

BOARD OF WATERWORKS COMMISSIONERS - 3:30 PM - (Monday, February 21, 2022)

Generated by Joe Trueblood on Tuesday, February 22, 2022

Members present: President Gerald Van De Kreeke, Secretary Tom Howe, Member Rich Dale

Staff present: Superintendent Joe Trueblood

1. OPENING OF MEETING

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

1.1 Pledge of Allegiance

All present honored the flag of the United States.

2. MINUTES

2.1 Approval of minutes from the January 30, 2022 meeting

Commissioner Howe made a motion, seconded by Commissioner Dale, to approve the minutes of the January 30, 2022 meeting. Motion passed unanimously.

3. REPORTS

3.1 Financial reports and approval of vouchers

Commissioner Howe made a motion, seconded by Commissioner Dale, to approve the financial reports and approve the vouchers as presented. Motion passed unanimously.

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

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

4. ITEMS PREVIOUSLY HELD OVER FOR DISCUSSION AND POSSIBLE ACTION

4.1 Raw Water Improvements (RWI) project

Superintendent noted that the Notice of Award was issued to CD Smith construction.

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5.1 Review timing on bond resolutions, Notice to Proceed, and engineering services proposal on RWI project

Superintendent reviewed a document prepared by financial advisor Carol Wirth related to activities in March - June 2022. This includes submittal of bond resolutions to Council, calling of existing BAN, completion of the FAA with WDNR. At this time, the Utility anticipates issuing the Notice to Proceed in May, following all necessary approvals. Superintendent also reviewed a proposal from CDM Smith for ongoing Construction Services throughout the construction of the RWI project. This work includes a full-time construction manager along with two field inspectors including one for on-land work and one for the work on the Lake. Construction is expected to be completed over two construction seasons depending on weather. The proposal detailed work that would be conducted by two local engineering firms as well. Commissioner Van De Kreeke made a motion, seconded by Commissioner Howe, to accept the proposal at a total cost not to exceed \$3.495M. Motion passed unanimously.

5.2 Request approval of OnTech two year contract

Superintendent reviewed a proposal from OnTech Systems, Inc. for their complete managed services bundle including a number of services involved with IT management and cybersecurity. As the Utility has maintained a lean workforce and does not have a stand-alone IT person, much of the work has fallen to the CRF supervisor. Superintendent stated that OnTech has provided outstanding service in the past year. Commissioner Dale made a motion, seconded by Commissioner Van De Kreeke, to accept OnTech's proposal at a cost of \$1,653.00 per month for a period of 24 months. Motion passed unanimously.

5.3 Review ongoing Lead Service Line replacement plans and possible Ordinance change

Superintendent stated that a limitation with existing Ordinance involves street resurfacing projects where significant excavation near LSL does not take place. On some projects, the Utility might wish to work with the Dept. of Public Works to have all LSL on the street project replaced under the Utility's LSL program. Superintendent anticipates presenting additional information at the March Board meeting as discussions are ongoing.

6. PERSONNEL

6.1 Update on Distribution Technician vacancy

Superintendent reported that Mr. Joel Neave will begin employment as a Distribution Technician on March 7, 2022.

6.2 Update on Civil Engineer/GIS Tech position

Superintendent reported that, following the resignation of the Utility Engineer 2, various discussions have taken place among Superintendent, Distribution Supervisor, Utility Engineer 1, and others regarding work in the engineering department. All parties felt that the best new hire would be a civil engineer/GIS technician, ideally with experience on ESRI products. Superintendent reviewed a job description. Commissioner Van De Kreeke made a motion, seconded by Commissioner Howe, to approve moving forward and assigning a starting wage to the position of \$27.15 per hour. Motion carried unanimously.

7. NEXT MEETING

7.1 Next meeting will take place on March 21, 2022.

8. ADJOURN

8.1 Motion to Adjourn

Commissioner Dale made a motion to adjourn, seconded by Commissioner Howe, at 4:30 PM. Motion passed unanimously.

