

BOARD OF WATERWORKS COMMISSIONERS - 3: 30 PM - (Monday, July 19, 2021)Generated
by Joe Trueblood on Friday, July 23, 2021

Members present:

Gerald Van De Kreeke, President;

Mark Smith, Secretary;

Tom Howe, Member.

Staff:

Superintendent Joe Trueblood

1. OPENING OF MEETING

1.1 Pledge of AllegianceAll present honored the flag of the United States.

2. MINUTES

2.1 Approval of minutes from the June 21, 2021 meetingCommissioner Smith made a motion, seconded by Commissioner Howe, to approve the minutes from the June 21, 2021 Board meeting.

Motion passed unanimously.

3. REPORTS

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

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 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 project (RWI) Superintendent informed that the Utility had received a data request from WI PSC regarding the construction authorization for the project.

This focused on future retirement of certain existing infrastructure related to the project, additional details regarding the demand study, and specifics about bid options on intake size and length.

The Utility and consultant are preparing a response.

In addition, Superintendent noted that Utility staff and Donohue staff had met with DPW staff to discuss possible placement of 5,000 CY of soil spoils from the project in the buffalo pit area to both reclaim usable land and stabilize the slope along the Utility driveway, where the old retaining wall is failing.

DPW felt that the pit space could be turned into more usable park area as a result, and the Utility would save costs by not trucking material offsite and by reducing rehab costs on the retaining wall.

Superintendent also noted receiving positive feedback from Senator Baldwin's office regarding including RWI in the Senator's directed spending list for 2022, but the Utility was requested to reduce the amount.

After consultation, Superintendent then reduced the amount to \$2.5 M.

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5.1 Update on water rate case Superintendent noted that the rate study application had been completed by Baker Tilly and will be submitted within days to WI PSC.

The Utility Accountant was instrumental in helping Baker Tilly complete the application.

The initial outcome shows a requested 17 % revenue increase.

Any specific rate increases would be determined by WI PSC as they complete their rate modeling.

Ongoing expense increases, new costs related to funding LSL program, and initial debt service for RWI are among the key changes since the last rate increase.

Superintendent anticipates a 6 month review process by WI PSC.

5.2 Request approval of R.O. transmitting 2 nd quarter Utility report Commissioner Van De Kreeke made a motion, seconded by Commissioner Howe, to approve the R.O. transmitting the 2 nd quarter report as presented.

Motion passed unanimously.

5.3 Update on closing of SDWL for Lead Service Line replacements Superintendent reviewed a summary from Accountant Gottsacker indicating that a Safe Drinking Water loan Principal Forgiveness agreement had been executed on July 14, 2021 in the amount of \$285,000 for use in replacing lead service lines from the curb stop to the meter setting.

5.4 Request approval of SCADA upgrade and pc replacements Superintendent reviewed a summary document by Supervisor Swearingen explaining the recent failure of a SCADA pc.

Although plans had been made to replace SCADA pcs and upgrade the system next year, the failure makes it important to take action now.

Superintendent explained that \$300 k in the operations budget had been reserved for east basin wall repairs that are delayed, and so funds are available.

Commissioner Smith made a motion, seconded by Commissioner Howe, to approve the upgrade and pc replacements at a cost not to exceed \$27,030 as proposed by

Energenecs.

Motion passed unanimously.

5.5 Request approval of water meter purchase Commissioner Van De Kreeke made a motion, seconded by Commissioner Smith, to approve the purchase of 240 M 25 meters and 4 E Series meters at a total cost of \$19,861.08.

Motion passed unanimously.

5.6 Request approval of write-offs Commisioner Van De Kreeke

made a motion, seconded by Commissioner Smith, to approve water write-offs in the amount of \$3,993.83 as prepared by Accountant Gottsacker, along with recommendation to write-off a uncollectible sewer fees of \$1,148.54, garbage

fees of \$236.82, and recycle fees of \$159.73.

Motion passed unanimously.

6. PERSONNEL

6.1 Review proposed remote work policy as addition to Employee Handbook
Commissioner Smith made a motion, seconded by Commissioner Howe, to adopt Section 16:

Remote Work Policy into the Board's existing Employee Handbook.

Motion passed unanimously.

6.2 Update on Service Technician vacancy
Superintendent advised that one internal candidate had expressed interest in the vacancy due to a recent resignation.

After internal review, Superintendent recommends moving Mr. Eric Radloff into the Service Technician position effective on August 16, 2021.

Superintendent also stated his intention to post Mr. Radloff's Distribution Technician position internally, and, if no qualified candidates emerge, then to seek outside persons for the position.

6.3 Review possible org chart changes
Superintendent reviewed the org chart including recent changes made in the engineering department.

Superintendent noted that, as regards the Utility Support Specialist position, there is no Lead position as in every other department.

As customer service needs have increased, along with the additional work of the lead service line replacement program, there is a need for a more specialized role such as a Lead Utility Support Speciality or Billing Specialist.

The Board members expressed support for this concept, and Superintendent advised that he would complete further review and report more at the next meeting.

7. NEXT MEETING

7.1 Next meeting will take place on Monday, August 16, 2021.

8. ADJOURN

8.1 Motion to Adjourn Commissioner Smith made a motion to adjourn at 4: 36 PM, seconded by Commissioner Howe.

Motion passed unanimously.