

BOARD OF WATERWORKS COMMISSIONERS - 4: 00 PM - (Monday, April 6, 2020)Generated
by Joe Trueblood on Monday, April 13, 2020

Present:

President Gerald Van De Kreeke, Secretary Mark Smith, Member Tom Howe,
Superintendent Joe Trueblood

(all remotely)

1. OPENING OF MEETINGPresident Van De Kreeke opened the meeting at 4: 04 PM.
1.1 Pledge of AllegianceAll present honored the flag.

2. MINUTES

2.1 Approval of minutes from the February 17, 2020 meetingCommissioner Smith
made a motion, seconded by Commissioner Howe, to approve the minutes of the
February 17, 2020 meeting.

Motion passed unanimously.

3. REPORTS

3.1 Financial reportsCommissioner Smith made a motion, seconded by Commissioner
Howe, to accept the financial reports.

Motion passed unanimously.

3.2 Superintendent's report including operations, construction-maintenance, and
customer relations/fiscalCommissioner Smith made a motion, seconded by
Commissioner Howe, to accept the Superintendent's report.

Motion passed unanimously.

4. ITEMS PREVIOUSLY HELD OVER FOR DISCUSSION AND POSSIBLE ACTION

4.1 Lead service line replacement programSuperintendent reported that WI PSC had
made an information request which had been filled by the Utility.

The PSC had granted approval to move forward with an investigation into the
Utility's proposed plan.

4.2 Raw Water Improvements project Superintendent noted that he and Supervisor Swearingen had met with WI PSC and WI DNR to update them on the project.

Both regulatory entities appreciated the communication and the Utility's diligence.

AECOM staff presented the results of a 50 -year water demand study, which will help provide a framework for certain sizing determinations on the project.

Utility staff and consultants from CDM Smith and Donohue&Associates had participated in a kick-off workshop.

This helped Utility staff to review the preliminary project and understand the upcoming frame of work.

Funding options for the BAN continue to be reviewed by Ms. Carol Wirth in light of the pandemic.

Despite initial uncertainty, the municipal bond market appears to be stabilizing.

The Utility intends to move forward with the issuance.

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5.1 Request authorization to purchase water meters and Orion units Superintendent reviewed a proposal from Badger Meter for 504 M 25 meters, 400 M 25 Orion units, and 2 3 " E Series meters at a total cost of \$91,358.90.

Commissioner Van De Kreeke made a motion, seconded by Commissioner Smith, to approve the purchase.

Motion carried unanimously.

5.2 Request authorization to approve Georgia Avenue standpipe painting bid Superintendent informed that ten bids were received on the project, which includes complete interior and exterior paint removal and replacement, addition of a mixing system, and some other maintenance items.

The bids ranged from \$528,200 to \$862,990.

Kountoupes Painting of Michigan provided the low responsive bid and

planned to utilize a robotic system for paint removal on the exterior.

Commissioner Smith made a motion, seconded by Commissioner Howe, to accept the low bid proposal from Kountoupes Painting for a total cost of \$533,200, which included an alternate price for completion in 60 days.

Motion passed unanimously.

5.3 Request authorization to purchase water main, fittings, hydrants for Niagara-N. Commerce project and to reimburse City for excavation and trucking Superintendent reviewed plans to have the Utility crew install water main on Niagara Avenue to facility the City's street project.

This would involve purchase of water main and materials at an approximate cost of \$7,000 and reimbursement of

the City's contractor, Buteyn Peterson, for excavation and trucking costs, estimated at \$24,900.

Commissioner Howe made a motion, seconded by Commissioner Smith, to authorize the purchase and reimbursement.

Motion carried unanimously.

5.4 Request authorization to approve bid for photo-voltaic project on garage roof Superintendent informed the Board that one responsive bid was received for the project, which involves installation of photo-voltaic panels on the Utility maintenance garage.

The low bid was from Arch Electric at a cost of \$57,286.43 with an alternate of \$1,737.32 for installation of an EV charging station.

Superintendent stated that another potential bidder visited the site but was unable to submit a bid on time.

Commissioner Van De Kreeke made a motion, seconded by Commissioner Howe, to approve the low bid from Arch

Electric including the alternate.

Motion carried unanimously.

5.5 Request approval of Water Utility audit report and R.O. transmitting it to CouncilSuperintendent reported that CPA Gottsacker had worked with Baker Tilly to complete the recent audit, and the report indicated all was in compliance.

Commissioner Van De Kreeke made a motion, seconded by Commissioner Howe, to approve the audit report and the R.O. transmitting it to Council.

Motion carried unanimously.

5.6 Request approval of vouchersCommissioner Smith made a motion, seconded by Commissioner Howe, to approve the February 2020 general vouchers of \$781,490.85 and gross payroll of \$186,501.

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Motion carried unanimously.

6. PERSONNELSuperintendent reported that the Utility promptly responded to the Covid health emergency, with the supervisory team rapidly developing response plans as the threat appeared on the horizon.

Supervisor Scheuren worked to outfit a number of remote work platforms, ultimately making it possible for approximately half of the Utility staff members to work remotely when appropriate.

This included all of the supervisors, engineering staff, utility support specialists, accountant, two leads, and the superintendent.

Supervisor Swearingen

implemented a plant lockdown to help isolate operations staff involved with running the water treatment plant.

Although the Utility has 11 persons capable

of running the plant, plans were laid to isolate as many as possible from each other to reduce risk of the virus spreading through the operations department.

The lockdown included vendors and all other visitors.

All incoming materials were also disinfected, along with routine disinfection of work spaces.

Operations Supervisor Swearingen verified chemical supply systems would be intact.

Supervisor McMillan worked to stagger distribution maintenance staff and placed some on paid leave to help isolate them.

Other efforts included dividing the group into two smaller teams to reduce the possibility of the virus affecting an entire department.

Customer Relations and Fiscal activities continued nearly as normal despite remote work.

A Utility Support Specialist is in the office every work day to field calls, process mail, and perform other in-house duties.

Meter reading continues unaffected.

Billing service will continue unaffected.

Nearly all other fiscal tasks can be accomplished remotely.

Steps were also taken to further isolate internal departments and to provide work spaces where a lone individual can work and close their outer door.

Disinfection of common work spaces is done on a daily basis.

Superintendent participated in a special counsel meeting to provide an update on covid response.

The supervisors and superintendent teleconference at least once per week to evaluate the covid emergency and modify work plans.

While the Utility provides an essential service, it is also important to protect staff members so that an outbreak cannot threaten the essential service.

Ongoing plans and work will be toward that end as well.

7. NEXT MEETING

7.1 Next meeting will take place on Monday, May 18, 2020.

The meeting place will be determined later.

8. ADJOURN

8.1 Motion to Adjourn Commissioner Smith made a motion, seconded by Commissioner Howe, to adjourn the meeting at 4: 38 PM.

Motion passed unanimously.