed and updated the LST job description and has recommended an internal candidate for that role. Superintendent reviewed the background of the candidate and concurred with the recommendation. Superintendent also noted that, with that change, the Utility would then have two ST vacancies in October. Recruitment has begun using the Indeed platform to solicit candidates, both internally and externally. Superintendent noted that the candidates would be screened by an internal team for those most qualified. Commissioner Dale made a motion, seconded by Commissioner Van De Kreeke, to move ahead with the proposed personnel plans and offer the LST to the recommended candidate. Motion passed unanimously.

NEXT MEETING

13. Next meeting will take place on: July 21, 2025

ADJOURN

14. Motion to Adjourn

At 4:41 PM, Commissioner Van De Kreeke made a motion, seconded by Commissioner Howe, to adjourn. Motion passed unanimously.