

BOARD OF WATERWORKS COMMISSIONERS - 3: 30 PM - (Monday, August 23, 2021)Generated by Joe Trueblood on Wednesday, August 25, 2021

Commissioners present:

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

Staff:

Superintendent Joe Trueblood

#### 1. OPENING OF MEETING

1.1 Pledge of AllegianceCommissioner Van De Kreeke called the meeting to order at 3: 30 PM and all present honored the flag of the United States.

#### 2. MINUTES

2.1 Approval of minutes from the July 19, 2021 meetingCommissioner Smith made a motion, seconded by Commissioner Howe, to approve the minutes of the July 19, 2021 Board meeting.

Motion passed unanimously.

#### 3. REPORTS

3.1 Financial reports and approval of vouchersCommissioner Smith made a motion, seconded by Commissioner Howe, to approve the financial reports and vouchers as presented.

Motion passed unanimously.

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

#### 4. ITEMS PREVIOUSLY HELD OVER FOR DISCUSSION AND POSSIBLE ACTION

4.1 Raw water improvements projectSuperintendent advised that WDNR had requested some additional information on the project prior to their approval.

WI PSC also requested additional information.

The US Corps of Army Engineerings had issued their permit/approval for the project.

WDNR had also approved an SDWL for the project.

Meanwhile three public forums were held on the matter of modifying the existing easement for the project.

Superintendent advised there is no new information on possible grants for the project, but the latest construction cost estimate came in at \$46 M;

this would be for the most costly alternative options.

The base option is now estimated at \$42 M.

Superintendent advised there is another intake project on Lake Michigan expected to bid later this year, and our goal remains to have it out for bidding late this year.

## 5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5.1 Update on water rate case WI PSC has requested additional information and Accountant Gottsacker is working on a response.

5.2 Update on new PFAS test results Superintendent advised that the Utility recently completed sampling of both raw and finished water for PFAS/PFOS compounds.

Lab detection has become ten times more sensitive since mandatory testing completed in 2014.

Of 20 compounds tested, nineteen were not detected.

One was detected just barely above the sensitivity of the test at 2.0 ppt.

Current information shows that WDNR is considering an enforcement standard of 20 ppt combined PFAS.

As such, the latest test results are ten times below that level.

5.3 Request approval to purchase spigot backflow devices Superintendent reviewed a proposal from Ferguson Enterprises

for 600 hose bib vacuum breakers at a total cost of \$4,680.00.

Commissioner Van De Kreeke made a motion, seconded by Commissioner

Smith, to approve the purchase.

Motion carried unanimously.

5.4 Request approval to purchase large meter for Oscar development Superintendent reviewed a proposal from Badger Meter for three 3 " E series water meters for use at the new Oscar development at a total cost of \$5,410.83.

Motion carried unanimously.

5.5 Review Preliminary 2022 Water Utility budget Superintendent reviewed the preliminary budget document prepared by Ms. Gottsacker and himself.

The annual budget is a guideline for anticipated revenues and expenditures in the coming year.

2022 is highly unusual due to the anticipated RWI project and its significant financial impact on the Utility.

As such, Superintendent is presenting a very lean capital expenditure for 2022, not including the RWI project.

Whereas typical capital expenditure has ranged from \$3.0 - \$4.0 M, the 2022 capital budget is closer to \$1.8 M or \$19.8 M including RWI.

Superintendent believes this lean capital expenditure will not have any

deleterious effect for 2022.

Overall revenues are expected to increase due to a rate increase and due to WDNr grants and SWU loans showing up as revenues.

The cash balance is anticipated to grow about \$1.0 M due primarily to the very lean capital budget.

If the rate increase is not in effect on 1 / 1 / 222 or other factors change, then revenues could fall short of expectations.

Superintendent reiterated that

the LSL program is a new cost item in recent years.

Health insurance costs have increased along with other inflationary increases.

After discussion, the Commissioners expressed agreement with the preliminary budget, which will be brought back for approval later in the year.

5.6 Request approval of annual intake diving and cleaning proposal  
Superintendent reviewed a proposal from UCC for cleaning and inspecting the water intake inlets at a cost of \$8,990.

This was just slightly higher than last year's inspection/cleaning cost.

Commissioner Smith made a motion, seconded by Commissioner Howe, to approve the proposal.

Motion carried unanimously.

## 6. PERSONNEL

6.1 Review Employee Handbook updates  
Superintendent presented a draft handbook revision showing deletions and additions.

After discussion, Commissioner Van De Kreeke made a motion, seconded by Commissioner Smith, to approve the updated Employee handbook.

Motion passed unanimously.

6.2 Update on Distribution Technician vacancy Superintendent noted that the vacancy had been placed on Indeed.com along with a link from the Utility's website.

So far, the response has been promising.

6.3 Review possible Billing/LSL Specialist position As follow-up from last month, Superintendent noted that a draft job description has been created but needs some more work.

With the growth in a number of customer service areas, the new position would allow focus on special billing issues along with providing assistance in the lead service line replacement program.

Superintendent anticipates having more details at the next meeting.

6.4 Update on longstanding Service Tech retirement Superintendent commended Mr. Jeff Gorr on his career at the Utility surpassing four decades, but Mr. Gorr has now submitted his written retirement notice, effective with his last day in the workplace in April 2022.

6.5 Review wage increase plan Superintendent reviewed the Utility's wage increase plan which began in 2011.

It is based on the Midwest CPI as the middle bin for performance meeting expectations.

Normally there are two upper bins and two lower bins separated by 1 %.

Presently the

mCPI is over 5 % and Superintendent is seeking guidance on whether the existing wage increase plan would remain in effect this year as well.

After discussion, the Commissioners requested to table the matter and discuss it again at the next meeting.

7. NEXT MEETING

7.1 Next meeting will take place on September 20, 2022 at 3: 30 PM.

8. ADJOURN

8.1 Motion to AdjournAt 4: 50 PM, Commissioner Howe made a motion to adjourn, which was seconded by Commissioner Smith.

The motion passed unanimously and the meeting adjourned.