

BOARD OF WATERWORKS COMMISSIONERS - 2: 00 PM - (Tuesday, May 26, 2020)Generated
by Joe Trueblood on Thursday, May 28, 2020

Members present (remotely):

Gerald Van De Kreeke, Mark Smith, Tom Howe

Staff/officials (remotely):

Superintendent Joe Trueblood

1. OPENING OF MEETING

1.1 Pledge of AllegianceAll present honored the flag.

2. MINUTES

2.1 Approval of minutes from the April 6, 2020 meetingCommissioner Smith made a
motion, seconded by Commissioner Howe, to approve the minutes.

Motion passed unanimously.

3. REPORTS

3.1 Financial reportsSuperintendent reviewed the reports for April, and the
reports for January, February, and March were provided.

Motion by Commissioner Van De Kreeke, seconded by Commissioner Smith, to
accept the reports.

Motion passed unanimously.

3.2 Superintendent's report including operations, construction-maintenance, and
customer relations/fiscalSuperintendent reviewed the reports.

Due to the pandemic, water consumption was decreased in the latter part of
March, April, and the first half of May, with some demand returning in the past
two weeks.

Motion by Commissioner Van De Kreeke, seconded by Commissioner Smith, to accept the reports.

Motion passed unanimously.

4. ITEMS PREVIOUSLY HELD OVER FOR DISCUSSION AND POSSIBLE ACTION

4.1 Lead service line replacement program Superintendent advised that WI PSC had raised a legal concern over the Utility's planned use of municipal assessments and Utility grants in its lead service line replacement program.

WI PSC suggested to the Utility that the concern could be eliminated if the Utility modified its proposal to include a loan program rather than municipal assessments.

In both cases, the Utility provides the upfront funding, but the loan program would be entirely in-house.

The LSL replacement program would still involve grants from the Water Utility for 50 % of project costs up to \$2,500 and the remainder would then be in the form of a six year, non-interest loan.

The remainder of the Utility's proposal would remain the same, but local ordinance would have to be modified to reflect this change after WI PSC formally accepts the program.

Commissioner Van De Kreeke made a motion, seconded by Commissioner Smith, to approve the changes and continue to pursue approval with WI PSC.

Motion carried unanimously.

4.2 Raw water improvements/intake project Superintendent reviewed status on preliminary engineering.

Much work has focused on the pump station layout and orientation.

Due to limited space along the shore and near the plant, the goal is to provide good protection to the building from high water and wave while also having an efficient use of land space including reducing shoreline protection needs and length of connections to existing facilities.

One challenge is the large storm water outfall that was placed just north of

the water treatment plant about 20 years ago.

CDM Smith has worked carefully with Utility staff to evaluate a number of building layouts, including backup generation and pre-treatment needs.

Later this week, CDM Smith and Utility staff will have a pre-development meeting with City staff to discuss impacts to the park and the easement granted to the Utility in 2007.

In order to achieve an optimal building layout, slight changes to the easement might need to be requested.

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5.1 Request approval of renewal proposal for health insurance
proposal Superintendent referred the Board members to a summary of recommendations from the Utility's broker at Hub International regarding renewal proposals for the Utility's health insurance plan.

The Utility has utilized a self-insured plan for many years.

Accountant Gottsacker provided a ten year summary of costs, showing comparisons between actual costs and estimated costs if the Utility had been under a fully insured plan.

2019 and 2020 (through current) were high cost years compared to the prior years, and the renewal proposals reflected that experience.

Commissioner Smith made a motion, seconded by Commissioner Howe, to accept the broker recommendation and renew with Prairie States as TPA using NorthWinds as the stop loss carrier.

Due to higher costs, the Commissioners also felt that review of fully-insured plans should be completed by January 1, 2021 as further due diligence.

The motion passed unanimously.

Commissioner Smith also made a motion, seconded by Commissioner Howe, that employee monthly contributions be increased to reflect higher costs, with a change effective in June 2020 of \$125 /\$250 and then a second change effective in January 2021 of \$150 /\$300.

It was also noted that specific deductibles could be increased effective January 1, 2021.

Motion passed unanimously.

5.2 Request approval of proposal for mandatory American Water Infrastructure Act Risk & Resilience Assessment Superintendent advised that, with the advent of the federal American Water Infrastructure Act, Utilities must now prepare a Risk and Resilience Assessment.

Although somewhat similar to earlier vulnerability assessments following 9 / 11, the new assessments are more extensive.

As such, and in order to comply with the filing deadline, the Utility had requested a proposal from AECOM to produce the assessments.

This includes updating lists of critical assets, reviewing their risks, determining mitigation strategies, cost estimating, all using the AWWA J 100 methodology.

Commissioner Howe made a motion, seconded by Commissioner Smith, to accept AECOM's proposal for completing the work at a not to exceed cost of \$33,900.

Motion passed unanimously.

5.3 Request approval of write-offs due to bankruptcy Superintendent reviewed a listing of water billing write-offs totaling \$1,577.57 due to bankruptcies.

Commissioner Van De Kreeke made a motion, seconded by Commissioner Howe, to approve the write-offs.

Motion passed unanimously.

5.4 Request approval of first quarter Water Utility report and R.O. transmitting it to Council Commissioner Smith made a motion, seconded by Commissioner Howe, to approve and transmit the first quarter report to Council.

Motion passed unanimously.

5.5 Approval of vouchers Due to an administrative error, the vouchers were not available for review and will be delayed until the next meeting.

6. PERSONNEL Commissioner Van De Kreeke made a special recognition of ex-Commissioner Ray Haen, who recently passed away.

Ray served on the Board since 2006 and served the community in many other capacities as well.

Superintendent gave an update on covid- 19 status, including the re-opening of the customer payment window on May 26, with additional safety measures in place.

Staff members continue working to be safe and productive.

Nearly all service is underway with the exception of in-home visits, which have been curtailed.

Commissioner Van De Kreeke commended all utility staff on their proactive and cooperative approach to serving the community at such a high level.

7. NEXT MEETING

7.1 Next meeting will take place on Monday, June 15, 2020 at 4: 00 PM.

8. ADJOURN

8.1 Motion to Adjourn Commissioner Smith made a motion, seconded by Commissioner Howe, to adjourn at 2: 47 pm.

Motion passed unanimously.